

# BACHELOR OF SCIENCE IN NURSING

Program Handbook

ACADEMIC YEAR 2026-2027



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## Welcome from the Dean

At the West Virginia University (WVU) School of Nursing (SON), our faculty, staff, and students take to heart our mission as part of a land-grant university. Specifically, we aim to improve the health of West Virginians, as well as regional and global communities. We will achieve this mission through the delivery of excellent student-centered programs and evidence-based teaching, scholarship, and service. As a SON, we envision improving the quality of life across all populations. To do this, we will address the social determinants of health through nurse-led policy, education, research, service, and practice initiatives. Throughout our campus locations, on campus and online, we will remain guided by our values — Integrity, Excellence, Compassion, Respect, Engagement, and Inclusivity — in all that we do. Collectively, we are committed to addressing the unique needs of our students and the populations we serve. We aim to create an environment where individuality is encouraged, ethics are prioritized, and learning, discovery, and innovation can flourish.

- Dean Tara Hulsey, PhD, RN, CNE, FAAN

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BSN Program Overview

Mission	Vision	Values
The mission of the WVU School of Nursing is to improve the health of West Virginians, as well as our regional and global communities, through the delivery of excellent student-centered programs and evidence-based teaching, scholarship, and service.	The WVU School of Nursing envisions improving the quality of life across all populations by addressing the social determinants of health through nurse-led policy, education, research, service, and practice initiatives.	The WVU School of Nursing is an organization that values integrity, excellence, compassion, respect, engagement, and inclusivity. We commit to addressing the unique needs of the students and populations we serve and to creating an environment where individuality is encouraged, ethics are prioritized, and learning, discovery, and innovation can flourish.

**Bachelor of Science in Nursing (BSN) Program Description**

The WVU SON Bachelor of Science in Nursing (BSN) program is recognized by health care agencies as providing excellent preparation for the nursing profession. Our graduates are in great demand and enjoy a large number of career opportunities. The BSN curriculum includes courses in the humanities, social sciences, basic sciences, and nursing science. These courses are taken in conjunction with nursing clinical courses that enable students to apply their learning to actual patient, family, and community situations that warrant nursing intervention. The curriculum has been carefully designed to equip graduates to begin professional nursing practice with patients of all ages in any health care setting where there is a position for the professional nurse at the start of their career. The program also provides an excellent foundation for graduate study in nursing and in other fields.

The traditional BSN program is available for high school graduates and non-traditional students who aspire to a career in nursing and can be completed in four years at WVU's Morgantown, WVU Institute of Technology (Beckley), and WVU Potomac State (Keyser) campuses. Upon successful completion, students attain the BSN degree and are eligible to take the NCLEX-RN licensure examination.

The accelerated BSN (ABSN) program is available for college graduates with a bachelor’s degree in a field other than nursing. Following 18 months of continuous enrollment and successful completion, students attain the BSN degree and are eligible to take the NCLEX- RN licensure examination. The ABSN program is offered at WVU in Morgantown and Bridgeport.

Registered nurses can complete the BSN requirements completely online through the RN to BSN program. Nursing courses for RN to BSN students are offered every semester to provide opportunity for individualized progression plans and completion of degree requirements in two to three semesters of full-time study if non-nursing courses are already completed. Part-time options are also available.

The LPN to BSN program (Keyser campus) provides a seamless pathway for a licensed practical nurse (LPN) to earn a BSN degree and enter the RN profession. Courses are offered afternoons/evenings and weekends to accommodate the working LPN’s schedule. Didactic nursing courses are online, with hands-on clinical experiences in state of the science skills/simulation labs and healthcare facilities in the region. Upon conferral of the BSN degree, the graduate will take the NCLEX-RN licensing examination.

**Accreditation Information**

The Baccalaureate Degree Program in Nursing, Master's Degree Program in Nursing, post-graduate APRN certificate program, and Doctor of Nursing Practice Program at West Virginia University is accredited by the Commission on Collegiate Nursing Education, 655 K Street, NW, Suite 750, Washington, DC 20001, 202-887-6791

## Professional Nursing Standards and Guidelines

The BSN Program and Curriculum are guided by the following professional nursing standards and guidelines:

1. American Association of Colleges of Nursing (AACN) *Essentials* (2021)
  - a. Domains, Concepts, Competencies, Subcompetencies (Level 1), and Spheres of Care
2. National Council of State Boards of Nursing (NCBSN) NCLEX-RN Test Plan (2026)
3. American Nurses Association (ANA) Code of Ethics (2025)
4. National RN to BSN Faculty Forum (NRFF) Position Statement (2022)
5. International Nursing Association for Clinical Simulation and Learning (INACSL)
6. WV Board of Registered Nurses Policies, Standards and Criteria for the Evaluation, Approval and National Nursing Accreditation of Prelicensure Nursing Education Programs

## BSN Program Outcomes

A graduate of the WVU SON BSN Program will be able to:

1. Integrate knowledge and theories from nursing and other disciplines to form the basis for clinical judgement and innovation in nursing practice.
2. Evaluate evidence-based, inclusive, equitable, and compassionate nursing care for diverse individuals, families, and communities.
3. Engage in collaborative partnerships with communities, public health, and other industries to address social determinants of health and improve health outcomes.
4. Utilize evidence-based nursing interventions, information, and communication technologies to drive decisions that enhance quality of care, reduce risk potential, and improve health outcomes in accordance with regulatory standards and health policy.
5. Collaborate with interprofessional teams, families, and communities to support the acquisition of shared knowledge and expertise to optimize communication and the healthcare experience to strengthen health outcomes.
6. Coordinate nursing resources within complex systems to promote safe, quality, and equitable care to diverse populations.
7. Model behaviors that reflect accountability, integrity, and characteristics that align with professional and ethical nursing standards.
8. Participate in activities and self-reflection that foster personal health and resilience to support well-being, the acquisition of nursing expertise, leadership development, and lifelong learning.

## Undergraduate Nursing Catalogs

For additional program, admission-related, or specific course information please visit the respective undergraduate nursing catalogs:

[Traditional BSN \(Morgantown\), ABSN, and RN to BSN](#)

[Traditional BSN \(Beckley\)](#)

[Traditional BSN and LPN to BSN \(Keyser\)](#)

## Transfer Students

An applicant with nursing credit from a nationally accredited nursing program in a regionally accredited college or university is eligible for consideration for transfer admission by presenting a record of courses comparable to those required in this curriculum and meeting other WVU SON admission requirements, including, but not limited to the following:

- A statement of good standing from the nursing program in which they are currently enrolled
- A minimum cumulative GPA of 3.0 for previous college coursework (students transferring to pre-nursing must have a minimum overall GPA of 3.0 and must be eligible to take MATH 124 (or equivalent) if not already completed)
- A minimum GPA of 3.0 in the previous nursing program
- Earned grades of C- or higher in all nursing and prerequisite non-nursing courses

*Note: Nursing courses that will be 7 years old or older at the time of projected graduation will not be accepted.*

Acceptance and placement in the program are dependent on the individual's academic record and the number of seats available. Applications should be initiated six months prior to the beginning of the semester in which the applicant wishes to begin nursing courses. Transcripts and other required materials must be received no later than three months before the start of the entering semester.

Applicants may request review of previously completed nursing courses for transferability. Syllabi of current and completed nursing courses may be sent electronically to the Associate Dean of Undergraduate Programs for review. Only courses that are comparable to required courses in the WVU SON BSN curriculum will be transferable as determined by program administration. Nursing credits from a program that is not nationally accredited or an institution that is not regionally accredited are not transferable.

BSN Progression Plans

**Traditional BSN Progression Plan – Fall Admission (Morgantown/Beckley/Keyser)**

**Pre-Nursing**

Fall	Course	Credits	Spring	Course	Credits
CHEM 111+	Survey of Chemistry/Lab	4	CHEM 112+	Survey of Chemistry 2/Lab	4
BIOL 102/102L+	General Biology/Lab	4	PSIO 107/BIOL 230+	Intro to Human Anatomy & Physiology	4
NSG 100*+	Intro to the Profession and Discipline of Nursing <u>or</u>	2 <u>or</u> 3	PSYC 101*+ <u>or</u>	Intro to Psychology <u>or</u>	3 <u>or</u> 2
PSYC 101	Intro to Psychology		NSG 100	Intro to the Profession and Discipline of Nursing	
MATH 124 *+	Algebra with Applications	3	ENGL 101*+	Intro to Composition & Rhetoric	3
WVUe 191*+	Freshman Seminar	1	STAT 211**	Elementary Statistical Inference	3
<b>Total</b>		14 <u>or</u> 15	<b>Total</b>		17 <u>or</u> 16

**Sophomore Level**

Fall	Course	Credits	Spring	Course	Credits
NSG 200	Nursing Foundations	3	NSG 212	Fundamentals of Nursing	6
NSG 210	Lifespan Assessment	3	NSG 250	Principles of Pharmacology	3
PSYC 241**	Intro to Human Development	3	HN&F 171**	Intro to Nutrition	3
PALM 207/BIOL 231	Human Anatomy & Physiology 2	4	ENGL 102**	Composition, Rhetoric, & Research	3
MICB 200/MICB 201	Medical Microbiology	3			
<b>Total</b>		16	<b>Total</b>		15

**Junior Level**

Fall	Course	Credits	Spring	Course	Credits
NSG 311	Alterations in Adult Health I	6	NSG 312	Alterations in Adult Health II	6
NSG 330	Alterations in Mental Health/Wellbeing	4	NSG 320	Pediatrics and Family-Centered Care	4
NSG 350	Evidence Based Practice & Nursing Scholarship	3	NSG 360	Professional Standards of Nursing Care	3
GEF 5/6/7***		3	GEF 5/6/7***		3
<b>Total</b>		16	<b>Total</b>		16

**Senior Level**

Fall	Course	Credits	Spring	Course	Credits
NSG 410	Women’s Health and Newborn Nursing Care	4	NSG 460	Alterations in Adult Health III	4
NSG 411	Population Health and Healthcare Policy	6	NSG 412	Personal and Professional Leadership Development	7
Nursing Elective		2	NSG 486	Comprehensive NCLEX Review	2
GEF 5/6/7***		3			
<b>Total</b>		15	<b>Total</b>		13

Total Program Credits: 122      Nursing Credits: 68      Non-nursing Credits: 54

\*Can be taken Fall or Spring semester

+Required with a grade of C- or better before enrollment in sophomore nursing courses.

\*\*Pre- or Co-requisites with sophomore courses. Must be completed with C- or better to progress to junior level.

\*\*\*May be interchanged.

