



BSN
NURSING STUDENT HANDBOOK
WEST VIRGINIA WESLEYAN COLLEGE
SCHOOL OF NURSING
2020 - 2021

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**GENERAL
SCHOOL OF NURSING
INFORMATION**

WEST VIRGINIA WESLEYAN COLLEGE SCHOOL OF NURSING STUDENT HANDBOOK

PREFACE

This handbook has been prepared to guide students in the day-to-day work of the School of Nursing (SON). Students act responsibly when they are informed about policies and expectations. This Handbook was compiled to provide guidance for expectations related to policies, procedures, available resources, and issues that are of concern to the student's academic life in the nursing program. It is designed to answer questions and provide guidance for the student. The Nursing Student Handbook is *not* a substitute for the West Virginia Wesleyan College Student Handbook (<http://www.wvwc.edu/students/pdf/StudentHandbook.pdf>).

The Handbook is reviewed annually and an electronic copy is available to all students via the Nursing courses on the Blackboard College Platform. Students are responsible for using the Nursing Student Handbook as a resource when questions arise and as a guide to academic/nonacademic policies/procedures. Each student must sign the *WVWC BSN Student Responsibility Statement* found at the back of the handbook. This documentation verifies that the student has read and understands the policies, and it is part of the student's academic record file in the School of Nursing. The policies and procedures are subject to change at any time during an academic year. Changes in the nursing program, policies, and procedures are announced to each class by the faculty and copies describing such changes are distributed electronically to each student.

The handbook is not all-inclusive, rather the included departmental mission, philosophy, purposes, curriculum outcomes and policies reflect widely-held expectations for professionals thus aiding in the molding of a professional image. The questions and concerns not covered in the handbook or should be directed to faculty members or advisers. Nursing course syllabi contain specific requirements and policies.

Accreditation

The West Virginia Wesleyan Baccalaureate Nursing Program is fully accredited by CCNE, the Commission on Collegiate Nursing Education, 655 K Street NW, Suite 750, Washington, DC, 20001 Phone 202-463-6930, <http://www.aacn.nche.edu/ccne-accreditation>; and fully approved by the West Virginia Board of Examiners for Registered Professional Nurses, 90 MacCorkle Ave., South Charleston, WV, 25303. wvrnboard.com .Telephone number 304-744-0900.

Last Revision/Review 01/2018

07/2020

WELCOME

Welcome to the nursing major in the School of Nursing. On behalf of the College Administration, the nursing faculty, and staff, we want to express our sincere desire to help you achieve your goal of becoming a registered professional nurse. The Nursing Student Handbook is designed as a guide to help you as you practice as a nursing student. Again, welcome, we wish you the best!

As a student enrolled in the Nursing major, you are a part of the total college community with rights and responsibilities inherent in that capacity. These rights and responsibilities are stated in the West Virginia Wesleyan College Handbook. Within the School of Nursing, there are special requirements and information relevant to the nursing program that you will need to know. This handbook provides you with that information. Please retain this book throughout your tenure in the School of Nursing.

The **American Nurses' Association Code for Nurses**, and the **Nursing Students' Rights and Responsibilities** prepared by the National Student Nurses' Association, and the West Virginia Code of Practice will serve as overall guides for your conduct as a student of professional nursing. Students will find a copy of the WV Nursing Code and Legislative Rules online at <http://www.wvrnboard.com>. In addition, the Nursing Students' Rights and Responsibilities included in this handbook serve as a guide for students.

The WV Nursing Code and Legislative Rules communicates a standard of professional behavior expected throughout the total program and in each individual nursing course. In addition to dismissal for academic failure, the faculty and administration of the School of Nursing reserve the right to dismiss any student enrolled in the undergraduate program for unethical, dishonest, or illegal conduct that is inconsistent with the WV Nursing Code and Legislative Rules

During your clinical laboratory instruction, you are provided with opportunities for experiences in a variety of settings, which include the client's home, various types of clinics, hospitals, and other community agencies. As guest learners in these settings you are expected to conduct yourself as a professional person. Familiarize yourself with the WV Nursing Code and Legislative Rules. The WV Nursing Code and Legislative Rules provides you with an excellent guide for professional behavior.

Professional nurses need to know how to communicate and network within the profession. The Student Nurses of Wesleyan (SNOW) promotes professional communication, networking and contacts that will serve you throughout your professional lifetime. Each student is encouraged to become an active member of the West Virginia Wesleyan College Student Nurses' Organization and thus become involved in local, state, and national nursing issues.

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07/2020

Faculty and Staff Directory

Director School of Nursing Director of the RN - MSN program BSN Program Chair	Dr. Tina Astrino Straight 6 Middleton Hall Telephone: 304-473-8504 E-mail: straight_t@wwvc.edu
Director of Graduate Studies	Dr. Amy Coffman 4 Middleton Hall Telephone: 304-473-8227 E-mail: coffman_a@wwvc.edu
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	Professor Melissa Franke 26 Middleton Hall Telephone: 304-473-8003 Email: franke_m@wwvc.edu
	Professor Lindsay Marsh 7 Middleton Hall Telephone: 304-473-8230 E-mail: marsh_l@wwvc.edu
	Professor Valerie Jordan 8 Middleton Hall Telephone: 304-473-8231 E-mail: jordan.v@wwvc.edu
	Professor Angela Mahaffey 27 Middleton Hall Telephone: 304-473-8229 Email: mahaffey_a@wwvc.edu
	Professor Theresa Poling 25B Middleton Hall Telephone: 304-473-8220 Email: poling_t@wwvc.edu
	Professor Susan B. Leight Middleton Hall 17 Telephone: 304-473-8228 leight@wwvc.edu
Administrative Assistant	Melissa Tenney 5 Middleton Hall Telephone: 304-473-8224 E-mail: nursing@wwvc.edu

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MIDDLETON HALL

Middleton Hall is located on the Wesleyan Campus. Nursing faculty, staff, and students take pride in its clean, attractive appearance. Please help by abiding by the following:

- Smoke free building
- Courteous and Considerate Behavior is Expected

EMERGENCY EVACUATION PROCEDURE FOR MIDDLETON HALL

In the event of emergency evacuation:

1. The alarm signal is the continuous sounding of a bell.
2. Close all windows and doors.
3. Leave the building from the nearest exit. Do not run. Move at least fifty (50) feet from the building.
4. If all exits are blocked, stay in your room, close the door and open the window. Attempt to attract attention from the outside.
5. In the event of power failure, there will be verbal notification.

Fire Extinguishers ABC are located in the stairwells.

Fire pull alarms are at the end of each hallway.

6. All students, faculty, and staff are encouraged to utilize the College Emergency Alert system per cell phone and computers. If you haven't signed up for the campus alert system, please take a minute to do so now.

To sign up, visit <http://www.wvwc.edu/Alert>.

GO Green:

Conservation of energy is a responsibility shared by all. Wesleyan's collective effort can be helped by doing the following:

1. Closing classroom doors when classes are in session.
2. Turning lights out when rooms are not in use.
3. Closing windows when rooms are not in use.
4. Using the stairs rather than the elevator.

Please note that, as health professionals, restrictions on smoking and the use of the stairs are examples of positive health practices which are consistent with the portrayal of a good role model.

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NURSING PROGRAM DESCRIPTION

The Baccalaureate in Science Nursing (BSN) Program at West Virginia Wesleyan is designed to prepare graduates for a challenging career in nursing. The curriculum includes a balance of nursing and non-nursing courses. Students have the opportunity to apply nursing theory and skills in the campus laboratory as well as clinical settings which may include, but not limited to, hospitals and community settings in Buckhannon, Clarksburg, Elkins, Phillip, Morgantown and Weston. Traditional nursing experiences occur in community secondary and tertiary care hospitals and in numerous community settings including, but not limited to, clinics, Head Start, health departments, home health and hospice, nursing care facilities, physicians' offices, rehabilitation and senior centers.

The program of study is eight (8) academic semesters offered sequentially, the first two are as pre-nursing, and the last 6 are nursing. For acceptance into the nursing major at the sophomore level, students must meet the following criteria:

1. Submission of a Formal Application to Nursing Major
2. Cumulative college GPA of 3.25 or higher
3. Completion of BIOL 151 and 152 Human Anatomy & Physiology I & II, and PSYCH 237 Lifespan Psychology with C or higher
4. Score of Proficient on TEAS Test (Test of Essential Academic Skills) (ATI) taken independently during freshman year (overall Proficient)
5. Subject to change as required by advanced placement status, participation in the Honors Program and the need for developmental courses and/or nursing curriculum revisions

Policies of Non-Discrimination and Affirmative Action

West Virginia Wesleyan College, a private educational institution, is committed to the principle of equal opportunity for all qualified persons, welcomes students of all backgrounds, and takes pride in the diversity of its faculty and staff. It assures students access to all the privileges, programs, and activities generally accorded or made available at the College. West Virginia Wesleyan College strongly supports affirmative action principles and does not discriminate on the basis of race, color, national origin, sex, sexual orientation, age, disability, or religious affiliation in the administration of its educational programs, admissions policies, financial aid programs, athletics, co-curricular activities or other College administered programs.

The School of Nursing is committed to these nondiscrimination/affirmative action policies of the college.

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WEST VIRGINIA WESLEYAN COLLEGE MISSION STATEMENT

West Virginia Wesleyan College challenges its students to a life-long commitment to develop their intellectual, ethical, spiritual, and leadership potential and to set and uphold standards of excellence. Firmly rooted in the liberal arts tradition and closely related to The United Methodist Church, the College is a community of learning based on fundamental principles formed at the intersection of Christian faith and liberal education: intellectual rigor, self-discovery, human dignity, mutual support, social justice, self-discipline, mental and physical wellness, the appreciation of diversity and the natural world, and the judicious use of resources. The College recognizes and affirms its interdependence with the external communities-local, regional, national, and global-and its covenant with the people of West Virginia to share its educational and cultural resources.

West Virginia Wesleyan College prepares its students through its curriculum of art and sciences, pre-professional, professional, studies, and its rich campus life program. As a residential, undergraduate institution of higher education, the College aspires to graduate broadly educated men and women who:

- * Think critically and creatively,
- * Communicate effectively,
- * Act responsibly, and
- * Demonstrate their local and world citizenship through service.

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MISSION STATEMENT – SCHOOL OF NURSING

The mission of the School of Nursing is to provide accessible, high quality nursing education to a diverse group of undergraduate, graduate, and post-graduate APRN certificate students, preparing them to be reflective healthcare leaders and scholars able to respond to the growing complexity in the healthcare system. This mission will be accomplished by offering innovative, nursing education programs that meet the needs of society and incorporate best practice evidence and contemporary nursing science. Beliefs fundamental to the mission, development, and arrangement of the curriculum include: an understanding of the fundamental dignity of human beings; the essence of nursing as science, art, and service to humanity informed by the caring nature of the discipline; the perspective of health as a dynamic entity varying with time and life circumstances; and the life-long process of education. Undergraduate and graduate study in nursing prepares women and men to promote human thriving in the care of diverse persons through culturally-sensitive, evidence-based practice. The unique meanings people associate with knowledge, language, and behavior inform caring practice in nursing. People flourish in the context of partnerships with individuals, families, communities, and populations that reflect respect for the dignity and uniqueness of others, recognizing each person's capacity for grace and empowerment.

GOALS – SCHOOL OF NURSING

The goals of West Virginia Wesleyan School of Nursing reflect the overall mission of the program to enhance the health and quality of life for all.

1. Develop academic programs that meet the needs of society and incorporate best-practices in nursing education.
2. Provide a supportive, collegial environment that encourages excellence in teaching-learning, professional development, and faculty/student scholarship.
3. Develop leaders capable of improving clinical practice outcomes, health policy, and care delivery methods.
4. Prepare graduates able to provide safe, evidence-based, culturally-competent, patient-centered care that reflects ethical clinical judgment and interprofessional collaboration.

5. Cultivate in students an intellectual desire for advanced study and inquiry.

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Expected Student Learning Outcomes (Program Level) – BSN

SLO I: Integrate knowledge from liberal arts, nursing science and related disciplines to inform practice and make reasonable clinical judgments.

Translating and Integrating Scholarship into Practice: Integrate evidence, clinical judgment, inter-professional perspective and patient preference in planning, implementing and evaluating outcomes of care.

Level Competencies:

- **Sophomore Level Competency:** Examine sources of information and recognizes the effects of clinical judgment, interprofessional perspective and patient preference in planning, implementing and evaluating outcomes of care.
- **Junior Level Competency:** Make use of evidence, reflecting on the effects of clinical judgment, inter-professional perspective and patient preference in planning, implementing and evaluating outcomes of care.
- **Senior Level Competency:** Incorporate evidence, clinical judgment and interprofessional perspective and patient preference in planning, implementing and evaluating outcomes of care.

Background for Practice: Integrate theories and concepts from liberal education to build an understanding of the human experience.

- **Sophomore Level Competency:** Recognize the role of theories and concepts from liberal education in building an understanding of the human experience.
- **Junior Level Competency:** Apply selected theories and concepts from liberal education to an understanding of the human experience
- **Senior Level Competency:** Incorporate theories and concepts from liberal education to build an understanding of the human experience.

SLO II: Effectively communicate and collaborate as a member and leader within the interdisciplinary healthcare team to improve patient care outcome.

Inter-professional collaboration and communication to provide quality patient-centered care:

Demonstrate effective interprofessional communication and collaboration to provide quality patient-centered care.

- **Sophomore Level Competency:** Describe own strengths, limitations and values in functioning as a team member.

- **Junior Level Competency:** Communicate with team members, adapting own style of communicating to the needs of the team and situation.
- **Senior Level Competency:** Demonstrate team-building and collaborative strategies when working with interprofessional teams.

SLO III: Ethically manage the direct and indirect care of individuals, families, groups, communities and populations to promote, maintain and restore health.

Level Competencies:

Baccalaureate Generalist Nursing Practice: Demonstrate evolving competence in professional role within a dynamic, multicultural, global society.

- **Sophomore Level Competency:** Elicit patient values, preferences and needs as part of clinical interviews and implementation of nursing plans of care.
- **Junior Level Competency:** Conduct comprehensive and focused physical, behavioral, psych-social, and spiritual assessments using developmentally and culturally appropriate approaches.
- **Senior Level Competency:** Implement holistic, culturally-appropriate, patient-centered care that reflects understanding of human growth and development, pathophysiology, pharmacology, and medical and nursing management for persons across the lifespan in all healthcare settings.

SLO IV: Provide population-focused, culturally-competent, holistic nursing care focusing on health promotion and disease and injury prevention.

Level Competencies:

Clinical Prevention and Population Health for Improving Health: Assess protective and predictive factors that influence the health of individuals, families, groups and populations.

- **Sophomore Level Competency:** Discuss ways to assess health/illness beliefs and values and personal health practices of individuals and families.
- **Junior Level Competency:** Assess health/illness beliefs, values, attitudes and practices of individuals, and families.
- **Senior Level Competency:** Use evidence-based practices to guide health teaching, health counseling, screening, outreach, disease and outbreak investigation, referral and follow-up throughout the lifespan.

SLO V: Demonstrate leadership and management skills in the use of human, fiscal, material and information resources in the provision of safe, quality nursing care.

Level Competencies:

Organizational and Systems Leadership; Quality Improvement and Safety: Use leadership skills and knowledge of healthcare to advance high quality, safe professional practice.

- **Sophomore Level Competency:** Identify leadership skills in the advancement of safe, professional healthcare practice.
- **Junior Level Competency:** Begin to use leadership skills and knowledge of healthcare for high quality, safe professional practice.
- **Senior Level Competency:** Use leadership skills and knowledge of healthcare for high quality, safe, professional practice.

Health Policy and Advocacy: Demonstrate basic knowledge of healthcare policy, financing, and regulatory environments in advocating for safe professional practice.

- **Sophomore Level Competency:** Identify healthcare policies that affect professional practice.
- **Junior Level Competency:** Discuss the relationships among healthcare policy and financing and safe professional practice.
- **Senior Level Competency:** Assess how healthcare policy, financing, and regulatory environments affect safe professional practice.

Informatics and Healthcare Technologies: Manage information and technology to deliver quality patient care in a variety of settings.

- **Sophomore Level Competency:** Discuss why information and technology skills are essential to safe, quality patient care.
- **Junior Level Competency:** Contrast benefits and limitations of different information and technology systems and their impact on safety and quality. Document and plan patient care in an electronic health record.
- **Senior Level Competency:** Use information management tools to monitor outcomes of care in a variety of settings.

SLO VI: Demonstrate a commitment to professional growth and improvement, valuing life-long learning and the betterment of the profession.

Level Competencies:

Advancing Professionalism and Professional Values: Demonstrate the professional standards of moral, ethical and legal conduct.

- **Sophomore Level Competency:** Discuss professional standards and professionalism in nursing including the inherent values of altruism, autonomy, human dignity, integrity and social justice.
- **Junior Level Competency:** Demonstrate professionalism, including attention to appearance, demeanor, respect for self and others, and attention to professional boundaries with patients and families as well as among caregivers.
- **Senior Level Competency:** Identify personal, professional and environmental risks that impact personal and professional choices and behavior.

