# Doctor of Nursing Practice
# Program Handbook

# 2023-2024

**West Virginia University
School of Nursing
Robert C. Byrd Health Science Center
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The WVU Graduate Catalog is the official reference for all program and course information.

The website is catalog.wvu.edu/graduate/

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# 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. 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

The mission of the West Virginia University (WVU) School of Nursing (SON) 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.

## Vision

The 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.

## Values

At the West Virginia University School of Nursing, we are committed to the values of **integrity, excellence**, and **inclusiveness**. We want to create and foster a positive learning and working environment based on open communication, mutual respect and inclusion. By embracing new ideas and broadening our perspectives, we will enhance our ability to address the diverse needs of the patients we serve. These values, together with vision, transparency and strategic leadership, enable us to create an organization in which teaching, learning, scholarship, service, and practice can flourish.

## Accreditation

The baccalaureate degree program in nursing, master's degree program in nursing, and Doctor of Nursing Practice programs at West Virginia University are accredited by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC 20001, 202-887-6791.

# Doctor of Nursing Practice Program Overview

**Program Description**

The WVU SON 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 DNP program can be completed in as few as 32 credit hours. Additional clinical and project credit hours may be required to meet program outcomes. The time to completion of the DNP program varies depending on the amount of time needed to complete a clinical immersion and DNP project.

The student plan of study for the DNP degree requires 1000 post-baccalaureate hours of precepted clinical experience. A minimum of 300 precepted clinical hours must be earned at the DNP level. Many traditional advanced practice Master of Science in Nursing (MSN) programs require 600 hours of precepted clinical practice. Previous precepted master's level clinical hours, which must be verified, evaluated, and approved by the program director and Associate Dean of Curriculum, may be included in the required hours to complete the DNP. At least 400 hours must be obtained in this program, though more may be required. For example, if a student shows evidence of 600 hours of precepted clinical practice from their MSN program, and the hours are approved, that leaves 400 hours to complete (to equal 1000 post-baccalaureate hours). To reach these 400 hours, students in the program may complete 180 hours for the DNP Project under the supervision of a Faculty of Record (FOR), with completion of the remaining 220 hours in Clinical Immersion (with precepted clinical experiences) to meet the requirements for the degree.

The program includes implementation of a DNP 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 DNP curriculum primarily involves mastery of an advanced specialty within nursing practice and methods of practice improvement and change. The DNP Project is used to demonstrate mastery of the DNP curricular content. Guided by faculty and with assistance of a consultant in the area of interest, the DNP 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, to implement that change, and to systematically measure the results of the practice or system-related change initiative. The DNP Project documents outcomes of the student's educational experiences and summarizes the student's growth in knowledge and expertise. The DNP Project experience serves as a foundation for leadership in future scholarly practice within the clinical setting.

Throughout the curriculum, students are guided in the processes of self-development aimed at pursuing excellence in scholarly, clinical, and professional endeavors. Courses are offered via web-based modalities in asynchronous and synchronous formats. The student should communicate with the course coordinator when determining what courses are offered synchronously or asynchronously. Students should assume that they will be assigned to a regular day and time for the course offering unless told otherwise. Class attendance and participation are expectations in the DNP program. It is a strong University and WVU SON recommendation that students employed in full-time work should enroll for no more than six hours of doctoral level course work at any time.

**Core Competencies**

The following core competencies provide the framework for the DNP curriculum. The key concepts of the core competencies are threaded throughout the curriculum.

| Core Competency | Key Concepts |
|---|---|
| Professional Advanced Practice Role/Interventions | <ul><li>Advanced Nursing knowledge</li><li>Holistic Nursing</li><li>Population Health</li><li>Evidence-Based Practice</li><li>Clinical Decision-Making Skills</li><li>Competency</li><li>Professional Development</li><li>Quality and Patient Safety</li></ul> |
| Leadership & Interprofessional Collaboration | <ul><li>Organizational & Systems Leadership</li><li>Assessing Organizations</li><li>Identifying Systems' Issues</li><li>Facilitating Changes in Practice Delivery</li><li>Health Care Issues, Ethics, and Policy</li><li>Multi-tiered Healthcare Environment</li><li>Expanding Collaboration Skills/Referral Systems</li><li>Team Leadership</li></ul> |
| Communication/Caring | <ul><li>Using Information Systems and Technologies to Improve Health Outcomes</li><li>Telehealth</li><li>Data Mining</li><li>Practice Outcome Patterns</li><li>Healthcare Consumer Information</li><li>Professional and Therapeutic Communication</li></ul> |
| Scholarship/Critical Thinking | <ul><li>Scientific Underpinnings</li><li>Ask Pertinent Questions Related to Practice & Apply Research to Practice</li><li>Evaluate Literature</li><li>Design and Evaluate Methodologies that Improve Patient Care</li></ul> |

The DNP-prepared nurse is prepared to participate in healthcare in numerous roles including:
- advanced practice nurse
- nurse entrepreneur
- nurse administrator
- health care advocate

**DNP Program Outcomes**

At the completion of the DNP 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. Economies 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.

# DNP Progression Plans

## Full-time Progression

| | Fall | | Spring | | Summer | |
|---|---|---|---|---|---|---|
| **Year 1** | NSG 739 Scientific Underpinnings for the DNP Role | 3 | NSG 754 Transforming Health Care Through Information Technology | 3 | NSG 702 Population Health Promotion | 3 |
| | NSG 724 Health Research Statistics 1 | 3 | NSG 707 EBP Methods | 3 | NSG 830 DNP Project Development** | 2 |
| | | | | | NSG 745 Clinical Immersion* | **1** |
| | **Total Credits** | **6** | **Total Credits** | **6** | **Total Credits** | **6** |
| **Year 2** | NSG 831 DNP Project Implementation** | 1-2 | NSG 710 Issues/Ethics/Policy | 3 | NSG 831 DNP Project Implementation** | 1-2 |
| | NSG 704 Health Care Leadership | 3 | NSG 831 DNP Project Implementation** | 1-2 | NS 745 Clinical Immersion* | 1-3 |
| | NSG 745 Clinical Immersion* | 1-2 | NSG 745 Clinical Immersion* | 1-2 | | |
| | **Total Credits** | **5-7** | **Total Credits** | **6-9** | **Total Credits** | **2-5** |
| **Year 3** | NSG 832 DNP Project Presentation** | 2 | | | | |
| | NSG 745 Clinical Immersion* | 1-5 | | | | |
| | **Total Credits** | **3-7** | | | | |
| | | | | | **Total Credits = 32**** | |

## Part-time Progression

| | Fall | | Spring | | Summer | |
|---|---|---|---|---|---|---|
| **Year 1** | NSG 739 Scientific Underpinnings for the DNP Role | 3 | NSG 754 Transforming Health Care Through Information Technology | 3 | NSG 702 Population Health Promotion | 3 |
| | **Total Credits** | **3** | **Total Credits** | **3** | **Total Credits** | **3** |
| **Year 2** | NSG 724 Health Research Statistics 1 | 3 | NSG 707 EBP Methods | 3 | NSG 830 DNP Project** Development | 2 |
| | | | | | NSG 745 Clinical Immersion* | 1 |
| | **Total Credits** | **3** | **Total Credits** | **3** | **Total Credits** | **3** |
| **Year 3** | NSG 704 Health Care Leadership | 3 | NSG 710 Issues/Ethics/Policy | 3 | NSG 831 DNP Project Implementation** | 1-2 |
| | NSG 831 DNP Project Implementation** | 1-2 | NSG 831 DNP Project Implementation** | 1-3 | NS 745 Clinical Immersion* | 1-3 |
| | NSG 745 Clinical Immersion* | 1 | NSG 745 Clinical Immersion* | 1-3 | | |
| | **Total Credits** | **5-6** | **Total Credits** | **5-9** | **Total Credits** | **2-5** |
| **Year 4** | NSG 832 DNP Project Presentation** | 2 | | | | |
| | NSG 745 Clinical Immersion* | 1-5 | | | | |
| | **Total Credits** | **3-7** | | | | |
| | | | | | **Total Credits = 32**** | |

*Total clinical immersion hrs—at least 5 credits.  A total of 1,000 hours post-baccalaureate supervised clinical experience is required prior to graduation (this includes clinical hours accrued during the MSN program). WVU SON requires at least 400 hours of immersion to be completed in the DNP program (180 of those hours are credited for the DNP project).

**Total DNP project hrs—at least 6 credits. NSG 830, 831, and 832 count toward project hours; NSG 831 is the implementation course and the number of credits (minimum, 2) vary depending on the depth, breadth, and timeline of a student's project.

***Individual progression plans to be developed based on previous course work.  Total credit hours will vary based on the verification and approval of course work and/or post-baccalaureate precepted clinical hours gained prior to admission to the program.

## DNP Course Descriptions

**NSG 702: Population Health Promotion:** 3 credits. (Didactic, Summer only). Prerequisite – None. In-depth study and analysis of clinical prevention and population health for individuals, aggregates, and populations utilizing advanced nursing practice and program evaluation strategies for the promotion of health and prevention of disease across populations.

**NSG 704: Health Care Leadership:** 3 credits. (Didactic, Fall only). Prerequisite – None. Critical analysis of leadership in an organizational setting, with development of skills needed to enact the leadership role.

**NSG 707 Evidence Based Practice Methods:** 3 credits. (Didactic, Spring only). Prerequisites – NSG 724. This course provides an overview of research methods, evidence analysis, epidemiologic measures, and systems level evaluation methods for translation of research into practice and the design of interventions to effect practice change in a variety of settings.

**NSG 710: Health Care Issues, Policy, and Ethics:** 3 credits. (Didactic, Spring only). 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 724: Health Statistics 1:** 3 credits. (Didactic, Fall only). This course provides development of statistical knowledge and skills needed for quantitative health research. Topics include descriptive statistics, probability, hypothesis testing, analysis of variance, chi square and regression techniques.

