



# West Virginia Wesleyan

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## 2019-2020 GRADUATE CATALOG

Buckhannon, WV 26201-2998  
Phone (304) 473-8000

Admissions (304) 473-8510 (local)  
1-800-722-9933

[www.wvwc.edu/academics/graduate-programs/](http://www.wvwc.edu/academics/graduate-programs/)

### NOTICE OF NONDISCRIMINATION/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 of 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.

In accordance with the Student Right to Know and Campus Security Act, complete information regarding campus security policies and campus crime statistics can be obtained from the Vice President for Student Development.



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WESLEYAN  
*Founded 1890*

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# COLLEGE GRADUATE STUDIES CALENDAR 2019-2020

## 2019 FALL SEMESTER

August	24	Saturday	Orientation for new students begins
	24	Saturday	Residence halls open for returning students (2:00 p.m.)
	25	Sunday	Registration
	26	Monday	Classes begin (8:00 a.m.)
	30	Friday	Deadline: Schedule changes and late registration Deadline: Pass/Fail application
September	2	Monday	Labor Day Recess
	19	Thursday	Deadline: Withdrawing from first quarter classes
	27-29	Fri-Sun	Family Weekend
	30	Monday	Incomplete grades from spring semester and summer school due in Registrar's Office (3:00 p.m.)
October	8	Tuesday	Progress Reports due in Registrar's Office (3:00 p.m.)
	11	Friday	First quarter classes end
	11	Friday	Founders Day (3:00 p.m. classes canceled for convocation; all other classes meet)
	11-13	Fri-Sun	Homecoming
	14	Monday	Second quarter classes begin
	17-18	Thurs-Fri	Fall Recess (classes dismissed)
	22	Tuesday	Deadline: Adding/dropping second quarter classes
	28	Monday	Deadline: Withdrawing from full semester classes
November	8	Friday	Deadline: Withdrawing from second quarter classes
	22	Friday	Thanksgiving Break begins (5:00 p.m.)
December	1	Sunday	Residence halls open (12:00 p.m.)
	2	Monday	Classes resume (8:00 a.m.)
	11	Wednesday	Last day of classes
	12	Thursday	Reading Day
	13-14	Fri-Sat	Final examinations
	16-17	Mon-Tues	Final examinations
	17	Tuesday	Residence halls close (7:00 p.m.)
	19	Thursday	Final grades due in Registrar's Office (3:00 p.m.)

**2020 SPRING SEMESTER**

January	5	Sunday	Residence halls open (12:00 p.m.)
	6	Monday	Registration
	7	Tuesday	Classes begin (8:00 a.m.)
	13	Monday	Deadline: Schedule changes and late registration Deadline: Pass/Fail application
February	30	Thursday	Deadline: Withdrawing from first quarter classes
	12	Wednesday	Incomplete grades from fall semester due in Registrar's Office (3:00 p.m.)
	13	Thursday	Progress reports due in Registrar's Office
	24	Monday	First quarter classes end
	25	Tuesday	Second quarter classes begin
March	28	Friday	Spring Break begins (5:00 p.m.)
	8	Sunday	Residence halls open (12:00 p.m.)
	9	Monday	Classes resume (8:00 a.m.)
	9	Monday	Deadline: Adding/dropping second quarter classes
	12	Thursday	Deadline: Withdrawing from full semester classes
April	26	Thursday	Deadline: Withdrawing from second quarter classes
	9-10	Thurs-Fri	Easter Recess (classes dismissed)
	18	Saturday	Admissions Open House
	18-19	Sat-Sun	Spring Weekend
	19	Sunday	Academic Leadership Awards Convocation
	22	Wednesday	Last day of classes
	23	Thursday	Reading Day
	24-25	Fri-Sat	Final Examinations
27-28	Mon-Tues	Final Examinations	
May	29	Wednesday	Residence halls close for non-graduating students (12:00 p.m.)
	1	Friday	Baccalaureate
	2	Saturday	Commencement
	2	Saturday	Residence halls close for graduating seniors (5 p.m.)
	4	Monday	Final grades due in Registrar's Office (3:00 p.m.)