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The Essentials of Baccalaureate Education for Professional Nursing Practice (American Association of Colleges of Nursing, 2008)

- I. Liberal Education for Baccalaureate Generalist Nursing Practice
- II. Basic Organizational and Systems Leadership for Quality Care and Patient Safety
- III. Scholarship for Evidence- Based Practice
- IV. Information Management and Application of Patient Care Technology
- V. Healthcare Policy, Finance, and Regulatory Environments
- VI. Interprofessional Communication and Collaboration for Improving Patient Health Outcomes
- VII. Clinical Prevention and Population Health
- VIII. Professionalism and Professional Values
- IX. Baccalaureate Generalist Nursing Practice

INSTITUTE OF MEDICINE COMPETENCIES

Using the Institute of Medicine (2013) competencies for nursing, QSEN faculty have defined pre-licensure and graduate quality and safety competencies for nursing and proposed targets for the knowledge, skills, and attitudes to be developed in nursing pre-licensure programs for each competency:

- Patient-Centered Care
- Teamwork & Collaboration
- Evidence Based Practice
- Quality Improvement
- Safety
- Informatics

Led by a national advisory board and distinguished faculty, QSEN pursues strategies to build will and develop effective teaching approaches to assure that future graduates develop competencies in patient-centered care, teamwork and collaboration, evidence-based practice, quality improvement, safety, and informatics.

REFERENCES

Institute of Medicine. Health professions education: A bridge to quality. *Washington DC: National Academies Press*; 2003.

Cronenwett, L., Sherwood, G., Barnsteiner J., Disch, J., Johnson, J., Mitchell, P., Sullivan, D., Warren, J. (2007). Quality and safety education for nurses. *Nursing Outlook*, 55(3)122-131.

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Title: **Standards of Care**
Responsibility of: *Curriculum Committee*
Date of Revision: 12/2015
Date of Review: 07/2020
Date for Next Review: 07/2021

The Wesleyan nursing faculty have accepted the Scope and Standards of Practice and the Standards of Professional Performance from the American Nurses Association (2015) and found in the Scope and Standards of Practice (3rd ed.), as the basis for professional nursing practice. The Code of Ethics for Nurses: Interpretation and Application (2015) published by the American Nurses Association functions as a general guide for nurses and as a social contract with the public. These standards are congruent with the WV Nursing Code and Legislative Rules.

STANDARDS OF CARE

STANDARD 1. ASSESSMENT

The nurse collects client health data.

STANDARD 2. DIAGNOSIS

The nurse analyzes the assessment data in determining diagnoses.

STANDARD 3. OUTCOMES IDENTIFICATION

The nurse identifies expected outcomes individualized to the client.

STANDARD 4. PLANNING

The nurse develops a plan of care that prescribes interventions to attain expected outcomes.

STANDARD 5. IMPLEMENTATION

The nurse implements the interventions identified in the plan of care. The nurse coordinates care. The nurse employs strategies to promote health and a safe environment.

STANDARD 6. EVALUATION

The nurse evaluates the client's progress toward attainment of outcomes.

STANDARDS OF PROFESSIONAL PERFORMANCE

STANDARD 7. ETHICS

The nurse practices ethically.

STANDARD 8. EDUCATION

The Nurse attains knowledge and competence that reflects current nursing practice.

STANDARD 9. EVIDENCE-BASED PRACTICE AND RESEARCH

The nurse integrates evidence and research findings into practice.

STANDARD 10. QUALITY OF PRACTICE

The nurse contributes to quality nursing practice.

STANDARD 11. COMMUNICATION

The nurse communicates effectively in a variety of formats in all areas of practice.

STANDARD 12. LEADERSHIP

The nurse demonstrates leadership in the professional practice setting and the profession.

STANDARD 13. COLLABORATION

The nurse collaborates with the health care consumer, family and others in the conduct of nursing practice.

STANDARD 14. PROFESSIONAL PRACTICE EVALUATION

The nurse evaluates her or his own nursing practice in relation to professional practice standards and guidelines, relevant statutes, rules and regulations.

STANDARD 15. RESOURCE UTILIZATION

The nurse utilizes appropriate resources to plan and provide nursing services that are safe, effective, and financially responsible.

STANDARD 16. ENVIRONMENTAL HEALTH

The nurse practices in an environmentally safe and healthy manner.

Guide to the Code of Ethics for Nurses Interpretation and Application (2015) and Scope and Standards of Practice 3rd edition (2015), American Nurses Association, Silver Spring, MD.

ADMISSION, RETENTION, AND

PROGRESSION POLICIES

Plan of Study

Pre-Nursing Freshman Year Acceptance into Nursing Major – Sophomore Year

Pre-nursing			
First Year			
	Hrs	Spring Classes	Hrs
Fall Classes			
# ENGL 101: Composition I	3	INDS 151 The Language of Healthcare (elective)	1
^ Freshman Seminar	4	# INDS 120: Introduction to the Humanities	3
*@# BIOL 151: Human Anatomy & Physiology I	4	# ENGL 102: Composition II	3
*@ PSYC 101: General Psychology	3	*@# BIOL 152: Human Anatomy & Physiology II	4
# Math (Suggest Statistics or College Algebra)	3	*@ PSYC 238: Developmental Psychology	3
		# HIST: Any History	3
Total	17	Total	16-17

Acceptance into Nursing Major			
Second Year			
	Hrs	Spring Classes	Hrs
Fall Classes			
* NURS 220: Foundations of Nursing Care	4	* NURS 235: Nursing Care in Adult Health & Illness I	5
* NURS 222: Health Assessment in Nursing Practice	3	* NURS 230: Pathophysiology	3
@# CHEM 105: General Chemistry for Health Sciences	3	@# BIOL 220: Microbiology	4
@# CHEM 107: General Chemistry for HS – Lab	1	@# CHEM 106: General Chemistry for HS II	3
# COMM 211: Fundamentals of Oral Communication	3	!@# CHEM 108: General Chemistry for HS II – Lab (elective)	1
@# EXSC 240: Fundamentals of Human Nutrition	3		
Total	17	Total	15-16

Third Year			
	Hrs	Spring Classes	Hrs
Fall Classes			
* NURS 320: Psychiatric & Mental Health Across the Lifespan	5	* NURS 310: Nursing Care of the Childbearing Family	5
* NURS 225: Pharmacology for the Healthcare Provider	3	* NURS 340: Nursing Care in Adult Health & Illness II	6
* NURS 335: Nursing Care of Children	5	* NURS 365: Research and Scholarly Inquiry in Nursing	3
# Domestic Culture	3	# International Culture	3
Total	16	Total	17

Fourth Year			
	Hrs	Spring Classes	Hrs
Fall Classes			
* NURS 455: Nursing Care of Adults & Children with Complex Illness	5	NURS 420: Nursing Leadership & Management in Health Systems (meets Adv Comp)	6
* NURS 440: Community Nursing & Population Health	5	NURS 450: Current and Future Trends in Nursing	1
# Philosophy	3	NURS 451L: Transitioning to the Prof Nursing Role – Lab	1
# Religion	3	# Literature	3
		# Fine Arts	3
Total	16	Total	14

Key: ! Elective, @ Required Support Course, # Meets General Studies Requirements, ^ 3 of 4 Credits Meet General Studies Requirements

Note: A minimum of 120 credit hours are required for graduation: required support courses 28-29 credit hours, nursing major 60 credit hours, electives & general studies 31-41 credit hours.

Subject to change as needed to accommodate advanced placement status, participation in the Honors Program, the need for developmental courses and/or nursing curriculum revisions.

Accreditation: West Virginia Wesleyan College is accredited by The Higher Learning Commission, 30 North LaSalle Street Suite 2400, Chicago, Illinois 60602-2504, (800) 621-7440. The BSN program is fully approved by the West Virginia Board of Examiners for Registered Nurses, 90 MacCorkle Ave SW, # 203, South Charleston, WV 25303, (304) 744-0900. The BSN program is accredited by the Commission on Collegiate Nursing Education (CCNE), (<http://www.ccneaccreditation.org>).

Last Revision/Review 01/2018, 07/2020

Title:	BSN Academic Admission Policy
Responsibility of:	<i>Academic Standards and Review Committee</i>
Date of Revision:	07/2020
Date of Review:	07/2020
Date for Next Review:	07/2021

It is the policy of West Virginia Wesleyan College to provide equal opportunities to all prospective and current members of the student body on the basis of individual qualifications and merit without regard to race, color, gender, religion, age, handicap, national origin or sexual orientation.

All students must be physically and emotionally able to meet the requirements of each nursing course, and, therefore, the requirements of the nursing program. Consistent with applicable statutes, the School of Nursing will make every effort to make reasonable accommodations in its course delivery to ensure that students with disabilities receive equal treatment.

During the course of the nursing education program, students may be exposed to potentially hazardous and/or infectious situations. Students with or who develop compromised health status should discuss their health risks with their health care provider.

All students are required to pass a background check for the clinical component of nursing. International students are required to obtain a social security card in order to participate in clinical experiences within Federal and State and other Health care agencies. They are to contact the International Student coordinator and the registrar's office for assistance in this matter during the Freshman year. International students need to meet TOEFL requirements.

The faculty of the School of Nursing believes that a firm foundation in the arts and sciences provides the educational requisites for the BSN nurse. All applicants must be academically prepared for admission or readmission to the nursing major.

A. Criteria for Selection and Admission

1. Qualified applicants are accepted by the college as pre-nursing majors. (See current college catalog.)
2. Students accepted as pre-nursing majors complete Human Anatomy and Physiology I & II BIOL 151 & 152 and PSYCH 238 Developmental Psychology or equivalent prior to application to the School of Nursing. They will also be encouraged to take INDS 151 - The Language of Healthcare as an elective.
3. Pre-nursing majors must formally apply to be accepted into the School of Nursing.
4. Criteria for acceptance include:
 - a. Submission of a formal application,
 - b. A minimum cumulative college GPA of **3.25** or higher,
 - c. Completion of A&P I & II BIOL 151 & 152 and Developmental Psychology PSYC 238 with a C or higher

- d. And a score of Proficient or higher on the TEAS test (Test of Essential Academic Skills (ATI)).

Criteria are subject to change as required by advanced placement status, participation in the honors program, and the need for developmental courses and/or nursing curriculum revisions. If nursing or support course credit is more than 5 years old, the course will need to be retaken.

5. Students transferring from another nursing program must meet the following requirements:
 - a. Submit a formal application and ALL academic transcripts to the School of Nursing Director prior to admission to the School of Nursing.
 - b. Have a G.P.A. of **3.0** or higher.
 - c. Complete at least 12 credit hours including Anatomy and Physiology and Developmental Psychology with a "C" or higher.
 - d. Transfer equivalent nursing courses with a "C" or higher grade for Nursing 220.
 - e. Complete a personal interview or telephone conference with the SON Director.
 - f. If nursing or support course credit is more than 5 years old, then the course will have to be retaken.
 - g. Applicants who have been dismissed from another school will be considered on an individual basis. Factors which will be considered include the reason for dismissal; academic standing; the applicant's references; and a personal interview.
6. Licensed Practical Nurse (LPN) Students must meet the following requirements:
 - a. Submit a formal application and ALL academic transcripts to the School of Nursing Director prior to admission to the School of Nursing.
 - b. Provide proof of licensure.
 - c. Have a G.P.A. of 3.0.
 - d. Submit two letters of recommendation.
 - e. Personal Interview with SON Director.

B. Provisional Admission to the Nursing Major/Program

1. Each applicant to the Bachelor of Science in Nursing program will be considered individually by the Undergraduate Nursing Admissions Committee. Individuals who do not meet admission or GPA requirements or need to successfully complete prerequisite courses may be granted provisional acceptance by the Undergraduate Nursing Admissions Committee. Students admitted provisionally must have documented evidence in their admissions materials suggestive of a significant degree of likelihood of success in the BSN program. The decision to admit students provisionally is under the sole discretion of the Undergraduate Nursing Admissions Committee. Faculty advisors will be informed of advisees admitted as provisional students so that the faculty may provide additional academic advising and support. To ensure students understand the expectations of their provisional admission status, they will be required to sign a

contract agreement with the School of Nursing, outlining the agreements and terms of their acceptance.

2. Provisional acceptance status requires that:

- a. the student successfully completes the specified prerequisite courses within the specified time frame.
- b. successfully maintain a cumulative GPA of 3.0 for one year.
- c. meet with his/her faculty advisor to develop an action plan for academic success.
- d. meet with the BSN chair during the first semester of the sophomore year and to present the action plan.
- e. demonstrate successful participation in the nursing program.

3. Students who successfully meet the expectations of admission to the WVWC School of Nursing Program at the end of the sophomore year may progress within the nursing program and will be provided full admission to the School of Nursing. A letter will be sent to the student indicating the status change from provisional to full admission. If a student with provisional status fails to comply with the conditions outlined in their provisional acceptance contract agreement, they will be withdrawn from Nursing classes and returned to Pre-Nursing status

West Virginia Wesleyan College School of Nursing
Provisional Admission Contract Agreement

Date _____

This contract agreement is between _____ and West Virginia Wesleyan College School of Nursing

I will take responsibility for my academic success and engage in the following actions:

- Visit my academic advisor twice a month to talk about my progress.
- Achieve GPA: 3.0 or above.
- Attend and complete all classes for which I registered for this semester.
- Attend tutoring sessions offered through the Learning Center or peer tutoring services offered in the School of Nursing if indicated.
- Utilize the support services offered through the Counseling Center, Residence Life and other Student Support if indicated.
- Make an appointment with the course instructor for any course in which I am having difficulty or receive below 78% on any course exam.

I agree to abide by the conditions of this Provisional Admission Contract for the _____ semester(s).

I understand that I must abide by the terms of this contract.

If I fail to comply with the conditions outlined this contract, I may be withdrawn from nursing classes and returned to Pre-Nursing status.

Student Signature _____ Date _____

Academic Advisor Signature _____ Date _____

BSN Chair Signature _____ Date _____

C. Denial of Admission to the Nursing Major/Program

1. The Academic Standards and Review Committee of the School of Nursing may deny admission to the nursing major/program for one or more of the following reasons:
 - a. Achievement of a grade less than "C" (C-, D or F) in 1 or more nursing courses attempted in any previous nursing education program(s).
 - b. GPA less than the appropriate standard outline above.
 - c. Any criminal misconduct discovered as a result of a criminal background check or by admission of the applicant.



**West Virginia Wesleyan College
School of Nursing
Application to the
Baccalaureate Nursing Program**



Applicant Information

Last Name	First Name	M.I.	Student #
Email Address	Local/Cell Phone Number		Home Phone Number
Local/Current Address			
Home/Permanent Address			
Date of Birth	Current Major, If NOT Pre-Nursing		

Emergency Contact Information

Name	Relationship
Daytime Phone Number	Cell Phone Number

WVWC Transcript Release

I understand that my transcript is required as a part of this review and give permission for the Academic Services Office to release a copy to the Nursing Department.

Signature	Date
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Other Documents for Submission

Required	Recommended
<input type="checkbox"/> TEAS Score of Proficient or Better If you haven't taken the TEAS, please contact the Nursing Office to determine how to proceed.	<input type="checkbox"/> Other Transcripts <input type="checkbox"/> Resume or Curriculum Vitae <input type="checkbox"/> Additional Letter(s) of Recommendation
<input type="checkbox"/> Personal Statement <input type="checkbox"/> Applicant Recommendation Form	

Please submit this application and the above materials to the Nursing Office no later than

May 1

5 Middleton Hall

Email: nursing@wvwc.edu

Fax: 304-473-8435

Phone: 304-473-8224

If you have any questions or concerns, please contact the Nursing Office.



**West Virginia Wesleyan College
School of Nursing
Applicant Recommendation form**



Applicant Information

Last Name	First Name	M.I.	Student #

Under the Federal Family Educational Rights and Privacy Act of 1974, as amended (PL 93-380), students are entitled to review their records, including letters of recommendation. It is your option to waive your right of access to this recommendation, or decline to do so. Check one of the following statements and sign your name:

- I WAIVE my right of access to this recommendation.
 I DO NOT waive my right of access to this recommendation.

Applicant's Signature	Date

Person Making Recommendation Information

Last Name	First Name	M.I.
How long have you known the applicant?		
In what capacity?		

In comparison with other students you have taught, or other employees you have worked with or supervised, how do you rate the applicant on the following characteristics? Please check the appropriate box.

	Excellent	Good	Average	Below Average	No Basis for Judgement
Academic Performance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Intellectual Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written Expression	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oral Expression	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation for Proposed Field of Study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please indicate the confidence with which you would or would not recommend the applicant for admission to this graduate program:

Highly Recommend	<input type="checkbox"/>	Recommend	<input type="checkbox"/>	Recommend with Reservation	<input type="checkbox"/>	Do Not Recommend	<input type="checkbox"/>
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Please provide additional comments below to support your evaluation, or attach as a separate letter.

Signature		Date	
Title		E-Mail Address	
Organization/Institution		Work Phone	

Title: **Academic Policies**

Responsibility of: *Academic Standards and Review Committee*

Date of Revision: 04/2018

Date of Review: 04/2020, 07/2020

Date of Next Review: 07/2021

The policies and information contained in this handbook are for the nursing students of West Virginia Wesleyan College. The Bachelor of Science in nursing (BSN program) faculty reserves the right to withdraw or change policies listed in this handbook. Changes will become effective whenever the proper authorities are determined. Nursing students affected will be notified verbally, electronically and by bulletin board communication.

Definition of Terms:

College academic probation: will result if a student's institutional grade point average falls below 2.00 (see current college catalog for academic status).

Prerequisite (PR): Defined as a course that **must** be satisfactorily completed **prior** to admission into a specified course.

Prerequisite (PR) or co-requisite (Co-reg): Defined as a course that must be satisfactorily completed **prior to**, or taken **concurrently with**, a specified course.

Satisfactory completion: For required non-nursing courses and/or nursing courses this is defined as a grade of "C" or higher.