**NSG 739: Scientific Underpinnings for the DNP Role:** 3 credits. (Didactic, Fall only). Prerequisite – None. Integration of theories from nursing, the sciences, and the humanities to build a foundation for preparation of students to fulfill the role of the advanced practice nurse at the highest level of nursing practice.

**NSG 745: Clinical Immersion:** 1 to 5 credits – Variable and repeatable. (Clinical). Prerequisite – 739. Provides for the mastery of skills relative to the state of the science in a particular area of practice.

**NSG 754: Transforming Health Care through Information Technology**: 3 credits. (Didactic, Spring only) Prerequisite – None. Utilization of information systems and technology to improve quality, safety, and system outcomes for the improvement and transformation of health care.

**NSG 830 DNP Project Development:** 2 credits. (Project, Summer only). Prerequisite – NSG 707, NSG 724. NSG 707 may be taken concurrently. This course provides the Doctor of Nursing Practice (DNP) student with a framework for developing an evidence-based DNP Project. Types of projects include quality improvement, policy analysis, demonstration, clinical inquiry, translation of evidence-based practice, and program evaluation. The student applies principles of business, finance, economics, and health policy to address the identified problem.

**NSG 831 DNP Project Implementation:** 1 to 2 credits – Variable and repeatable. (Project). Prerequisite – NSG 830. This course provides the Doctor of Nursing Practice (DNP) student with a framework for implementing and evaluating the outcomes of a proposed DNP project. The student will present a project proposal, apply for institutional approval, implement an initiative, and collect and analyze data in preparation for the DNP Project presentation.

**NSG 832 DNP Project Presentation:** 2 credits. (Project). Prerequisite – NSG 830, NSG 831 (minimum 2 credits). This course requires the Doctor of Nursing Practice (DNP) student to present the DNP project. The student will demonstrate mastery of the DNP Essentials and DNP program outcomes through a portfolio, a presentation of the project, and a manuscript describing the project.

# Admission Information

**Application for Admission and Admission Information:**
Available on the SON website: https://nursing.wvu.edu/students/graduate-programs/doctor-of-nursing-practice/application-information/

**Admission Related Policies may be found in the following Appendices:**
Graduate Provisional Admission Policy: Appendix 1
Transfer of Course Work Information Policy: Appendix 2
Readmission Policy: Appendix 3

# Current DNP Student General Program Information

**Technical/Functional Standards**
Students will be required to meet program outcomes, clinical facility requirements, WV state code for nursing programs, and the following technical standards independently with or without reasonable accommodations. It is recommended that students report any potential issues regarding meeting these outcomes at the time of admission to avoid problems with clinical placement and progression in nursing courses. Students cannot attend clinical if there are limitations in the ability to safely provide care to assigned patients. The WVU School of Nursing is committed to diversity and inclusion in the educational preparation of healthcare professionals. SON personnel strive to provide quality opportunities to students with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. The Office of Accessibility Services (OAS), SON personnel, and clinical agencies collaborate with students with disabilities regarding options available for academic and nonacademic accommodations. Students are not required to disclose their disability; however, registration with OAS is required to seek reasonable accommodations. Students are encouraged to reach out to OAS or program administrators if they are unsure whether they have a qualified disability or are able to meet the technical standards. Reasonable accommodations cannot be implemented retroactively.

If any change occurs in the student's ability to perform these skills, whether temporary or permanent, the program director must be notified. The student may be required to provide documentation from a health care provider, noting any restrictions or necessary accommodations.

**Technical/Functional Outcomes and Standards:**
<u>**Patient-centered Care**</u>
- Provide direct patient care in a variety of settings, including, but not limited to, long-term care facilities, community agencies, hospitals, and primary care clinics
- Conduct comprehensive and focused patient assessments (including, but not limited to, skills in interviewing, observation, auscultation, palpation, and percussion)
- Create a safe care environment that results in high-quality patient outcomes
- Implement evidence-based interventions for managing acute and chronic care
- Apply psychomotor skills to accurate, effective skill demonstrations and safe, efficient patient care
- Provide emergency care, including, but not limited to, assisting patients during a fall, a fire, or cardiac arrest
- Manage the interaction of multiple patient functional problems

- Move, transfer, and position patients or equipment safely under a variety of circumstances
- Participate in emergency preparedness and disaster response
- Manage care for individuals that approximates a workload appropriate for student level

## Communication
- Communicate effectively and sensitively with the healthcare team, patient, and patient support network (in electronic, oral, and written form)
- Provide appropriate and individualized education
- Demonstrate effective delegation and supervision

## Affect and Professionalism
- Develop awareness of patient and peer spiritual beliefs and values
- Demonstrate tolerance for ambiguity and unpredictability in the healthcare system
- Deliver compassionate and holistic care
- Implement patient and family care around end-of-life and palliative care issues
- Engage in caring, healing, and therapeutic relationships
- Demonstrate emotional stability to function under stress and adapt to changing environments inherent to the classroom and practice settings

## Cognition, Critical Thinking, and Clinical Judgment
- Synthesize and analyze data to provide quality care and solve patient care and healthcare system problems
- Complete mathematical calculations related to medication administration and patient data
- Successfully complete course and program examinations
- Demonstrate sound judgment

Students seeking academic or nonacademic accommodations should contact the WVU Office of Accessibility Services. More information regarding OAS services can be found at https://accessibilityservices.wvu.edu/ .

### 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 attend an online class session while responsible for patient care in the workplace.  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.

### Mandatory Fall Orientation
All new students enrolled in the DNP program are required to attend an online fall orientation. The date of the orientation will be sent to students in a letter from the program director prior to the beginning of the semester.


# Technology Requirements for the DNP Program

The graduate programs at WVU make 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 Login**

All students are assigned a WVUID number, username, and account. You must obtain your WVUID prior to claiming your account. If you previously attended WVU, your WVUID and username will be the same, but you will still need to reclaim your account if it has not recently been active. Please follow the steps below to find your WVUID and claim your username and account:

*Find your WVU Login*

1. Go to https://login.wvu.edu/self-service
2. Under Alternate WVUID Lookup, enter your date of birth, then select "Social Security Number" from the ID Type drop down box and enter your SS#.
3. Click Look Up.
4. Write down your WVUID number and memorize it! (Or at least keep it where you will be able to easily find it again.)

*Claim Your Account*

1. Go to https://login.wvu.edu and click the Claim Account button
2. Enter your name and date of birth
3. In the ID Type drop-down field, select WVUID and enter your 9-digit WVU ID number found on your admission letter
4. Answer the validation question
5. Read and accept the Annual Security Responsibility Statement
6. Choose if you would like to extend your password from 90 to 180 days and complete the instructions listed
7. Select three different security questions
8. Create a password
9. Write down and memorize your username and password. You will use this for all WVU logins unless otherwise instructed.

**WVU Student Email System**

All students in the University have access to email through the Mountaineer Information Express (MIX) system. You must use this email system for all graduate program coursework and any related 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 or mobile phone with internet access at portal.wvu.edu. You will need a username and password.

You should access MIX as soon as possible. The WVU 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 (Study, Observe, Learn, Engage) platform for course deliveries. Technologies used within SOLE include Collaborate and Panopto webcast.

SOLE (Study, Observe, Learn, Engage)

SOLE is the WVU Health Sciences Center's (HSC) 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/ using your WVU Login username and password. 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 https://its.hsc.wvu.edu/sole-support/

## Panopto 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.

## Collaborate

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. Prior to your first live class in Collaborate, you need to be sure your computer meets the following requirements:

### Audio Wizard

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.

**Computer Specifications**
- Microsoft Office (includes Word, Excel, Power Point, and Outlook) is required for all WVU SON coursework and may be obtained free at
  https://wvu.teamdynamix.com/TDClient/KB/ArticleDet?ID=6382
- Microphone and speakers; headsets are preferable.
- Webcam, if your PC or MAC is not video enabled.
- Supported browsers and operating system for SOLE and Collaborate are available at
  http://soleportal.com/documentation/general-help-info/help-center/supported-browsers/
- OIT has recommended computer specifications which may be located at
  https://wvu.teamdynamix.com/TDClient/KB/ArticleDet?ID=4230. Click on "Student Technology Guide".

High-speed internet connectivity is essential. Please be advised that when you purchase your high-speed internet access there is usually an additional cost for the fastest connectivity. The recommended minimum speed for online coursework is 10 mbps. Consult your internet service providers regarding your connection speed for your membership. Or, students may check their speed by an Internet Speed Test (search in Google). 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 online classroom technology. If dial-up is the only access available, looking for alternate sites to attend class where high speed connection is available, is recommended. A wireless internet connection is not recommended. The platforms for live classes work best with a wired internet connection.

**Computer skills**

It is an expectation that students be familiar with operating and using electronic technology. The skills of word processing on Microsoft Word, database utilization, internet competence, and email use, 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 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.

**WVU Student Identification Card**

Students who wish to obtain a WVU Student Identification (ID) 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. For information on obtaining a photo ID call 304-293-2273. For a non-photo student ID email wvucard@mail.wvu.edu.

**Maintenance of Registered Nurse (RN) Licensure and Advanced Practice (AP) RN Certification**

All DNP students are required to maintain continuous RN licensure and APRN certification (if an APRN) 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 academic advisor. If the student's RN license lapses or becomes encumbered due to a disciplinary action, or the APRN certification lapses, the student will be dismissed from the DNP program. In order to participate in clinical immersion and DNP project courses, students must maintain an unencumbered RN and/or APRN license in the state in which he or she plans to implement the DNP project or engage in clinical immersion.

**Tuition, Transportation, and Other Costs**

Students pay tuition and fees shown in the WVU Graduate Catalog, plus special fees and deposits as required (https://revenueservices.wvu.edu/files/d/423d674d-2296-4703-911b-7ee984878f29/website-2019-2020-online-graduate.pdf). 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 immersion courses. Some clinical experiences require the student to travel in a multi-county area. Students are responsible for providing their own transportation to all immersion/clinical experiences.