**MAY TERM 4 weeks for on-campus courses****3 weeks for international travel courses**

May	6	Wednesday	Registration; Residence halls open (2:00 p.m.) and all classes begin
	6	Wednesday	Graduate and undergraduate classes begin
	25	Monday	Memorial Day Recess (classes dismissed)
June	2	Tuesday	Final examinations

**SUMMER SESSION - 4 weeks**

June	4	Thursday	Registration; Classes begin
July	1	Wednesday	Final examinations

*\*Calendar subject to modification in the interest of the total College program.*

*\*MFA program has a unique calendar. See MFA section of catalog or online program description for MFA calendar.*



# WEST VIRGINIA WESLEYAN COLLEGE

*Education is the most powerful weapon which you can use to change the world.*

*--Nelson Mandela*

## STATEMENT OF MISSION

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 arts and sciences; pre-professional, professional, and graduate studies; and its rich campus life program. As a residential 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.

## A BRIEF HISTORY

The mission of West Virginia Wesleyan College is reflected in good measure in its name. Its founding in 1890 by the West Virginia Annual Conference of the Methodist Episcopal Church climaxed a 16-year effort to establish a center of learning in the then-young state that would reflect the values of the Methodist community, meet the church's need for an educated leadership, and provide an educational resource for the general citizenry of the state and region.

Although the founders were always loyal to these overarching principles, the immediate catalyst for the College's establishment was perhaps less lofty: by 1882, Methodists believed they had "lost control" of West Virginia University in Morgantown, leading to an exodus from the state university of Methodist students who now sought an educational alternative.

Originally known as the West Virginia Conference Seminary, the new school opened September 3, 1890, in a splendid new three-story brick building located on the present site of the Lynch-Raine Administration Building. (The original building was destroyed by fire in 1905 and replaced the following year by the current structure.) In keeping with the tradition of seminaries or academies of the day, it offered largely pre-college instruction. Bennett W. Hutchinson, a graduate of Ohio Wesleyan Univer-

sity and Boston University School of Theology and an ordained minister, came from Rhode Island to accept the presidency. Mr. Roy Reger of Buckhannon was the first of 201 students to enroll that first year.

Full-fledged college work was initiated in 1900 and gradually expanded until the first baccalaureate degrees were awarded in 1905. After one year as Wesleyan University of West Virginia, the name was officially changed in 1906 to West Virginia Wesleyan College, in honor of Methodism's founder, John Wesley. Pre-college work continued through 1922-23, when it was deemed no longer necessary due to the growth of high schools in the state.

The early beginnings of the College were modest, and the fledgling school was frequently plagued by debt that became particularly threatening during the Great Depression of the 1930s. But the shortage of fiscal resources never dampened the vision of the College community and its supporters. By 1939, when the three major Methodist bodies united to become the Methodist Church, leaders of the College dreamed of making Wesleyan the outstanding liberal arts college in the state—a challenging vision for a financially struggling college of fewer than 500 students.

Historians of the College credit Thomas W. Haught, an 1894 graduate of the Seminary, 20-year academic dean (1909-1929), long-time faculty member, and three-time acting president, as one of Wesleyan's most influential champions of academic excellence. In addition to strengthening the faculty and the emphasis on academics, he led efforts to achieve initial accreditation by the North Central Association of Colleges and Secondary Schools in 1927.

For many, the presidency of Dr. Stanley H. Martin (1957-1972) marks the period of the College's most dramatic growth, measured in student enrollments, increasing academic stature, and an expanding physical plant. It was largely his vision that gave the campus its present Georgian character. Annie Merner Pfeiffer Library, Benedum Campus Center, Benedum Hall (originally named New Hall), Christopher Hall of Science, Doney Hall, Jenkins Hall, Holloway Hall, Martin Religious Center, Middleton Hall, McCuskey Hall, and Wesley Chapel are tangible expressions of the expansion that characterized President Martin's tenure.

Following the successful tenure of Dr. Martin, John D. Rockefeller IV served as Wesleyan's President from 1973 to 1975. The current gymnasium and athletic center were completed during his tenure. For a period of time, it was referred to on campus as "The New Gym," but was renamed the John D. Rockefeller IV Physical Education Center after his departure in 1975. Immediately following his tenure at Wesleyan, Rockefeller served as Governor of West Virginia from 1977 to 1985 and went on to serve as the Junior Senator from West Virginia in the United States Senate.