1. The School of Nursing reserves the right to require withdrawal from nursing of any student whose health, academic record, clinical performance, or behavior in nursing is judged unsatisfactory or potentially unsafe.
2. To be admitted to the sophomore nursing level and NURS 222 and 220, the student must have a cumulative GPA of 3.25 and a "C (2.0)" or better in A&P I and II BIOL 151 & 152 and PSYCH 238 (Developmental Psychology). They must also submit an application, score Proficient and score Proficient or Higher on the TEAS.
3. All required nursing and required non-nursing courses must be completed with a "C" or higher. Each fall nursing course must be passed with a C or better before progressing to the spring nursing courses. All required freshman and sophomore non-nursing courses must be completed with a "C" or higher before progressing into junior level nursing courses. If a student earns a grade of less than "C" in a nursing course or a required non-nursing course,

that course must be repeated. A letter of intent to repeat a nursing course must be submitted to the Director of the School. Repeating any nursing course is on a space available basis. Students may repeat only one nursing course in which a grade of less than "C" is earned. **Students receiving a second "D" or "F" in a nursing course will be withdrawn from the program.**

4. Students who are deemed "unsafe" or "irresponsible" in clinical practice will be dismissed from the program.
5. The grading scale is standard throughout all nursing courses. Students must obtain a "C" average (78%) on course exams in order to pass the course. If students obtain less than a "C" average (78%) on exams, the final grade of "D," "D+" or "F" will be derived solely from the exams.
6. Students will be required to take nationally normed tests throughout the curriculum and to make a satisfactory score in order to progress. In the last semester of the curriculum, students will be required to take a comprehensive exam and to make a satisfactory score on the exam to graduate.
7. A nursing course may be repeated only one time (either for withdrawing or earning a grade less than C). ONLY ONE (1) nursing course may be repeated throughout the program.
8. A nursing course must be repeated within the next academic year unless approved by the Nursing Academic Standards and Review Committee.
9. A student must successfully repeat the course in which he/she withdrew or earned a grade less than C (2.0) before enrolling in another nursing course.
10. All courses with a NURS designation must be completed at WWC School of Nursing. Exceptions will be made on a case by case basis.

Title: **Academic Progression Policy**

Responsibility of: *Academic Standards and Review Committee*

Date of Review: 01/2018, 07/2020

Date for Next Review: 07/2021

Satisfactory performance is the minimum expectation for students to progress in the nursing major.

All students must earn a minimal grade of 78% average "C" on nursing course tests and final examinations. Test and final examination grades less than 78% average (D, or F) will result in unsatisfactory course performance regardless of the student's grade in the clinical and written requirements in courses.

A. *Nursing Course Enrollment*

1. Students are required to earn a minimum of "C" or higher in each nursing and required nursing support course prior to enrollment in subsequent nursing courses.
 - a. Students earning less than a "C" grade may repeat the nursing course one time
 - b. Only one nursing course can be repeated in the program
 - c. Failure with less than 78% test average (D or F) in a 2nd nursing course will result in dismissal from the program.

B. *Sequential Nature of the Program*

1. Level II, III, and IV are sequential.

- a. Students cannot progress to the next level until all courses in the previous level are completed.
- b. Nursing courses are offered one (1) time per year. Students must be successful in all previous semester's nursing courses.
- c. An unsatisfactory grade in a nursing course may mean degree requirements cannot be met in four (4) years.

2. Re-enrolling in a nursing course

- a. Students must notify the School of Nursing Director in writing of the intent to re-enroll in a nursing course six (6) weeks prior to registration.
- b. Students re-entering the nursing program are subject to the current policies and curriculum in place at the time of re-admission to the program

C. *Minimal "C" (2.0) Grades are required in the following nursing courses:*

1. All Level II, III, IV nursing courses
2. All of the following required nursing support courses require a minimal grade of C (2.0):

Human Anatomy & Physiology I	Fundamentals of Human Nutrition
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Human Anatomy & Physiology II
Chemistry I
Chemistry II

Developmental Psychology
Microbiology

D. *Opportunity to Appeal Progression Status*

1. Students who earn a “C-, D, D+ or F” grade in a required nursing support course must repeat the course and earn a “C” grade or higher to progress to the next sequence.
2. Students must meet the 3.0 GPA requirement to progress.

E. *Criteria for Level II – Sophomore Courses- Progression*

1. Submission of Application by May 1st
2. G.P.A. 3.25 (Minimum on a 4.0 scale).
3. Completion of the following courses with a “C” grade or higher:
 - Human Anatomy and Physiology I BIOL 151
 - Human Anatomy and Physiology II BIOL 152
 - Developmental Psychology PSYC 238
4. A minimum of 24 credit hours.

F. *Criteria for Level III – Junior Courses - Progression*

1. Completion of all level II nursing and prerequisite/co requisite nursing support courses.

G. *Criteria for Level IV – Senior Courses - Progression*

1. Completion of all Level II, III nursing courses and prerequisite/co requisite nursing support courses.
2. All Level IV nursing courses must be completed at WVWC to earn the BSN degree.

H. *Criteria for Graduation Progression*

1. Meet ALL nursing course and BSN degree requirements within 6 years of enrollment in first nursing course.
2. Successfully complete ALL departmental standardized testing, including Virtual ATI.
3. Successfully complete ALL general education (studies) requirements.
4. Apply for graduation (see WVWC current undergraduate catalog).

Title: Retention Policy

Responsibility of: Curriculum Committee and Academic Affairs Committee Date of Revision: 1/2014

Date of Review: 01/2018, 07/2020

Date of Next Revision: 07/2021

Retention of nursing students is a high priority for the School of Nursing. The nursing faculty believes that education is a growth process, which places responsibility for learning on the individual. Whenever a student experiences academic difficulty, that student initiates a conference with the faculty member, and recommended actions are shared with the student using the advising documentation forms. Nursing students are required to maintain a "C" or better in all nursing and science and other support courses. Students who earn less than a "C" (C-, D, or F) are required to repeat the course and must earn a "C" or better to continue in the program.

To prepare for success in the BSN program, students should consider the following:

- a. Complete all pre and co-requisite general education and nursing courses as scheduled.
- b. Utilize all available resources including recommended texts and reference material computerized resources, campus and clinical labs and faculty office hours and the Learning Center.
- c. Join a study group.
- d. Limit outside commitments while enrolled in nursing study.

Title: **Grievance Policy**
Responsibility of: *Student Development Committee*
Date of Revision: 1/2018
Date of Review: 1/2018, 07/2020
Date for Next Review: 7/2021

POLICY FOR GRADE APPEAL

The procedure outlined below applies to a situation where a student initiates a grade appeal request.

This policy was developed by a committee of nursing faculty with nursing student representation. Since clinical nursing courses may be taught by more than one professor, problems and their solutions may be more complex than courses in other college Schools, it is possible that several faculty persons may be involved in a grade appeal process. A similar policy is at present outlined in the WVWC Faculty Handbook. Nursing faculty try to assure that all experiences serve as learning experiences. In this process students will learn (or reinforce knowledge) about: managing issues via appropriate administrative channels; recognizing the value of the problem-solving process; and understanding factors which affect student and faculty interactions.

A grade assigned by an instructor may be appealed only by following the procedures defined below. In every case, the burden of proof rests upon the student to show reason why the grade should be changed. All grievances must be initiated within the semester of the grievance.

Pre-Appeal: At the end of each academic semester, a final School of Nursing meeting is held to conclude the business of that academic semester (Fall and Spring). At that time, the Academic Standards and Review Committee along with the faculty of the whole, considers each unsatisfactory theory and clinical grade that was earned during the current semester. **Based upon the findings of each individual situation, a group decision is made regarding the final course grade.** Students receiving unsatisfactory grades are provided with a written letter from the School of Nursing (sent to home addresses) identifying the grade and its consequences on progression and/or continuation in the Nursing program.

PROCEDURES FOR GRADE APPEAL

Step 1

A written letter must be submitted (along with the approved carbonless paper grievance form available in the Nursing Office) by the student to inform the instructor/professor of the desire to review the grade and initiate the grade appeal process. This communication must be written and prepared in letter form.

Step 2

Following the receipt of the written letter from the student, a student- instructor/professor meeting will be held. This meeting must be conducted or scheduled prior to the start of the next semester. After documenting this meeting, the GOLD copy of the grievance form is submitted to the Nursing Office.

If this initial student-instructor/professor meeting does not produce satisfaction, the student must contact the Chairperson of the BSN Program to request a meeting to discuss the grade. The student will need to complete this process in advance of the start of the next semester.

Step 3

Upon receiving this written request from the student, the Chairperson of the BSN Program will meet with the student and when possible, the instructor/professor. This meeting must be conducted or scheduled prior to the start of the upcoming semester. The faculty member may be present at this meeting as needed to facilitate the discussion/ proceedings. After documenting this meeting, turn in the PINK copy of the grievance form to the Nursing Office.

If the Step 3 meeting does not produce satisfactory outcome, then the student may request Step 4 process. A request in writing must be given to the Director with all previous letters and a grievance form requesting a meeting with the Director, School of Nursing.

Step 4

Whenever possible, the chair and faculty will also join the meeting of the Director and student to discuss the grievance issue and review the facts of the situation. Following the meeting, the student will be informed of the decision regarding the grievance petition and if time permits, a letter shall be sent to the student and the faculty member documenting the meeting and confirming the decisions that were made. After documenting this meeting, turn in the CANARY copy of the grievance form to the Nursing Office.

If the meeting does not resolve the appeal, the student will need to notify the Academic Dean of the college and the SON Director of their intent to proceed to Step 5. The student must include all previous letters and the grievance form.

Step 5

Upon receiving this written request for appeal (this may be in the form of email), the Academic Dean or designee will review the grievance appeal process letters, the grievance form, and review all issues involved. The Academic Dean will conduct or schedule a meeting with the student. The Academic Dean will determine a decision and convey that information to the School Director. This decision shall be

final consideration and resolution of the issues. After documenting this meeting, turn in the WHITE copy of the grievance form to the Nursing Office, and the Dean will keep the GREEN copy.

If either the student or the faculty are not satisfied with the decision from Step 5, then they may appeal to the college grievance committee to review the process only to make sure the process of grievance policy was followed.

Title: **Policy on Student Complaints**
Responsibility of: *Academic Standards and Review Committee*
Dates of Adoption: 4/2016
Date of Review: 01/2018, 07/2020
Date for Next Review: 07/2021

A student complaint is defined as a written allegation of injury caused by one of the following:

1. The decision concluding a review process
2. The allegation that the review was unfair
3. The absence of a review process

Students who continue to be dissatisfied after a final decision has been rendered by the College shall be told of their right to file a written complaint. Such complaints shall be submitted to the President, the Vice President for Academic Affairs, (Dean), depending on the nature of the complaint. Student complaint files shall be maintained by each of these offices for review by representatives of accrediting agencies.

Title: **Academic Petition Policy**
Responsibility of: *Academic Standards and Review Committee*
Date of Revision: 1/2014
Date of Review: 01/2018, 07/2020
Date for Next Review: 07/2021

The faculty recognizes a student may have difficulty in college courses for various personal, academic or other reasons. Students may have an opportunity to petition to remain in the major or progress to another nursing course with a deficiency.

- A. *The procedure for petition to continue in the nursing program with a deficiency in a support course or to repeat a nursing course in which a "D" or "F" was earned must include the following:*
1. Petition requests shall contain information that justifies the student's progression to the next nursing course(s).
 2. **Only ONE (1) nursing course may be repeated in the nursing program.**
 3. Student petition(s) will be reviewed by the Academic Standards and Review Committee at the next scheduled faculty meeting. A response will be provided to the student by the first day of classes of the next semester.
 4. Students will be notified in writing of the Committee's decision.
 5. Students will refer to the current college catalog and Nursing Student Handbook for re-admission policies.

Title:	Student Leave of Absence
Responsibility of:	<i>Academic Standards and Review Committee</i>
Dates of Revision:	3/2009
Date of Review:	01/2018, 07/2020
Date for Next Review:	07/2021

The faculty recognizes the nature and the pace of the program of study is rigorous and demanding. There may be times when the student's personal, family, financial, medical, or work situation may require an interruption in the planned course of study.

The student requesting a leave of absence must:

1. Submit a written request for leave of absence
2. Confer with the School Director and course faculty.
3. If a student requires a leave of absence for more than one semester, then the student will follow the readmission application policy for the college. See current WVWC catalog: *Readmission of former student*.

Title: **Dismissal from the Program**
Responsibility of: Academic Standards and Review and Curriculum
Date of Review: 1/2018, 07/2020
Date of Next Review: 07/2021

When a student is recommended for dismissal from the nursing program, the School of Nursing Director will provide written notification of dismissal. Students will be recommended for dismissal from the undergraduate nursing program under the following conditions:

1. Earning a grade lower than “C” in two different nursing courses or in one repeated nursing course.
2. Withdrawing from three or more nursing courses.
3. Exhibiting conduct that is unprofessional, incompetent, unethical, or illegal in the clinical/practicum settings as outlined by the American Nurses’ Association Code for Nurses, the WV Code of Legislative Rules and the clinical agency policies.
4. Cheating on course examinations, plagiarism as outlined in the WVVC Undergraduate Catalog or improper documentation or falsification of clinical records or activities.
5. The School of Nursing retains the right to dismiss from the program any student who is deemed to violate:
 - a. Policies and procedures of the School of Nursing;
 - b. Policies of affiliating facilities;
 - c. Professional behavior and role development standards as outlined in School of Nursing, the College, affiliating agency policies or the WV RN Code and Standards of Practice; or
 - d. Policies of confidentiality.

Title: **Academic Readmission Policy**
Responsibility of: *Academic Standards and Review Committee*
Dates of Revision: 01/2014
Date of Review: 01/2018, 07/2020
Date for Next Review: 07/2021

Students requesting readmission to nursing must apply to the School of Nursing Academic.

Standards and Review Committee. An interview must be completed with the School of Nursing director. Each student situation is reviewed on an individual basis. Requests for readmission for fall semester must be submitted by April 15th and for spring semester by November 1. Placement is dependent upon class size and course enrollment constraints. Readmission cannot be guaranteed to any student. Students who are readmitted into the nursing program will complete the current nursing curriculum for the class they reentered as well as follow the current nursing policies.

A. The process for readmission to nursing follows:

1. A nursing course may be repeated one time only. ONLY ONE (1) nursing course may be repeated throughout the program.
2. A nursing course must be repeated within the next academic year unless approved by the Nursing Academic Standards and Review Committee.
3. A student must successfully repeat the course in which he/she withdrew or earned a grade less than C (2.0) before enrolling in another nursing course.
4. A student readmitted to the program will be required to do the following:
 - a. Demonstrate a satisfactory level of knowledge from prerequisite nursing courses.
 - b. Successfully validate prior math and clinical skills, and
 - c. Meet college criteria for readmission
6. A student readmitted will be expected to meet admission, progression and graduation requirements in effect at the time of readmission and to follow policies in effect for the class of which they become a member;
7. A student must have a 3.0 Cumulative Grade Point Average (CGPA) to be considered for readmission;
8. A student must meet all admission requirements as outlined in the college catalog.
9. A student must complete all nursing requirements for graduation within six years.

Title: **Excused Absences**
Responsibility of: *Academic Standards and Review Committee*
Date of Revision: 3/2009
Date of Review: 01/2018, 07/2020
Date for Next Review: 07/2021

Each academic year, there are activities the School of Nursing regards as approved events for excused absences from nursing class, laboratory or practicum. Such events include the West Virginia Nurses' Association Convention; the Student Nurses' Organization Convention; the Student Nurses' Organization meetings, workshops or board meetings; wellness or health forums on or off campus sponsored by the affiliate agencies, and approved campus extracurricular activities. The faculty will review events not included in this list on an individual basis.

The guidelines are:

1. Students may request an excused absence from class to attend these events. Faculty will be notified in advance of planned absences. Faculty will consider the student's academic standing prior to giving permission for an excused absence.
2. Students must be attending these events either in conjunction with their participation in the organization or as a class assignment.
3. Students must arrange in advance with the faculty for the excused absence and determine what accountability is necessary due to the absence.
4. Students participating in official College extra-curricular activities, (e.g., basketball, softball, soccer, track, band, drama), should be excused to the extent feasible, but with the expectation that clinical experiences will be made up. Arrangements must be made well in advance of the College extra-curricular event that necessitates the absence(s). If participation in an extracurricular activity is so time-consuming that it disrupts continuity of instruction so that safety in clinical performance is threatened, the faculty and advisor should dialogue with the student about taking a reduced credit load.
5. This is a concept of general approval and not blanket approval. Students are expected to make individual arrangements with faculty members well in advance of the activity.
6. College policies pertaining to absences, trip permits, and travel will be followed.
7. Absences for verified medical reasons, death of family members or significant other, or other verified extenuating circumstances judged acceptable by the instructor or the institution will also be honored. Students are expected to notify faculty in advance of any class or clinical absence. Students will be given equivalent opportunities for obtaining grades as students who were in attendance. (See current West Virginia Wesleyan College Catalog).

PERFORMANCE STANDARDS IN THE PROGRAM

Title: **Request for Accommodation for Testing**
Responsibility of: *Academic Standards and Review Committee*
Date of Revision: 5/2013
Date of Review: 4/2017, 07/2020
Date for Next Review: 07/2021

The SON holds a strong commitment to provide excellent support to students with documented learning disabilities. It is the responsibility of the student to provide the course coordinator with the official documentation within the first two weeks of the semester for special accommodations established by the Learning Center.

Testing accommodations for qualified (documented diagnosed learning disabilities) nursing students can be provided only with the authorization of the WVWC Learning Center. Requests include accommodations such as extra time, a separate room to reduce distractions, and/or assistive personnel (i.e., reader). All accommodation requests must be made in advance so that the necessary arrangements can be made.