Specific immunizations are required. Criminal background checks are required. Students are responsible for fees (subject to change without notice) associated with acquiring and tracking immunizations, criminal background check, and urine drug screening (via Precheck; approximately $161 at admission; $67 annually for urine drug screening). Other costs students expect in the DNP program may include fees (subject to change without notice) associated with testing (e.g., proctoring), required course materials (such as textbooks), equipment necessary for online classrooms (e.g., microphone, speaker, webcam, internet services; cost varies), registration/clinical scheduling (e.g., myClinicalExchange—if required by the clinical facility where a student is completing immersion hours; approximately $38), Typhon group clinical log (approximately $70), and fees associated with graduation (regalia).

**Health Information and Credential Documentation Policy upon Admission**

All West Virginia University School of Nursing (WVU SON) students in clinical-based programs must submit and verify approval of immunizations, immunity, compliance with clinical requirements, and other important documentation in order to safeguard students and protect patients in the clinical setting. Students are required to purchase a Precheck/SentryMD account, and the student is responsible for maintaining the current information in the Precheck/SentryMD account, including items that must be maintained continuously or that expire as outlined below. A packet of instructions will be distributed to students upon admission, and students are responsible for checking all relevant email accounts (required to use MIX email account) to verify that submissions were approved. If there are any unresolved issues or extenuating circumstances, it is the student's responsibility to contact Precheck/SentryMD and/or the program director prior to the deadline.

Graduate nursing students are required to maintain and document active unencumbered RN licensure. APRN certification maintenance and documentation is also required for those who are in programs that require it for admission. Students must immediately report any event or circumstance that could impact the status of continued RN licensure or APRN certification. Failure to do so or allowing a license or certification to expire would result in dismissal from the program.

The following documents are required for admission in all WVU SON graduate programs (excluding the PhD Program). Official documentation must come from a physician, health clinic, etc., and parental written documentation of immunization records is not considered adequate. Please note that students will need to meet all clinical facility requirements prior to clinical experiences, even if they are not listed in this policy.

Documentation required as a condition for admission
- Proof of RN licensure and APRN certification (if a requirement of the program)
- Criminal Background Check (See Background Check Policy) Please note that students rotating to Pennsylvania clinical sites will have additional background check requirements that may take up to 3 months to process.
- Current American Heart Association BLS and ACLS certification (CRNA only)
- Urine drug screen (See Drug and Alcohol Screening Policy) (within one month of first day of classes) Students are required to repeat the drug screen if the negative result is dilute. Drug screens are completed through PreCheck and uploaded to SentryMD.

**HIPAA Requirements**
All students are required to provide verification of Health Insurance Portability and Accountability Act (HIPAA) training from their place of employment. If a student has not had HIPAA training, training must be completed prior to the first week of nursing classes (training is offered to students in the HSC programs free of cost; information on how to access the course will be provided in the admission letter). All students enrolled in the WVU SON Graduate Program are required to provide verification or complete training on HIPAA in PreCheck/SentryMD.

**Student Health Insurance and Responsibility for Medical Expenses**
Students must have health insurance while they are enrolled in the WVU SON. 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/.

# Advising and Student Resources

**Academic Advising**
Students in the program will have two advisors in the WVU SON: a faculty advisor, whose name will be found in the letter of admission, and an academic advisor. A faculty advisor is an experienced faculty member who will be available to help with issues encountered. The Director of the MSN/DNP programs will serve as the faculty advisor until a student is paired with a Faculty of Record (FOR) at the time of project development). If questions arise about which courses are needed, transfer credits, a change in track or progression plan, students should contact the faculty advisor. 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 Mr. Wilson or Mrs. Toothman. 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 your academic advisor and sent to the program director. Changes in the progression plan will only be approved if space is available. Students are expected to contact their faculty and academic advisors each semester before registering for courses. It is expected that students will phone or e-mail the faculty 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 faculty advisor and the WVU SON Office of Student Services. If such information changes, the student must notify the faculty advisor, Office of Student Services, and the Office of the University Registrar immediately.

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, the admission letter, and letter from the program director.

**Registering for Courses**
Prior to registering for courses, students must consult with their academic or faculty 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: https://starss.wvu.edu/StudentRegistrationSsb/ssb/term/termSelection?mode=search

**Credit Loads**
Graduate students must limit their course credit load if they are also employed. University policy recommends that students who are employed full-time (40 hours) enroll in no more than six credits in any one term.

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 is equivalent to 5 classroom hours/week + 15 outside hours/week = 20 hours/week). This rule should be taken into consideration when planning work and school time.

**Financial Aid**

Financial aid may not be available every semester depending on the individual progression plan and number of credits taken.  Financial aid is not available for certificate programs.

For information concerning forms of financial assistance available to students, and application forms contact:

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

**Additional Student Resources**

> Health Sciences Center (HSC) Information Technology Services (ITS)
> Room: 2356 HSS
> Phone: 304-293-3631
> Email: hsc_helpdesk@hsc.wvu.edu
> Hours: 7:30 am - 6:00 pm Mon-Thurs
>         7:30 am - 5:00 pm Fri

> WVU ITS
> Phone: 304-293-4444
> Email: ITSHelp@mail.wvu.edu
> Hours: Monday through Thursday - 7:30 a.m. to 10 p.m.
>         Friday - 7:30 a.m. to 8 p.m.
>         Saturday - 10 a.m. to 5 p.m.
>         Sunday - 10 a.m. to 10 p.m.
> Student Resources: https://it.wvu.edu/services/students

If you encounter problems any time during online coursework, the WVU ITS or HSC ITS Help Desk should be able to assist you. You should not call the instructor for help with technical problems.

Library and Computer Labs
*Morgantown*
The Health Sciences Library in Morgantown supports the schools of Medicine, Nursing, Pharmacy, Dentistry and Public Health at the WVU Robert C. Byrd HSC. The library makes available extensive information resources, access services, and instruction to support the teaching, research, and service functions of WVU. The library has knowledgeable staff which link students and others with relevant information in digital and traditional formats. The library offers many resources to students including, computer workstations, computer equipped study rooms, study tables and carrels with laptop compatible power and data ports, and wireless internet. More information about available resources is found at https://lib.wvu.edu/healthsciences/services.

*Charleston*
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.

# Academic Expectations

**Writing Expectations**

Graduate education requires high level writing skills. WVU SON 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 (see Appendix 4).
- 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 proofreader, who is willing to critically analyze writing.

Two books will be the standard writing resources for every course.

1. American Psychological Association. (2020). Publication Manual of the American Psychological Association (7th ed.). Washington, DC: Author.
2. Venolia, J. (2001). Write right: A desktop digest of punctuation, grammar, and style. (4th ed.). Berkley, CA: Ten Speed Press.

Standard writing resources will be used to improve students' writing as follows:

1. The Purdue Online Writing Lab (Perdue OWL), http://owl.english.purdue.edu/owl/. This includes online writing tutorials that can be used as needed.
2. 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.

**Responsible Conduct of Research Training**

All graduate students are responsible for completing the Responsible Conduct of Research course at WVU within 30 days of matriculation into graduate coursework (see Appendix 5 for directions). Students will receive a letter with instructions from the Program Director related to recording their completion of the course, and other pre-program requirements.

# Graduate Student Policies and Procedures

## SON Professional Standards Policy

All students of the University and, to the extent applicable, all student organizations are expected and required to obey federal, state, and local laws, to comply with the policies of the West Virginia University Board of Governors (WVU BOG), with institutional or campus rules and regulations, with directives issued by any University official, and to observe standards of conduct appropriate for an academic institution. Any alleged violation to the Campus Student Code will be reported to the Office of Student Rights and Responsibilities.

Students are expected to adhere to academic requirements and standards in all academic settings, such as classrooms, laboratories, and clinics, and during any activities that are part of academic requirements such as clinical and observational experiences. In addition, all students in the WVU SON are expected to uphold and demonstrate professional and personal moral standards as defined and described in the following documents:

- West Virginia Code and Legislative Rules; Section 30-7 and Title 19
- American Nurses Association Standards of Practice
- American Nurses Association Code for Professional Nurses
- American Nurses Association Code of Ethics

The WVU SON graduate student is expected to practice with responsibility and accountability as a professional nurse and professional nursing student. The ultimate goal of nursing practice is to promote health while preventing harm to others. The WVU SON believes that this goal will be attained if the student's daily nursing practice is guided by the Standards of Professional Practice. These standards reflect minimum acceptable professional conduct.

- The role of the professional nurse involves demonstrating attitudes, values, and behaviors consistent with professional nursing practice. Behavior in conflict with professional nursing practice is inconsistent with professionalism and will not be tolerated.
- Unprofessional behaviors consist of actions that do not demonstrate the minimum behaviors described as acceptable nursing practice. Incidents may be a single event or a pattern of behaviors. Professional Standards include, but are not limited to:
    i. Maintain professional integrity,
    ii. Practice within boundaries of the nursing student role,
    iii. Comply with the policies and procedures of the WVU SON, course syllabi, the clinical agency, and the West Virginia RN Board (WVBON),
    iv. Demonstrate behaviors consistent with expectations outlined by program outcomes and competencies.
    v. Maintain patient privacy and confidentiality at all times.

The WVBON requires that the program report misdemeanors or felonies and that applicants for licensure undergo a criminal background check and provide an explanation of any criminal incident. Depending on the Board's action, applicants for licensure may be barred from taking the NCLEX-RN, disciplinary action may be applied, and/or the nursing license may be restricted. An active, unencumbered nursing license is required to remain in some WVU SON programs.

Students are expected to demonstrate knowledge, attitudes, professional values, personal qualities, and

behaviors consistent with the nursing role. Therefore, there is tangible link between professional role and academic achievement. Students who violate WVU SON professional standards and/or policies outside the purview of the Campus Student Code may receive a penalty for failing to meet academic or professional requirements or standards, including but not limited to a final grade reduction or other penalties. See Graduate Academic Penalties. Violations of WVU SON professional standards and/or policies unrelated to clinical experiences will be reviewed on an individual basis. Any violation that could potentially alter progression through immediate course failure, program dismissal, delay in graduation, or university suspension/expulsion will be referred to the Office of Student Rights and Responsibilities and the WVU Student Conduct process

A faculty member witnessing a violation that interferes with the ability to meet immediate classroom, clinical, or safety has the discretion to dismiss the student from the experience. In this instance, the program director must be notified that the student was dismissed and if SON personnel believe it is necessary to suspend student participation of certain activities until resolution has been completed and documented.