**Traditional BSN Progression Plan – Spring Admission (Morgantown Only)**

**Pre-Nursing**

Fall	Course	Credits	Spring	Course	Credits
CHEM 111+	Survey of Chemistry/Lab	4	CHEM 112+	Survey of Chemistry 2/Lab	4
BIOL 102/102L+	General Biology/Lab	4	PSIO 107	Intro to Human Anatomy & Physiology	4
NSG 100*+ or PSYC 101	Intro to the Profession and Discipline of Nursing or Intro to Psychology or	2 or 3	PSYC 101*+ or NSG 100	Intro to Psychology or Intro to Profession and Discipline of Nursing	3 or 2
MATH 124*+	Algebra with Applications	3	HN&F 171*	Intro to Nutrition	3
WVUe 191*+	Freshman Seminar	1	ENGL 101*+	Intro to Composition & Rhetoric	3
<b>Total</b>		14 or 15	<b>Total</b>		17 or 16

**Pre-Nursing**

Fall	Course	Credits	Spring	Course	Credits
PSYC 241**	Intro to Human Development	3	NSG 200	Nursing Foundations	3
MICB 201	Medical Microbiology for Nursing	3	NSG 210	Lifespan Assessment	3
STAT 211** GEF 5/6/7***	Elementary Statistical Inference	3 3	PSIO 241 ENGL 102** GEF 5/6/7***	Human Anatomy & Physiology 2 Composition, Rhetoric, & Research	4 3 3
<b>Total</b>		12	<b>Total</b>		16

**Sophomore Level**

**Sophomore Level**

Fall	Course	Credits	Spring	Course	Credits
NSG 212	Fundamentals of Nursing	6	NSG 311	Alterations in Adult Health I	6
NSG 250	Principles of Pharmacology	3	NSG 330	Alterations in Mental Health/Wellbeing	4
GEF 5/6/7***		3	NSG 350	Evidence Based Practice and Nursing Scholarship	3
<b>Total</b>		12	<b>Total</b>		13

**Junior Level**

**Junior Level**

Fall	Course	Credits	Spring	Course	Credits
NSG 312	Alterations in Adult Health II	6	NSG 410	Women's Health and Newborn Nursing Care	4
NSG 320	Pediatrics and Family-Centered Care	4	NSG 411	Population Health and Healthcare Policy	6
NSG 360	Professional Standards of Nursing Care	3	Nursing Elective		2
<b>Total</b>		13	<b>Total</b>		12

**Senior Level**

**Senior Level**

Fall	Course	Credits
NSG 460	Alterations in Adult Health III	4
NSG 412	Personal and Professional Leadership Development	7
NSG 486	Comprehensive NCLEX Review	2
<b>Total</b>		13

Total Program Credits: 122

Nursing Credits: 68

Non-nursing Credits: 54

\*Can be taken Fall or Spring semester

+Required with a grade of C- or better before enrollment in sophomore nursing courses.

\*\*Pre- or Co-requisites with sophomore courses. Must be completed with C- or better to progress to junior level.

\*\*\*May be interchanged.

**ABSN Progression Plan (Morgantown/Bridgeport)**

**Sophomore Level**

Spring	Course	Credits
NSG 200	Nursing Foundations (8 weeks)	3
NSG 210	Lifespan Assessment (8 weeks)	3
NSG 212	Fundamentals of Nursing (8 weeks)	6
NSG 250	Principles of Pharmacology	3
<b>Total</b>		<b>15</b>

**Junior Level**

Summer	Course	Credits	Fall	Course	Credits
NSG 311	Alterations in Adult Health I	6	NSG 312	Alterations in Adult Health II	6
NSG 330	Alterations in Mental Health/Wellbeing	4	NSG 320	Pediatrics and Family-Centered Care	4
NSG 350	Evidence Based Practice and Nursing Scholarship	3	NSG 360	Professional Standards of Nursing Care	3
<b>Total</b>		<b>13</b>	<b>Total</b>		<b>13</b>

**Senior Level**

Spring	Course	Credits	Summer	Course	Credits
NSG 410	Women’s Health and Newborn Nursing Care	4	NSG 460	Alterations in Adult Health III	4
NSG 411	Population Health and Healthcare Policy	6	NSG 412	Personal and Professional Leadership Development	7
Nursing Elective		2	NSG 486	Comprehensive NCLEX Review	2
<b>Total</b>		<b>12</b>	<b>Total</b>		<b>13</b>

Total Program Credits: 66

\*Can be taken Fall or Spring semester

+Required with a grade of C- or better before enrollment in sophomore nursing courses.

\*\*Pre- or Co-requisites with sophomore courses. Must be completed with C- or better to progress to junior level.

**WVU SON Clinical Hours by Course**

Course	Clinical Hours
NSG 200	45
NSG 210	30
NSG 212	90
NSG 311	135
NSG 312	135
NSG 320	67.5
NSG 330	67.5
NSG 410	67.5
NSG 411	135
NSG 412	225
NSG 460	45
<b>Total Clinical Hours</b>	<b>1,042.50</b>

**RN to BSN Progression Plan – Full-time accelerated (Special permission required)**

Progression plans are flexible. Please discuss options with your advisor.

SEMESTER 1		SEMESTER 2	
NSG 333 Ethics in Nursing	3	NSG 461 Healthcare Policy and Finance for Professional Nursing Practice	3
NSG 361 Health Assessment Across the Lifespan	4	NSG 465 Foundations of Evidence- Based Practice	3
NSG 362 Health Promotion Across the Lifespan	4	NSG 471 Population Health Nursing: Theory and Interventions	5
NSG 373 Professional Leadership in Nursing	3	NSG 475 Applied Scholarship and Evidence-Based Practice	5
<b>Total</b>	<b>14</b>	<b>Total</b>	<b>16</b>

\*Students must have an active, unencumbered nursing license by the first day of class for this option

**RN to BSN Progression Plan – Standard**

SEMESTER 1		SEMESTER 2		SEMESTER 3	
NSG 333 Ethics in Nursing	3	NSG 373 Professional Leadership in Nursing	3	NSG 471 Population Health Nursing: Theory and Interventions	5
NSG 361 Health Assessment Across the Lifespan	4	NSG 461 Healthcare Policy and Finance for Professional Nursing Practice	3	NSG 475 Applied Scholarship and Evidence-Based Practice	5
NSG 362 Health Promotion Across the Lifespan	4	NSG 465 Foundations of Evidence-Based Practice	3		
<b>Total</b>	<b>11</b>	<b>Total</b>	<b>9</b>	<b>Total</b>	<b>10</b>

**RN to BSN Progression Plan – Part-time**

Year 1					
SEMESTER 1		SEMESTER 2		SEMESTER 3	
NSG 333 Ethics in Nursing	3	NSG 362 Health Promotion Across the Lifespan	4	NSG 373 Professional Leadership in Nursing	3
NSG 361 Health Assessment Across the Lifespan	4				
<b>Total</b>	<b>7</b>	<b>Total</b>	<b>4</b>	<b>Total</b>	<b>3</b>

Year 2					
SEMESTER 4		SEMESTER 5		SEMESTER 6	
NSG 461 Healthcare Policy and Finance for Professional Nursing Practice	3	NSG 471 Population Health Nursing: Theory and Interventions	5	NSG 475 Applied Scholarship and Evidence-Based Practice	5
NSG 465 Foundations of Evidence-Based Practice	3				
<b>Total</b>	<b>6</b>	<b>Total</b>	<b>5</b>	<b>Total</b>	<b>5</b>

\*Students must have 120 total credit hours to graduate with a BSN

Direct and indirect clinical experiences are included in WVU SON RN to BSN courses. Clinical assignments are designed to enrich course work and differ from pre-licensure clinical assignments. The purpose of these clinical experiences is to advance professional growth and assist students in demonstrating proficiencies essential to BSN-prepared nursing practice. Clinical experiences include assessing and providing interventions for individuals, families, and communities; communicating and collaborating in an interprofessional manner; and completing a community-based nursing education project in which students assess a population, identify a health promotion or disease prevention issue, design and implement a community-based nursing education intervention, and evaluate the effectiveness of the intervention. RN to BSN students will complete the community-based nursing education project as their capstone experience, culminating in the creation of a virtual poster and oral presentation.

**LPN to BSN Progression Plan (Keyser)**

SOPHOMORE LEVEL					
Fall		Spring		Summer	
BIOL 230 Human Anatomy and Physiology 1*	4	BIOL 231 Human Anatomy and Physiology 2*	4	MICB 200 Medical Microbiology	3
CHEM 111 & CHEM 111L Survey of Chemistry*	4	CHEM 112 & CHEM 112L Survey of Chemistry*	4	NSG 213 Transition to Professional NSG (C)	6
MATH 124 College Algebra*	3	ENGL 101 Introduction to Composition/Rhetoric**	3		
PSYC 101 Introduction to Psychology**	3	STAT 211 Elements of Statistical Inference**	3		
<b>Total Credits</b>	<b>14</b>	<b>Total Credits</b>	<b>14</b>	<b>Total Credits</b>	<b>9</b>

JUNIOR LEVEL					
Fall		Spring		Summer	
ENGL 102 Composition, Rhetoric, and Research*	3	NSG 312 Alterations in Adult Health II (C)	6	GEF (Course in F5: Human Inquiry and the Past)	3
NSG 311 Alterations in Adult Health I (C)	4	NSG 320 Pediatrics and Family-Centered Care (C/PC)	4	GEF (Course in F6: The Arts and Creativity)	3
NSG 330 Alterations in Mental Health/Wellbeing (C)	6	NSG 360 Professional Standards of Nursing Care	3	GEF (Course in F7: Global Studies and Diversity)	3
NSG 350 Evidence Based Practice/Nursing Scholarship	3				
<b>Total Credits</b>	<b>16</b>	<b>Total Credits</b>	<b>13</b>	<b>Total Credits</b>	<b>9</b>

SENIOR LEVEL					
Fall		Spring			
NSG 410 Women’s Health and Newborn Nursing Care (C)	6	NSG 412 Personal and Professional Leadership Development (PC)	7		
NSG 411 Population Health and Healthcare Policy (PC)	4	NSG 460 Alterations in Adult Health III (C/PC)	4		
NSG 435 Cardiology for Nursing/Other NSG Elective	2	NSG 486 Comprehensive NCLEX Review	2		
<b>Total Credits</b>	<b>12</b>	<b>Total Credits</b>	<b>13</b>		

\*Can be taken fall or spring semester  
 +Required with grade of C or better before enrollment in sophomore nursing courses

**Note: C=faculty-led clinicals, PC=precepted clinicals**

**All didactic work for nursing (NSG) courses completed online; clinicals completed in skills/simulation labs and clinical facilities. Student completes 100 total course credits as listed above (earn 22 escrow credits upon completion of all course requirements; graduate with 122 credits for BSN degree)**

Degree requirements for RN to BSN and LPN to BSN students can be complex. RN to BSN and LPN to BSN students are encouraged to meet regularly with their advisor and review their DegreeWorks account. Students should notify the advisor the semester prior to graduation to request an internal audit and a review of readiness for graduation. It is ultimately the student’s responsibility to make sure degree requirements are met.

## Course Age Requirements

Students are permitted to continue in an undergraduate nursing program for a maximum of 7 years following their term of admission to the program. A course completed more than 7 years prior to the term of degree completion will be reviewed by the Associate Dean of Undergraduate Programs. The student may be required to validate current knowledge in the subject area, repeat the course(s), or complete competency evaluation.

## Undergraduate Readmission Policy

Students who have been *dismissed* from any nursing program (WVU or otherwise) are ineligible for admission to any of the WVU SON undergraduate programs. However, students who have received degrees or additional credentialing following dismissal from a nursing program are eligible for admission to the ABSN, RN to BSN, LPN to BSN, or graduate programs provided that they meet all other admission requirements and based upon space available.

Students who have *withdrawn* from the WVU SON 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 and 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 undergraduate nursing program will be considered one time only.
- Students unable to complete the program within 7 years of the original admission date will be required to restart the program if readmitted.
- Readmission is not guaranteed and is dependent upon space available, applicant qualifications, and academic discretion.

## RN to BSN Academic Standards & Progression Policies

The grading scale for nursing courses using letter/numerical values is:

A= 93-100, B = 85-92, C = 77-84, D = 70-76, F = 69 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, D=69.50-76.49, F= 69.49 and below.