During the 1970's, Wesleyan offered its first graduate degree program in education and in the 1980's in business administration. The French A. See Dining Center was constructed in the mid 1990's to provide a centralized location for students to dine and socialize each day. Extensive financial resources were also invested in information technology, with an emphasis on academic instruction during this decade. The College became one of the first institutions in the nation to require students to have laptop computers.

Many features of modern campus life at Wesleyan have long traditions. An example is football, which was introduced in the pre-college seminary in 1898. The school colors of orange and black go back to that very first game, when fullback and team captain Frank Thompson wore a turtleneck sweater in Princeton University's orange and black to honor two football greats of that university. A more comprehensive athletic program was formally organized at the collegiate level in 1902. Early sports included football, baseball, basketball, and gymnastics - for men only. In 1996, Wesleyan received the Sears and Roebuck Award for the most successful athletic program



in the nation. From 1992 to 2012, Wesleyan captured the West Virginia Intercollegiate Athletic Conference's Commissioner's Cup as the most successful athletic program. Since 2006, the College has added women's golf, women's lacrosse, and indoor track to make a total of twenty-one sports. In 2013-2014 Wesleyan joined a new athletic conference, the Mountain East Conference and captured five conference championships. Approximately one-third of our students participate in varsity athletics. A new multi-purpose athletic complex, including an eight-lane track and new turf field, was also recently constructed.

Music was an important part of campus life, beginning in 1890 when two pianos and an organ were installed in the seminary's new building. In 1902, the current Annex Building was constructed as the Conservatory of Music, the College's first building dedicated solely to academic purposes. The school's "unofficial" anthem "My Home Among the Hills," written by former trustee E.W. "Bill" James, is sung at every school ceremony. The song has been used at special functions throughout the state, including the governor's inaugural ceremonies.

The Greek system was initiated on campus in 1925, when the Board of Trustees authorized the establishment of two sororities and three fraternities. And as early as 1910, the Wesleyan Volunteer Band—followed in 1930 by the Student Volunteer Movement—established a tradition of service among Wesleyan students, concentrating in those early years on foreign missions of the Christian church, but also maintaining strong ties to the local community. Community service programs have been expanded to become an integral part of the College's student life program.

Much has changed in higher education and in West Virginia since West Virginia Wesleyan College was established. Yet the founders would recognize much of today's curriculum and many of today's campus traditions as worthy continuations of their early efforts.

## WESLEYAN ACCREDITATION

West Virginia Wesleyan is accredited by The Higher Learning Commission (30 North LaSalle Street, Suite 2400, Chicago, IL 60602-2504; telephone 1-800-621-7440) and approved by the University Senate of The United Methodist Church. The baccalaureate degree program in nursing/master's degree program in nursing/ and post-graduate APRN certificate program at West Virginia Wesleyan College are accredited by the Commission on Collegiate Nursing Education (<http://www.cneaccreditation.org>). Wesleyan's BSN program is fully approved by the West Virginia Board of Examiners for Registered Nurses, 90 MacCorkle Ave SW #203, South Charleston, WV 25303, telephone 304-744-0900. The Doctor of Nursing Practice program at West Virginia Wesleyan College is pursuing initial accreditation by the Commission on Collegiate Nursing Education (<http://www.cneaccreditation.org>). Applying for accreditation does not guarantee that accreditation will be granted. Shenandoah University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools, 1866 Southern Lane, Decatur, GA 30033-409, (404) 679-4500. Shenandoah's Nurse-Midwifery Program is accredited by the American College of Nurse-Midwives Accreditation Commission for Midwifery Education ([www.midwife.org/accreditation](http://www.midwife.org/accreditation)). Shenandoah's Psychiatric Mental Health Nurse Practitioner Program is accredited by the Commission of Collegiate Nursing Education.

The College holds membership in the Appalachian College Association, the National Association of Independent Colleges and Universities, the American Association of Colleges for Teacher Education, the National Association of Schools and Colleges of The United Methodist Church, the Council of Independent Colleges, and the Council of Graduate Schools.





## GRADUATE ACADEMIC PROGRAMS

The mission of West Virginia Wesleyan's Graduate Programs is to serve the educational needs of graduate students in acquiring advanced learning through applied skills and ethical practice while developing competence in research scholarship in their discipline.