**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.

The full position statement is available at:
https://www.nursingworld.org/practice-policy/nursing-excellence/official-position-statements/id/incivility-bullying-and-workplace-violence/

**Academic Integrity Statement**

It is the desire of the WVU SON faculty to create and foster a positive learning environment that promotes professionalism, integrity, and mutual trust. Nursing students are expected to act with integrity and honesty in all didactic and clinical settings, regardless of the nature of the assignment or activity or percentage weight toward course grade.  For example, the WVU SON places as high an expectation on academic integrity for assignments, quizzes, and short discussion board writing submissions as it does for exams or end-of-semester papers. WVU defines academic dishonesty in its policy referenced above and includes any dishonest act during didactic or clinical activities that violates professional nursing standards. Such standards can be found in the American Nurses Association (ANA) Code of Ethics (2015) and the ANA Scope and Standards of Practice (2015). All forms of academic dishonesty are prohibited. The WVU SON follows the WVU Policy on Student Academic Integrity.

It is important that instructors and students adhere to rigorous standards of academic integrity in all aspects and on all assignments and coursework to maintain the integrity of the education provided and ensure the validity of student assessment. In addition, RN licensure and safe nursing practice require that students exhibit characteristics of good moral character, including honesty and integrity. Students are strongly encouraged to ask a faculty member or administrator if they are unsure if a practice would be considered academic dishonesty prior to engaging in that practice. Students and faculty are expected to model the highest professional standards and to report possible instances of academic dishonesty. Any questions about professional standards or policies may be directed to the instructor, program director, or Associate Dean of Curriculum.

Formal complaints of academic dishonesty shall be filed with the Director of Academic Integrity by any Authorized Reporter (typically the Instructor of Record). Complaints should be submitted to the Director of Academic Integrity within ten (10) academic days following the discovery of the alleged incident of academic dishonesty. Academic dishonesty sanctions may range from remedial/educational sanctions to university expulsion. The comprehensive Academic Integrity policy, process, and list of sanctions can be found in the [WVU Policy on Student Academic Integrity](#).

**Social Media Policy**

WVU is committed to free and open expression and supports its faculty, staff, and students in the use of social media to connect with each other and to accelerate teaching and learning. Social media is a powerful tool that carries with it many rewards, but with those rewards come personal and institutional risks. The University has developed these guidelines to assist the University community in the safe, legal, and effective use of blogs, Facebook, Twitter, YouTube, LinkedIn, Foursquare, and other social media outlets, and to protect users' personal and professional reputations and the institutional reputation of the University. Because technology evolves constantly, these Guidelines will be monitored and revised as deemed necessary.

[WVU Social Media Guidelines](#)

General Guidelines:

1. Use of social media must comply with all applicable University policies, guidelines, and regulations, including but not limited to: Board of Governors policies, Division of Human Resources policies, Administration and Finance policies, and University Relations and Information Technology Services standards and procedures.
2. All use of technology resources must comply with the Information Technology Services [Acceptable Use of Data and Technology Resources Policy](#).
3. Users must not post confidential information about West Virginia University, its faculty, staff, or students.
4. Faculty, employees, and students at the West Virginia University Robert C. Byrd HSC also must abide by the HSC Standards, policies, procedures and Interim HIPAA Privacy and security policies reviewed upon admission and during annual required HSC IT Security Awareness Training which contain vital information relating to the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Violation/ Breach of HIPAA may result in immediate dismissal from the School of Nursing.
5. Content managers must follow all WCAG 2.0 and 508 Compliance recommendations including captioning of all videos with correct spelling and grammar as well as other accessibility guidelines including alt tags for graphics. If a video is not transcribed by another group, it should not be

shared.

HSC ITS Social Networking Sites, Blogs, & Instant Messaging Policy may be found here**: Social Media Guidelines**

**NCSBN**
https://www.ncsbn.org/347.htm

**Electronic Device Policy**

Cell phones, laptops, and any devices with ringtones or other audible notifications must be silenced when in the classroom, workshop, or clinical area. Students may not accept or access personal cell phone calls or text messaging in the direct patient care or simulation area.  Students must adhere and will be subject to WVU SON and clinical institution policies regarding cell phone use and social media activity.

**WVU School of Nursing Drug and Alcohol Screening Policy**
The WVU SON has an obligation to protect the public and its students while also respecting students' privacy rights. Drug screening policies at the academic program level must balance safety and privacy rights. This drug and alcohol screening policy applies to all WVU SON programs that incorporate a clinical component, direct patient care provision, and/or handling prescription medications. In addition, the SON and its students must follow clinical facility policies and requirements regarding drug and alcohol screening.

New program applicants with a positive drug screen will be ineligible for admission to the program and will forfeit their admission "seat." Please see the WVU SON Drug and Alcohol Screening Policy.

**Drug & Alcohol Screening Policy**

*Prohibited Substances*
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 also 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 poses an unacceptable risk for unsafe patient care. On-campus and off-campus incidents involving alcohol or prohibited substances will be referred to the Office of Student Rights and Responsibilities and may result in a violation pursuant to this policy.

Prohibited substances may include cannabinoids, anesthesia/anesthetics, phencyclidine (PCP), cocaine, amphetamines, benzodiazepines, barbiturates, propoxyphene, methadone, methaqualone, methamphetamine, buprenorphine, opiates, and opioids. Students may not be under the influence of alcohol while performing patient care duties or handling prescription medication, and possession or consumption of alcoholic beverages by individuals under the age of 21 is a violation of state liquor laws. Likewise, it is illegal for anyone to provide alcoholic beverages to persons under the age of 21.

Students who are prescribed any substance that may impair their alertness or cognition while enrolled in a nursing course with a clinical component must notify their instructor as soon as possible and prior to clinical experiences, medication administration, or patient care. Students are permitted to take prescribed medications that may affect urine drug screen results as long as the student is able to safely provide care.

Nurses are not prohibited from receiving a cannabis certification from a healthcare practitioner and

possession of a valid identification card issued by the Bureau for Public Health within the West Virginia Department of Health and Human Resources under 16A-1-1 simply by virtue of their profession; however, a cannabis certification is not considered a prescription, and consumption is not permitted while enrolled in the nursing program. Positive drug screens, regardless of certification status, will be sanctioned as outlined in this policy.

### *Routine Urine Drug Screening Requirements*
Students enrolled in programs with clinical components are required to submit a urine drug screen during the month prior to matriculation and annually through PreCheck/Sentry MD (see the PreCheck/Sentry MD Documentation Policy). Students are required to comply with clinical facility policies, which may include random drug screening.

### *Reasonable Suspicion ("For Cause") Screening*
Students enrolled in courses with clinical components may be subject to additional blood alcohol testing or urine alcohol and drug screening if reasonable suspicion for screening is found (see **Appendix 6**). Reasonable suspicion requires some level of objective information to believe that drugs or alcohol are involved. Reasonable suspicion of substance use may be considered in the presence of the following factors:

1. Direct observation of the student engaging in drug or alcohol related activity
2. Direct observation of the student demonstrating symptoms of being under the influence, including, but not limited to:
   a. Slurred speech
   b. Odor of alcohol on breath or person
   c. Unsteady gait
   d. Dilated pupils or bloodshot/glassy eyes
   e. Disoriented or confused behavior
   f. Observed behaviors indicative of hallucinations
   g. Unexplained accident or injury
3. Documented pattern of erratic behavior or sudden change in demeanor
4. Conviction of an alcohol or drug related offense
5. Documented sudden change in performance, including, but not limited to:
   a. Excessive absenteeism or tardiness
   b. Decline in academic performance, including missed deadlines
   c. Work habits in the clinical environment, including increased errors
6. Specific and reliable information from a credible source

Following an incident that requires drug or alcohol testing, the student will be sent home via cab or rideshare (at the student's expense) or a responsible individual. Under no circumstances will the student be allowed to drive home or return to class or clinical.

### *Urine Drug Screening Procedures*
Students are responsible for the cost of all drug screening. Routine drug screens are purchased and documented through PreCheck/Sentry MD. Random and "for cause" drug screening can be documented through PreCheck/Sentry MD or a participating LabCorp facility. More information regarding drug screen locations can be obtained through the Office of Student Services.

Students may not be permitted to begin or return to the clinical rotation until drug screen results are available. It is the student's responsibility to ensure that drug testing is completed in a timely manner.

### *Positive Alcohol and Drug Screens*

Any positive alcohol or drug screen may result in a violation of academic program policies and professionalism standards. Refusal of a blood alcohol, urine alcohol, or urine drug screen will be treated as a positive drug screen result and repeat specimen collection for a positive result is prohibited. Students are required to repeat urine screenings with a 'negative dilute' result within 48-72 hours.

If the student feels that a positive test result is an error, the specimen may be immediately retested by the contracted laboratory to determine whether an error existed. In the event that the retest is negative, the immediately prior positive result will be considered an error, and the initial positive test will not result in a violation.

On-campus and off-campus incidents involving alcohol or prohibited substances will be referred to the Office of Student Rights and Responsibilities and may result in a violation pursuant to this policy. Interim suspension measures or an immediate leave of absence may be necessary during the investigation and/or during follow-up treatment and support. Required documentation will be outlined in a formal outcome letter and will be maintained with the student's academic program record.

The WVU SON 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 and WV Restore, and any sanction regarding a violation of this policy will result in a WV Restore referral. If, through disciplinary proceedings and the resulting sanctions, the student is permitted to return to the academic program, full compliance with the recommendations of the counseling/support program will be required.