Title: **Core Performance Standards for Undergraduate Nursing Students**
 Responsibility of: *Curriculum Committee*
 Date of Revision: 3/2015
 Date of Review: 01/2018, 07/2020
 Date for Next Review: 07/2021

Requirements	Standards	Examples
Critical thinking	Critical thinking ability for effective clinical reasoning and clinical judgement consistent with level of educational preparation	Identification of cause/effect relationships in clinical situations Use of the scientific method in the development of patient care plans Evaluation of the effectiveness of nursing interventions
Professional Relationships	Interpersonal skills sufficient for professional interactions with a diverse population of individuals, families and groups	Establishment of rapport with patients/clients and colleagues Capacity to engage in successful conflict resolution Peer accountability
Communication	Communication adeptness sufficient for verbal and written professional interactions	Explanation of treatment procedures, initiation of health teaching. Documentation and interpretation of nursing actions and patient/client responses
Mobility	Physical abilities sufficient for movement from room to room and in small spaces	Movement about patient's room, work spaces and treatment areas Administration of rescue procedures cardiopulmonary resuscitation
Motor skills	Gross and fine motor abilities sufficient for providing safe, effective nursing care	Calibration and use of equipment Therapeutic positioning of patients
Hearing	Auditory ability sufficient for monitoring and assessing health needs	Ability to hear monitoring device alarm and other emergency signals Ability to discern auscultatory sounds and cries for help
Visual	Visual ability sufficient for observation and assessment necessary in-patient care	Ability to observe patient's condition and responses to treatments
Tactile Sense	Tactile ability sufficient for physical assessment	Ability to palpitate in physical examinations and various therapeutic interventions

Adapted from Southern Region Educational Board, 2015, *The Americans with Disability Act: Implications for Nursing Education*.

Under the ADA, nursing programs cannot base admission, acceptance or continued enrollment on the core performance

standards. Instead, the standards should be used to assist applicants and students in the determination of need for ADA related accommodations and medications. The core performance standards are intended to constitute an objective measure of:

1. A qualified applicant's ability with or without accommodations to meet the program performance requirements.
2. Accommodations required by a matriculated student who seeks accommodations under the ADA.

Applicants and students with disabilities seeking accommodations under the ADA, as amended, should be referred to the Department of Education Office for Civil Rights document titled, *Students with Disabilities Preparing for Postsecondary Education: Know Your Rights and Responsibilities* (US Department of Education. September 2007)

References:

Liebert, D. (2003). Access to Higher Education for the Mentally Ill: A Review of Trends, Implications and Future Possibilities for the Americans with Disabilities Act and the Rehabilitation Act. *International Journal of Psychosocial Rehabilitation*. 7, Retrieved on February 18, 2010 from http://www.psychosocial.com/IJPR_Liebert.html

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Title: **Academic Graduation Requirement**
Responsibility of: *Academic Standards and Review Committee*
Date of Revision: 3/2015
Date of Review: 01/2019, 07/2020
Date for Next Review: 07/2021

To graduate from WVWC the student must earn a minimum of 120 credit hours distributed across the general studies curriculum, the nursing major (BSN) requirements and elective credits.

Students must:

1. Meet all requirements outlined for the Bachelor of Science in Nursing Degree in the college catalog.
2. Meet college graduation requirements
3. Apply for graduation twelve (12) months prior to anticipated graduation by filing the Application for Degree form with the Registrar's office.
4. Submit Alternative Entry Credit materials (if meet criteria stated in college catalog) to the nursing academic advisor by the end of the first month of the semester in which you plan to graduate. For example, by September 30 for a December graduation, February 28 for May graduation or by June 1 for August graduation.
5. Order nursing pin, if desired. Pins are ordered annually during the spring semester. Payment is due at that time.
6. Participate in School of Nursing Convocation and graduation if desired. Notify the Nursing office of your intent to participate in convocation and graduation by April 1.
7. Complete all required departmental testing at established benchmarks, including Virtual ATI.

Title: **Academic Attendance Policy**
Responsibility of: *Academic Standards and Review Committee*
Dates of Revision: 08/2011, 07/2020
Date of Review: 01/2018, 07/2020
Date for Next Review: 07/2021

The School of Nursing faculty believes attendance is essential for quality academic performance, and adheres to the college policy related to attendance found in the current college catalog: "Each student is expected to attend classes and laboratory sessions. Missing a substantial portion of any class or laboratory session constitutes an absence. Missing sessions because of late registration may constitute absences. Faculty members are free to establish attendance policies that penalize students for classes missed." (Current College Catalog and College Student Handbook)

1. Class attendance is expected. Class, clinical and experiential nursing science (skills/simulation) laboratory attendance is required.
2. Absences: Students must notify the appropriate faculty member in advance of the absence. Notification does not constitute an excused absence.
3. Absences may only be excused for attendance at professional meetings, serious illness or personal tragedies. Students who are ill are expected to seek medical evaluation through their healthcare provider or college health center.
4. For any absence, it is the student's responsibility to make up the classroom, clinical, or experiential nursing science laboratory and/ or written assignments.
5. Missed tests MUST be made up after consultation with course/clinical faculty.
6. Students are not excused from scheduled clinical assignments for job interviews. Students are expected to notify prospective employers that the clinical experience is mandatory for successful completion of the course.
7. Regular class, clinical and experiential nursing science laboratory attendance is indicative of acceptance of professional responsibility and accountability.
8. Absence of 10% or more may result in failure.
 - a. Failure to meet clinical and course responsibilities will result in failure of the course.
 - b. If a student is late, the instructor is not required to admit the student to class, clinical, or skills laboratory; and the student will be counted as absent.
 - c. More than 2 unsatisfactory clinical days equates a clinical failure for the specific course.
9. Tardiness: All students are expected to be on time for all scheduled classes. Students who are late will be warned. All students are expected to be on time and prepared for all clinical learning experiences.

Title: **Academic Grading Policy**
Responsibility of: *Academic Standards and Review Committee*
Date of Revision: 3/2015
Date of Review: 01/2018, 07/2020
Date for Next Review: 07/2021

Success in nursing is dependent on good academic standing. Nursing students must maintain a cumulative grade point average of at least 3.00. This higher nursing standard for CGPA and course grading reflects the faculty beliefs and current literature that supports a relationship between GPA and NCLEX first time pass rate success. The grading scale for nursing coursework is:

A = 93-100	C+ = 79
A- = 90-92	C = 78
B+ = 87-89	D+ = 77-64
B = 83-86	D = 60-63
B- = 80-82	F = 0 – 59

Students are advised “C-” nursing support course grades are not passing grades and are subject to the repeat courses policies outlined in the Nursing Student Handbook admission and progression policies and the current WVWC catalog.

Grading

The School of Nursing uses a common grading scale for all nursing courses. All students in the BSN program must achieve a 78% average on all course examinations. This 78% testing average must be achieved **before** other course requirements are added to arrive at the final course grade.

Course examination grades and final grades are not rounded.

Each course faculty will determine the methods for reviewing course tests with the students. Course tests are not returned to the students. The tests will be reviewed with students in the course at a time arranged by the faculty.

Print Name _____

Signature _____

Date _____

Title: **Academic Credit Hour Allocation Policy**
Responsibility of: *Academic Standards and Review Committee*
Date of Revision: 07/2021
Date of Review: 01/2018, 07/2020
Date for Next Review: 07/2021

Theory, clinical, including experiential nursing science (skills), laboratory sessions meet according to the class schedule. Class and clinical meeting time and credit hour allocations are:

Class: Each 50 clock minutes of class earns one (1) credit hour.

Clinical: Each 3 clock hours of clinical experience earns one (1) credit hour.

Simulation: Each 3 clock hours of clinical experience earns six (6) clinical credit hour.

Title: **Standardized Testing and RN NCLEX Comprehensive Assessment Policy**
Responsibility of: *Academic Standards and Review Committee*
Date of Revision: 12/2015, 8/2016, 1/2017, 11/2017, 4/2020
Date of Review: 12/2015, 8/2016, 1/2017, 4/2017, 01/2018,
12/2019, 07/2020
Date for Next Review: 07/2021

STANDARDIZED TESTING AND COMPREHENSIVE ASSESSMENT OF NURSING KNOWLEDGE POLICY

NCLEX SUCCESS PROGRAM

Policy for NCLEX Success: All students are required to participate in all test taking strategy courses, workshops and activities, standardized testing, and review courses as deemed appropriate by the nursing faculty. Standardized testing will begin at the sophomore level and continue throughout the student’s course of study in the Nursing program.

Testing

Students will be required to take nationally normed tests throughout the curriculum and to make a satisfactory score in order to progress. In the last semester of the curriculum, students will be required to take a comprehensive exam and to make a satisfactory score on the exam to graduate.

Background

West Virginia Wesleyan School of Nursing requires that all baccalaureate graduates demonstrate content mastery in the discipline. The School of Nursing currently uses the Comprehensive Assessment and Review Program by Assessment Technologies Institute, LLC (ATI) developed from the NCLEX-RN Test Plan as a resource for students to help them achieve content mastery in the discipline of nursing through formative and summative standardized testing. Formative testing occurs throughout the program at prescribed intervals. Summative testing occurs during the spring semester of the senior year using the RN

Comprehensive Predictor exam. The RN Comprehensive Predictor exam allows students to demonstrate content mastery of the material tested on the NCLEX-RN® licensure exam and serves as the BSN School of Nursing’s comprehensive exit exam for the major.

Purpose

The purpose of ATI assessments and remediation assignments is to prepare students for the end of program comprehensive assessment and the NCLEX-RN licensure exam.

Policy

A variety of ATI assessments and remediation assignments will be used throughout the BSN Program. Faculty reserve the right to add new assessments when available and to require remediation assignments when needed for identified student learning needs.

What is ATI?

- Assessment Technologies Institute® (ATI) offers an assessment driven review program designed to enhance student NCLEX-RN success.
- The comprehensive program offers multiple assessment and remediation activities. These include assessment indicator for academic success, critical thinking, and learning styles, online tutorials, online practice testing, and proctored testing over the major content areas in nursing. These ATI tools, in combination with the nursing program content, assist students to prepare more efficiently, as well as increase confidence and familiarity with nursing content.
- Data from student testing and remediation can be used for program's quality improvement and outcome evaluation.
- ATI information and orientation resources can be accessed from your student home page. **It is highly recommended that you spend time navigating through these orientation materials.**

Modular Study:

ATI provides online review modules that include written and video materials in all content areas. Students are encouraged to use these modules to supplement course work and instructors may assign these during the course and/or as part of active learning/remediation following assessments.

Tutorials:

ATI offers unique Tutorials that teach nursing students how to think like a nurse; how to take a nursing assessment and how to make sound clinical decisions. **Nurse Logic** is an excellent way to learn the basics of how nurses think and make decisions. **Learning System** offers practice tests in specific nursing content areas that allow students to apply the valuable learning tools from Nurse Logic. Features are embedded in the Tutorials that help students gain an understanding of the content, such as a Hint Button, a Talking Glossary, and a Critical Thinking Guide.

Assessments:

Standardized Assessments will help the student identify what they know as well as areas requiring active learning/remediation. There are practice assessments available to the student and standardized proctored assessments will be administered within the respective courses. **As a condition of BSN program completion and graduation, students must meet or exceed the level 2 benchmark for all standardized proctored assessments administered in the program** If a student does not meet or

exceed the level 2 benchmark for the standardized proctored assessment administered in a given course but is successful in that course, they will be able to progress in the program. However, **prior to graduation**, the student must meet or exceed the level 2 benchmark for all standardized proctored assessments administered in the program. Failure to meet or exceed the level 2 benchmark for one or more ATI proctored assessment will delay program completion and graduation until this program requirement is satisfied. Students will be financially responsible for any assessments needed to be taken beyond the two “takes” of each proctored assessment that are included with their ATI fees.

Active Learning/Remediation:

Active Learning/Remediation is a process of reviewing content in an area that was not learned or not fully understood as demonstrated on an assessment. It is intended to help the student review important information to be successful in courses and on the NCLEX. The student’s individual performance profile will contain a listing of the topics to review. The student can remediate, using the Focused Review that contains links to ATI books, media clips and active learning templates.

The instructor has online access to detailed information about the timing and duration of time spent in the assessment, focused reviews and tutorials by each student. Students can provide documentation that required ATI work was completed using the “My Transcript” feature under “My Results” of the ATI Student Home Page or by submitting written Remediation Templates as required.

Critical Thinking Assessment

A Critical Thinking Assessment will be administered at the beginning of the first nursing course and at the end of the BSN Program at a designated time. Scores on the critical thinking exams provide data for program assessment related to development of critical thinking skills in nursing students across the BSN curriculum. These exams will only be given once and will not be included into students’ course grades.

ATI Virtual Review

Students must to complete all requirements in the review course as outlined by their virtual mentor and receive a green light status that indicates they have met the requirements to sit for the NCLEX exam. If this is not completed by the date grades are due to the Registrar, they will receive an (I) Incomplete. Receiving an Incomplete will delay graduation, from May to June, July, or August depending on when the green light is achieved. Delayed graduation will in turn delay when the student can take the NCLEX.

ATI Grading Rubric

Practice Assessment	
4 points	
<p style="text-align: center;">Complete Practice Assessment A</p> <p style="text-align: center;">Remediation:</p> <ul style="list-style-type: none"> ● Minimum one-hour Focused Review ● For each topic missed, complete an active learning template and identify three critical points to remember 	<p style="text-align: center;">Complete Practice Assessment B</p> <p style="text-align: center;">Remediation:</p> <ul style="list-style-type: none"> ● Minimum one-hour Focused Review ● For each topic missed, complete an active learning template and identify three critical points to remember



Standardized Proctored Assessment			
Level 3 or 95%+ on Predictor 4 points	Level 2 or 90%+ on Predictor 3 points	Level 1 or 85%+ on Predictor 1.8 point	Below Level 1 or <85% on Predictor 0 points
<p style="text-align: center;">Remediation= 2 points</p> <ul style="list-style-type: none"> ● Minimum one-hour Focused Review ● For each topic missed, complete an active learning template and identify three critical points to remember 	<p style="text-align: center;">Remediation= 2 points</p> <ul style="list-style-type: none"> ● Minimum two-hour Focused Review ● For each topic missed, complete an active learning template and identify three critical points to remember 	<p style="text-align: center;">Remediation= 2 points</p> <ul style="list-style-type: none"> ● Minimum three-hour Focused Review ● For each topic missed, complete an active learning template and identify three critical points to remember 	<p style="text-align: center;">Remediation=2 points</p> <ul style="list-style-type: none"> ● Minimum four-hour Focused Review ● For each topic missed, complete an active learning template and identify three critical points to remember
10/10 points	9/10 points	7.8/10 points	6/10 points
Proctored Assessment Retake*			
No Retake	Optional Retake	Retake Required	Retake Required

****For students who complete a Retake: that student can earn an additional point should the student achieve an increase in level.**

Title: **Math Proficiency and Remediation**
Responsibility of: *Academic Standards and Review Committee*
Date of Revision: 07/2020
Date of Review: 01/2018, 07/2020
Date of next review: 07/2021

Purpose

Math proficiency is an essential part of safe nursing practice. Students must possess a basic knowledge of fractions, decimals, percentages, ratios, and proportions. Medication errors made are considered to be sentinel events by health care accrediting bodies (National Patient Safety Goals Effective January 1, 2014, The Joint Commission. Available at: http://www.jointcommission.org/assets/1/6/HAP_NPSG_Chapter_2014.pdf), and may have severe consequences to a patient including dangerous injuries or even death.

Policy

The expectation is that each student demonstrates competency in math proficiency within each clinical and theory portion of nursing courses. If unable to perform calculations as needed remediation is required.

Math Remediation

- meet with the instructor of record for remediation planning
- complete assigned remediation and submit to the faculty
- complete practice exams for course and submit to the faculty achieve the competency standard noted above

Recommendations

- Require drug calculation text for all levels
- Math questions are required on each exam.

The expected mathematics competencies will progress as follows:

Level II (Sophomore)

- JCAHO approved abbreviations
- Metric, Apothecary, and Household Measurements
- Other common Drug measurements: units and milliequivalents
- Time and temperature conversions
- Equipment used in dosage administration
- Interpreting Drug Orders, Understanding Drug Labels
- Preventing Medication errors
- Drug Dosage Calculations: tablets and capsules, Oral liquids, ointments, eye and ear drops
- Add SQ and IM
- Introduction to IV calculations
- Reconstitution of Solutions
- Topical Solutions/Irritants
- Level III (Junior)
- Pediatric volume control sets
- Topical Solutions/Irritants

- Oral and Enteral feedings
- D/H calculation and Ratio/Proportion of Second Semester: Pediatrics
- Pediatric dosages based on weight for safe pediatric dosage
- Administering meds to Children o Second Semester: Pharmacology
- Common IV solutions
- Calculate ml/hr. & got/min
- Monitoring IV's and IV sites; manually regulated IV
- Primary and Secondary tubing
- Electronically regulated IV
- Blood administration
- Calculating Infusion time, volume

Level IV (Senior)

- Critical care calculations, flow rate of an IV med to be given over a specified time period
- Body surface area method
- Calculation of Daily volume for Maintenance IV
- IV Heparin
- Limiting Infusion Volumes

SERVICE LEARNING AND ACADEMIC SUPPORT

Title: **Service Learning Policy**
Responsibility of: *Academic Standards and Review Committee*
Date of Revision: 07/2020
Date of Review: 01/2018, 07/2020
Date of next review: 07/2021

Service Learning in the School of Nursing is a meaningful learning experience by which the person actively engages with the community to benefit both the service and the students.