West Virginia Wesleyan College's graduate programs are housed in academic departments that are housed within schools. The following section contains general graduate studies policies and procedures and the current individual graduate program admission requirements, descriptions, and degree requirements as well as all graduate course descriptions. These requirements and descriptions are current at the time of printing of this catalog; however, the College reserves the right to revise or change this information in whole or in part at anytime as such change is determined to be necessary. In any such case, the College will give appropriate and reasonable notice as is practical.

### **ADMISSION PROCEDURES AND PROCESS FOR GRADUATE PROGRAMS**

All graduate program applicants, including non-matriculating and visiting students, must complete an Application for Graduate Studies Admission. An application form is available online or from the Graduate Admissions Office within O'Roark Nordstrom Welcome Center on campus. The completed application and all undergraduate and graduate transcripts, recommendations, required test scores, and any additional materials required by the specific program as described within this catalog should be submitted to the Graduate Admissions Office, WVWC, 59 College Avenue, Buckhannon, WV, 26201.

Upon receipt, the application package is reviewed by the Admissions Office for completeness, and then forwarded to the Director of the applicant's program for review by each program's faculty Admission Committee. Each program's Admission Committee and Director make the recommendation for admission to the Dean of the College who makes the final admission decision. Applicants are notified of admission decisions by mail, generally within two weeks of receipt of the complete application.

At the discretion of the applicant's program Admission Committee, Program Director and Dean of the College, applicants who do not meet the minimum requirements for a program, but who appear to be capable of performing well in graduate work, may be accepted provisionally. The provisional acceptance will be lifted upon the student's successful completion of the specific provisional requirements cited in their provisional acceptance letter. Failure to meet the conditions and requirements of the provisional acceptance within the first year of graduate work will result in the student being academically suspended or dismissed.

Accepted students are required to submit a \$200 enrollment deposit, if domestic, and \$500 if international, upon receipt of acceptance to secure the student's place in the program and classes. The deposit will be applied to the student's first semester tuition and fees.

## NON-MATRICULATING OR VISITING STUDENTS AND AUDITING

Individuals who have earned a baccalaureate degree and wish to enroll in particular courses for personal or professional development or certification or licensure requirements without the intent to matriculate in any degree program may apply for admission as a non-matriculating student. Applicants to this status are expected to meet the minimum academic requirements as established for regular admission to the particular graduate program including official verification of an earned baccalaureate degree. Admission on this basis does not imply acceptance or eligibility in any graduate degree program, regardless of the number of credits earned on this basis. Non-matriculating students may enroll for a limited number of classes upon approval of the relevant program director.

Graduate students who are matriculating at another college or university and wish to enroll in graduate courses at West Virginia Wesleyan College for transfer to their home institution may apply as a visiting graduate student. Visiting students must submit an official letter from their home institution documenting their status as a graduate student in good standing with their application. Transfer of these course credits is solely at the discretion of their home institution.

Individuals who wish to audit graduate courses for personal or professional development on a non-credit, ungraded, auditing basis may do so in select graduate courses at the sole discretion of the relevant program director or course instructor. Those interested in enrolling as a non-degree student must apply as a non-matriculating student and submit with their application the application fee, all transcripts which attest to an earned degree appropriate to the chosen program and a satisfactory GPA.

## TUITION, FEES AND PAYMENT PROCEDURES

Tuition	* See Below
Graduation Fee	\$150
Audit Fee per Course	\$400
Enrollment Deposit (non-refundable):	
Domestic	\$200
International	\$500

\*The 2018-19 tuition charge for Master of Business Administration and Master of Science in Athletic Training is \$450 per credit hour. The Master of Fine Arts tuition fee is \$475 per credit hour. The Master of Science in Nursing tuition fee is \$790 per credit hour. The Doctor of Nursing Practice tuition fee is \$890 per credit hour. There is a \$350 Master of Science and Doctor of Science Program Fee charged per semester. Some online graduate courses carry a \$195 technology fee per course. The graduation fee is \$150. The audit fee is \$400 per course.

Accepted students are required to submit a \$200 enrollment deposit, if domestic, and \$500 if international, upon receipt of acceptance to secure the student's place in the program and classes. The deposit will be applied to the student's first semester tuition and fees.