### 1. GPA

Students must maintain a Nursing GPA of at least 2.5. Nursing GPA *includes only* NSG courses completed while enrolled in the RN to BSN program. Students who do not maintain a Nursing GPA of at least 2.5 will be placed on academic notice and issued a formal Student Success Plan. Students who do not participate in the requirements outlined in the Student Success Plan will be at risk of being dismissed from the WVU SON. Nursing GPAs can be obtained from the Director of Admissions and Enrollment.

### 2. Required course grades

All courses used to earn the BSN degree must be completed with a minimum grade of C-. Students who earn a grade of D or F in more than two NSG courses used to earn the BSN degree will be dismissed from the WVU SON.

### 3. **Repeats**

Students who receive a D, F, W, or WU in a course used to earn the BSN degree must repeat the course and earn a minimum grade of C-. Students may repeat a NSG course only once. Students who repeat a NSG course and earn a grade of D, F, W, or WU will be dismissed from the WVU SON.

### 4. **Readmission**

Students who have been dismissed from the RN to BSN program are not eligible for readmission. See the undergraduate readmission policy.

## Pre-Nursing and Direct Admit Academic Standards and Progression Policies

### **Pre-Nursing Progression Requirements**

Students admitted to the University as Pre-Nursing must maintain good academic standing and a 3.0 GPA beginning with the first semester at WVU. If a student's GPA falls below 3.0, they will be placed on academic notice for two semesters. If the student's GPA remains below 3.0 after two semesters on academic notice, they will be dismissed from Pre-Nursing.

Pre-Nursing and other college majors may apply for admission to the WVU SON after one semester of college course work. Students must complete each of the [prerequisite courses](#) with a grade of C- or better prior to enrollment. Students who are still completing certain prerequisite courses may be admitted, however, the offer will be rescinded if the courses are not completed prior to the first day of classes.

*Note: Keyser campus policies for Pre-Nursing are different. Please refer to the Keyser campus catalog for details.*

### **Direct Admission Freshman Progression Requirements**

Students admitted directly to nursing as freshmen must fulfill direct admission academic progression requirements to maintain advanced standing as a direct admission student and enter the sophomore level nursing courses. If students do not meet the requirements in the freshman year, they will be moved to the Pre-Nursing major and will have the opportunity to enter the Pre-Nursing BSN program applicant pool for consideration for program re-entry and progression to the sophomore nursing courses.

Freshman year academic progression standards for direct admit students in the BSN program include:

- Maintaining good academic standing.
- Completion of all prerequisite coursework with a C- or better prior to the end of the summer term of the freshman year.
- Maintaining a 3.0 overall GPA or better at the end of the first semester (higher GPAs are recommended in preparation for the rigorous nursing curriculum).
- Achieving or maintaining a 3.5 overall GPA or better at the end of the second semester of the freshman year.

## Traditional, ABSN, and LPN to BSN Academic Standards & Progression Policies

### **Grading Policy**

The grading scale for nursing courses using letter/numerical values is:

A= 93-100, B = 85-92, C = 77-84, D = 70-76, F = 69 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, D=69.50-76.49, F= 69.49 and below.

***In order to pass the course, the student must:***

1. Achieve a cumulative average of 77% on exams (excludes ATI\*), and
2. Achieve a cumulative average of 77% on graded didactic and clinical assignments, and
3. Meet all behaviors in the direct patient care/clinical component of the course, and
4. Achieve an overall course average of 77% or greater (includes ATI).

***If the student achieves an overall course average of 77% or greater but,***

1. Fails to achieve a cumulative average of 77% on exams, or
  2. Fails to achieve a cumulative average of 77% on graded didactic and clinical assignments, or
  3. Fails to meet all behaviors in the direct patient care/clinical component of the course,
- then the course grade will be a “D” regardless of overall course average.

\*The ATI Content Mastery Exam is a standalone item worth 10% of total course points (see Academic ATI Policy).

***Examination Retest***

The School of Nursing maintains a no re-test policy for all examinations. Students who achieve an unsatisfactory grade on any exam are not permitted to retake the examination or complete an alternative version for the purpose of grade improvement.

All exam grades are considered final and will be calculated in accordance with the course syllabus and program progression policies.

***Extra Credit and Bonus Point Policy***

No bonus points or extra credit will be added directly to exams, exam averages, ATI, or the clinical assignment column of any nursing course (courses with the prefix NSG). Additional learning opportunities related to didactic assignments may be provided at the discretion of course faculty. No academic points will be awarded for survey completion, research participation, or other non-academic, non-clinical activities.

**Traditional BSN Progression Policy**

From entry into sophomore nursing courses to program completion, students must fulfill the following academic requirements to maintain good academic standing.

**1. GPA**

Students must maintain an overall college GPA of at least 3.0. Students who do not maintain an overall GPA of at least 3.0 will be placed on academic notice. Students who do not raise their overall GPA to at least 3.0 after two semesters on academic notice will be dismissed from the WVU SON.

**2. Required course grades**

All courses used to earn the BSN degree must be completed with a minimum grade of C-. Students who earn a grade of D or F in more than two NSG courses used to earn the BSN degree will be dismissed from the WVU SON. All courses used to earn the BSN degree in which students earn a grade of D, F, W, or WU must be repeated prior to the student's progression to the next semester in the nursing sequence. Nursing courses must be repeated in the next

spring or fall semester that the course is offered. There is an exception to this individual standard regarding nursing electives; students who receive a W in a nursing elective are not required to repeat it.

**3. Repeats**

Students who receive a D, F, W, or WU in a course used to earn the BSN degree must repeat the course and earn a minimum grade of C-. Students may repeat a NSG course only once. Students who repeat a NSG course and earn a grade of D, F, W, or WU will be dismissed from the WVU SON.

**4. Readmission**

Students who have been dismissed from the BSN program are not eligible for readmission. See the undergraduate readmission policy.

**ABSN and LPN to BSN Progression Policy**

**1. GPA**

Students must maintain a Nursing GPA of at least 3.0. Nursing GPA *includes only* NSG courses completed while enrolled in the ABSN or LPN to BSN programs. Students who do not maintain a Nursing GPA of at least 3.0 will be placed on academic notice and issued a formal Student Success Plan. Students who do not participate in the requirements outlined in the Student Success Plan will be at risk of being dismissed from the WVU SON. Nursing GPAs can be obtained from the Director of Admissions and Enrollment.

**2. Required course grades**

All courses used to earn the BSN degree must be completed with a minimum grade of C-. Students who earn a grade of D or F in more than two NSG courses used to earn the BSN degree will be dismissed from the WVU SON. All courses used to earn the BSN degree in which students earn a grade of D, F, W, or WU must be repeated prior to the student's progression to the next semester in the nursing sequence. Nursing courses must be repeated in the next spring or fall semester that the course is offered. There is an exception to this individual standard regarding nursing electives; students who receive a W in a nursing elective are not required to repeat it.

**3. Repeats**

Students who receive a D, F, W, or WU in a course used to earn the BSN degree must repeat the course and earn a minimum grade of C-. Students may repeat a NSG course only once. Students who repeat a NSG course and earn a grade of D, F, W, or WU will be dismissed from the WVU SON.

**4. Readmission**

Students who have been dismissed from the ABSN or LPN to BSN programs are not eligible for readmission. See the undergraduate readmission policy.

[Procedures for Unmet Academic Standards \(All BSN Programs\)](#)

**When academic standard violations do not warrant dismissal from the program:**

The student meets with the advisor to discuss options and approaches to improving performance. Options will depend on the nature of the problem.

*Example:* Insufficient GPA; grade less than C- in courses used to earn the BSN degree

Examples of School and/or University resources that may be advised include the academic counselors, peer tutoring, math/reading/writing lab, counseling center, and accessibility services. Options and approaches presented are documented by the advisor in the students advising file. Students have the right to appeal final grades (see Appeal Policy).

**When unmet academic standards result in dismissal from the program:**

A student dismissed from the program for failing to meet any of the WVU SON academic standards will be informed in writing by the Associate Dean of Undergraduate Programs (or designee). Students have the right to appeal such decisions (see Appeal Policy).

### [Leave of Absence \(LOA\) and Withdrawal Policies](#)

#### **Leave of Absence Policy**

Students may request a leave of absence (LOA) for extenuating circumstances, such as family emergencies, military duty, parental leave, or significant changes in health status. The student is required to submit the rationale and the time period for the LOA request in writing to the BSN Program Director. Additional documentation may be required to clarify the circumstances of the request. If approved by the BSN Program Director and Associate Dean of Undergraduate Programs, the student will complete the LOA and Withdrawal Form provided by the program director or advisor upon request. The student will then be required to withdraw from all nursing courses in the current semester, if applicable.

Students are encouraged to evaluate the [WVU Withdrawal Policies](#), the financial implications of the decision, the effects of the LOA on program progression, and [International Student Policies](#) as applicable. A 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. Additional LOAs and extensions are only granted in extreme circumstances.

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 they are 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 failure to progress, and the student will be dismissed from the WVU SON. 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**

Students must be continuously enrolled in WVU SON programs to maintain active status. Failure to continue in the established progression plan will result in program dismissal. Summer term enrollment is only required if the student's program of study/progression plan is dependent on it for an on-time graduation. A withdrawal is defined as withdrawing from the program, withdrawing from all required courses in a semester, or failing to enroll in any given semester of the progression plan (see Summer exception above).

Students who withdraw must follow up with the advisor, who will gather information about the reason for leaving and discuss associated policies. Students who wish to return must follow the LOA policy in order to be eligible for continuation in the program. Students who do not follow this process will not be eligible for continuation or readmission at a later date.

### [Transient Credit Policy & Procedures](#)

Students must have a cumulative grade point average (GPA) of 2.0 or better to be eligible to enroll for courses at another institution as a transient student. Students are strongly discouraged from taking transient work during the semester in which they expect to graduate. Transient work in the final semester may delay graduation due to possible

delays in receiving transcripts from other institutions. It is the student's responsibility to have an official transcript sent to the WVU Office of Admissions at the completion of each semester in which transient work is completed.

**Procedures:**

1. Students wishing to take a course at an institution other than WVU must complete an Undergraduate Transient Application prior to enrolling for the course. The form is available from the Office of Student Services or any Admissions Office.
2. The student should obtain a schedule of courses from the college of choice. Course descriptions should also be obtained from the college if a catalog is not available.
3. Students should review the possible choices with their advisor who will review the advising folder to validate that the chosen course meets the student's academic progression needs.
4. The advisor will complete the current GPA blank on the application and validate that the rest of the form is complete. No more than one school may be listed on a form and the address for the chosen school must be complete.
5. The advisor signs and dates the form and forwards it to the Student Services Office for the Dean's signature.
6. A copy of the form is placed in the student advising folder and the original is forwarded to the Office of Admissions.
7. Students must arrange to be admitted and enrolled at the institution where they will be taking the course. Remember to take ONLY the course(s) that have been approved. If students wish to take other courses, they must get permission from their advisor and complete another form.

[Academic ATI Policy \(Traditional, ABSN, and LPN-BSN Programs Only\)](#)

**Minimal competency benchmarks**

- Level 2 on Content Mastery exams
- 92% likelihood of passing NCLEX on RN Comprehensive Exam

**Use of Content Mastery Exams in didactic courses**

- Content Mastery exam will count as 10% of course grade and is not counted in exam average. *All Content Mastery exams are computer-based and administered in a proctored environment.*
- Test 1 (1<sup>st</sup> attempt):
  - Level 3 score = 10/10 points
  - Level 2 score = 9/10 points
  - Level 1 or below = 0 points, expected remediation, required retesting
- Retest (use the highest score):
  - Level 3 score = 8.5/10 points
  - Level 2 score = 8/10 points
  - Level 1 score = 3/10 points
  - Below Level 1 = 0 points
- Remediation
  - Follow focused review plan based on Test 1 results with faculty guidance.
  - Level 1 score: Attend group session on test taking strategies.
  - Below Level 1 score: Meet individually with Academic Counselor.