Community engagement and service learning are both integral parts of nursing practice as it is a service-oriented profession. It also correlates with the mission statement of West Virginia

Wesleyan College that states: "Think critically and creatively; communicate effectively, act responsibly, and demonstrates their local and world citizenship through service (WVWC Mission

Statement, 2018). Service learning is incorporated into one class each semester for nursing students. The courses that will have a service learning component are the following:

- NURS 220 – Foundations of Nursing
- NURS 235 – Nursing Care for Adult Health and Illness I
- NURS 335 – Nursing Care of Children
- NURS 340 – Nursing Care for Adult Health and Illness II
- NURS 440 – Community Nursing and Population Health

Students enrolled in spring semester as seniors will be exempt from completing their service learning experience as they are working directly with a clinical preceptor providing a to their patients.

For this assignment, students must complete 3 hours of a service learning project in any community setting that they wish. But the experience must be a meaningful service that helps to better the community. An example of an appropriate service learning experience is volunteering at the Parish House, a non-profit facility that helps those in need by giving food out, providing meals, and any other necessities that people may need. The Center for Community Engagement (CCE) on campus is a great resource for finding a service to participate in.

After completing the 3 hours, students will write a one page typed (single spaced) reflection paper on the experience. Students will also need to have document that is shown below that is signed off by both the student and a person who can verify (such as the director of the facility volunteered at). This project is usually assigned at the beginning of the semester and due the last few weeks of class.

Service Learning Experience

I, _____, have successfully completed 4 hours of community service for my Service Learning Experience for Nursing 235. I understand that my hours completed were for the betterment of the community and not just myself. I will also complete the one-page reflection paper that is required for this experience.

Student Signature

Date

Verifier Signature

Date

Title: **Academic Advising – Student Role**
Responsibility of: *Student Development Committee*
Date of Review: 3/2015
Date of Review: 07/2020
Date for Next Review: 07/2021

Academic advising is an integral part of the students' educational experience. To ensure timely resolution of problems and to ensure progression and graduation, the student must assume responsibility in the advising process.

Students are expected to:

1. Obtain knowledge of nursing curriculum requisites for graduation.
2. Outline a plan of progression based on course availability, prerequisite/corequisite requirements, general studies and, major and/or minor requirements.
3. Schedule an appointment with the assigned academic advisor prior to registration deadlines.
4. Enter course selections into Web Advisor following guidelines provided by the Registrar's office.
5. Make the academic advisor aware of academic problems in order to enable the advisor to counsel and advise.
 - a. Follow up with faculty or designated individual in resolving issues affecting satisfactory performance in courses and/or clinical.
6. Make sure that the academic advising record is accurate and complete.
7. Change an assigned academic advisor by communicating such a request in writing to the Chair of the BSN Program and to the office of the Registrar.
8. Notify advisor and school director of intent to withdraw from the program.

Title:	Contract Learning/Independent Study/Directed Learning/Internship
Responsibility of:	<i>Academic Standards and Review Committee</i>
Dates of Revision:	3/2015
Date of Review:	01/2018, 07/2020
Date for Next Review:	07/2021

Since the focus of nursing is on people and their health, the potential for creativity in planning valuable learning contracts is almost limitless. The following policies have been developed as a means of assuring that the credits awarded in nursing are meaningful and represent a positive learning experience. **Note:** Nursing Learning Contracts can be completed by Wesleyan nursing students only.

Type of Learning Contracts:

A. Independent Study/Directed Learning

Students may engage in independent learning if the class is not offered during the academic year or at a time that does not conflict with nursing course requirements. Students are expected to obtain the appropriate documentation for independent/directed or internship study and submit the documentation by the calendar deadlines. Forms are available in the Registrar's Office or online. Failure to meet submission deadlines may result in an inability to pursue contract learning at the planned time.

B. Other Types of Contract Learning

Contract learning in the field of nursing need not be limited to experiences in giving care to inpatients. The kinds of objectives and experiences which will enhance the student's nursing knowledge and competence are limited only by the scope of student's and faculty's perception of what can be valuable to the future nurse.

C. Faculty and Learning Contracts

1. Faculty members may work with students in contract learning after the first year of employment at Wesleyan.
2. Faculty members should have at least two years' experience in teaching before working with learning contracts.
3. A faculty member may decline a contract for valid reasons such as:
 - a. The objectives and plan:
 - 1) do not provide for learning experiences adequate and valid for the credit sought.
 - 2) are not appropriate for nursing credit.
 - b. Teaching load does not allow for sufficient time to work constructively with the student.
 - c. The contract is not finalized before the deadline.
4. The faculty member with whom the student initiates the contract will be the person to follow the contract through the completion.
5. Faculty members are urged to encourage students to think and plan creatively for experiences which will broaden their knowledge and skills and enhance their professional nursing competence.

Title: **Course and Final Examinations**
Responsibility of: Academic Standards and Review Committee
Date of Revision: 3/2015, 07/2020
Date of Review: 01/2018, 07/2020
Date of Next Review: 07/2021

Course testing in each content area examination is designed to measure the student's knowledge of professional nursing theory and practice. At the discretion of the course faculty, course testing will:

- Cover all the required readings and material presented in the class, skills, simulation and clinical learning experiences.
- Not have test questions eliminated from the test unless they have been keyed wrong.
- Exam questions may cover previously learned knowledge from previous nursing courses.

Missed Examinations

- Rescheduling examinations is at the discretion of the respective faculty.
- If missed without prior approval, the student will receive a unit exam grade of **zero**.
- If missed for illness, injury, or emergency, the faculty will reschedule the test.
- A plan for rescheduling a missed exam due to a school-sanctioned event must be in place before the scheduled event.

Course Examination Administration

- Examinations will begin promptly at designated times.
- All personal items (i.e., purses, backpacks, cell phones, books etc.) will be placed at the front of the classroom.
- Late students will not be allowed to enter the room unless the student has provided notification of expected lateness and prior arrangements have been made.
- Students are not permitted to leave their seats once the examination has begun.
- Students will be allowed at least **50** minutes for unit examination and **120** minutes for final examination.

Computerized Course Examinations

- Students are advised to be alert for multiple response items.
- Students will be allowed to access each question in respective order. Students will NOT receive credit for unanswered items.
- Students must choose all correct answers on "select all that apply" questions to receive credit for the test item. Students may receive partial credit per the discretion of the faculty.

Course Examination Review

- The course faculty determine the methods and processes for examination reviews.
- If a student takes an exception to an answer identified as the correct one, the student is to follow the faculty instructions for further discussion
- Students are expected to meet with faculty if their performance on any test is less than 78%

Reporting Examination Results

- Faculty reserve the right to delay exam grades reports until all students have tested and the faculty have reviewed the test.
- Students should not expect examination grades to be returned sooner than one week following the course/unit examination
- Final Course grades are reported by the Registrar's Office. Students should not contact the faculty for final course grades.

Title: **Course Registration Hold**
Responsibility of: Academic Standards and Review
Date: 04/2011
Date of Review: 01/2018, 07/2020
Date of Next Review: 07/2021

All students are expected to register for courses during the scheduled registration periods. Students cannot register if they have a HOLD on their account. Common reasons that students may have a HOLD on their account are:

- Outstanding balance on their account
- Admissions requirements not satisfied
- Have not submitted all required immunization documentation or CPR documentation to nursing office
- Have not completed the background check requirement

Students who do not register at the scheduled time will incur a late registration fee assessed by the Registrar's Office.

Title: **Academic and Professional Research: Students as Research Subjects and Participants**

Responsibility of: *Academic Standards and Review Committee*

Date of Revision: 03/2015

Date of Review: 01/2018, 07/2020

Date for Next Review: 07/2021

Students who are asked to be research subjects or participants should inquire of the Nursing Faculty for policies and regulations connected with this experience, per WVWC IRRB policy.

Title: **Request for References**
Responsibility of: Academic Standards and Review Committee
Date: 05/2011
Date of Review: 01/2018, 07/2020
Date of Next Review: 07/2021

To comply with the provisions of Family Educational Rights and Privacy Act (FERPA), please submit a request for a reference *in writing*, preferably two weeks in advance of the date it is needed. Include the person to whom the letter is to be addressed, the nature of the reference (for a scholarship application, position in nursing, admission to a Master's program, etc.), and whether you want the letter sent directly or returned to you to send. Your request for a reference is the consent for release of information. If you use an agency reference form, submit the request for completion with the same information outlined above and provide at least two weeks' notice for the faculty.

Title: **NCLEX and Board of Nursing Applications**
Responsibility of: *Academic Standards and Review and Student Development Committees*
Date of Revision: 11/2003
Date of Review: 01/2018, 07/2020
Date for Next Review: 07/2021

Each student is required to file an application with a state Board of Nursing for sitting the licensing examination. Applications will be filled out in the final semester prior to the submission date, as explained by the Chairperson, BSN Program. The WV application has multiple sections that each must be completed in total to be eligible to take the NCLEX-RN Licensure exam. It is each student's individual responsibility to complete all sections of the application for WV (or whatever state in which they choose to test).

All states have Mandatory Licensure laws. Any person who has been convicted of a felony may not be eligible for licensure, subject to the individual State Board of Nursing. Jurisdictions require fingerprinting as part of the licensure application process. Scheduling appointments for taking the licensing examination and making travel accommodations is the responsibility of the individual student. Students are responsible for submitting all materials to the licensing board.

Each student also independently files an application with the National Council on Licensing Examination (NCLEX) for sitting the exam and submits the appropriate fee. The Chairperson will provide information regarding these procedures to students during the final semester enrolled, however, it is the student's responsibility to complete and submit this application directly to the National Council of State Boards

All costs associated with the state board of nursing and NCLEX examination applications are the responsibility of the student.

Title: **Tutoring in Nursing**
Responsibility of: *Academic Standards and Review Committee*
Date of Revision: 05/2012
Date of Review: 01/2018, 07/2020
Date for Next Review: 07/2021

Why tutoring?

Students should utilize tutoring in order to help them grasp a better understanding of the various topics they are studying. Tutoring can help students who are struggling or don't understand a particular topic, gain a better understanding of the material. Role of the tutor

The tutor's role is to help students who don't understand subject matter to gain a better understanding of the material. The tutor is there to help students gain a better understanding and knowledge. The tutor is not there to help students fill out their study guides from start to finish. The tutor also does not know the answers to the test and is not shown the test prior to students taking it. Tutors try to bring a wealth of knowledge to the table, but they should not be expected to know everything.

Role of the person being tutored

The person receiving tutoring should bring their book, notes, and any other study material they have in order to optimize the tutoring experience. Students should come with the mindset to learn and gain understanding. They should also bring questions about concepts or material that they do not fully understand. It is acceptable to bring a study guide provided by a teacher as long as the student asks questions about the study guide and does not merely want the tutor to help him/her fill it out.

Tutoring and time management

Students should be aware that available times for tutoring are short and sometimes they vary. Students should manage their time accordingly when at tutoring. They should also be advised that most of the time showing up the day before the test will not be adequate time to receive the help you need. Students should assess how much they do not understand and attend enough sessions to adequately cover all of the material.

POLICIES RELATED TO CLINICAL PRACTICUM EXPERIENCES

Title: **Academic Policies: COVID 19 Clinical Rotations/
Practicum Practice Protocols**

Responsibility of: *Academic Standards and Review Committee*

Date of Adoption: 7/2020

Date for Next Review: 07/2021

In an effort to support student clinical/practicum experiences during the COVID 19 recovery phase, the following policies will be used to guide student placements and achievement of student learning outcomes:

1. Program administrators and clinical faculty will work with agency leadership to identify optimal experiences to assure patient and student safety while supporting achievement of academic learning outcomes. **Telehealth** experiences are **not** considered optimal clinical experiences to achieve academic learning outcomes and **will not** be considered appropriate clinical hours.
2. Any student who will be participating in community practice will follow current CDC guidelines related to COVID management and these guidelines can be referenced at <https://connect.wvmedicine.org/coronavirus/>. In addition, students in community settings will follow the COVID management policy of that particular organization or community setting.
3. Clinical experiences for students for COVID-19 positive cases or persons under investigation (PUI) for COVID-19 will not be allowed.
4. Any student who is high-risk or who lives with someone who is high-risk (for the virus) as a result of a pre-existing condition as defined by the CDC, should self-identify and be excluded from clinical/practicum participation at this time. This situation may result in delayed time to graduation.
5. Any student who is uncomfortable with participating in a clinical/practicum rotation at this time is excused. **These decisions may result in delayed time to graduation.**
6. Students and faculty/instructors answering “yes” to the following screening criteria are asked to refrain from participating in any clinical experience:
 - Have you had symptoms of COVID-19 in the last five days such as new fever, cough, or shortness of breath?
 - Have you or someone you have been in contact with been tested for the COVID-19 virus or tested positive for the COVID-19 virus?
 - Have you been tested for COVID-19 and are currently awaiting results?
 - Have you travelled internationally in the past 14 days?

7. **Personal Protective Equipment (PPE):** Students may be responsible for supplying their own personal protective equipment and will be responsible for reviewing training information supplied by faculty on proper use of PPE for clinical/practicum rotations. In some situations, N95 masks may be available; faculty will inform students if N95 masks will be available in a given rotation.

- All students and faculty will be required to use personal protective equipment and wear masks (at a minimum) upon building entry, in all public locations, and until final exit of the hospital or clinic setting. Faculty will provide information regarding type of mask needed and whether these will be supplied by the agency.
- Protective eyewear (goggles, face shields) will be required of all students and supervising faculty during clinical care; information on how you may obtain this equipment will be provided by the faculty.
- Diligent hand washing prior to, during, and at the end of all clinical experiences and use of gloves during all patient care is expected.

8. Students will follow social distancing rules and avoid congregating in groups.

9. School photo ID must be worn and visible at all time.

10. Faculty will provide information regarding parking, parking forms, entrances and exits to use for hospital and clinic locations, etc. Please adhere closely to this information.

11. Contact faculty immediately with questions or concerns.

12. All matters pertaining to the COVID-19 virus are very fluid, sometimes changing daily. Our practices, policies, and protocols similarly are subject to change as circumstances evolve.

Title: **Academic Clinical Transportation Policy**
Responsibility of: *Student Development Committee*
Date of Revision: 8/2007
Date of Review: 01/2018, 07/2020
Date for Next Review: 07/2021

Students engage in clinical learning experiences and a variety of hospital and community-based settings in West Virginia.

Transportation and related expenses to clinical practice settings is the responsibility of the student.

Clinical faculty will inform students prior to the first clinical experience, concerning appropriate times to contact them at home or at the clinical agency regarding cancellation or change in time of clinical experience.

Title: **Professional Appearance Nursing Students**
Responsibility: Student Development Committee
Date of Revision: 06/2010, 07/2020
Date of Review: 01/2018, 07/2020
Date of Next Review: 07/2021

Nursing students, faculty and staff place a high value on personal appearance, including attire. The reasons are rooted in concerns for communication, cultural sensitivity and infection control. This policy sets forth standards for dress and appearance necessary to meet the safety objectives of placing patient welfare first and the educational objectives of preparing the student to assume the role of a professional health care worker. The message communicated by the caregiver by his/her dress and appearance plays a fundamental role in establishing this trust and confidence. Recent trends in clothing, body art, and body piercing may not be generally accepted by patients and should not be worn by nursing students. The following guidelines address classroom, clinical experiences and what is prohibited for both. Please note that if the dress code for a particular agency differs from that of the SON, agency guidelines take precedence.

Classroom Requirements: The following guidelines apply for all School of Nursing classes and School of Nursing sponsored activities etc.: 1. Good personal hygiene. 2. Hair should be neat, clean, and off the shoulders. 3. Clothing should be clean, professionally styled and in good repair.

Clinical Requirements: When patient contact is part of the educational experience, students are expected to dress professionally. (See uniform guidelines) 1. Minimal professional attire includes neat, clean and without stains or wrinkles apparel that is odor free. A name tag is required as part of the professional attire. 2. A WVWC SON patch must be displayed on the top left sleeve.

Title: **Clinical Policies**
Responsibility: *Academic Standards and Review Committee*
Date of Revision: 12/2015, 07/2020
Date of Review: 01/2018, 07/2020
Date of Next Review: 07/2021

- A. Students must meet all agency requirements for clinical related to background checks, clinical policies such as flu vaccine, HIPPA and infection control policies. Students are required to have a social security card by federal agencies in order for background checks to be completed. International students will be notified of this policy. Effective Fall 2015, clinical requirements are managed via Castle Branch. Per discretion of affiliate facilities students may be required to create and pay for profiles for other health management programs.
- B. Client care is to be given under the supervision of the nursing faculty or preceptor.
- C. The student must recognize his/her sphere of responsibility and function only in the student role.
- D. The student must be in professional uniform while in any clinical setting.
- E. The student may NOT at any time:
 - 1. Administer any medication without utilizing the six rights of medication at administration.
 - 2. Take verbal or telephone orders.
 - 3. Administer IV medications that agencies prohibit students from administering for ex: cytotoxic drugs, cardiac medications, sedatives, etc.
- F. The student may not serve as a witness for any document.
- G. If the student expects to be late or absent, they are to notify the instructor per the instructor's guidelines prior to the beginning of the clinical experience. The student is not to call the agency and leave a message.
- H. Absences may contribute to failing the course since the student may be unable to meet the course/clinical objectives. Students are referred to attendance policies in handbook, college catalog and course syllabi. If a student has 2 or more unexcused absences in the classroom or clinical setting may constitute failure in the course.

Title: **Professionalism: Health Information Portability and Accountability Act (HIPAA)**
Responsibility of: *Academic Standards and Review Committee*
Date of Revision: 11/2003
Date of Review: 01/2018, 07/2020
Date for Next Review: 07/2021

The protection, security and privacy of health information is an expectation of patients in any clinical setting. Students who have access to patient's health information in educational experiences are required to maintain his privacy and confidentiality of that information.