Graduate students who have pre-registered may view and pay their bill online by selecting "View my Bill" and "Make a Payment" below the Financial Information section of WebAdvisor. WVWC accepts American Express, MasterCard, Visa and

Discover payments. Personal checks, money orders and/or third party payments may be mailed to the Student Accounts Office, West Virginia Wesleyan College, 59 College Avenue, Buckhannon, WV, 26201. No academic credentials will be issued to the student until all college bills are paid and all financial aid documentation, if applicable, has been completed.

Funds paid in advance that are in excess of institutional costs are refunded to the student when the Student Accounts Office receives a completed Refund Request Form.

**Students who are approved or are considering withdrawing from courses or from the college should review the withdrawal policy and schedule below:**

1. For students who withdraw from the College due to illness, or for other reasons approved by the Dean of the College, and are enrolled in full semester courses during the Fall and Spring semesters, the following schedule will be used:

Fall Semester 2019	Spring Semester 2020	Student Responsibility
August 26 - September 8	January 7 - January 20	20% of tuition
September 9 - September 22	January 21 - February 3	40% of tuition
September 23 - October 6	February 4 - February 17	60% of tuition
After October 6, 2019	After February 17, 2020	100% of tuition

May Term 2020	Summer Term 2020	Student Responsibility
May 6 - May 9	June 4 - June 7	20% of tuition
May 10 - May 13	June 8 - June 11	40% of tuition
May 14 - May 17	June 12 - June 14	60% of tuition
After May 17, 2020	After June 14, 2020	100% of tuition

2. As MFA courses are offered on a different academic calendar, their refund schedule is also on a different schedule found in the MFA section of this catalog.

## FINANCIAL AID

Various financial aid opportunities are available for graduate students including Federal Direct Unsubsidized Loans upon completion of the Free Application for Federal Student Aid (FAFSA). Other loan and scholarship opportunities exist. Many companies, embassies and agencies directly reimburse students for their educational expenses upon successful completion of courses. In these situations, the student is responsible for paying the bill at the beginning of the term or selecting another payment option. Tuition may not be left unpaid pending reimbursement by a third party. For financial aid purposes, students are considered full-time when enrolled in six or more graduate credit hours per semester or session. For further information, contact the WVWC Financial Aid Office at 800-343-2374.

## HOW TO APPLY FOR FINANCIAL AID

We highly recommend that you file the Free Application for Federal Student Aid (FAFSA) online at [www.fafsa.gov](http://www.fafsa.gov). West Virginia Wesleyan College's School Code number is 003830. In order to maximize all of your Financial Aid options, we strongly advise that all students file the FAFSA.



## **GRADUATE PROGRAMS INSTRUCTIONAL OFFERINGS**

### **COURSE NUMBERING SYSTEM**

The first of the three digits of the course number indicates the general level of instruction (target audience). Graduate courses are open only to students who have earned a bachelor's degree and to students in the combined Five-Year Undergraduate/ Graduate Programs.

- 500 - 599 These courses are typically the first-tier, foundational courses that immerse graduate students in the material central to the field and that presuppose mastery of prerequisite undergraduate-level understanding and application.
- 600 - 699 These courses require graduate students to synthesize foundational course work in integrated second-tier courses, or in an applied capstone project that demonstrates graduate-level mastery of the subject matter.
- 700 - 799 These courses require graduate students to synthesize foundational course work in an applied capstone project that demonstrates graduate-level mastery of the subject matter.
- 800-899 These courses are offered at the doctoral level. Students must have been admitted into the DNP doctoral program.

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### **FIVE - YEAR MASTER OF BUSINESS ADMINISTRATION PROGRAM**

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See the Undergraduate Catalog for more information on the Five - Year Undergraduate/ Master of Business Administration program.