Under the University's Campus Student Code and WV law, bystanders and those affected by drug or alcohol overdose may be safe from prosecution and may not face charges if they seek medical assistance in an emergency.

# Graduate Progression Policies

Student success and program completion are among the highest priorities. The following policies outline standards and procedures related to progression and graduation and describe options available when students determine that a change in intended progression is desired. The goal of these policies is to encourage progression, persistence, and completion while creating mechanisms for flexibility required to achieve that same goal.

Students must be continuously enrolled in School of Nursing programs in order to maintain active status. Summer term enrollment is only required if the student's program of study/progression plan is dependent on summer for an on-time graduation. If a student experiences extenuating circumstances and needs to interrupt enrollment in any way, the following policies should be reviewed carefully. If a student needs to withdraw from any courses or decides not to enroll for the next semester, the student must meet with the academic and faculty advisors.

**Academic Standards for Progression**

To progress in the graduate programs, a student must meet these academic standards. Failure to meet the criteria will result in dismissal from the program.

1. Grade Point Average (GPA) requirements:
   Degree seeking graduate students are required to maintain a 3.0 program GPA. A student who falls below a 3.0 in program courses after nine or more credit hours are completed in the program will be placed on academic notice.
   - Full-time degree-seeking graduate students will have only one semester to bring up the GPA to the 3.0 requirement. Failure to raise the program GPA to 3.0 by the next enrolled semester will result in program dismissal.

   - Part-time graduate students will have two semesters to bring up the GPA to the 3.0 requirement. Failure to raise the program GPA to 3.0 by the next enrolled semester will result in program dismissal.

2. Post-graduate certificate seeking students are required to take fewer credits than those in the degree programs. Therefore, a GPA lower than 3.0 will not be grounds for probation or dismissal. However, a minimum GPA of 2.75 based on courses applied to a certificate is required for the award of a certificate.

3. Course grade requirements:

   a. Students must earn A, B, C, Pass, or Satisfactory in all required courses.
   b. A grade of F, Fail, or Unsatisfactory in any course results in program dismissal.
   c. Students can only carry forward one C grade in a nursing course. A second C in any nursing course will result in program dismissal.
   d. Students can only carry forward two course withdrawals (resulting in a "W" on the academic transcript). The withdrawals cannot occur in the same course more than one time.
   e. (Nurse Anesthesia Students Only) A student earning below a B- grade in any anesthesia specialty course must repeat the course. This means the student will fall out of progression with the current cohort and must wait until the course is offered

in the next academic year. Students may repeat only one course and only one time.

4. Course age requirements:
   Students are permitted to continue in a graduate nursing program for a maximum of 7 years following their term of admission to the programs or 5 years following PhD candidacy. A course completed more than 7 years prior to the term of degree or certificate completion will be reviewed by program administrators and the Associate Dean of Curriculum. The student may be required to validate current knowledge in the subject area, repeat the course(s), or complete competency evaluation. The University's time limit requirements must also be met.
   http://catalog.wvu.edu/graduate/advisingcoursesdegrees/degree_regulations/#timelimitstext

## Grading Scale

The grading scale for nursing as posted in each course syllabus is:
   A = 93-100, B = 85-92, C = 77-84, F = 76 and below.

Grades are calculated to two decimal places (hundredths) and are rounded at the 0.5 level. Rounding will occur on final grades only and not on individual assignments or in grading categories. The following grading scale illustrates incorporation of rounding procedures. Percentage ranges are strictly enforced, and no additional rounding will occur.

A= 92.50-100, B=84.50-92.49, C=76.50-84.49, F= 76.49 and below.

## Extra Credit and Bonus Point Policy

No bonus points or extra credit will be offered in nursing courses (courses with the prefix NSG). Bonus points are defined as any points (or percentages) added to the student's score that do not also add the same number of points (or percentages) to the total possible for the course. No academic points will be awarded for survey completion, research participation, or other non-academic, non-clinical activities.

## Incomplete Grades

The grade of Incomplete (I) is a temporary grade assignment used when unforeseen, non-academic circumstances arise that prohibit students from completing the last course assignments or examinations at the end of the semester (for more detailed information and the formal policy, see http://catalog.wvu.edu/graduate/advisingcoursesdegrees/advising_and_evaluation/#Incompletes). Sample Incomplete Form in Appendix 7. Students must remedy the Incomplete prior to the end of the add/drop period of the next semester to enroll in a course for which the Incomplete serves as a prerequisite, course in sequence, or repeatable course.

## LOA Policy

Students may request a leave of absence (LOA) or a partial LOA for extenuating circumstances, such as family and parental leave, military duty, jury duty, or significant changes in health or financial status. The student is required to submit an LOA and Withdrawal Form with the rationale, requested time period, and revised progression plan to the Associate Dean of Graduate Programs (who consults with program administrators). Requests that include partial semesters and/or individual courses will be reviewed on a case-by-case basis for timeframe implications. Additional documentation may be required to clarify the circumstances for the request. Students are encouraged to evaluate the WVU Withdrawal Policies, the financial implications of the decision, the effects of the LOA on program progression and the 7-year time

limit, and [International Student Policies](#) as applicable. While students may be permitted to request a partial LOA and withdrawal from individual courses, WVU policies regarding course refunds should be carefully considered.

An LOA is not equivalent to a withdrawal or a dismissal, and there are specific limitations. Students are not permitted to have more than one LOA, and each LOA is limited to one semester. If unforeseen circumstances prevent the student's return to a program following a one-semester LOA, the student may request a one-semester extension, which is only granted in extreme circumstances. Transcript Ws that are part of an approved LOA do not count against the student and are not subject to the Academic Standards for Progression policy.

If a student is on an approved LOA, it is the student's responsibility to notify the advisor to schedule classes for the semester following the LOA and to seek a review of the revised progression plan. If the LOA was due to a significant change in health status, the student may be required to provide documentation from a healthcare provider that he or she is able to return to the nursing program and perform all aspects of the student role.

If a student does not return to the program during the contracted semester, it will be considered a withdrawal and will require readmission to continue in the program (See LOA & Withdrawal Policy Appendix 8 and Readmission Policy Appendix 3). Exceptions will be granted if required courses are not offered the semester in which the student is expected to return. Retrospective LOA requests will not be accepted.

**Withdrawal Policy**

A withdrawal is defined as withdrawing from the program or failing to enroll in any given semester of the progression plan (see summer exception above). Students who withdraw must submit the LOA and Withdrawal Form, meet with the program administrator, and complete the Exit Interview Survey. Students must follow this process to leave in good standing and to be eligible for readmission at a later date (See LOA & Withdrawal Policy Appendix 8 and Readmission Policy Appendix 3). Withdrawals resulting in Ws on the transcript will be subject to the Academic Standards for Progression Policy.

**Health Information and Credential Documentation Policy: Progression**

Graduate nursing students are required to maintain and document active unencumbered RN licensure. APRN certification maintenance and documentation is also required for those who are in programs that require it for admission. Students must immediately report any event or circumstance that could impact the status of continued RN licensure or APRN certification. Failure to do so or allowing a license or certification to expire would result in dismissal from the program.

The following documents are required for progression in all WVU SON graduate programs (excluding the PhD Program). Official documentation must come from a physician, health clinic, etc., and parental written documentation of immunization records is not considered adequate. Please note that students will need to meet all clinical facility requirements prior to clinical experiences, even if they are not listed in this policy.

**Requirements**

Documentation required upon admission
- Signed handbook signature page
- Signed academic integrity policy page
- Current American Heart Association BLS CPR certification for adult, child, and infant
- Current American Heart Association PALS certification (CRNA only)
- HIPAA training completion certificate (found in SOLE)
- Official documentation of tetanus and pertussis immunization within the last 10 years (and prior to expiration)
- Official documentation of varicella vaccine (2 doses). If there is only documentation of "history of disease," a varicella titer is required. If that titer is negative, documentation of 2 doses of varicella vaccine are required.
- Official documentation of initial immunization and booster for MMR (2 doses) or positive titer. If there is no documentation and/or negative titers, the MMR must be repeated.
- Official documentation of a complete Hepatitis B series (3 doses) and a positive Hep. B titer. If the Hep. B titer is negative, the 3-dose series must be repeated.
- Official documentation of a negative current two-step PPD or Quantiferon Gold test. (Documentation of an older two-step PPD followed by annual PPDs will also be accepted as long as there are no missing doses.) If the PPD is positive, a chest x-ray is required.
- Documentation of full Covid-19 Vaccination (if required by a clinical facility) (recommended that all students that are vaccinated upload the documentation)
- OSHA-Required Training Compliance Certificate
- Proof of health insurance

Documentation required every semester
- Completed Statement of Criminal Record Form (Appendix 9)

Documentation required every year
- Proof of RN licensure and APRN certification (if a requirement of the program) (prior to expiration)
- Current American Heart Association BLS CPR certification for adult, child, and infant (prior to certification expiration)
- Current American Heart Association ACLS and (CRNA only-prior to certification expiration)
- Current American Heart Association PALS certification (CRNA only-2nd year of program).
- Urine drug screen (See Drug and Alcohol Screening Policy) (within one month of expiration) Students are required to repeat the drug screen if the negative result is dilute. Drug screens are completed through PreCheck and uploaded to SentryMD.
- HIPAA training completion certificate (found in SOLE)
- Completed TB questionnaire (If students miss the annual TB questionnaire, the TB screening required upon admission will need to be repeated)
- Official documentation of an influenza vaccine (November 15 deadline)
- Signed handbook signature page

**Compliance**
Compliance requirements include any items that are due at the beginning of the semester and items that will become due prior to the end of the semester. Students must exhibit compliance prior to the beginning of each semester (August 1 for fall, Jan. 1 for spring, May 1 for summer). Students noncompliant on the

first day of classes each semester will only have the add/drop week to remedy documentation errors. An evaluation method for documentation compliance will be placed in every course syllabus. Faculty will receive reports regarding compliance from program administrators. Students receiving a series of immunizations are required to document each step of the series as it is received. Students will not be penalized as long as they are following the recommended timeline for each step in the series.