A. Students must:

1. Participate in HIPAA training
2. Protect the privacy rights of all patients
3. Safeguard health information of all patients
4. Follow HIPAA procedures
5. Report potential problems immediately

B. Failure to comply with HIPAA and departmental confidentiality procedures may result in:

1. Failure in the clinical experience
2. Failure in the course
3. Dismissal from the nursing program

Title: **Uniform Policy**

Responsibility of: *Student Development Committee*

Date of Revision: 04/2017, 07/2020

Date of Review: 01/2018, 07/2020

Date for Next Review: 07/2021

First impressions are important when approaching clients; therefore, professional dress is required at all times when you are representing the College and on clinical agency property. The following is appropriate.

A. Dress

1. White scrub top with WVWC patch sewn onto the left shoulder, navy blue pants, white fluid-resistant shoes, and white stockings or socks for most hospital clinicals. Scrubs are to be ordered through Merida's and patches will be provided by Merida's.
2. White lab coat (three quarter length) jacket with WVWC patch sewn onto the left shoulder to be ordered from Meridy's, and patches will be provided by Meridy's.
3. Name badge pinned to the scrub top. Name pin needs to have white background with black letters with first name, last name, SN (1st line); 2nd line: West Virginia Wesleyan College. This is also to be ordered from Meridy's. Place the name pin on your left side above the left breast.
4. For community clinical, the uniform will be navy or black dress slacks (no jeans) and white scrub top or blouse/shirt. The name badge must be worn on the lab jacket.

B. Hair, Jewelry, Nails

1. All students' hair must be out of the eyes, and if long, pulled back and neatly secured and off the shoulder. Facial hair must be clean shaven or have a neatly trimmed beard or mustache.
2. Earring posts or small wires are acceptable – one per lower ear lobe. No other jewelry in various body piercing will be worn. Wedding band and a watch may be worn. No other jewelry may be worn.
3. Fingernails must be neatly trimmed to cover the end of the fingertips. One fresh coat of a light color nail polish may be worn. No artificial nails or tips.
4. Body tattoos must be covered while in the clinical setting off campus.

C. Requirements for all Clinical Nursing Courses *Each student will have the following:*

1. Uniforms
2. Conservative, comfortable white shoes and a pair of brown, black, or navy walking shoes. (Sandals and/or open-toed shoes are not considered conservative or safe.)
3. Plain white hose or white socks.
4. Undergarments are not to be visible through the uniform.
5. A $\frac{3}{4}$ length lab coat.
6. Sphygmomanometer (blood pressure cuff).
7. Stethoscope
8. Watch with a second hand or a way to measure seconds.

9. Pen with black ink, penlight, and small bandage scissors.
10. Current Cardiopulmonary Resuscitation (CPR) card for health care workers, adult and child certified, valid through the academic year on file in the Nursing Office by the end of the spring semester.
11. Completion of all clinical requirements via Castle Branch.

**EXPECTATIONS FOR
PROFESSIONAL BEHAVIOR**

Title: **Expected Civility**

Responsibility: Student Development Committee

Date of Revision: 06/2010

Date of Review: 01/2018, 07/2020

Date of Next Review: 07/2021

Students in the Nursing Program at West Virginia Wesleyan College School of Nursing are engaged in preparation for professional practice. Nursing practice is guided by the *ANA Code of Ethics* and *ANA Standards of Professional Practice*, which emphasize respect for others. Students in a professional nursing education program are held to these standards. All communication with faculty and other students should always be respectful.

The following are expected civil behaviors that support the teaching/learning environment.

1. Address the faculty member by his or her title.
2. Arrive to class on time.
3. Call the faculty member and leave a voice message or email in the event of tardiness or absence prior to class.
4. Students should not talk when faculty members or classmates are speaking during class.
5. Students who are disruptive or uncivil will be asked to leave the classroom.
6. Students are not permitted to bring a guest or children to class without prior permission.
7. Electronic equipment or devices shall not be used without the express permission and consent of the instructor.

Title: **Professional Conduct: Academic and Professional Integrity Policy**

Responsibility of: *Academic Standards and Review Committee*

Date of Revision: 04/2017

Date of Review: 01/2018, 07/2020

Date for Next Review: 07/2021

The School of Nursing will not tolerate academic dishonesty of any kind. The nursing faculty expects all nursing students to adhere to the policies included in the Statement on Academic Integrity (see the West Virginia Wesleyan College Student Handbook) and views Academic dishonesty as detrimental to the development of honest patient/client relationships and the practice of professional nursing.

ACADEMIC MISCONDUCT

Because the nature and function of nursing impinges upon the safety and well-being of others, primarily the client, academic integrity is a responsibility of each person. For the School of Nursing, all educational experiences fall within the academic integrity expectations. Plagiarism, cheating, falsifying records (self or patient; college or clinical agency), lying and any other form of academic dishonesty are intolerable. Any student participating in any form of academic dishonesty is immediately responsible to the teacher of the class or clinical experience. In addition to other possible disciplinary sanctions, which may be imposed through regular institutional procedures as a result of the misconduct, the instructor has the authority to assign an "F" or a zero for the exercise or examination assignment, or to assign an "F" in the course. If the dishonesty involves client care, the instructor has the authority to refuse to assign the student to client care, and/or change the student's clinical assignment.

In a written testing environment, students can expect some or all of the following:

- No food or drinks allowed at the students' desk area.
- All cell phones are to be turned off and left at the front of the room.
- All book bags, coats, jackets, cell phones, hats, watches, technological devices, and other belongings and exterior wear are to be left at the front of the room.
- Once the test has begun, if the student leaves the room (for ANY reason), their test is considered finished and submitted.
- No bathroom breaks during testing.
- Students will use a manila folder to house their answer sheets while testing.
- Student work should be shielded at all times.
- Students are expected to do their own work.
- Multiple proctors.
- Multiple versions of the test.
- Videotaping of the testing.
- Student seating arrangements to reduce the risk of cheating.

The following violations of academic integrity are defined.

A. Cheating:

Unauthorized use of any materials, notes, sources of information, study aids or tools during an academic exercise. No cell phone, calculators, palm computers, smart watches or hats allowed during exams. Use of calculators will be announced if necessary.

- Unauthorized assistance of a person, other than the course instructor during an academic exercise.
- Unauthorized viewing of another person's work during an academic exercise.
- Unauthorized securing of all or any part of assignments or examinations in advance of the submission by the instructor.

B. Fabrication/Falsification:

The unauthorized invention or alteration of any information, citation, data or means of verification in an academic exercise, official correspondence of a university record, client record or other professional documentation.

- Failure to report errors in the clinical area
- Failure to report changes in client status to faculty
- Falsifying client records by charting incorrect data or removing data
- Releasing confidential information about clients to persons who do not have the right to such information
- Rude or abusive language to patients, personnel, peers, faculty or staff ☐ Jeopardizing a patient's safety or welfare

C. Plagiarism:

Submitting as one's own work or creation any material or an idea wholly or in part created by another. This includes, but is not limited to:

- Oral, written and graphical material
- Both published and unpublished work
- Any material(s) downloaded from the internet or cut or pasted or typed or written verbatim from published sources.

It is the student's responsibility to clearly distinguish their own work from that created by others. This includes proper use of quotation marks, paraphrase and the citation of the original source. Students are responsible for both intentional and unintentional acts of plagiarism.

D. Complicity:

Helping or attempting to help someone commit an act of academic dishonesty.

- Having access to test information during testing periods
- Conveying test information to other students
- Reproducing information in duplicate for assignments
- Destruction or confiscation of school resource material or equipment
- Jeopardizing a patient's safety or welfare.

Students may be guilty of academic misconduct either directly or indirectly through participation or assistance.

E. *Sanctions:*

The instructor will impose one or more of the following for cheating and plagiarism:

- A lower or failing project/paper/test grade
- A lower final grade
- Failure of the course
- Exclusion from further participation in the class (including laboratories or clinical experiences.)
- Dismissal from the program

The instructor will impose one or more of the following for falsifying records including client data:

- A lower or failing grade in the course and/or clinical grade
- A failure in the course
- Dismissal from the program

Note: Falsification of records may have legal consequences for which the student may be held accountable.

CLINICAL MISCONDUCT

Clinical misconduct that jeopardizes patient safety will not be tolerated and could result in immediate dismissal from the program. The School of Nursing may require alcohol and drug screenings at any time signs and symptoms of possible use are observed. Should alcohol/drug use be suspected, it is the student's responsibility to assume all costs of any and all lab tests/screenings performed. The student must not threaten the physical and/or psychological well-being of a patient by her/his performance in the clinical area. If this occurs at any time, the student is in danger of failing the nursing course in which he/she is currently enrolled.

Students are held accountable for any real/potential threat to the patient. This includes skills previously learned. If the instructor prevents an error, the student is still at fault.

A behavior or consistent behaviors that result in a threat to the patient's physical and/or psychological well-being is "at risk" behavior. Examples of "at risk" behavior(s) include but are not limited to the following:

- Principles learned in prior semesters are violated.
- Inappropriate verbal or non-verbal behavior in the presence of the patient or the family.
- Inadequate preparation for the clinical assignment.
- Demonstrable lack of progress in performing.

- Excessive absence from classroom lecture.
- Breach of confidentiality.
- Communicating negative value judgments to patients.
- No provision of patient privacy
- Infractions of HIPAA policies
- Demonstrating incompetence/lack of preparation for clinical assignment.

Title: **Professional Conduct: Behavior, Safe Practice and Suitability Policy**
Responsibility of: *Academic Standards and Review Committee*
Date of Revision: 03/2009
Date of Review: 01/2018, 07/2020
Date for Next Review: 07/2021

The faculty of the School of Nursing have an academic, legal, and ethical responsibility to prepare graduates who are competent as well as to protect the public and health care community from unsafe nursing practice. It is within this context that students can be disciplined or dismissed from the School of Nursing for practice or behavior which threatens or has the potential to threaten the safety of a client, a family member or substitute familial person, another student, a faculty member, or other health care provider.

When admitted as a student in the School of Nursing at West Virginia Wesleyan College, each student is expected to uphold (and demonstrate) professional and personal moral standards as defined and described in various documents, the West Virginia Code and Legislative Rules; Section 30-7 and Title 19; the ANA Standards of Clinical Practices (2015), the ANA Nursing Scope & Standards of Practice and Code of Ethics for Nurses with Interpretive Statements (2015) and the West Virginia Wesleyan College Student Handbook.

The faculty subscribes to the intent of the college policy prohibiting the illegal possession, use, or distribution of drugs and/or alcohol by students on college property or as a part of any college activity (on or off campus). Please be aware that underage drinking is illegal.

Students who engage in illegal/immoral acts or activities or who exhibit unprofessional conduct which directly or indirectly endangers the health or well-being of another individual or themselves will be subject to review and be subject to dismissal from the program. The West Virginia State Board of Examiners for Registered Professional Nurses requires that the Director report misdemeanors and felonies. This will be followed by a request for information from the student or new graduate. Depending upon the Board's action, a student/graduate may be barred from taking the NCLEX, or the license may be restricted.

The faculty member has the responsibility to evaluate students based upon the above expected patterns of professional behavior. In class, clinical, and outside the classroom or clinical area, students must not engage in:

1. Disorderly conduct
2. Inappropriate or offensive language
3. Damage or theft of property
4. Disruption
5. Discrimination
6. Behavior or conduct that demonstrates a lack of personal qualities necessary for the practice of nursing

A faculty may remove a student from the clinical area or deny access to the clinical area because of (1) an unprofessional appearance/behavior, (2) inadequate preparation or (3) unsafe practice on that day. Inability to participate in clinical will result in a grade of unsatisfactory for the day and is considered an unexcused absence. If the same student needs to be removed from the clinical area more than one time, the student may be removed from the course due to unsafe or unprofessional behavior.

A student who has been terminated from a course due to *unsafe* behavior may retake the course as allowed by policy and should be referred for remediation. Unsafe behavior may also result in termination from the program. A student who has been terminated from a course due to *unprofessional* behavior may be terminated from the program.

Procedure for Reporting Professional Behavior, Safe Practice or Suitability Violations

Written documentation related to the Violation of Standards of Professional Behavior, Safe Practice or Suitability will be distributed to the Director of the School of Nursing, the academic advisor, the student, the student's file, and the faculty initiating the action.

1. An immediate verbal warning on the day of the incident shall be given to the student by the faculty member who identified the incident resulting in violation of the standards.
2. At the discretion of the faculty member who identified the violation, the student may be dismissed from the clinical setting or classroom according to the statement in the course syllabi.

The statement is: Certain behaviors will not be tolerated and will constitute a failing grade regardless of the date of occurrence. These behaviors are:

- failure to notify of absence (no call, no show)
- unprofessional behavior in class or clinical
- unethical behavior
- inability to practice safely

Grading and make up learning experiences in relation to the incident will be in accordance with the individual clinical/theory course requirements contained in course syllabi. The faculty may suspend student participation until resolution of violation or adequate remediation has been completed and documented.

3. The student has a right to consult with his/her academic advisor, course coordinator, or any other faculty member of his/her choice regarding any violation of the Standards Professional Behavior and Safe Practice. The rights of the student will be safeguarded as set forth in the West Virginia Wesleyan College School of Nursing Student Handbook and the WVWC Catalog.
4. The incident and recommendation for follow-up remediation shall be documented by the faculty member on the violation of Standards of Professional Behavior and Safe Practice.

5. The Violation of Standards of Professional Behavior and Safe Practice documentation will then be forwarded to the Director of the School of Nursing for review no later than the day following distribution to the student. Further action may be taken at the discretion of the Director of the School of Nursing.

6. Repeated student violations of standards may warrant dismissal from the program.

DISMISSAL STATEMENT

Failure to meet behavioral, safe practice and/or suitability requirements shall constitute reason for a student to be dismissed from the program.

Title: **Professional Conduct: Drug and Alcohol Testing Policy**
Responsibility of: *Academic Standards and Review Committee*
Date of Revision: 03/2015
Date of Review: 01/2018, 07/2020
Date for Next Review: 07/2021

Alcohol and drug abuse are recognized as a major concern in health care. The School of Nursing holds the belief that by reducing alcohol and drug use the safety, health and productivity of the students will be improved. The object of the department's alcohol and drug policy is to provide a safe and healthy workplace for all students, to comply with federal and state health and safety regulations, and to prevent accidents.

The use, possession, sale, transfer, purchase or being under the influence of intoxicating beer, liquor or illegal drugs or other intoxicants by students at any time while on the premises of West Virginia Wesleyan College or while on school business is prohibited. The illegal use of any drug, narcotic or controlled substances is prohibited. Students must not report for duty while under the influence or, have in their possession any intoxicating liquor, marijuana or illegally obtained drug, narcotic or other illegal substance.

To help ensure a safe and healthful learning environment, students will be randomly required to provide a body substance sample (such as blood, saliva and/or urine) to determine the illicit use of drugs or alcohol. Students may also be asked, on a "for cause" basis, to submit to testing. "For cause" means WVWC School of Nursing has a reasonably good faith objective suspicion of a student's drug usage or a student's school responsibility involves public safety or the safety of others. Examples of "cause" may include but not be limited to: personal injury of any type, unsafe use of equipment or devices which may have resulted in an injury to self or other, physical signs or behavior which may be unusual for the individual or be suspicious in nature. The individual will be required to report immediately to the designated faculty. Refusal to submit to drug testing may result in disciplinary action, up to and including dismissal from the School of Nursing.

The increased prevalence of drug and alcohol use in the community has raised a concern regarding the potential impact on the safety of persons in the workplace and/or the impact upon the welfare and safety while providing care and services to or on behalf of our clients. West Virginia Wesleyan College School of Nursing has determined that periodic screening and assessment be done to attempt to determine whether key features of drug abuse are present. Such screening is intended to identify potential or actual abusers as early in their use or abuse history as possible to enable provision of appropriate intervention services.

- Individuals who have been screened by the facility in the usual manner and fails to register results may be re-evaluated by an alternate means.
- Individuals admitting to use of an illegal substance prior to random screening may be subject to additional conditions for continued enrollment.

Testing may include alcohol, drugs, and marijuana and will be done at random and will be recorded in the Student Nursing File. Selected licensed personnel will be identified and trained to perform the screening

and assessment, under the direction of the Director of the School of Nursing. Findings will be reviewed by the Director of the School of Nursing and the Chair of the BSN Program. Suspected drug or alcohol use or abuse will be referred to the Counseling Center for follow-up action.

Any student found presumptively positive during a random drug screen, must then immediately report to the local hospital or urgent care for result verification *at their own expense*. The student will be escorted by a person deemed responsible by the School of Nursing. If the student refuses the follow up testing, this will be handled the same as a positive verification of the result, and can lead to dismissal from the program if deemed necessary.

Action related to suspected history of drug or alcohol abuse will be handled on an individual basis. The School of Nursing takes drug use very seriously because we believe that it impairs students' ability to provide care for our clients safely and professionally. It is also recognized that people make mistakes, and it is desirable to give people the opportunity to correct mistakes whenever possible. If dismissal is not determined to be indicated, a written warning may be issued stating that any further violations of any School of Nursing policies will result in dismissal. Individual counseling from an approved professional in the field of substance abuse, at the student's own expense, may be required as a condition for continued enrollment.

West Virginia Wesleyan College
School of Nursing

Consent Form for Alcohol, Drug, and Substance Testing

I hereby consent for the agency's laboratory to collect blood, urine or saliva samples from me to conduct other necessary medical tests to determine the presence or use of alcohol, drugs, or controlled substances. Further, I give my consent for the release of the test result(s) and other relevant medical information to the Director of the School of Nursing for WVWC, and the Vice President for Student Services at WVWC. I also understand that if I refuse to consent, I may be subject to disciplinary action including suspension or dismissal from the nursing program at WVWC.