**Use of RN Comprehensive in NSG 486 (NCLEX Review)**

There are three options for completion of the ATI exit competency in NSG 486. **One** of the following options must be completed successfully. All students must take the ATI RN Comprehensive Predictor Exam and must retest if scoring less than the benchmark (92% likelihood of passing NCLEX-RN). **Note:** Students are responsible for the costs associated with the individualized Virtual ATI program.

### Option 1

- Achieve 92% likelihood of passing the NCLEX-RN on the first attempt of the ATI RN Comprehensive Predictor Exam.
- Completion of the individualized Virtual ATI program is *optional* but recommended (may enroll 6 weeks prior to graduation).

### Option 2

- Achieve less than 92% likelihood of passing the NCLEX-RN.
- Use result information to guide online focused review and remediation.
- Submit plan for success and proof of time spent in focused review (at least 30 minutes) to SOLE.
- Meet with faculty member a minimum of one time for success guidance.
- Repeat the ATI RN Comprehensive Predictor Exam and achieve a 92% likelihood of passing the NCLEX-RN
- Completion of the individualized Virtual ATI program is *optional* but recommended (may enroll 6 weeks prior to graduation).

### Option 3

Option 3 is mandatory for students who scored less than the 92% likelihood benchmark on both ATI RN Comprehensive Predictor Exam attempts.

- Use result information to guide online focused review and remediation.
- Submit plan for success and proof of time spent in focused review (at least 30 minutes) to SOLE. Meet with faculty member a minimum of one time for success guidance.
- Complete the individualized Virtual ATI program with documentation of completion through the Medical-Surgical mile marker prior to the end of the course (enroll 6 weeks prior to graduation). Students are expected to continue to use the program post-graduation until a “green light” is achieved.

### Absence from ATI exams

- Make-up dates will not be scheduled for ATI exams.
- If the student misses Test 1, the student will earn 0 points and will take the test on the retest date. Scoring on the retest will be:
  - Level 3 score = 10/10 points
  - Level 2 score = 9/10 points
  - Level 1 or below= 0 points
- If the student is required to retest because of the Test 1 score and misses the retest, the score from Test 1 will be the ATI test score earned for the course.

### Study for success plan for students with ATI Level 1 and below:

For the ticket to retest, students must follow the steps below:

1. Go to the Academic Counseling/ATI Success Plan site on SOLE.
2. Review the rubric for the required portfolio.
3. Review the proctored ATI test results from their ATI account.

**Within 3-5 days of taking the first ATI proctored test, students should complete the following. Note: Processes may differ based on the student's respective campus. Please follow the specific instructions located on the Academic Counseling/ATI Success Plan SOLE site.**

1. Complete the ATI Focused Review (directions found on ATI site). Evidence should show that students have spent a minimum of 30 minutes in focused review.
2. Complete the Success Plan portfolio using the rubric.
  - a. Upload the completed Success Plan portfolio and a screenshot of time spent in focused review to SOLE.
  - b. Complete the remediation session led by the Academic Counselor on the student's respective campus. The dates of the remediation sessions will be posted on the Academic Counseling/ATI Success Plan SOLE site or in the course syllabus. The session will be approximately 30-60 minutes in length.

## Program Policies (All BSN Programs)

### **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 quizzes and short discussion board writing submissions as it does for exams or end-of-semester papers. All forms of academic dishonesty are prohibited. The WVU SON follows the [WVU Policy on Student Academic Integrity](#).

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](#).

### **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 MIX email to the Associate Dean of Undergraduate Programs, 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.

In the WVU SON, the Committee for Academic and Professional Standards (CAPS) presides over the Level 1 appeal. The letter of appeal should be submitted through WVU MIX email to the Associate Dean of Undergraduate Programs, 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.

### **Formal Student Complaints**

The WVU SON has formal processes in place for student appeals and complaints. The institution and program utilize the formal appeals process to facilitate student appeals related to a final grade, academic penalty, academic dishonesty charge, and admission decisions. Formal student complaints are [submitted electronically](#) to the Associate Deans. Students can choose to identify themselves or submit anonymously. The Associate Dean for the program identified in the complaint keeps a file with formal complaints and follows up with appropriate actions on a case-by-case basis based on the nature of the complaint. Students may also file a complaint through the [WVU Complaint Form](#).

### **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](#).

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

Students are expected to practice with responsibility and accountability as a 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 professional expectations and requirements as outlined by the WVU SON and in the Clinical Evaluation Guide
- v. Maintain patient privacy and confidentiality at all times, and
- vi. Maintain HIPAA privacy laws at all times, including documentation of clinical encounters in Typhon Group.

### ***HIPAA and Patient Privacy***

Students are expected to uphold all HIPAA regulations and patient privacy standards at all times. Any student involved in a HIPAA or patient privacy investigation will be prohibited from attending clinical experiences until the investigation is fully resolved.

Missed clinical time during this period will not be eligible for make-up, and students remain responsible for meeting all required clinical objectives and course outcomes.

Violations of HIPAA or patient privacy may result in disciplinary action up to and including dismissal from the program. Additionally, if a student's access to an electronic medical record system (e.g., EPIC) is revoked by a clinical partner, the student will be dismissed from the nursing program, as this limits the ability to meet essential clinical requirements.

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.

### ***Professional Standards and Program Outcomes***

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 grade reduction in the clinical assignment column of the associated course. 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, or university expulsion will be referred to the [Office of Student Rights and Responsibilities](#).

### ***Assignment Completion Expectation***

Students are expected to attempt all course assignments. Assignment completion is required to support learning, demonstrate competency, and allow faculty to evaluate achievement of program outcomes, regardless of the impact on the final grade.

### **Clinical Attendance Policy**

Attendance is required for all clinical experiences. A clinical experience is defined as a skills lab, clinical small group, comprehensive skills testing (comps), simulation experience, IPE experience, hospital experience, preceptorship, or any other experience identified as clinical in nature. These experiences are integral to outcome achievement and the demonstration of professionalism and accountability in the nursing program.

Nursing faculty understand that extenuating circumstances outside the student's control occur. Excused absences are only approved in the presence of extenuating circumstances (illness, hospitalization, accident, death in the family,

etc.) or University-approved absences (military duty, jury duty, and approved WVU athletic events). Documentation supporting the extenuating circumstances may be required with the request, and students must notify clinical faculty and preceptors ahead of time (unless emergent) to be considered for an excuse. A student seeking an excused absence must email course and clinical coordinators. The course coordinators will ask students to complete a [Clinical Absence and Tardy Form](#) if deemed an **unexcused** absence; please submit the [Clinical Absence and Tardy Form](#) within 48 hours of the absence.

Each semester, the first unexcused clinical absence will result in a written notice. Any additional unexcused clinical absences will result in an automatic **5% overall course grade reduction** in the associated course where the second or subsequent absence occurred. Grade reductions based on unexcused clinical absences will not exceed 10% in a course. If a student is more than thirty (30) minutes late for clinical, the student will be sent home, it will be counted as a missed clinical experience, and this policy will apply. Students who accrue more than two (2) tardies greater than 10 (ten) minutes each will be notified of an unexcused clinical absence (unexcused) and this policy will apply. Students sent home for uncorrectable dress code violations, lack of preparedness, or any other violation of professional conduct will also incur the unexcused clinical absence.

Students who receive approval for extenuating circumstances may be required to complete assignments or activities that address the clinical outcomes at the discretion of course faculty. However, virtual or alternative assignments may not exceed 25% of the total clinical time in the course. There will be no opportunities for makeup clinical experiences in the clinical facilities because of resource limitations, schedule conflicts, and limits on clinical group size. Students that have excused clinical absences will have a reduction in the corresponding number of hours of any enhancement clinical rotations (NICU, PICU, PACU, cardiac cath., dialysis, cancer center, etc.).

Students who are ill should contact clinical faculty prior to the scheduled experience to determine if they should stay home from clinical. Students who do not contact clinical faculty and go to clinical experiences with signs of infectious or severe illness will be sent home, will be counted absent, and will be required to request exemption as described above. In most courses that utilize preceptorships, students arrange a clinical schedule with the preceptor. Students are not permitted to change the clinical schedule after the established deadline unless initiated by the preceptor. Any clinical absence or change in schedule will apply to this policy. Students should take this policy and the course calendar into consideration when establishing the schedule.

Clinical absences impact the learning experiences, the chance to receive meaningful instructor feedback, and the opportunity to achieve the required learning outcomes outlined in the clinical evaluation tool. Excused and unexcused absences may result in students not achieving clinical learning outcomes and meeting course expectations. Even in the case of approved extenuating circumstances, faculty will evaluate the student's ability to achieve clinical outcomes, and those absences can still result in an unsatisfactory clinical grade. The clinical evaluation tool and the number of absences will be the guide for the determination of the achievement of clinical outcomes. Students with repeated absences due to extended illnesses or extenuating circumstances should consult program administration regarding options.

**Note: In the event of extreme weather, students are required to follow the inclement weather policy, and this attendance policy would not apply. Students will still need to notify faculty if they expect to be tardy or absent due to weather.**

#### **Clinical Encounter Tracking and Reporting Policy**

All clinical encounter tracking and reporting will be completed in Typhon Group. Students are responsible for the one-time system licensing fee prior to the first clinical experience. Note, students will retain access to their Typhon Group account 5 years post-graduation. All clinical experiences must be recorded in a case log, which includes verification of

clinical encounters and hours at clinical sites, including precepted experiences. **All case logs must be submitted within 48 hours of the clinical experience.**

Students must follow the procedures outlined when entering information into the Typhon Group case log. Students are to avoid copying/cutting and pasting information from patient charts. Documentation practices will be presented by clinical faculty and/or preceptors each semester, and all documentation in the case log will be reviewed by faculty.

Per HIPAA privacy laws, students must NOT include any protected health information (PHI). This includes initials, medical record numbers, and many other identifying pieces of information that students have access to within the clinical rotation as a student.

In the event that student documentation practices are flagged by a faculty, preceptor, or other entity, students will be removed from the clinical agency until the issue is resolved. Students who are not permitted to attend clinical due to a privacy/HIPAA violation are still required to complete all clinical objectives. No additional hours will be permitted. Students who do not meet all clinical objectives will fail the clinical component of the course.

Faculty, staff, and students of the West Virginia University Robert C. Byrd Health Sciences Center (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 contains vital information relating to HIPAA. Violation/Breach of HIPAA may result in immediate dismissal from the School of Nursing.

As HIPAA is a federal law, students found to be in violation/breach of HIPAA will be found in violation of WVU Student Conduct Code 6.1 J: Violation of federal, state, or local law and appropriate sanctions.

### **Intramural “Club” Sports**

The WVU SON supports student participation in intramural “club” sports, however it is the expectation that academics take precedence over club sport-related activities, including travel for tournaments, competitions, etc. It is the student’s responsibility to work closely with their instructor at the beginning of the semester to identify any scheduling conflicts, but mandatory clinical and/or classroom requirements are an expectation and will not be excused for club sport-related activities.