Non-compliance of this policy is considered a violation of WVU SON Professional Standards. Per the WVU SON Professional Standards policy, students are to: Comply with the policies and procedures of the WVU SON, course syllabi, the clinical agency, and the West Virginia RN Board (WVBON) See Graduate Academic Penalties

**<u>No student will be permitted to engage in clinical hours until all requirements have been met</u>**. Students who are not permitted to attend clinical due to non-compliance are still required to complete all clinical objectives/ required practice hours. No additional hours will be permitted. Students do not meet all clinical behaviors will fail the clinical component of the course Students who are enrolled in non-clinical courses and who are non-compliant with these requirements will receive a grade deduction in the lowest numeric course taken in the semester for each week that they are non-compliant.

> Students non-compliant by the end of the second week of classes in the semester- 2% reduction in the final course grade.
> Students non-compliant by the end of the third week of classes in the semester- 5% reduction in the final course grade.
> Students non-compliant by the end of the fourth week of classes in the semester- 7% reduction in the final course grade.
> Students non-compliant by the end of the fifth week of classes in the semester-24% reduction in the final course grade.

**Waivers**

- Any student who declines immunizations for religious, medical, or other reasons is required to sign a waiver (Appendix 10). Even if a waiver is signed, lack of immunization/immunity to the above communicable diseases will likely prevent a student from participating in required clinical experiences, and, therefore, may prevent a student from being admitted to the nursing program. Immunization request forms are available upon request.

**Graduation Requirements**

It is essential that students meet with the academic and faculty advisors each semester to discuss progression and graduation requirements. Students should also track progress in DegreeWorks. Students must complete all program and University requirements (http://catalog.wvu.edu/graduate/advisingcoursesdegrees/degree_regulations/#graduationtext ). Students in a degree program must be enrolled in classes in the semester in which they plan to graduate. Finishing an incomplete does not fulfill this requirement. See Appendix for Graduation Checklist.

# Student Appeals

Appeal Policies (Final Grades, Academic Penalties, and Academic Dishonesty Charges)

The primary purpose of the appeal procedure is to allow review of a penalty or sanction in cases in which

a student believes that due process was not followed or that the penalty or sanction was imposed unfairly or inconsistently with regard to course requirements and policies, or with program and University standards and regulations. Students have the right to appeal a final grade, academic penalty, or charge of academic dishonesty that they believe reflects a capricious, arbitrary, or prejudiced academic evaluation or reflects discrimination based on race, gender, age, disability, veteran status, religion or creed, sexual orientation, color, or national origin. Additional grounds for appeal may include unreasonable severity penalty, demonstrable prejudice in the decision-making process, a belief that the evidence does not support the finding of responsibility (in the case of academic dishonesty) or the choice of penalty, or additional evidence or new information that was not considered in determining the penalty.

If a student does not appeal an academic penalty or fails to follow the appeal procedures described below, the academic penalty will be upheld.

### Appeal of a Final Grade
For WVU SON, the Level 1 appeal should be submitted through WVU email to the Associate Dean of Curriculum, and Level 2 appeals are submitted to the Dean. Please refer to the WVU Policy for Appeal of a Final Grade for more information.

### Appeal of an Academic Penalty
Students may also appeal academic penalties other than a final grade, such as admissions decisions, program dismissals, academic notice, or progression policy penalties. This type of appeal is not used for academic dishonesty cases. Please refer to the WVU Policy for Appeal of an Academic Penalty for additional information. Level 3 appeals are submitted through WVU email to the graduate associate provost.

In the WVU SON, the Academic and Professional Standards Committee presides over the Level 1 appeal. The letter of appeal should be submitted through WVU email to the Associate Dean of Curriculum, who will forward the appeal to the committee chairperson. Level 2 appeals are submitted through WVU email to the Dean.

### Appeal of a Charge and/or Penalty Based on Academic Dishonesty
A student who has been found responsible for violating the WVU Policy on Student Academic Integrity may initiate an appeal by submitting a written appeal following the instructions provided in the notice of outcome. The student must file an appeal within 10 academic days from the date the outcome letter is sent. If no appeal is submitted within that time frame, the sanction(s) will be applied, no appeal will be considered, and the matter will be concluded. The student's appeal must include the documentation and evidence forming the basis of their appeal, and must be based on one or more of the recognized grounds for appeal listed in the WVU Policy on Student Academic Integrity. The student may appeal the finding of responsibility, the sanction(s), or both. The Office of Academic Integrity must provide all relevant documentation to the Provost upon their request. The Provost assesses the available evidence and makes a decision about the appeal based on that evidence. The sanction(s) under review may be upheld, lessened, or dismissed entirely, but not aggravated, by the Provost. The Provost communicates the decision in writing via WVU e-mail to the student and other individuals or committees that have been involved in the charge or appeal to that point. The Office of Academic Integrity retains all documentation related to the appeal for 5 years. Once the Provost has issued a decision, the matter is final and binding upon all involved.

*Appeal of an Admission Decision*

If an application for admission into a graduate program is denied, the applicant may request the reasons for refusal of admission by writing to the specific graduate program coordinator (see Academics page). Note that meeting the minimum requirements for admission into a graduate program does not ensure admission. An applicant may appeal to the graduate program coordinator for reconsideration if the applicant can document either factual errors in processing the application or that the decision was arbitrary, capricious, or discriminatory in nature. Appeals must be submitted within 30 calendar days of the date of the admission denial. If the matter is not resolved satisfactorily within 30 calendar days of the receipt of the appeal by the graduate program coordinator, the applicant may appeal to the dean of the college or school. The decision of the dean, as the provost's designee, shall be rendered within 20 calendar days of the receipt of the appeal and is final. Please see Graduate Admission Denial.

# Clinical Immersion

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 of a DNP program must have completed at least 1000 hours of precepted post-BSN clinical experiences in their specialty area; a minimum of which must be earned at the DNP level. At least 400 hours are required in the WVU SON DNP program. Calculation of post-BSN hours is explained below.

Clinical Immersion course faculty will create an individualized clinical plan with each student to meet the goals and outcomes of their clinical practicum. 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 their clinical site is located.

**Calculation of Post BSN Clinical Hours**
The program will be personalized via gap analysis to determine the number of clinical practicum hours required of each student. Completion of the Verification Form: Precepted Post-BSN Clinical Hours (see Appendix 9) is essential for the analysis. Any hours accrued prior to admission must have been academically supervised and completed in an approved practice setting.

**All students** must complete the *student section* of the Verification Form. 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.

Once completed, the student then forwards the form to the appropriate person from his or her 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 Mr. Wilson 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.

The program director and Associate Dean of Curriculum will evaluate verified hours on the form to ensure the hours meet the criteria for approval. The number of approved hours will be counted toward the 1000 post-BSN precepted clinical hours.

**NOTE:** All WVU SON DNP students are required to complete a minimum of 300 hours of precepted clinical practicum (in the Clinical Immersion course) during the DNP program, even if they document 1000 hours or more of precepted clinical practicum in their MSN or Post-MSN program. An additional 100 hours are earned during implementation of the DNP Project.

Clinical Immersion can occur over as many semesters of work as needed, registering for the appropriate number of credits each semester, to obtain the 300 (or more, if necessary) hours. Clinical-to-clock-hour ratios in the DNP program at WVU SON 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.

**DNP Clinical Log**

All clinical experiences must be recorded in a clinical log in Typhon, 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.

In order to prepare the log, each student must request that their site and preceptor be added to the log database (Typhon). The course coordinator of the immersion course will enter the information into the log.

Following each semester in Clinical Immersion, each student must evaluate all sites and preceptors.

**Preceptors**

Each DNP student will select, with the input of their faculty member, a preceptor, or preceptors 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 such as 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 outcomes and implement the 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 Project Team (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.

**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 outcomes. 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 and assignment of the course grade 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 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 to help the student develop clinical or leadership expertise in a focused area, to serve as a role model and immersion facilitator.
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 immersion 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 immersion experiences in the electronic Clinical Log.

## Affiliation Agreements (Contracts) for Clinical Sites

The SON 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.

# DNP Project and Portfolio

The DNP Project is a culmination of the knowledge gained in the DNP courses. The experience is designed to apply the breadth and depth of knowledge and skills gained within the doctoral program in a specific practice area. The 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 DNP 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 or a quality improvement initiative 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.

For practice doctorates, requiring a dissertation or other original research is contrary to the intent of the DNP. The DNP primarily involves mastery of an advanced specialty within nursing practice. Therefore, other methods must be used to distinguish the achievement of that mastery. Unlike a dissertation, the work may take a number of forms. DNP projects include quality improvement, policy analysis, demonstration, clinical inquiry, translation of evidence-based practice, or program evaluation initiatives.

The DNP Project demonstrates students' mastery of the DNP Essentials and curricular content and occurs along a predictable timeline. The project should demonstrate the student's ability to identify a practice or system-related problem, synthesize and critically appraise the evidence addressing the practice problem, negotiate within the system to implement sustainable evidence-based change, implement that change, and systematically measure the outcome of the initiative. Occasionally, a student may pursue a policy analysis, program evaluation, or another type of DNP project. In those cases, the student and FOR will develop the processes and procedures to achieve the aims of that type of initiative. At the culmination of the project, students prepare a manuscript and present their work to the public, key stakeholders, and the DNP Project Team.

The DNP Portfolio is prepared by each student in the final project course. The purpose of the portfolio is for the student to synthesize how the WVU SON DNP curriculum helped the student attain the DNP Essentials. The submission should be a compilation of the student's papers, projects, or other assignments from courses in the curriculum. One piece of evidence per DNP Essential with a narrative to describe the rationale for the use of the piece of evidence is sufficient to meet this requirement. The student should conclude the portfolio with a statement summarizing how the curriculum contributed to the student's achievement of the program's outcomes and personal growth in professional knowledge, expertise, and leadership.