AGREED TO:

_____ Student _____ Date

_____ Witness _____ Date

REFUSED:

Page _____ *Student* _____ *Date*

_____ *Witness* _____ *Date*

REASON(S) FOR REFUSAL: _____ *Title:*

Last Revision/Review 01/2018, 07/2020

Professional Conduct: Background Check

Responsible: *Academic Standards and Review Committee*
Date of Revision: 12/2015
Date of Review: 01/2018, 07/2020
Date for Next Review: 07/2021

The Faculty recognizes its role in maintaining a safe environment for students and clients. Health care agencies require employees and professional health professions students to meet local and state regulations. Therefore, a background check is required for nursing students.

A background check is a requirement for entry into the nursing program at West Virginia Wesleyan College (WVWC). In recognition of the vulnerability of all the clients with whom the nursing student interacts, and all of the clients for whom the nursing student cares in an increasingly diverse health care environment, the WVWC School of Nursing has instituted a policy requiring a criminal background check for all incoming nursing students.

Each applicant to the clinical nursing program at WVWC shall submit to a pre-clinical background check. The background check shall be administered by Castle Branch. All applicants are given an informational sheet regarding Castle Branch. Instructions are provided on this sheet, and the completed background check will be made available to the School of Nursing. The background check must be completed and available to the nursing office by August 1.

Failure to disclose any criminal conviction, felony, misdemeanor, or act of academic dishonesty on the application for admission to the nursing program at WVWC, at any other time during the admissions process, or during the course of the nursing program is grounds for immediate dismissal from the nursing program.

Any applicant to the nursing program who has ever been convicted of a felony or misdemeanor should contact the Board office to discuss the potential impact of the prior conviction(s) on his/her application for licensure, and the licensure process.

Admitting a student to the nursing program is not a guarantee that the State of West Virginia Board of Examiners for Registered Professional Nurses, or the state where the student applies for licensure, will grant the student licensure.

The student is responsible for fees associated with the background check.

Clinical agencies may require further background screening.

Title: **Professional Conduct: Communication and Electronic Communication**
Responsible: *Academic Standards and Review Committee*
Date of Revision: 03/2015
Date of Review: 01/2018, 07/2020
Date for Next Review: 07/2021

Communication

Faculty will be communicating course information and updates via email, Blackboard and during class. It is the student's responsibility to provide the faculty with current phone numbers and email address at the beginning of the semester. Faculty will explain their preferences for communication with their clinical students.

Cell Phones

Cell phones must be turned off in the classroom or clinical areas unless prior approval from the course/clinical faculty has been given. Texting, use of Facebook, Twitter or other social networks should never reveal content about professors, your colleagues, classmates, agencies or patients and is not permitted in the class and/or clinical setting.

Electronic Communication

All students are required to maintain a WVWC email account. Emails are to be professionally written with appropriate grammar, punctuation, and correct spelling. All emails are to be signed. The student is required to notify the nursing office and the college of any change in an email account. Email/online, conduct reflects the same requirements as classroom conduct. Courtesy, politeness, and good manners must be used when students and faculty are involved in electronic communication; the same as if the interaction were to take place in person. Behavior must be responsible and caring toward others and individuals should anticipate the consequences of such conduct. Certain issues are particular to electronic conduct. These include assuring that written email has the same civility as an onsite classroom situation. When a student emails a faculty member, every attempt will be made to respond to that email in a timely fashion, understanding that the faculty have many responsibilities both in and out of class.

A portion of the communication in nursing courses will occur through the electronic course management system. When electronic messages are sent, it is sometimes difficult to remember that there are real people sending and reading the messages. Words can mean many things, and what we intend to say is not always what others hear. This is especially true of "online communication" where others do not have the opportunity to see your "body language" or hear your tone; therefore, they have a greater possibility of misunderstanding what you truly mean. For those reasons, users of the Internet have developed guidelines for net communication aimed at lessening the chances of miscommunication and perceived disrespect. Please, follow these guidelines in all of your online communication, responses and discussions in nursing courses.

Respect all who are participating in this learning community by

- Honoring their right to their opinions

- Respecting the right of each person to disagree with others
- Responding honestly but thoughtfully and respectfully using language which others will not consider foul or abusive
- Always sign your name to any contribution you make
- Respecting your own privacy and the privacy of others by not revealing information which you deem private and which you feel might embarrass you or others
- Being constructive in your responses to others in the class
- Being prepared to clarify statements which might be misunderstood or misinterpreted by others

Reread your postings before sending them. This is a good way to avoid problems. Something written in haste may not say what you really think after the heat of the moment has passed.

A note about communicating when angry or upset:

- Do not send messages that you have written when you are angry. You will almost always be sorry because anger almost always inspires anger in others.
- In the online world, angry messages are known as “flaming” and are considered bad behavior.
- Do not send messages that are written all in uppercase; this is the visual equivalent of SHOUTING. It is considered aggressive, and in the online world, it is considered bad behavior. If you ever feel like shouting a message, take a deep breath and wait until you have calmed down before responding. Then, respond in a calm and factual manner.

Email Communication and Response by Faculty

- Email is an efficient way to manage course and clinical related concerns. Faculty reserve the right to determine when and if they will respond to an email message.
- Every message sent does not require a response.
- Faculty will make reasonable effort to respond to students' questions and concerns in a timely fashion. Faculty check email, discussion blogs, and drop boxes during the regular working hours and/or scheduled office hours. Faculty are not obligated to respond to emails, telephone or text messaging related to the course or clinical during the evening and weekend hours.
- Students should make every effort to have questions addressed and answered during the class and clinical sessions and except in cases of emergency should not contact the faculty outside of the posted class, clinical and scheduled office hours without the expressed permission of the course faculty.

Title: **Social Media Expectations**

Responsibility of: Academic Standards and Review Committee

Date of Revision: 04/2011, 07/2020

Date of Review: 01/2018, 07/2020

Date of Next Review: 07/2021

The use of any and all social media such as Facebook, YouTube, My Space, Twitter, Allnurses.com, blogs, or texting etc. provide the ability for students to communicate with and receive support from their peers. However, students need to be aware that publishing information in any format on these sites may be public for anyone to see and could be traced back to them as individuals.

Nursing students are preparing for a profession which provides services to the public and expects high standards of behavior. Therefore, the student should remember that confidential information related to individuals or agencies must not be disclosed. Any violation of patient privacy protected under regulatory or federal guidelines such as the Health Insurance Portability and Accountability Act (HIPAA) of 1996 (P.L.104-191) is subject to SON and/or College sanctions including dismissal.

Information concerning clients/clinical rotations must not be posted in any online forum or web page unless required in class on college sanctioned platforms such as Blackboard or Angel. No identifiable client data will be submitted to college platforms and is only used for educational purposes/discussions.

Students are legally responsible for anything that may be posted in social media forums.

Title: **Professional Conduct: Tobacco Use and Smoking Policy**

Responsibility of: *Student Development Committee*

Date of Revision: 5/2012, 07/2020

Date of Review: 01/2018, 07/2020

Date for Next Review: 07/2021

Students in the School of Nursing are expected to model healthful living choices. Recognizing Individual's rights, the policy related to tobacco usage and smoking is:

The School of Nursing has a vital interest in maintaining a safe and healthy environment for its students as well as maintaining safe and healthful conditions for its clients. Nursing students of WVWC are not to use tobacco products when acting as a representative of the School of Nursing. This includes, but is not limited to, any clinical function, any time the student is in a WVWC nursing uniform (including lab jacket) and any time the nursing student is attending a function required by the School of Nursing.

Please note that this policy also includes electronic cigarettes.

Title: **Professionalism: Traditions**

Responsibility of: Student *Development Committee*

Date of Revision 04/2012

Date of Review: 01/2018, 07/2020

Date for Next Review: 07/2021

Since the beginning of the nursing program, various traditions have developed and grown into meaningful events for students, parents, and friends. Each event has its roots in long standing nursing and college traditions, and as such, requires the support of all students (freshmen, sophomores, juniors, and seniors) at these functions. The faculty, therefore, in response to students, parents, and friends, and others interested in the nursing program has set forth the following expectations regarding Nursing Traditions.

- The **Spring Nursing Student Recognition Event** is an annual spring tradition to honor all nursing students. This is the time and place for a good-natured reminiscence. All nursing students and faculty are encouraged to attend. All nursing students are recognized at this event as well as other student achievements that have occurred throughout the year.
- The Spring **Convocation** (and pinning ceremony) is the formal recognition of the culmination of the students' educational experience in the nursing program. The Convocation ceremony is held on graduation weekend. Formal celebrations require decorum and demeanor reflective of the dignity, history, and traditions of the nursing profession and the nursing program at Wesleyan. The Convocation Ceremony, therefore, will be conducted in a formal manner. Professional dress is required of the senior students in attendance. All students are expected to attend this ceremony to receive their nursing pin and be recognized for their success in the nursing program. There is a reception immediately following the ceremony for students, parents, faculty and friends of nursing.
- The **Sophomore Convocation** is held in the Fall and sophomores receive their lab coats and take part in the "The Blessing of the Hands" ceremony. All nursing students are expected to attend.

These celebrations are part of Wesleyan's nursing heritage. The faculty encourages the continuation of these traditions in a dignified and celebratory fashion and will serve as advisors for the planning of these events.

Title: **Student Role in Governance**

Responsibility of: *Student Development Committee*

Date of Revision: 04/1998

Date of Review: 01/2018, 07/2020

Date for Next Review: 07/2021

The nursing faculty believes student involvement is important to the work of the School of Nursing. The role of the student representatives at the Nursing Faculty meetings, and on the committees, is an important one. In essence, the student representative provides a formal liaison to facilitate communication between the student group and the nursing faculty. As the faculty group deliberates, the student should feel free to contribute the students' own ideas and points of view and/or reflect those of the students' classmates. Sometimes the group may ask the student to take an informal poll as a means of getting a broader picture of the student's reaction to the matter at issue. The student representative should be seen by other students as someone who can communicate their concerns and questions to the appropriate group.

Student representatives are elected or volunteer from those students whose schedules are not in conflict with regular meeting times. There is student representation to the regular monthly Faculty meetings of the School of Nursing.

Students are expected to:

1. Be willing to speak honestly and forthrightly about matters which directly or indirectly affect students and the nursing program.
2. Report and interpret the faculty group's activities to classmates:
 - a. report both the majority and the minority points of view, identifying them as such.
 - b. report objectively.
3. Maintain confidentiality of the faculty group's discussions as appropriate.
4. Attend meetings regularly.

NURSING STUDENT ORGANIZATIONS

Title: **Professionalism: Nursing Student Organizations**

Responsibility of: *Student Development Committee*

Date of Revision: 04/2012

Date of Review: 07/2020

Date for Next Review: 07/2021

The nursing faculty encourages participation in nursing organizations. Students are encouraged to engage in the beginning professional role by belonging to SNOW and NSNA.

Student Nurses of Wesleyan (SNOW)

SNOW is an organization for all nursing students and is recognized as a campus organization. Members of SNOW participate in such activities as: leadership development; educational opportunities; socialization with other nursing majors; various community activities, and in the Big/Little program. Meetings are held once a month during the academic year. Dues are paid annually with payment plans available. SNOW officers are elected from the membership during the spring semester.

National Student Nurses' Association

The NSNA mission is to: Organize, represent, and mentor students preparing for initial licensure as registered nurses, as well as those enrolled in baccalaureate completion programs; convey the standards and ethics of the nursing profession; promote development of the skills that students will need as responsible and accountable members of the nursing profession; advocate for high quality health care; and advocate for and contribute to advances in nursing education. Nursing students are encouraged to join the National Student Nurses' Association (NSNA).

Scholarships are available through NSNA. The deadline for application is January. NSNA website has further information.

Sigma Theta Tau International Honor Society of Nursing

Sigma Theta Tau International Honor Society of Nursing is the second largest nursing organization in the United States and among the five largest and most prestigious in the world.

- Sigma Theta Tau International is dedicated to improving the health of people worldwide by increasing the scientific base of nursing practice.
- Members are nursing scholars committed to the pursuit of excellence in clinical practice, education, research and leadership.
- We believe that broadening the base of nursing knowledge through knowledge development, dissemination and use offers great promise for promoting a healthier populace.
- We are committed to furthering nursing research in health care delivery and public policy.

- We sustain and support nursing's development and provide vision for the future of nursing and health care through our network of worldwide community of nurse scholars.
- We make available our diverse resources to all people and institutions interested in the scientific knowledge base of the nursing profession.

The Society exists to:

- Recognize superior achievements in nursing
- Encourage leadership development
- Foster high nursing standards
- Strengthen the commitment to the ideals of the profession

Membership in Epsilon Delta Chapter-at-Large of Sigma Theta Tau is conferred upon nursing students in baccalaureate or graduate programs who demonstrate excellence in nursing. Qualified bachelors, masters, and doctoral graduates who demonstrate exceptional achievement in the nursing profession are also considered for induction as nurse leaders in the community.

To be eligible for nomination to membership, baccalaureate nursing students must have completed half of the nursing courses in the nursing program; rank in the upper 35% of the class; have a grade point average of 3.0 (4.0 scale) or higher; complete and return a membership intent form and submit two endorsements from a nursing faculty member and one from a Sigma Theta Tau member. An induction ceremony for new members is held every spring. Other scholarly activities are planned throughout the year. Scholarship opportunities are listed on the Sigma Theta Tau website.

EPSILON DELTA-AT-LARGE CHAPTER OF SIGMA THETA TAU

International Honor Society of Nursing

The attempts of many years to establish a nursing honor society at Wesleyan became successful in the fall of 1977. A steering committee of students and faculty was formed and support was pledged by Florence Elliott, then Chairman of the Nursing Department, and Dr. William H. Capitan, the Academic Vice-President. The honor society was formed to promote the virtues of faith, hope, and love for which the name Pi Epsilon Alpha was given. The first induction ceremony with thirty-two charter members was held April 23, 1978, with subsequent inductions bi-annually. The future of the honor society was to become chartered as a chapter of Sigma Theta Tau, the national honor society.

In the spring of 1979, Rebecca Markel, Second Vice-President of Sigma Theta Tau, made an evaluation visit to Pi Epsilon Alpha. A favorable report from Dr. Markel accompanied the local honor society's petition to the Executive Council of Sigma Theta Tau. From the Executive Council, the petition moved to the House of Delegate which met at the Biennial Convention in Seattle, Washington in November, 1979. Pi Epsilon Alpha's petition was unanimously approved. The local honor society, Pi Epsilon Alpha, became the Epsilon Delta Chapter of Sigma Theta Tau at the chartering ceremonies held at Wesley Chapel on

May 4, 1980, with Sister Rosemary Donley, National President of Sigma Theta Tau and Dean of the School of Nursing at Catholic University, presiding.

In April 2007, West Virginia Wesleyan College and Fairmont State University joined together to establish the Epsilon Delta Chapter-at-Large of Sigma Theta Tau.

The members of Epsilon Delta Chapter-at-Large – student, faculty, alumni, and community nursing leaders – join with members of the other chapters of Sigma Theta Tau in furthering the goals of the International Honor Society of Nursing. All nursing students are encouraged to apply for membership in their junior year if they meet the criteria for membership.

Last Revision/Review 07/2020

Student Nurses of Wesleyan Bylaws
SNOW Established September 21, 1964

Article I: Name of the Organization:

The name of this organization shall be Student Nurses of Wesleyan, a constituent of the West Virginia State Nurses' Association and the National Student Nurses' Association. Hereafter referred to as SNOW.

Article II: Purpose and Function:

Section I: Purpose

- A. To assume responsibility for contributing to nursing education in order to provide the highest quality of healthcare.
- B. To provide programs representative of fundamental and current professional interests and concerns.
- C. To aid in the development of the whole person; his or her professional role; and his or her responsibility to the health care of people in all walks of life.

Section II: Function

- A. To have direct input into West Virginia Wesleyan's standards in nursing education and influence the education process.
- B. To promote and encourage participation in community events and activities towards health care.
- C. To represent nursing students to the consumer, to institutions, and to other organizations.
- D. To promote and encourage student participation in interdisciplinary activities.
- E. To promote and encourage recruitment efforts, participation in student activities and educational opportunities regardless of person's race, color, creed, sex, age, life style, or economic status.
- F. To promote and encourage collaborative relationships with the West Virginia Student Nurses' Association, the National Student Nurses' Association, as well as other nursing and related health care organizations.

Article III: Members:

Section I: West Virginia Wesleyan College

- A. SNOW shall be composed of at least fifteen active members whether non-constituent or constituent.
- B. SNOW shall be composed of at least ten Constituent Members who are members of the West Virginia Student Nurses' Association and the National Student Nurses' Association, in conjunction with SNOW membership.

Section II: Active Members

- A. Undergraduate students enrolled in West Virginia Wesleyan College, which is a state approved program leading to licensure as a registered nurse.
- B. Registered Nurses enrolled in the undergraduate programs at West Virginia Wesleyan College in nursing.
- C. Active members shall have all privileges of membership.
- D. Active members shall attend 80% of all meetings and functions or submit a written excuse to the Recording Secretary within a reasonable amount of time to be determined according to the event in question.
- E. Active members shall be required to sign a membership contract which clearly states all requirements for that form of membership. At any time in which the contract is broken, the Board of Directors shall vote on the member's status. The contract is in effect from September to May unless the dues are submitted late and therefore the contract will be initiated at the time of submission.