### **Dress Code – Policy for Professional Appearance**

Health Sciences students, staff, and practitioners are required to place a high value on professional appearance, including attire. This document sets forth standards for dress and appearance necessary to meet the service and safety objectives of placing patient welfare first and the educational objectives of preparing the student to assume the role of a professional healthcare provider. The guidelines are established to include those required by all clinical agencies used by the WVU SON for clinical experiences.

The following guidelines help prepare the student to establish a successful caregiver-patient relationship. These guidelines address classroom and clinical experiences. **Please note that if the dress code for a particular agency differs from that of the WVU SON, the most stringent/conservative guidelines take precedence.**

### ***Classroom and Event Expectations***

The following guidelines apply for all WVU SON classes and sponsored activities, such as award ceremonies or community events where the student is representing the WVU SON:

- Business casual attire is expected for all WVU SON events unless otherwise instructed by the event planner.
- Good personal hygiene is to be maintained at all times. This includes regular bathing, use of deodorants or antiperspirants, regular dental hygiene, and regular laundering of clothes.

- All attire, including personal property and laptops, must be free from potentially offensive text or graphics.
- In the classroom setting, the following should not be worn:
  - Denim with holes/rips above the knee.
  - Shorts/skirts/dresses above mid-thigh length.
  - Translucent or transparent tops/bottoms, tank tops/'cut offs', and midriff, halter, or other tops with plunging necklines.

***Clinical Expectations (including simulation and skills lab):***

When patient contact or simulated clinical activities are part of the educational experience, students are expected to dress professionally. This includes instances of actual patient encounters in the hospital and other clinical sites, preplanning activities at clinical sites, simulation lab experiences, and skills lab activities. This means that if a student is leaving to preplan directly from class, they may need to change clothing to meet the clinical expectations. There may be specific clinical settings where alterations of this policy may be necessary through the approval of the faculty and program director.

***General Standards***

- WVU HSC/Campus name tags or badges worn at all times.
- Avoid scented lotions, perfumes, and colognes.

***Hair maintenance***

- Hair should be restrained off the face, out of the eyes, and neatly secured off the neck.
- Avoid scarves or ribbons (unless culturally appropriate).
- Headbands should be non-patterned and less than 2-inch width, and all hair accessories should be neutral in color.
- Beards and mustaches must be neatly trimmed and no longer than face length.
- Hair should be clean and of natural color customary for hair. There should be no pink, blue, green, purple, or other color not customary for hair.

***Jewelry***

- The following are permitted: watch; engagement and/or wedding ring; small stud earrings (no more than 2 piercings per ear); academic pins; other pins, badges, or insignias which represent an award; and necklace chain tucked within the uniform.

***Body piercings and tattoos***

- All piercings other than two small stud earrings must be removed while students are in the clinical setting. This includes tongue rings, nose rings (etc.), and spacers of any kind.
- Tattoos should be covered as much as possible.
- Solid, flesh-toned, modest ear gauges may be allowed. Please talk with your instructor if you have ear gauges.

***Dress, Shoes, and Hand Care***

- All students should wear their clean, white lab coat over their uniform or clothing during pre-planning.
- Shoes should be clean and in good condition. Appropriate shoes include non-skid leather, or nursing clogs that include heel cup and band without holes. Sandals or open-toed shoes, and high-heeled, mesh, or canvas shoes are prohibited in clinical areas. Shoes should be worn with socks or hose.
- Fingernails should be clean and no longer than a quarter inch past the end of the finger. Nail polish, if worn, must be free of chips and cracks. Gel polish, dip powder, and acrylic nails are not permitted.
- A WVU SON-approved scrub uniform (navy pants and navy top) that is clean, neat, without stains or

wrinkles, and smoke free is required for all clinical nursing experiences, simulations, and skills labs. Some clinical experiences may require different clinical attire, and instructors will outline requirements.

- Uniform skirt length must touch the knee, and the fit must be modest and allow for comfortable ease of movement.
- Lab coats or solid white/navy/black long sleeve undershirts may be worn with the uniform. Only WVU SON-approved navy pullovers/jackets/vests can be worn over the uniform. The BSN Program Director organized a sale of WVU SON-approved apparel each semester. Other sweatshirts, pullovers, or jackets are prohibited.
- In the interest of infection control, it is recommended that students refrain from wearing clinical attire in public places for non-clinical activities.
- Hospital-provided scrubs:
  - These are to be worn in specific patient care areas only (e.g., OR, PAR, BMTU).
  - They are the property of the hospital and are not to be defaced, altered, or removed from the hospital.
  - If a scrub suit must be worn outside these areas (e.g., to the cafeteria), it must be clean and then covered with a clean lab coat. Shoe covers, masks, and hair covers must be removed before leaving the clinical area.
  - Stained or soiled scrub suits must be changed as soon as possible.

### **Community Service Statement and Requirements**

In alignment with the Land Grant mission of the WVU SON, we are committed to fostering a culture of community engagement and service among our students. Our mission underscores the importance of contributing positively to the well-being of the communities we serve, a commitment that is integral to the development of compassionate and competent nursing professionals.

To this end, we encourage our nursing students to actively seek out and participate in community service opportunities. These activities not only enrich the student's educational experience but also strengthen the bond between the university and the broader community. We believe that through sustained service, our students can make a lasting impact on the health and welfare of individuals and communities alike.

Community service is required of all Health Sciences students, including part-time and full-time undergraduate students. Obtaining community service hours can start immediately after the student receives notification that they have been accepted into our nursing program. Community service activities can only be counted for credit once. Community service hour requirements are as follows:

**Traditional BSN: 100 hours**

**ABSN and LPN to BSN: 50 hours**

**RN to BSN: 25 hours**

Of the total hours specified above, half (50%) must come from community-focused service, while the other half (50%) may be fulfilled through internally focused service opportunities. Internally focused services include, but are not limited to:

- Volunteering at the STEPS/simulation centers
- Volunteering within the WVU SON
- Donating items to communities in need across WV (must be approved in advance and cannot exceed 10% of total hours of service)

Students are advised to utilize the WVU [iServe](#) platform to find suitable service opportunities and enter community service hours. iServe is an invaluable resource that connects students with a wide range of service projects across various areas, including but not limited to:

- Non-profit education projects
- Arts and cultural organizations
- Environmental causes
- Animal support
- Respective faith-based organizations
- Self-help groups
- Local school or education programs
- Food provisions for those in need
- Blood drives
- SNA community service events

It's important to note that while we encourage diversity in service experiences, ***students are limited to a maximum of 25 hours at any one site or activity***. Should you wish to contribute additional hours beyond this limit at a single site or activity, approval must be sought from the Associate Dean for Community Engagement. This policy ensures that students gain a broad spectrum of experiences across different settings and communities.

Please be aware that certain types of activities do not qualify as approved community service under this program.

These include but are not limited to:

- Shadowing healthcare professionals
- Activities for which you receive academic credit or compensation
- Participation in or assistance with research

Students who have completed their clinical hours for NSG 411 are not permitted to continue volunteering at the same clinical location for community service hours. This policy ensures clear boundaries between clinical responsibilities and volunteer activities, maintaining professionalism and avoiding potential conflicts of interest.

When in doubt about whether a community service activity would count toward your hours, or if a single activity can count for more than 25 hours of the requirement, please reach out to discuss further.

Our goal is for community service to become a habit that nursing students will continue throughout their careers. Engaging in such service not only enhances personal growth but also solidifies the relationship with the community, embodying the essence of the nursing profession. Let us work together to make a meaningful difference in the lives of those around us, honoring the spirit of the Land Grant mission at the WVU School of Nursing.

Dr. Angel Smothers, Associate Dean of Community Engagement  
[angel.smothers@hsc.wvu.edu](mailto:angel.smothers@hsc.wvu.edu)

### ***Interprofessional Education (IPE) requirements***

All students in the HSC and WVU SON are required to participate in IPE activities. IPE activities may be offered as part of a nursing course or as a community service opportunity organized by the WVU HSC Office of IPE. Interprofessional Education (IPE) activities are mandatory and considered clinical experiences. Students should refer to the Clinical Attendance Policy if they anticipate or experience an absence.

### **PreCheck/SentryMD Documentation and Compliance Policy**

All students must submit and verify approval of immunizations, immunity, compliance with clinical requirements, and other important documentation to safeguard themselves 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. Students are responsible for checking all relevant email accounts (**required to use MIX email account**) to verify that the submission was approved. If there are any unresolved issues or extenuating circumstances, it is the student’s responsibility to contact PreCheck/SentryMD and/or the BSN Program Director prior to the deadline.

Students must exhibit compliance to participate in clinical experiences at clinical agencies. The students are responsible for meeting and maintaining compliance while participating in learning experiences at a clinical agency. Compliance requirements include any items that are due at the beginning of the semester and items that will become due before the end of the semester. Compliance requirements must be documented and approved by SentryMD. SentryMD provides email notification of expiring and missing documentation. To ensure important messages are not missed, we recommend using the “Starred” feature in your email account for communications from SentryMD. It is **highly recommended** that students complete all requirements for admission and *annual* requirements (by August 1 for fall, Jan. 1 for spring, May 1 for summer) to avoid course point reduction. Students who are non-compliant on the first day of classes each semester will only have the add/drop week to remedy documentation errors. **After the first week of class, course percentage point penalties will be applied.** Students who fall out of compliance during the semester will have ten business days from notification from SentryMD of the expired documentation to remedy documentation errors before course percentage point penalties apply. See below as to how course percentage point penalties will apply. Students may not attend learning experiences within clinical agencies when non-compliant.

Students who miss clinical activities due to non-compliance during the add/drop period or five business days from notification from SentryMD will receive an unexcused absence and the unexcused absence policy will apply. After the add/drop period or five business days from notification from SentryMD the student may still not attend clinical, and the non-compliance policy will apply.

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 Hepatitis B immunizations are required to document each step of the series as it is received.

**No student will be permitted to engage in learning at clinical agencies until all requirements have been met and approved by SentryMD.** Students who are not permitted to attend clinical due to non-compliance are still required to complete all clinical objectives. No additional hours will be permitted. Students who do not meet all clinical behaviors will fail the clinical component of the course.

**Students will receive a grade deduction in the lowest numeric course taken in the semester for each week that they are non-compliant.**

Reduction	As applies to achieving compliance	As applies to maintaining compliance
2% reduction	end of the second week of classes	ten business days after a non-compliant notification*
5% reduction	end of the third week of classes	fifteen business days after a non-compliant notification*
7% reduction	end of the fourth week of classes	twenty business days after a non-compliant notification*

24% reduction	end of the fifth week of classes	twenty-five business days after a non-compliant notification*
* Notification from SentryMD of missing requirements		

**RN to BSN:** All RN to BSN students are required to have an active, unencumbered RN license for admission to the RN to BSN Program. The license can be in any state but must be maintained throughout the program in the state in which the student engages in clinical activities. New graduates of accredited associate degree or diploma nursing programs that have not yet passed the NCLEX-RN and obtained licensure may be admitted provisionally but must have an active, unencumbered RN license by the date that midterm grades are due in the first semester of enrollment. If the student does not achieve licensure by the deadline, they will be asked to withdraw from the program. Students entering the two-semester accelerated RN to BSN option must have an active RN license prior to the first day of classes. Students must immediately report any event or circumstance that could impact the status of continued RN licensure. Failure to do so or allowing the license to expire will result in program dismissal.