Please refer to the DNP Project Manual for Faculty and Students for specific information regarding the DNP Project Team, faculty and student responsibilities, timeline and procedures, and associated course requirements.

# Appendix 1: Graduate Provisional Admission Policy

Provisional graduate admission may be offered to students when they have earned a baccalaureate, graduate, or professional degree from a regionally accredited college or university but do not meet the criteria for regular admission. Provisionally admitted graduate students may have program-defined deficiencies or an undergraduate or graduate scholastic record that shows promise but is below the required 3.0 for admission to the nursing program. Students will be considered for provisional admission on a case-by case basis depending upon space available and other qualifications.

**Provisions of Admission**

Degree seeking students admitted provisionally must meet all progression standards including achieving and maintaining at least a 3.0 nursing program GPA.

Post-graduate certificate seeking students must meet all progression standards, including maintaining an overall GPA of 2.75 that is required for the award of a certificate.

Provisional graduate students who fail to meet the provisions of admission or who fail to achieve the required grade point average will be dismissed from the program and reclassified as non-degree.

**Reclassification of Graduate Students**

Provisional graduate students may be reclassified as regular graduate student's if/when they meet the program requirements specified in the offer of admission and the WVU minimum grade point average of 2.75.

Academic records of full-time degree seeking students who are admitted provisionally will be reviewed no later than the end of the term in which the students complete 18 credit hours.

Students who have been provisionally admitted to a certificate program must be reclassified as regular admitted students no later than the semester in which they complete 50 percent of the total credits required for the certificate.

# Appendix 2: Transfer of Course Work

For degree seeking students, twelve semester credits of course work with a grade of B or better may be transferred from institutions accredited at the graduate level in consultation with the program administrator and permission of the Associate Dean of Curriculum.

Certificate seeking students, with approval from the certificate program, may transfer up to 6 of the required credits for a graduate certificate from a different institution or applied from another previous or concurrent WVU degree or certificate. Individual course credits may be applied to no more than two degrees, majors, or certificates. Courses applied to a certificate must have been completed no more than seven years prior to certificate conferral.

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 WVU Office of Student Services. This form requires the signature of the program administrator.

- The applicant must provide a letter of good standing from the program in which currently enrolled and/or any graduate program in which courses were taken but the program was not completed.

- 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, including the WVU course it replaces or the requirement it meets. Courses for transfer will be evaluated for equivalency by the program administrator and Associate Dean of Curriculum (or designee).

- The student must have an official transcript from all attended institutions sent to the Office of the University Registrar. Failure to submit an original transcript will result in nullification of the transfer of credit. If the Registrar already has an official transcript, additional copies are not required.

- Nursing courses that will be 7 years old or older at the time of projected graduation or candidacy (PhD) will not be accepted. Students may request an exemption from the 7-year time limit for core advanced practice pharmacology, pathophysiology, and assessment courses as long as the student has a current advanced practice certification and current work experience as an advanced practice nurse.

- Transfer of Course Work/Credit SAMPLE FORM on next page

***SAMPLE FORM - PLEASE GO TO http://www.hsc.wvu.edu/resoff/graduate-education/policies-and-forms/forms/ FOR THE ACTUAL FORM***

# W OFFICE OF RESEARCH AND GRADUATE EDUCATION
## ROBERT C. BYRD HEALTH SCIENCES CENTER

### 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)**

Student Name: _____ WVUID#: _____

Name of Transfer Institution: _____

Address of Institution: _____

**COURSE(S) TO BE TRANSFERRED**

| Department & Course # | Course Title | Credit Hours | Equivalent WVU Courses (Subject Code & Course #) | Semester & Year Completed |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

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

**To be completed by School/Dept:**

_____   _____
(Signature of Chair/Designee)              (Date)

_____
(Type or Print Name)

_____
(School/Department)

**To Be Completed By HSCGP Office:**

❏ Approved        ❏ Rejected

_____   _____
(Signature of HSCGP Designee)              (Date)

*Note: 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 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.*

| Office Use Only | | |
|---|---|---|
| Date received _____; Initials _____ | Entered in database ☐; Date _____ | Uploaded to SOLE ☐; Date _____ |

2272 HEALTH SCIENCES CENTER – SOUTH
PO BOX 9024
MORGANTOWN, WV 26506-9024

*Rev. 10/2017*

# Appendix 3: Readmission Policy

Any student who has been dismissed from the West Virginia University School of Nursing or any other nursing program may be considered for readmission if the dismissal was academic and was followed by successful completion of an additional degree. Any student who has withdrawn from the WVU School of Nursing program may be considered for readmission. Students may apply for readmission in accordance with the following guidelines and criteria but must follow the standard admission procedures. Students must meet all original admission requirements.

- Students previously enrolled in a WVU nursing program must complete all exit procedures and forms during the semester of withdrawal to be eligible for readmission.
- Readmission to a WVU graduate nursing program will be considered one time only.
- Students unable to complete the program within 7 years of the original admission date (all graduate programs) and within 5 years of entry into candidacy (PhD program) will be required to restart the program if readmitted.
- Readmission is not guaranteed and is dependent upon space available, applicant qualifications, and academic discretion.
- Students may be required to repeat courses, revise the original progression plan, and/or validate clinical skills/knowledge obtained from previous courses.

## Appendix 4: WVU SON Writing Rubric

| Criteria | Evaluation Standard/Comments | | | | |
|---|---|---|---|---|---|
| | **Unacceptable** | **Poor** | **Satisfactory** | **Good** | **Excellent** |
| Paragraph structure (logic):<br>• Development<br>• Coherence<br>• Clarity | There is no clear topic sentence. The paragraph does not build upon and support a single coherent idea. Sentences have no clear relationship. Transition words are inappropriate or absent. | The topic sentence is not the first sentence in the paragraph. The order in which ideas in the paragraph are presented is not coherent. Transition from sentence to sentence, or paragraph to paragraph is abrupt. | The topic sentence is the first sentence in the paragraph but the relationship of topic sentence to paragraph development is difficult to discern. Transition words are limited. | One idea is stated in each paragraph topic sentence (first sentence) but not adequately developed in the paragraph. Transition words are used inconsistently. | The topic sentence is the first sentence in each paragraph. One idea is stated in the paragraph topic sentence and developed logically in the paragraph. Transition words are used consistently to maintain the flow of thought. |
| Sentence structure (syntax):<br>• Parallel construction<br>• Subject verb agreement<br>• Noun pronoun agreement<br>• Precision<br>• Economy of expression | Most sentences are flawed by errors in parallel construction, subject verb agreement, noun pronoun agreement, precision, and economy of expression. | Sentence structure is adversely affected by many errors in parallel construction, subject verb agreement, noun pronoun agreement, precision, and economy of expression. | Sentence structure is weakened by more than a few errors in parallel construction, subject verb agreement, noun pronoun agreement, precision, and economy of expression. | Sentence structure meets criteria except for occasional errors in parallel construction, subject verb agreement, noun pronoun agreement, precision, and economy of expression. | Sentence structure demonstrates correct use of parallel construction, subject verb agreement, noun pronoun agreement, precision, and economy of expression. |
| Word choice:<br>• Appropriate word choice for topic and audience<br>• Appropriate verb tense | Poor word choice is very frequent and may include incorrect use for | Poor word choice is frequent and may include incorrect use for topic, audience and | Word choice does not meet criteria and may incorrectly use for topic, audience, and verb | Word choice meets criteria except for occasional errors in correct use for topic, | Word choice demonstrates correct use for topic, audience, and verb tense. There is avoidance of errors |

| | | | | | |
|---|---|---|---|---|---|
| • Avoidance of jargon<br>• Avoidance of anthropomorphism<br>• Avoidance of gender bias<br>• Avoidance of errors with referents<br>• Avoidance of pretentious words | topic, audience, and verb tense. There are many errors in jargon, anthropomorphism, gender bias, referent error, and use of | verb tense. There are many errors in jargon, anthropomorphism, gender bias, referent error, and use of pretentious words. | tense. There are more than a few errors in jargon, anthropomorphism, gender bias, referent error, and use of pretentious words. | audience and verb tense. There are few errors in jargon, anthropomorphism, gender bias, referent error, and use of pretentious words. | in jargon, anthropomorphism, gender bias, referent error, and use of pretentious words. |
| Mechanics:<br>• Spelling<br>• Punctuation<br><br><br>• APA (*Faculty should delete this from the rubric if APA style is not appropriate for a given assignment.*) | Errors in spelling and punctuation are very frequent.<br><br><br>There is little to no evidence of an understanding of the APA style for citation in text, reference list headings, or paragraph length. | Writing is adversely affected by errors in spelling and punctuation.<br><br><br>There is little evidence of an understanding of the APA style for citation in text, reference list headings, or paragraph length. | Writing is weakened by occurrence of errors in spelling and punctuation.<br><br><br>There are more than a few violations in APA style for citation in text, reference list, headings, and paragraph length. | Writing demonstrates meeting the criteria except for minor errors in spelling and punctuation.<br><br><br>There are few violations in APA style for citations in text, reference list, headings, and paragraph length. | Writing demonstrates correct use of spelling and punctuation.<br><br><br>APA style for citations in text, reference list, headings, and paragraph length are followed. |