Section III: Associate Members

- A. An Associate member is a member who wishes to remain in the organization but cannot commit to the requirements of Active membership and therefore forfeits the right to run for office or represent SNOW as a delegate.
- B. Associate members shall have all of the privileges of membership, except the right to hold office at the local, state, and national levels.
- C. Associate members shall attend 50% of all meetings and functions or submit a written excuse to the Recording Secretary within a reasonable amount of time to be determined according to the event in question.
- D. Associate members shall be required to sign a contract which clearly states all requirements for that form of membership. At any time in which the contract is broken, the Board of Directors shall vote on the member's status. The contract is in effect from September to May unless the dues are submitted late and therefore the contract will be initiated at the time of submission.

Section IV:

Active and Associate membership may be extended six months beyond graduation from a student's program in nursing, providing membership was renewed while the student was enrolled in the nursing program.

Article IV: Dues:

- A. SNOW annual dues for non-constituents will be \$20.00 per year for September to May or \$10.00 per semester (September to December and January to May).
- B. Annual NSNA and WVSNA dues will be assessed.

- C. Payment of NSNA and WVSNA dues shall be made directly to NSNA in which NSNA shall remit to each state constituent the dues received on behalf of the constituent.
- D. Any member who fails to pay current dues shall forfeit all privileges of membership including state and national conference attendance.
- E. Late dues will be collected at any time during the school year, at which time the membership contract shall take effect.

Article V: Board of Directors:

Section 1: Officers, Committees, and Representatives

- A. The Officers of SNOW shall consist of President, Vice-President, Recording Secretary, Treasurer, Publicity Chairman, and Historian.
- B. There shall be a Programming Committee, Publicity Committee, and By-Laws Committee each composed of a chairman (the elected officer) and at least three other SNOW members. C. There shall be one person from each class to serve as class representative.

Section II: Eligibility

- A. Only members who shall be nursing students throughout the whole term of office and have the privileges of active membership shall be eligible for the above stated offices.
- B. Each elected officer shall attend all regularly scheduled meetings and functions.
- C. Each elected officer shall responsibly lead and unify SNOW members to be well represented on Wesleyan's campus.
- D. Each elected officer shall meet the individual office description:
 1. President: Shall have at least one-year experience with the organization. Shall work with SNOW officers and members to create teamwork, support, and unity. Shall be of Junior or Senior status with at least one-year experience with the organization. Shall supervise SNOW meetings and functions, Senior Convocation, and SNOW Banquet as well as other activities.
 2. Vice-President: Shall have at least one-year experience with the organization. Shall supervise all SNOW Committees and assist the President with all meetings and functions. Shall be of at least sophomore or junior status with at least one-year experience with the organization. Shall supervise meetings and activities in the absence of the President.
 3. Secretary: Shall dictate and keep an accurate record of SNOW meeting minutes, forward letters at the President's request, and send memos to all members concerning SNOW activities. Shall be of at least sophomore status.
 4. Treasurer: Shall keep an accurate record of the SNOW treasury, giving a report at every Board of Directors meeting of the amount in the account as well as the plan for future debits and credits. Shall collect annual dues. Shall be of at least sophomore status.
 5. Publicity Chairman: Shall keep members informed of all activities at least one week prior to the event. Shall submit articles to The Pharos to help increase campus

awareness. Shall have at least sophomore status. Shall represent SNOW in the student senate.

6. Historian: Shall take pictures of all events and activities and organize in the SNOW scrapbook. Shall be an active member.

Section III: Absences

- A. Members of the Board of Directors who miss two or more regularly scheduled meetings or events without notification of the President shall be removed from office. The officer in question shall be notified in advance of the next regularly scheduled meeting by the President.
- B. An officer may also be removed from office by a vote of the Board of Directors present at a meeting called for this purpose if that officer is deemed negligently in the function of that office as stated in the by-laws.
- C. Prior notification of two weeks shall be given to the individual in question before the determination of the Board of Directors decision.

Article VI: Elections:

- A. Nominations shall be held during the month of January. Elections shall be held the first week of February at the regularly scheduled business meeting.
- B. All elections shall be by secret ballot.
- C. Only active and associate members shall be permitted to vote.
- D. In the event of a tie, a re-vote shall be held.

Article VII: Delegates:

- A. Nominations shall be held during the month of March. Elections shall be held the first week of April at the regularly scheduled business meeting.
- B. All elections shall be by secret ballot.
- C. Only active and associate members shall be permitted to vote.
- D. In the event of a tie, a re-vote shall be held.

Section I: Purpose and Function

- A. To have a spokesperson for SNOW at the annual and national conventions.
- B. Keep informed as to all current and proposed resolutions at the state and national level and report information to SNOW's members.

Section II: Qualification and Appointment

- A. Any active member who maintains a 2.5 GPA or above and is nominated by current membership at a regularly scheduled meeting.
- B. Appointment shall be for one year.

Section III: Delegate Representation

- A. SNOW, when recognized as an official NSNA Constituent, shall be entitled to one voting delegate and an alternate at the NSNA House of Delegates, and in addition, shall be entitled to one voting delegate and alternative for every 50 Constituent Members.
- B. The SNOW delegate and alternate shall be in good standing in the chapter and shall be elected by members of the school chapter at the proper regularly scheduled meeting. The school association may designate an alternate delegate by one of the following two mechanisms:
 - 1. Selection and or election by members of SNOW according to chapter by-laws.
 - 2. Written authorization to the West Virginia State Board of Directors requesting to appoint a member of the State Board to act as a state appointed alternate for their school chapter.
 - a. SNOW shall approve the appointment.
 - b. The West Virginia State Board of Directors shall verify that any state appointed alternate is a member in good standing of the NSNA and the WVNSA.
 - c. SNOW must have an elected delegate present at the NSNA convention in order to have a state appointed alternate seated in the House of Delegates.
 - d. All alternates, whether school selected or state approved, shall have the same privileges as an elected delegate when seated in House.
- C. Delegates shall be computed on the basis of the number of members in each constituent as evidenced by the annual dues received by NSNA on a date eight weeks prior to the annual meeting.

Article VIII: Amendments

Amendments to the By-laws may be made with 2/3 vote of those present and voting at a membership meeting provided that notice of proposed amendments has been sent to all active and associate members at least two weeks prior to the regularly scheduled meeting. Only proper amendments submitted in writing and carrying the proponent's signature will be considered.

Article IX: Support of Community Health Issues

SNOW shall participate and support in at least two different community health issues, one during each semester.

Revised 2012

Last Revision/Review 01/2018
07/2020

NSNA Bill of Rights and Responsibilities for Students of Nursing

The NSNA Student Bill of Rights and Responsibilities was initially adopted in 1975. The document was updated by the NSNA House of Delegates in San Antonio, Texas (1991); and item #4 was revised by the NSNA House of Delegates in Baltimore, Maryland (2006).

1. Students should be encouraged to develop the capacity for critical judgment and engage in a sustained and independent search for truth.
2. The freedom to teach and the freedom to learn are inseparable facets of academic freedom: students should exercise their freedom in a responsible manner.
3. Each institution has a duty to develop policies and procedures which provide and safeguard the students' freedom to learn.
4. Under no circumstances should a student be barred from admission to a particular institution on the basis of race, color, creed, national origin, ethnicity, age, gender, marital status, life style, disability, or economic status.
5. Students should be free to take reasoned exception to the data or views offered in any course of study and to reserve judgment about matters of opinion, but they are responsible for learning the content of any course of study for which they are enrolled.
6. Students should have protection through orderly procedures against prejudiced or capricious academic evaluation, but they are responsible for maintaining standards of academic performance established for each course in which they are enrolled.
7. Information about student views, beliefs, political ideation, or sexual orientation which instructors acquire in the course of their work or otherwise, should be considered confidential and not released without the knowledge or consent of the student, and should not be used as a basis of evaluation.
8. The student should have the right to have a responsible voice in the determination of his/her curriculum.
9. Institutions should have a carefully considered policy as to the information which should be a part of a student's permanent educational record and as to the conditions of this disclosure.
10. Students and student organizations should be free to examine and discuss all questions of interest to them, and to express opinions publicly and privately.
11. Students should be allowed to invite and to hear any person of their own choosing within the institution's acceptable realm, thereby taking the responsibility of furthering their education.

12. The student body should have clearly defined means to participate in the formulation and application of institutional policy affecting academic and student affairs, e.g., through a faculty-student council, student membership or representation on faculty committees.
13. The institution has an obligation to clarify those standards of behavior which it considers essential to its educational mission, its community life, or its objectives and philosophy.
14. Disciplinary proceedings should be instituted only for violations of standards of conduct formulated with significant student participation and published in advance through such means as a student handbook or a generally available set of institutional regulations. It is the responsibility of the student to know these regulations. Grievance procedures should be available for every student.
15. As citizens and members of an academic community, students are subject to the obligations which accrue to them by virtue of this membership and should enjoy the same freedoms of citizenship.
16. Students have the right to belong or refuse to belong to any organization of their choice.
17. Students have the right to personal privacy in their living space to the extent that the welfare and property of others are respected.
18. Adequate safety precautions should be provided by nursing programs, for example, adequate street lighting, locks, and other safety measures deemed necessary by the environment.
19. Dress code, if present in school, should be established with student input in conjunction with the school director and faculty, so the highest professional standards are maintained, but also taking into consideration points of comfort and practicality for the student.
20. Grading systems should be carefully reviewed periodically with students and faculty for clarification and better student-faculty understanding.
21. Students should have a clear mechanism for input into the evaluation of nursing faculty.

Adopted by the National Student Nurses' Association, 2006

Last Revision/Review 01/2018
07/2020

REQUIRED HEALTH AND BACKGROUND INFORMATION

Title:	Professional Conduct: Required Health Records Policy
Responsibility of:	<i>Student Development Committee</i>
Dates of Revision:	12/2015, 07/2020
Date of Review:	01/2018, 07/2020
Date for Next Review:	07/2021

The School of Nursing requires documentation of current health status (including titer results, immunization records, drug testing and physical exam), current PPD status, CPR Certification and Criminal Background check prior to the sophomore course enrollment and annually to meet agency policy. Non-US citizens are required to obtain a social security card in order to get a background check at federal and or state agencies. These students need to seek assistance from the office of the registrar and the international student coordinator on the college campus. All documentation is required in the WVWC nursing office no later than August 1st. Failure to meet all of the required components may result in registration being delayed. Students are responsible for any late registration fees.

Starting with the 2015-2016 school year, Castle Branch will be used for the electronic tracking and submission of health records required for the clinical component of the program. If any item is rejected, please refer to your notification and/or login to Castle Branch for the reason why it was rejected and what steps need to be taken to resolve the requirement. In general, negative titer results require booster or repeated shots and a repeat of the titer test.

Per discretion of the clinical facility, students may be required to create and purchase additional health management platforms for clinical placement.

Health Forms:

Students without current complete Health Forms on file by August 1st will not be permitted to register for fall semester classes or the current academic semester the student is enrolled in. Updates of the student's Health Status form are renewed annually at the WVWC Health Center prior to April 30th; forms may be obtained at the nursing office. Forms are also available on Castle Branch.

CPR Certification:

All students are required to present proof of CPR certification at the Basic Life Support (BLS) or Healthcare Provider Level. The American Heart Association BLS for Healthcare Provider Level with In Hospital certification. The course must have an in-person demonstration or instruction component. Current CPR certification proof must be on file in the nursing office or on a health management platform.

Annual PPD's:

All students must document PPD testing status. Some clinical agencies may require students to have a *TWO STEP PPD* prior to entering the clinical setting and **renewed annually (one-step)**. Students who have not been tested and/or do not have documentation on file will be ineligible to participate in clinical practice.

Infectious Disease Exposure:

During your program of study in nursing you may come into contact with patients who have communicable diseases. You may be exposed to blood or other potentially infectious materials.

Individual Rights:

Recognizing individual rights, voluntary testing, confidentiality of health records and Health Information Portability and Accountability (HIPPA), the School of Nursing recognizes the following:

1. Students may be at risk for potential exposure to blood-or potentially infectious materials.
2. Students must comply with agency affiliated guidelines for preventive and post exposure requirements.
3. Students are required to present documentation of a completed HBV immunization prior to enrolling in sophomore level courses.
4. Cost of the HBV series is at the student's expense.
5. If an accidental exposure occurs, the student should follow *Center for Disease Control* guidelines for occupational exposure.

Flu vaccine or signed declination forms are required annually.

Declination forms are available from the Nursing Office.

Random urine drug screens are required by some clinical agencies. If you are scheduled to go to an agency with this requirement, you will be required to go to WVWC Health Center to obtain an order for the test, and will be given instructions on where to have the test completed. All files will be kept in the health center regarding this matter. If there is a problem with your results, the School Director will be notified and appropriate action will be taken.

DISCLAIMER:

Clinical requirement procedures and associated fees are subject to change.

Agency expectations and standards may change without notice.

Students will be advised of any changes as soon as faculty is made aware of them.

West Virginia Wesleyan College
Annual Clinical Nursing Student Health Status Assessment Update

A copy of your medical records may be obtained upon your written request. All medical records are destroyed seven (7) years after your date of last service.

Student Name _____ Date _____
School Phone# _____ Cell # _____
School Address _____
Home Address _____ Home Phone _____
Parent/Guardian/Spouse _____

Requirements for All Clinical Nursing Students
See Nursing Student Handbook
These will all be handled via Castle Branch
CPR Certification (Healthcare Provider)
Criminal Background Check
PPD results (2 step initially, then annual 1 step)
Chest X-Ray if Positive
MMR Titer
Hepatitis B Titer
Varicella Titer
Urine Drug Screen
TDAP Vaccine (within last 10 years)
Flu Vaccine (will be required in the fall)

List any immunization updates: _____

_____ I **HAVE / HAVE NOT** encountered any major illnesses within the last year that would affect my ability to function in any clinical settings or adversely affect the health of others.
Explain if you circled **HAVE** _____

_____ I am physically and emotionally fit to carry out nursing responsibilities.

List any blood-borne disease exposures since last year. _____ **Provide a copy of the exposure report.**

THIS INFORMATION IS CONFIDENTIAL AND WILL NOT BE RELEASED TO ANYONE WITHOUT YOUR KNOWLEDGE AND CONSENT.

_____ Check here to grant permission for the WVWC Health Center/Department of Nursing to discuss your medical record and release information to your parents/guardian.

I verify that all of the information documented on this form is accurate.

Student Signature: _____
Date: _____

WEST VIRGINIA WESLEYAN COLLEGE
School of Nursing

CONFIDENTIALITY STATEMENT

I understand and agree that, in the performance of my duties as a student at West Virginia Wesleyan College School of Nursing Program, I must hold all patient care and agency information in confidence. I understand that any violation of the confidentiality of this information may be cause for immediate termination of my student affiliation with the agency and would jeopardize my progression in the nursing program. I fully understand that social media, including, but not limited to Facebook, texting and Twitter, may not be used in the clinical area, nor can it be used to discuss or give information about any happenings in clinical, confidential classroom or post-conference discussions, or regarding agencies, their personnel or clients.

Student Signature _____ Date _____

Last Revision/Review 07/2020

Title: **BSN Student Responsibility Statement**

Responsibility of: *Academic Standards and Review*

Date of Revision: 03/2015

Date of Review: 01/2018, 07/2020

Date for Next Review: 07/2021

WVWC BSN STUDENT RESPONSIBILITY STATEMENT

Instruction: Please read carefully. Your signature on this document indicates that you have received and read the WVWC Nursing Student Handbook.

- It is my responsibility to meet the academic and professional standards set forth in the admission and progression policies.
- I understand and agree that, in the performance of my duties as a student at West Virginia Wesleyan College School of Nursing, I must hold all patient care and agency information in confidence. I understand that any violation of the confidentiality of this information may be cause for immediate termination of my student affiliation with the agency and would jeopardize my progression in the nursing program.
- It is my responsibility to see that a completed physical examination form, with appropriate laboratory studies and immunization records, TB testing, current CPR card and criminal background check are delivered to the WV Wesleyan nursing office by August 1st.
- I am aware that any major change in health status must be reported to my academic advisor and clinical faculty. An additional evaluation and release of information by an appropriate health care provider may be required and filed in my permanent health record.
- I realize that I may be subject to drug and alcohol screening at my expense if my behavior places patients, faculty, peers, or myself in jeopardy. Unauthorized use of controlled substances will be cause for dismissal from the nursing program.
- I realize that I am expected to attend all scheduled nursing classes, experiential (skills) labs and clinical experiences.
- I will be responsible for payment of the fees at the beginning of each semester as described in the Nursing Student Handbook.
- I must abide by **Section 30-7-11 of the West Virginia Code and Legislative Rules for Registered Professional Nurses**. Failure to abide by these rules may result in suspension and/or dismissal from the nursing program.
- I am aware that I may or may not be allowed to take the licensure (NCLEX-RN) exam for Registered Nurses if I have been convicted of a felony. I further understand that I must submit any information regarding a conviction for felony or misdemeanor to the Director of the School of Nursing upon admission to the program.
- I further understand that failure to provide the above information or any falsification of records will result in immediate dismissal from the nursing program.
- I understand that travel is required and that I am responsible for my transportation. I may be assigned to one or more agencies for clinical experiences in West Virginia. The clinical placements may vary based on agency availability.
- I understand that if I leave the nursing program for any reason I must apply for readmission under the guidelines listed in the most current Nursing Student Handbook.

If any of the above statements are not fully understood, it is my responsibility to request clarification from the Director and/or Faculty of the School of Nursing. (To be signed annually and submitted to the Nursing Office by August 1st.)

Name (printed)

Signature

Date

Last Revision/Review 01/2018, 01/2020, 07/2020