RN to BSN students will also be required to complete a criminal background check (upon admission), statement of criminal record (each semester), HIPAA training (upon admission and annually), signed student handbook signature page (upon admission and annually), health insurance (upon admission), media release (upon admission), and authorization of release (upon admission). RN to BSN students who are noncompliant will not be permitted to submit clinical assignments in RN to BSN courses and will accrue a 5% grade reduction (10% maximum) on clinical assignments each day assignments are late.

**LPN to BSN:** All LPN to BSN students are required to have an active, unencumbered LPN license for admission to the LPN to BSN Program. The license can be in any state but must be maintained throughout the program. Students must immediately report any event or circumstance that could impact the status of continued LPN licensure. Failure to do so or allowing the license to expire will result in program dismissal. LPN to BSN students are also required to have one year of practice experience as an LPN. Proof of this experience is due to the LPN to BSN Program Track Coordinator before beginning the first nursing course (NSG 213). See the LPN to BSN program progression plan.

**Traditional, ABSN, and LPN to BSN:** The following documents are required for admission and progression in the traditional BSN, ABSN, and LPN to BSN programs. Official documentation is from a physician, health clinic, etc., and parental written documentation of immunization records is not considered adequate.

- Signed BSN Program Handbook signature page (upon admission and annually)
- Signed BSN Clinical Evaluation Guide signature page (upon admission and annually)
- Criminal background check (see Background Check Policy) (upon admission)
- Media Recording and Usage Release (upon admission)
- Completed Physical Examination Form (upon admission).
- Completed Health Information Form (upon admission)
- Completed Statement of Criminal Record Form (upon admission and each semester)
- Completed TB Risk Assessment Questionnaire (upon admission and annually).
- HIPAA training completion certificate (found in SOLE, upon admission and annually)
- Urine drug screen (See Drug and Alcohol Screening Policy; upon admission; within 6-weeks prior to matriculation) **\*Students are required to repeat a ‘negative dilute’ result and are responsible for the cost of the repeat test.**
- Current American Heart Association (AHA) Basic Life Support (BLS) (CPR and AED) program certification (upon admission and before subsequent certification expiration)
- Completed signed, dated, and stamped Health Requirement Form (or submit original documentation for each requirement on your doctor, clinic, or hospital forms); Note: If a stamp is unavailable, provide the healthcare provider business card, confirmation of the visit on business letterhead, or submit electronic health record summary.

- Official documentation of tetanus and pertussis immunization within the last 10 years
- 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 is required.
- Official documentation of initial immunization and booster for MMR (2 doses), and
- Submit MMR Immunity Test (titer)
- Official documentation of a complete Hepatitis B series (3 doses), and
- Submit a hepatitis B surface antibody (anti-HBs) titer with quantitative (numerical) results proving immunity.
  - If a non-immune titer result is received, a single challenge dose of the hepatitis B vaccine should be administered. The individual should repeat the hepatitis B surface antibody (anti-HBs) 4-6 weeks after the challenge dose.
  - The individual must complete the full vaccine series if the repeat titer following the challenge dose indicates non-immunity and then repeat the hepatitis B surface antibody (anti-HBs) titer 4-6 weeks after the last vaccine series dose. If the hepatitis B surface antibody (anti-HBs) titer is still negative after a second vaccine series, the individual is considered a non-responder. In that case, the person should receive written clearance indicating that a healthcare provider provided education regarding hepatitis B non-responders. Submit documentation to Sentry MD during the process.
- Official documentation of a current two-step PPD, or Quantiferon Gold test \*If there is documentation of BCG vaccine or a previous positive PPD, then a serum Quantiferon Gold test will be accepted (upon admission and annually [if required]; note: some Keyser campus clinical facilities require annual TB testing; see Department Chair for more info)
- Official documentation of an influenza vaccination (annually; November 1 deadline)
- Official documentation of COVID-19 vaccination is highly recommended but not required for admission (COVID-19 vaccination is required by some clinical sites)
- Documentation of health insurance (WVU requirement)

### ***Vaccine Exemptions***

Students may request medical or religious vaccine exemptions. **Medical vaccine exemption** requests should be directed to the [WVU Office of Student Accommodations](#). Students seeking a **religious exemption** from a vaccine mandate of a WVU Health Sciences Educational Program must submit a WVU Health Sciences Center Student Vaccine Religious Exemption Request Form. Please contact Ms. Carla Hartley ([carla.hartley@hsc.wvu.edu](mailto:carla.hartley@hsc.wvu.edu)) to obtain the form.

Students who are granted medical or religious exemptions for vaccination requirements must upload written confirmation to SentryMD prior to the beginning of the semester. Students requesting vaccine exemptions are to follow the Health Information and Credential Documentation Policy and Compliance Requirements as denoted above. Students who fail to submit required documentation for exemptions by August 1 for fall, Jan. 1 for spring, May 1 for summer and are subject to course point deduction or removal from clinical, as stated above.

Additionally:

- Receiving an exemption may delay or prohibit the timely completion of the academic program at WVU.
- Students will be required to wear a mask and take any other reasonable precautions that may be requested by the clinical site to which the student is assigned to protect against the spread of contagions.
- All rotation and experiential sites may not be available, and this delay may prohibit timely completion of the academic program at WVU.
- This exemption may not be recognized or accepted at sites that are not owned or operated by WVUHS, and those sites may require me to go through their religious exemption request process.

- In addition, some sites that are not owned or operated by WVUHS may refuse to grant an exemption, and students may not be able to participate in those rotations or experiences, which may delay or prohibit the timely completion of my program at WVU.
- Students are responsible for securing the clinical site that honors their vaccine exception.

### **Background Checks**

Students are required by clinical agencies to undergo federal and state criminal background checks prior to clinical experiences. Felony convictions and some serious misdemeanors may preclude participation in clinical rotations. This could, in turn, prevent the completion of clinical course requirements and completion of the nursing program or result in admission ineligibility or program dismissal.

Incoming sophomore nursing students must complete their background check by August 1 for fall entry or January 1 for spring entry. Students admitted after these deadlines will have 10 business days from the date they accept their nursing seat to complete both requirements. All other compliance documentation must be submitted by August 31 for the fall semester or January 31 for the spring semester. Incoming students who remain non-compliant after these deadlines will be managed in accordance with the School of Nursing Compliance Policy.

In addition, the WV BON requires that applicants for licensure undergo a criminal background check and answer the following question: *Have you EVER been convicted of a felony or a misdemeanor or pled nolo contendere to any crime, had record expunged or been pardoned?* An application that indicates a criminal history is considered a non-routine application and must be reviewed by the WV BON staff and possibly referred to the Board's Disciplinary Review Committee.

#### ***Procedure for Criminal Background Checks:***

1. Students will have a criminal background check at admission documented through PreCheck (See PreCheck/SentryMD Documentation Policy).
2. If the background check indicates a criminal history, the clinical agency will be notified and will determine whether or not to allow the student to participate in clinical experiences at that agency.
3. If the student is unable to participate in clinical experiences, the student will not be able to complete clinical course requirements, and, therefore, will not be able to meet requirements to complete the nursing program.
4. Students will be required to complete a Statement of Criminal Record form each semester they are enrolled in nursing courses to indicate any changes that have occurred related to the criminal record.
5. Students who are charged with or convicted of a crime may be subject to admission ineligibility, dismissal, suspension, or lesser disciplinary sanctions.
6. **Students who experience a "Citation" or "Arrest" while enrolled in the nursing program must notify the BSN Program Director within 72 hours of the citation or arrest Statement of Criminal Record.**

### **Drug & Alcohol Screening Policy**

**Students are required by clinical agencies to undergo a urine drug screen prior to clinical experiences. Positive drug screens may preclude participation in clinical rotations. This could, in turn, prevent the completion of clinical course requirements and completion of the nursing program or result in admission ineligibility or program dismissal.**

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 medication. In addition, the WVU 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.”

### ***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 include cannabinoids, phencyclidine (PCP), cocaine, amphetamines, benzodiazepines, barbiturates, methadone, methaqualone, methamphetamine, buprenorphine, xylazine, 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 through PreCheck/SentryMD. Incoming sophomore nursing students must complete the drug screening between July 1 and August 1 for fall entry or between December 1 and January 1 for spring entry. Students admitted after these deadlines have 10 business days from the date they accept their nursing seat to complete the requirement. All other compliance documentation must be submitted by August 31 for the fall semester or January 31 for the spring semester. Incoming students who remain non-compliant after these deadlines will be managed in accordance with the School of Nursing Compliance Policy.

**Students are required to repeat a ‘negative dilute’ result and are responsible for the cost of the repeat test.**

Students are required to comply with clinical facility policies, which may include random drug screening.

### ***Urine Drug Screening Procedures***

Students are responsible for the cost of all drug screening. Routine drug screens are purchased and documented through PreCheck/SentryMD. Random and “for cause” drug screening can be documented through PreCheck/SentryMD, a participating LabCorp facility, or a clinical facility. More information regarding drug screen locations can be obtained from the BSN Program Director.

By signing Handbook Signature Page, you are consenting 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, consenting for the release of the test result(s) and other relevant medical information

to the WVU SON Dean, Associate Dean of Undergraduate Programs, and BSN Program Director. Students are responsible for posting test results and other relevant medical information into their SentryMD accounts. Refusal to consent and/or providing results of testing is considered a positive result and associated with disciplinary actions that may include dismissal from the nursing program. 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***

**Positive drug screens may preclude participation in clinical rotations. This could, in turn, prevent the completion of clinical course requirements and completion of the nursing program or result in admission ineligibility or program dismissal. New program applicants or any admitted student who refuse 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.**

### ***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. 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.

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 any sanction regarding a violation of this policy will result in a [WVU CARE Team](#) 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. It is strongly recommended that students who have a history of chemical dependency contact the WVBON to see if additional requirements apply.

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.

### **Health Insurance**

All students are required to have health insurance while they are enrolled in the WVU SON. Health insurance is available through the [WVU Student Insurance Office](#), with the exemption of the Keyser\* campus. WVU's first priority is its students. We want them to be healthy, happy, and successful in and out of the classroom. To ensure that our students have access to quality healthcare and as a measure to protect them from high, unexpected healthcare costs, all domestic students at WVU Morgantown and Beckley, enrolled in six (6) or more credit hours and international students enrolled in 1 (one) or more credit hours are required to carry health insurance coverage. This decision was made with great care by our Student Health Advisory Committee. Eligible students who do not have an approved waiver on file for the academic year are automatically enrolled in the WVU-sponsored Aetna student health insurance plan. \*Nursing students on the Keyser campus will be directed as to their insurance requirements. A copy of the front and back of your insurance card is to be uploaded to your Medical Document Manager in PreCheck/SentryMD to meet this requirement.

### **HIPAA Training Requirement**

All students enrolled in the WVU SON are required to provide verification of completed annual training on the Federal Law - Health Insurance Portability and Accountability Act (HIPAA). Information on training available on SOLE can be found in the PreCheck/SentryMD portal. Upon completion of training, the form for the requirement must be downloaded, signed, and uploaded to PreCheck/SentryMD by the required due date to be eligible to begin the clinical experience. In addition to HIPAA training on SOLE, students will be required to submit signed HIPAA documents for WVU Medicine and other clinical facilities.

### **Blood and Bodily Fluids Exposure Policy**

An exposure incident is defined as follows:

- Injury with a contaminated sharp object (e.g., needle-stick, scalpel-cut)
- Spills or splashes of blood or other potentially infectious material onto non-intact skin (e.g., cuts, hangnails, dermatitis, abrasions, chapped skin) or onto a mucous membrane (e.g., mouth, nose, eye)

If a student has an exposure to blood/bodily fluids as described above, the student must first wash the injury site with soap and water and immediately notify the faculty or preceptor.