**Writing Rubric Definitions and Resources**

- **Paragraph development**
  - Definition: A process resulting in the clear statement of a main idea and supporting details in multiple sentences.
  - Resource: http://owl.english.purdue.edu/owl/resource/606/01/
- **Paragraph coherence**
  - Definition: Singularity of focus in a paragraph. Ideas are linked through logical or verbal bridges.
  - Resource: http://owl.english.purdue.edu/owl/resource/561/04/
- **Paragraph clarity**
  - Definition: Each idea presented relates directly to the paragraph's topic sentence.
  - Resource: http://owl.english.purdue.edu/owl/resource/600/01/
- **Parallel construction**
  - Definition: Using similar patterns of words to show that 2 or more words have the same importance.
  - Resource: http://owl.english.purdue.edu/owl/resource/623/1/
- **Subject verb agreement**
  - Definition: A singular subject takes a singular verb, while a plural subject takes a plural verb.
  - Resource: http://owl.english.purdue.edu/owl/resource/599/01/
- **Noun pronoun agreement**
  - Definition: Pronoun should be consistent with the noun it replaces.
  - Resource: http://owl.english.purdue.edu/owl/resource/595/01/
- **Precision**
  - Definition: Using the exact words needed and eliminating extraneous words.
  - Resource: http://owl.english.purdue.edu/engagement/index.php?category_id=2&sub_category_id=2&article_id=66
- **Economy of expression**
  - Definition: Limiting word usage to a clean, direct style that is most effective in expressing the idea.
  - Resource: http://owl.english.purdue.edu/owl/resource/572/01/
- **Word choice for topic and audience**
  - Definition: Selecting words that are appropriate for the age, culture, and education of the reader.
  - Resource: http://www.umuc.edu/writingcenter/onlineguide/chapter2-04.cfm
- **Verb tense**
  - Definition: Consistency of verb tense within the paragraph and paper.
  - Resource: http://owl.english.purdue.edu/owl/resource/601/1/
- **Jargon**
  - Definition: Language specific to one group or profession that might not be understandable to everyone.
  - Resource: http://owl.english.purdue.edu/owl/resource/608/01/
- **Anthropomorphism/personification**
  - Definition: Attributing human characteristics to anything other than a human being.
  - Resource: http://www.uwf.edu/edd/internal/Documents/Anthropomorphism.htm
- **Gender bias**
  - Definition: The use of gender-specific pronouns when referring to nouns that include both

genders.
- o Resource: http://owl.english.purdue.edu/owl/resource/560/14/
- **Referent**
  - o Definition: A clear connection between the pronoun and the noun that precedes it.
  - o Reference: http://www.towson.edu/ows/proref.htm
- **Pretentious or flowery words**
  - o Definition: Dramatic, flamboyant words that do not necessarily convey the desired meaning.
  - o Resource: http://www.uhv.edu/ac/newsletters/writing/grammartip2005.11.15.htm
- **Punctuation**
  - o Definition: Proper use of symbols to indicate structure and organization of thought, including commas, quotation marks, apostrophes, and hyphens.
  - o Resource: http://owl.english.purdue.edu/owl/section/1/6/
- **Spelling:**
  - o Definition: The forming of words with letters in the correct sequence.

# Appendix 5: 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. Information about ORIC RCR is available at https://oric.research.wvu.edu/services/responsible-conduct/rcr-policy-and-requirements. 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.

# 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 WVU SON 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
WVU SON Student Services

11/29/04

# Appendix 7: Incomplete Request

# Request for an Incomplete

To request an Incomplete, students must submit this form to the instructor before the end of the term. It is the instructor's decision whether or  not an Incomplete will be assigned, with final approval of the dean. An Incomplete Contract (this form) must be completed before a grade of "I"  is assigned.

To be completed by the student

Student Name


Student ID Number


Student WVU Email Address


Course Prefix and Number


CRN


Semester and Year Course was Taken


Name of Instructor


I understand that I must fulfill the conditions established by my instructor (below) in order to remove the grade of "I." I understand that if I do not complete the work in the allotted time,  the grade of "I" may automatically change to the grade of "IF"; my instructor may also request to change the "I" to the grade identified below. I understand that grades of "IF" will be calculated as grades of "F" in the cumulative grade point average unless the terms of this contract are fulfilled and a grade modification is submitted. I understand that a grade of "I" may prevent me from progressing in my degree plan and/or entering a field placement.

Date

***Incomplete contracts are not final until the college dean has approved it. After submitting the request for an incomplete, students will receive notification if the contract has been approved or rejected.

Signature of Student

**To be completed by the Instructor (if approved)**

Rationale for assigning a grade of "I"

Student's last date of attendance

Work necessary to complete this contract and remove the grade of "I" (In all cases attach a syllabus. Attach assignments, and copies of the student's grades, if appropriate.)

Date by which the terms of this contract must be fulfilled

If the student does not fulfill the terms of this contract in the time allotted, the grade of "I" will be changed to the overall grade earned in the course, including grades for work that was not completed. The overall grade earned thus far is

If the instructor is not available to evaluate the work assigned in this contract, the student may submit that work to whom for evaluation?

Date


Signature of Instructor


Signature of College Dean

# Appendix 8: Leave of Absence (LOA) or Withdrawal Form
## WVU SCHOOL OF NURSING
## APPLICATION FOR LEAVE OF ABSENCE or PROGRAM WITHDRAWAL
For the BSN, MSN, Post-MSN, DNP, and PhD Programs

Name (Print): _____  Student ID#: _____

Date: _____  WVU MIX Email Address: _____

_____

Present Program & Track (if applicable):

**Students should contact their program director and academic advisor regarding their intent to take a leave of absence or withdraw from the program. Please review the LOA and withdrawal policies located in the program handbook.**

**It is my desire to:**

_____ Take a Leave of Absence (Please include rationale below and any relevant documentation

LOA Start Semester & Date: _____

_____

LOA Intended Semester & Date of Return: _____

_____

*Please note: It is the student's responsibility to contact the Advisor, Track Coordinator, and Program Director by the following date prior to the term in which you plan to return:*
*July 1 to return in January; November 1 to return in May; February 1 to return in August*

*There is no guarantee that there will be a clinical placement available for you when you return. Decisions will be made based on space availability and availability of course or track offering.*

**Rationale for LOA Request:**

_____

_____ Withdraw from the Program & University** Effective Date: _____

**SCHOOL OF NURSING USE ONLY**

Program Director Signature: _____ Date: _____

Associate Dean Signature: _____ Date: _____ Accepted _____ Denied _____

Notifications Made To:
        Course Professors _____        Track Coordinator _____
        Academic Advisor _____        Associate Dean _____

Comments: _____

_____

*\*\*Please note: If you withdraw from the program and would like to reapply in the future, you are required to follow the LOA policy to be eligible for continuation or readmission.*

**Appendix 9: Statement of Criminal Record**

# STATEMENT OF CRIMINAL RECORD

My signature verifies that:

(True or False)

_____        a) I have not been cited, arrested, or convicted of any felony or misdemeanor in the past 12 months.

_____        b) I will notify the West Virginia University School of Nursing Student Services Department within 24 hours of any citations, arrests, or convictions.

_____        c) I do not have knowledge of any citations, arrests, or convictions of any fellow nursing students in the past 12 months.

_____        d) I will notify the West Virginia University School of Nursing Student Services Department within 24 hours if I have knowledge of any citations, arrests, or convictions of any fellow nursing student.

If any of the above statements are answered False, you must explain below.


Student signature: _____Date: _____

# Appendix 10: Immunization Waiver

## Immunization Waiver Form

**STUDENT'S RELEASE UPON REFUSAL OF TREATMENT**

For the reason stated below, I, _____refuse treatment of receiving the immunization against _____

The reason for my refusal to consent to such procedure is:

_____

_____

<u>I understand that it is the considered opinion of the qualified professionals that the possible/probable consequence of my refusal is:</u>

1. Risk of infection with

_____

_____

2. Transmission of this contagious disease to other patients or colleagues.
3. Probable inability to participate in required clinical activities which is a requirement for the nursing program.

*Despite the chance that my health may be negatively affected, I request that my refusal be honored, and I hereby release the* <u>West Virginia University School of Nursing</u>*, the* <u>West Virginia University Health</u> <u>Services</u>*, and* <u>all health personnel</u> *directly or indirectly involved in my case from all liability that might otherwise be asserted as a result of not providing the above-described care.*

I attest that I am of full age _ _  _ (years) and am mentally competent to make such a determination.

STUDENT'S NAME:

STUDENT'S SOCIAL SECURITY NUMBER: _ _ _ _ _ _ _ _ _ _ _ _

DATE: _____

WITNESS: _____

# Appendix 11: DNP Graduation Checklist

_____ Discussed graduation with faculty advisor

_____ Registered for credit in the semester of graduation

_____ Submitted Application for Graduation and Diploma

_____ Submitted completed Alumni Data Request Sheet to Student & Alumni Services Office

_____ Final clinical practicum evaluations completed online if applicable

_____ ETD Submitted (DNP Project Manuscript)

# Appendix 12: Verification Form: Precepted Post BSN Clinical Hours

The American Academy of Colleges of Nursing have mandated that all DNP graduates have completed at least 1000 hours of precepted post BSN clinical experiences in their specialty area. 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 (See the West Virginia University School of Nursing DNP Handbook).

Student Directions: Each student enrolled in the Doctor of Nursing Practice program at West Virginia University School of Nursing is responsible for providing documentation of his or her precepted post BSN clinical hours. Please have the appropriate person from your MSN or post-MSN program sign the completed form. Return the form to Student Services.

Student Name: _____ Date: _____

Post BSN Program Name: _____

To be completed by MSN or post MSN Program Director:

Number of precepted post BSN clinical hours earned by above student: _____

Signature/Title:_____

Phone/email: _____

Return completed form to:
Attn: Jeffrey Wilson
Fax: 304-347-1346
West Virginia University School of Nursing – Charleston Division
3110 MacCorkle Avenue, SE, Room 2025
Charleston, WV  25304-1299
jfwilson@hsc.wvu.edu

# Appendix 13: DNP Program Handbook Signature Page

West Virginia University School of Nursing
DNP Program Handbook Signature Page

I acknowledge that it is my responsibility to read and clarify my understanding of the contents of the WVU Doctor of Nursing Practice Program Handbook and to access my WVU email account at least weekly while I am a student at WVU. The DNP Program Handbook is updated annually, and emails are distributed regularly by DNP faculty, director, and advisors. These documents represent formal means of communication between DNP students and the School of Nursing.  Receiving information distributed to students through these mechanisms is the responsibility of the student.

I have received and read the 2023-2024 WVU Doctor of Nursing Practice Program Handbook.


Please sign, date, and submit to the DNP Program Director.


Print Name: _____

Signature: _____

Date: _____