### ***Weekday Exposures***

Between the hours of 7:30 a.m. and 4:30 p.m. all WVU employees and students who have or may have been exposed to needle-sticks or other incidents involving blood or body fluid or clinical-related injury must immediately report the incident to Employee Health at Ruby Memorial Hospital or the assigned clinical facility. Students who experience a non-patient related health event/injury must complete an Incident Form (facility and SON) and report to the Emergency Department (at the discretion of the clinical faculty). Students may be responsible for costs associated with exposure/injury testing and treatment.

If another person (the source person) is involved in the exposure incident, this individual must be evaluated and strongly encouraged to proceed immediately to the third floor of the Physician's Office Center (POC) or other

indicated department appropriate for the facility and campus for the appropriate laboratory tests. If the source person is a patient, appropriate testing will be done per clinical facility policy.

Students experiencing an exposure or injury outside the clinical site must notify the agency preceptor and WVU SON faculty of the exposure or injury and be treated according to the agency protocol. Students may be responsible for costs associated with testing and/or treatment.

### ***Off Hours Exposures***

After 4:45 p.m. or during weekends and holidays, students or WVU employees must go immediately to the Emergency Department/Trauma Center of WVU Hospital or other facility or campus department for medical evaluation. If another person (the source person) is involved in the exposure incident, this individual must also go immediately to the Emergency Department/Trauma Center of WVU Hospital for medical evaluation. If the source person is a patient, appropriate testing will be done per clinical facility policy.

**NOTE: All nursing students are required to participate in Bloodborne Pathogens training prior to clinical experiences. Students on the Charleston, Keyser, Beckley, and Bridgeport Campuses will follow this Blood and Bodily Fluids Exposure Policy as applicable but will also follow specific procedures directed by the clinical instructor/site.**

### **Orientation (Mandatory)**

All undergraduate students (BSN, ABSN, LPN to BSN, and RN to BSN) are required to complete a program orientation.

### **Laptop Program**

All traditional BSN and ABSN students admitted to the Morgantown campus will be issued a laptop computer and will be enrolled in the WVU HSC Student Computer Program. All BSN, ABSN, and LPN to BSN students admitted to distant campuses will be enrolled in the mandatory laptop programs on their campus. Students are required to review the Student Computer Policies and Procedures Manual for the program and accept the Student Computer Program Terms by logging into SOLE prior to receiving their laptop. Refer to the specific campus onboarding SOLE sites for details and minimal specifications for each campus.

### **Multi-Factor Authentication Policy**

The use of multi-factor authentication (Okta Verify) for access to secure, targeted websites from all HSC campuses, including HSC offices, labs, offsite locations and WVU Medicine hospitals/clinics is required. This is to ensure uniformity across all WVU campuses. WVU's academic administrators determined that for this critical security initiative to succeed, no group of people and no physical location should be exempt. All HSC classrooms require the use of [multi-factor authentication](#). Information on how to enroll in Okta Verify can be found through the [WVU IT Help Center](#).

### **Online Participation Policy**

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 or while driving. If a student is permitted by an employer to participate in an online course during working hours, they 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.

### **Email Communications**

Students should use their WVU MIX account for all email communication. Students are expected to check their email frequently (including spam folders) and review all communication from the WVU SON. When initiating emails or sending a response, professional standards apply.

### **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.

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. Faculty, employees, and students at the West Virginia University Robert C. Byrd HSC also must abide by the [HSC Information Technology Services Guidelines](#), 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.**
4. 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.

### **Student Workload Policy**

A student enrolled in the WVU SON is expected to give priority to the demands of the required classroom and clinical experiences. This includes adequate study and preparation time. Time spent working can interfere with the time needed for these requirements. Therefore, the WVU SON strongly discourages undergraduate nursing students from working more than 20 hours per week when enrolled for 12 or more credit hours. As the number of enrolled credit hours increases above 12, the number of hours worked should decrease below 20. If a student chooses to work, the hours worked are not an excuse for failing to meet academic and clinical performance standards and schedules. Students may not work a shift immediately prior to reporting for clinical rotations. Students are encouraged to take advantage of all opportunities for financial aid, including grants, scholarships, and educational loans, to reduce and/or eliminate the need to seek employment while enrolled in the WVU SON.

### [Academic Advising Guidelines](#)

### **Philosophy of Advising**

Students enter the WVU SON with varied backgrounds and motivating factors. To maintain the standards of the school and to serve the best interest of each student, academic advising by professional advisors or faculty is

provided for every semester of enrollment. The Office of Student Services is responsible for management of those processes related to admission, progression, and graduation of students, including the advising process.

### ***Purpose of Advising***

The purpose of academic advising is to assist the student in their academic progression during the period of student enrollment.

### ***Assumptions and Beliefs***

The following assumptions and beliefs about advising are important to the academic advising process at WVU SON:

- The assigned academic advisor or a member of the Student Services Office staff provides academic advising.
- Advising about non-academic concerns shall be provided ONLY by mutual agreement between the student and the advisor.
- Advising is characterized by collaboration between advisors and advisees in exploration and selection of alternatives in meeting student's academic needs.

### ***Requirements:***

- Students are required to meet with the advisor every semester prior to registering for courses for the subsequent semester.
- Students must meet with the advisor during the final semester before graduation in order to complete the Senior Reference form.
- Students may also meet with the advisor as needed.

### **Student Services Guidelines**

- The official student record is maintained electronically through the Office of Student Services
- Advisors are responsible for providing documentation of student contacts for the file, generally in the DegreeWorks program.
- All forms pertaining to students must be processed through or copied to the Office of Student Services (e.g., LOA, grade modifications, applications for graduation, etc.).
- A student's address, e-mail, or telephone numbers are not to be released outside the WVU SON without the student's permission (see FERPA policy).

## General Program and Student Services Information

### **Graduating with Honors**

Students who meet University and WVU SON requirements for graduation will be considered for honors designation under the following approved University policies:

GPA for honors is based on all baccalaureate-level college work attempted through the next to last semester or through the last semester, whichever GPA is higher. This includes transferable baccalaureate-level college work attempted at all regionally accredited higher education institutions. Credit hours with a grade of HP, P, or S are not considered. Additionally, the GPA on WVU work must meet the requirements stated for the level of honors designated. If the WVU GPA indicates a lower level of honors, the WVU GPA will determine the level of honors.

### **Technical / Functional Standards**

#### ***Purpose and Commitment***

The WVU SON is committed to [Campus Engagement and Compliance](#) in the educational preparation of professional

nurses and to providing equitable access for students with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA). The WVU Office of Student Accommodations (OSA), WVU SON personnel, and affiliated clinical agencies collaborate with students with disabilities to identify reasonable academic and non-academic accommodations.

Students are not required to disclose a disability; however, registration with the [WVU Office of Student Accommodations](#) is required to request and receive reasonable accommodations.

### ***Scope and Application of Standards***

The functional technical standards outlined in this document are assessed across all learning environments, including the classroom, skills laboratory, simulation settings, and clinical practice sites. Students must meet these standards consistently throughout the curriculum to progress and graduate from the BSN program.

### ***Regulatory and Professional Frameworks***

In accordance with WV Code R. § 19102 – Standards Related to the Registered Professional Nurse’s Scope of Practice, the American Nurses Association (ANA) Scope of Practice and Code of Ethics, and the AACN Essentials (2021), the WVU SON has adopted minimum functional technical standards for all prelicensure nursing students pursuing the Bachelor of Science in Nursing degree. These standards apply to students in the Traditional BSN, Accelerated BSN (ABSN), and LPN to BSN programs.

The BSN degree is a broad, undifferentiated degree attesting to general nursing knowledge and foundational professional nursing skills. Candidates must be capable of independently demonstrating all competencies associated with course and program learning outcomes and must exhibit the highest standards of professional and ethical conduct.

These standards are reviewed periodically to ensure alignment with current regulatory requirements, professional nursing standards, and educational best practices.

### ***Reasonable Accommodations***

Reasonable accommodations may be required by otherwise qualified individuals to meet the functional technical standards. Students must be able to perform required functions in a reasonably independent manner.

Accommodation requests will be approved when they:

- Do not fundamentally alter the nursing education program or graduation requirements,
- Are consistent with professional nursing standards, and
- Are recommended by the WVU Office of Student Accommodations

When a candidate does not meet a standard, OSA will determine whether reasonable accommodations can be provided. In collaboration with OSA, course faculty will:

- Review accommodation requests for matriculating and enrolled nursing students,
- Review, modify, and approve accommodation recommendations, and
- Coordinate implementation of approved accommodations within the BSN curriculum.

Clinical site requirements may supersede program level accommodations, and students must meet site-specific expectations to participate in clinical experiences.

**Important Notice:** Accommodations provided within the WVU School of Nursing do not guarantee accommodations on the NCLEX-RN or in postgraduation clinical practice settings.

### ***Functional Technical Standards***

#### ***1. Observation and Sensory***

Students must be able to accurately obtain, interpret, and respond to sensory information in academic and clinical

settings. This includes visual, auditory, tactile, and olfactory input essential for patient assessment, intervention, monitoring, and evaluation. Students must be able to observe patients both at a distance and up close. When sensory abilities are limited, students must demonstrate functionally equivalent methods for obtaining essential information.

**Examples include, but are not limited to:**

- Interpreting patient conditions, recognizing changes in status, and reading equipment displays, medication labels, and electronic records
- Perceiving auditory cues such as alarms, emergency signals, auscultatory sounds, and spoken communication
- Performing tactile assessments including palpation, temperature evaluation, and pulse detection

**2. Communication, Digital Informatics, and Technology**

Students must communicate clearly, accurately, and effectively using verbal, nonverbal, written, and electronic methods. Students must demonstrate proficiency with contemporary digital technologies and informatics tools essential to nursing practice. When communication abilities are limited, students must demonstrate alternative methods that support timely and effective interaction. Recognizing that, some activities are only available through digital technologies.

**Examples include, but are not limited to:**

- Communicating therapeutically with patients, families, and interprofessional team members
- Interpreting social cues (e.g., verbal and nonverbal signals) and recognizing changes in patient behavior or condition
- Using required digital platforms, including:
  - Electronic health records for information retrieval and documentation
  - Learning management systems for coursework, quizzes, and exams
  - Email and secure communication tools for professional communication
  - Clinical technologies such as monitors, medication delivery systems, and telehealth tools

**3. Motor, Strength, and Endurance**

Students must possess sufficient motor coordination, strength, and endurance to safely perform essential nursing skills and patient care activities while maintaining patient and personal safety. When motor, strength, and endurance abilities are limited, students must demonstrate functionally equivalent methods for performing patient care.

**Examples include, but are not limited to:**

- **Fine Motor Skills and Equipment Operation**
  - Manipulating syringes, needles, IV tubing, and medication packaging
  - Inserting catheters, tubes, or other devices
  - Operating IV pumps, patient monitors, glucometers, and electronic documentation systems
- **Physical Mobility and Coordination**
  - Bending, squatting, reaching, and/or moving efficiently within patient care environments
  - Assisting with patient ambulation, transfers, and repositioning
  - Navigating clinical spaces safely during routine and emergency situations
- **Strength and Physical Endurance**
  - Providing patient care for extended periods (up to 12 hours)
  - Performing CPR for a sustained period (at least 2 minutes)
  - Lifting, carrying, pushing, or pulling equipment or patients in accordance with facility policy

**4. Cognitive, Quantitative, and Clinical Judgment**

Students must process information efficiently, apply analytical and quantitative reasoning, and demonstrate clinical judgment in academic and clinical settings. When cognitive or quantitative abilities are limited, students must demonstrate alternative strategies that ensure accuracy, timeliness, and patient safety.

**Examples include, but are not limited to:**

- Performing accurate medication dosage calculations and IV flow rate calculations
- Applying numerical reasoning to support safe clinical decision making
- Interpreting assessment findings, vital signs, diagnostic data, and patient histories
- Prioritizing care, anticipating complications, and selecting appropriate interventions
- Integrating information from multiple sources to support evidence-based decision making
- Evaluating outcomes and modifying care plans based on ongoing assessment

**5. Behavioral, Emotional, and Professional Attributes**

Students must demonstrate observable behaviors that reflect professional nursing standards and support safe, ethical, and effective practice.

**Examples include, but are not limited to:**

- Maintaining professional conduct and respectful communication with patients, peers, faculty, preceptors, staff, and interprofessional team members
- Responding appropriately to feedback, guidance, and evaluation
- Demonstrating accountability, reliability, and adherence to academic and clinical expectations
- Managing stress and workload in a manner that supports patient safety and effective learning
- Demonstrating emotional self-regulation
- Upholding ethical standards, academic integrity, and professional boundaries
- Demonstrating compassion, empathy, and cultural sensitivity through actions and communication

**6. Environmental and Occupational Readiness**

Students must function safely and effectively within clinical environments by applying previously described motor, cognitive, and professional behaviors (see Sections 3–5) while adapting to environmental demands.

**Examples include, but are not limited to:**

- Adhering to safety protocols, infection control practices, and isolation policies
- Demonstrating adaptability to changes in workload, workflow, or patient acuity
- Using safe body mechanics and mobility techniques to prevent injury
- Participating appropriately in emergency situations requiring immediate and sustained physical action
- Participating in clinical experiences at a variety of scheduled hours (e.g., early mornings, afternoons, or night shift) and adapting to altered sleep-wake patterns to provide safe and effective care

**Fees, Expenses, Housing, and Transportation**

Students enrolling at the Morgantown campus pay the fees disclosed in the WVU HSC Catalog, plus special fees and deposits as required, including fees for the required HSC issued laptop computer. Students enrolling at other sites pay the fees shown in the catalog for that site. Fees are subject to change without notice. Students' expenses vary widely according to the course of study and individual needs. Students are expected to provide their own transportation, equipment, and instruments for the clinical courses. Specific immunizations, including hepatitis B, are required. Initial onboarding requirements, uniforms, and equipment can cost up to \$500.00. Information concerning financial assistance and application forms may be obtained by visiting the [HSC Financial Aid Office](#), [Housing and Residence Life](#), or [Student Life](#).

**Clinical Schedules and Transportation**

Courses at all levels of the nursing program include a clinical component. The clinical experiences may be during the day or the evening. Students must provide their own transportation to clinical experiences. If there are unique

circumstances related to accommodations students may submit a request to the BSN Program Director or course coordinator, however there is no guarantee that requests can be honored. Students are encouraged to coordinate ride sharing with their peers as applicable. In the senior year community and leadership clinical settings, student assignments may be as far as 1.5 hours away from campus. Students are assigned to clinical days by course coordinators and academic leadership. If personal circumstances require that students have specific clinical days, they may negotiate a clinical day trade with another student, only after approval of the course coordinator. Both students must meet with the coordinator to obtain permission for the trade. No student may request remuneration for "trading" a clinical day assignment with another student.

### **Financial Aid**

The WVU SON has scholarships available for students who may have difficulty financing their education. These nursing scholarships are awarded based on merit and need and are administered by the University's Student Financial Aid Office. WVU believes that the primary responsibility for financing education lies first with the student and their family (parents or spouse). However, when the total resources they can provide are not sufficient to meet expenses, the University as a third partner, will do all possible to assist so that students will not be denied an education. In determining the amount of financial assistance students may receive, the following are considered: 1) income, assets and resources of the student and their family, 2) support available to the student from other sources such as grants, scholarships, veterans' benefits, and repayable loans, and 3) the costs reasonably necessary for full-time attendance. The Free Application for Federal Student Aid (FAFSA) is required by WVU for financial aid consideration.

West Virginia University Financial Aid Office  
Robert C. Byrd Health Sciences Center  
P.O. Box 9810  
Morgantown, WV 26506-9810  
304-293-3706  
[WVU Morgantown Financial Aid](#)  
[WVU Beckley Financial Aid](#)  
[WVU Keyser Financial Aid](#)  
[Explore SON Scholarship Opportunities](#)

### **FERPA: Student Rights for Postsecondary Institutions**

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. The rights are:

1. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, Dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will arrange for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that they believe is inaccurate or misleading. Students should write the University official responsible for the record, clearly identifying the part of the record they want changed and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement, unit personnel, and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their professional responsibility. Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll. [NOTE: FERPA requires an institution to make a reasonable attempt to notify the student of the records request unless the institution states in its annual notification that it intends to forward records on request.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW Washington, DC 20202-4605  
Visit [WVU FERPA](#) for more information.

A student can create a proxy (guest) account for parents/caregivers and authorize the parent to view a variety of information including:

- Account summary and payments
- Financial aid information
- Registration holds
- Course schedule
- Mid-term and final grades
- Housing and meal plan information
- Addresses
- Visit

Visit [WVU Parent/Guest Portal](#) for more information.

### [Resources for Student Success](#)

#### **Peer Student Tutoring**

Peer student tutoring provides an opportunity for students who may be struggling with nursing courses or content to be tutored by a nursing student who has excelled in that course. Potential peer student tutors will be identified by course faculty and will be contacted by the tutor program coordinator to determine interest in employment. Assuming availability of student tutors, tutoring opportunities can be offered for any course with the prefix NSG. Tutoring is available across all campuses and virtual sessions may be utilized.

Students who have struggled with a prior nursing course or who have been placed on academic notice for GPA of less than 3.0 should be referred by their advisors. Alternatively, students can self-identify for the program if they have received a grade of 80% or lower on a test in a current course, or an overall final grade of C- in a prior nursing course.

The tutor will meet with the tutee at least three times per semester; but no more than weekly, for 1-2 hours. Tutors will be paid by the WVU SON with no cost to the student receiving tutoring. Tutors will log tutoring time via "clocking in and out" of the tutoring sessions. Tutors may conduct sessions individually or may tutor a group of no more than 3 students per session if the tutees agree to group tutoring. Tutoring sessions are arranged between the tutor and tutee and may be in person or virtual. If there are issues with scheduling conflicts or teaching/learning or communication styles that hinder the tutoring process, either tutee or tutor may request an alternate "match" by emailing the tutor program coordinator.

Tutors may use skills such as assessing the tutee's note-taking and organizational skills, time management, and test-taking skills. Tutors will also assist in summarizing or applying content of notes or instructor-provided PowerPoints, explaining content that is not understood by the tutee, suggesting review activities, posing questions for tutees to answer, or assisting with test-taking strategies. The peer tutor may share their notes with students, but may not share any completed assignments, testing materials, or test banks that the tutee does not already have access to. Tutees are to attend sessions with specific questions about content, and not expect a re-teach of the material. Other resources may be suggested by the course instructor.

***Procedures:***

- Potential student tutors will be identified by course coordinators and contacted by the tutoring coordinator to determine interest in employment.
- Student tutors will be employed on an hourly basis by the WVU SON and will be required to clock their tutor's time for payment. Tutors will be required to sign the peer tutor contract.
- Students interested in being assigned a tutor will first meet with their course coordinator to maximize course-specific strategies for success. The student then completes the [Peer Tutor Request Form](#). The Program Coordinator will email the qualified applicant and the course tutor to make connections between the two.
- The tutee and tutor should meet at least three times over the semester and can meet as often as weekly for 1-2 hours.
- Tutors may meet with up to 3 tutees at a time if agreed upon by all parties. If tutoring occurs in a group, tutors will be paid the hourly rate by the WVU SON.
- Tutors should limit their tutoring time to 15 hours per week or less.

**SOAR (Success, Outreach, and Resilience) Peer Coaching Program**

All students entering the traditional and ABSN programs are assigned a peer coach to assist with the transition into a baccalaureate nursing program by cultivating a sense of belonging and building resiliency, self-compassion, and stress reduction skills.

**Sigma Honor Society**

Sigma is the International Honor Society for nursing. In 100 years, Sigma has grown from the modest dreams of its six founding members to over 100,000 members who share a similar philosophy in pursuing excellence in nursing. With members spanning the globe in more than 100 countries, Sigma seeks to improve the health of people through expanding the scientific base of nursing knowledge through research and dissemination of information.

Sigma seeks to fulfill this mission through availing its members of unique resources and opportunities. Part of this initiative is the Sigma Repository, home of a state of the art, computerized compilation of the most recent nursing research. Additional benefits of membership include eligibility for grants to fund research endeavors and subscriptions to Reflections on Nursing: Leadership and Journal of Nursing Scholarship and Worldviews on

Evidence-Based Nursing. Through these resources, seminars, and conferences, Sigma advances the profession and enhances the careers of the members who comprise this elite organization.

Alpha Rho is the local chapter of Sigma at WVU. Alpha Rho has initiated more than 800 undergraduates, graduate students, and community leaders since the inception of the chapter in 1966. The chapter is committed to fulfilling the society's mission by inviting notable nursing leaders to share their insight on the latest trends in nursing. Alpha Rho also fosters scholarly inquiry by providing financial support of ongoing research and recognizing outstanding research efforts with an annual award.

Sigma continues the legacy of excellence by initiating members who exemplify the virtues valued by Sigma. Undergraduates are eligible for membership after completion of at least one-half of the nursing curriculum, generally in the second semester of the junior year. Students invited for induction must rank in the upper 35% of their graduating class in the WVU SON, have a minimum 3.0 GPA, and demonstrate professional integrity.

Visit [Sigma](#) for more information.

### **Student Nurses Association**

The WVU SON is proud to offer a Student Nurses Association (SNA) for all students across all campuses. The WVU SON SNA is a designated chapter within the National Student Nurses Association (NSNA) and affiliated with the West Virginia Nurses Association (WVNA) and American Nurses Association (ANA).

The purpose of the SNA is to:

- Bring together and mentor students to prepare them for the profession of nursing.
- Promote development of skills needed to be responsible, accountable members of the nursing profession.
- Develop nursing students prepared to lead and provide service to their community, state, and abroad.

Students in the SNA have a unique opportunity to collaborate with peers to provide educational and philanthropic activities to the local and greater community to facilitate health, healing, and well-being for those they serve. Any student designated as nursing major (including pre-nursing and direct admit) can join.

## Undergraduate Handbook Signature Page Academic Year 2026–2027

I have read and understand the information in the WVU SON Undergraduate Handbook.

I understand I will not be permitted to participate in clinical experiences unless I have read and signed this form.

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

By typing your name, you are providing your electronic signature.

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

**NOTE:**

Students must sign and date this document and upload it to their [SentryMD](#) account. Submission of additional forms through SentryMD is required to meet documentation and compliance requirements. Please refer to the PreCheck/SentryMD Documentation and Compliance Policy in the Undergraduate Program Handbook for details.

All required forms and information are available in fillable PDF format on the [WVU SON HUB](#).