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## MASTER OF BUSINESS ADMINISTRATION PROGRAM

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PROFESSORS EMERITUS: Michael Ervin, Bernard Keating  
ASSOCIATE PROFESSORS: Susan Aloï, Tracie Dodson, Hamid Shaafi,  
Rebecca Swisher  
ASSISTANT PROFESSORS: Kimberly Conrad, Tuan Le, Kelly Sharp,  
SENIOR LECTURER: David McCauley  
DIRECTOR: Kelly Sharp  
MARKETING COORDINATOR: Kelly Sharp

The Wesleyan Master of Business Administration program offers an integrative general management curriculum that prepares managers to think and lead at all levels of an organization. The broad-based curriculum strives to create organizational leaders with multiple skills who can analyze business problems from a variety of perspectives and exercise ethical judgments when finding solutions. At the core of the program are the functional areas of business: accounting, finance, management, and marketing. These are supported by courses in ethics, economics, and quantitative analysis. The objectives of the program are to offer a curriculum with a rich philosophy about judgment, analysis, and action via a healthy mix of theory and practice; to provide a unified and innovative core curriculum that provides focus and continuity; to provide outstanding, student-centered teaching that results from faculty who are current in their fields and committed to developing students as ethical decision makers; and to offer a curriculum that balances technical and substantive issues in management.

The 36-semester hour program is designed to be pursued either on an intensive schedule by full-time students or on a part-time basis by business professionals, using evening, summer, and online class opportunities. The MBA curriculum consists of 24 credit hours of core courses plus 12 credit hours in electives, which may be targeted in an area of concentration or selected randomly for a standard MBA.

### MBA CORE COURSES (24 CREDIT HOURS)

BUSI 500\*, 502\*, 550, 560, 570\*\*, 610, 620, 631, 641, 700

*\*These courses are intended for students without prior extensive business coursework. Placement in these courses is at the discretion of the program director. Courses do not count towards the 36 total hours required for completion of the MBA degree.*

*\*\*Students enrolled in the Health Care Administration Concentration will substitute BUSI 506 for BUSI 570.*

### MBA CONCENTRATIONS

**Health Care Administration:** BUSI 506, 516, 536, 538, 577.

**Nonprofit Management:** BUSI 534, 535, 565, 645

**Human Resource Management:** BUSI 534, 562, 572, 645

**Customized Concentration:** Strategically select four MBA electives around a theme

**Standard MBA:** Select any four MBA electives from among the following -  
BUSI 534, 535, 562, 565, 571, 572, 575, 595, 645

### ADMISSION

Application for admission to the program is invited from anyone who holds a bachelor's degree from an accredited college or university, regardless of undergraduate major. Applicants should complete the **application form** and return it to the Admissions Office, West Virginia Wesleyan College, 59 College Avenue, Buckhannon, WV, 26201, along with:

1. a current résumé showing relevant work experience;
2. two completed recommendation forms or letters (preferably, one from an employer and one from a professor);
3. official transcripts of all undergraduate and graduate work (2.75 minimum GPA required; 3.0 preferred);
4. for applicants with less than a 3.0 undergraduate GPA, an official report of the Graduate Management Admission Test (GMAT) (score of at least 400 expected);
5. if a non-native English-speaking international student, an official report of the Test of English as a Foreign Language (TOEFL); and

Based on the recommendations of the MBA Admission Committee and the MBA Director, the Dean of the College will make the final admission decision and notify applicants in writing of those decisions.

## UNDERGRADUATE FOUNDATION COURSES

Although Wesleyan's MBA program is designed for students committed to developing advanced management skills, regardless of their undergraduate major, all students are required to have a basic knowledge of business. Prior to or as they enter the MBA program, students must complete the following prerequisite or co-requisite foundation courses, unless they have completed courses in all three of the content areas within that module:

### **BUSI 500: MBA Foundations\***

1. Finance
2. Marketing
3. Microeconomics

### **BUSI 502: MBA Essentials\***

1. Accounting
2. Management
3. Statistics

*\*These courses are intended for students without prior extensive business coursework. Placement in these courses is at the discretion of the program director. Courses do not count towards the 36 total hours required for completion of the MBA degree.*

## REQUIREMENTS FOR MASTER OF BUSINESS ADMINISTRATION DEGREE

All candidates must:

1. Complete 36 semester hours, including BUSI 550, 560, 570, 610, 620, 631, 641, 700; plus a 12 hour concentration;
2. Earn at least 27 hours in residence;
3. Achieve a cumulative B average (3.0 grade point average) in all courses applicable toward the MBA degree and in all M.B.A. work completed at Wesleyan.
4. Complete all MBA course requirements within seven years from the date of enrollment in their first Wesleyan MBA course.

### **Program Outcomes**

\* Demonstrate high levels of knowledge and skills in current theory and application in the four functional areas of business: accounting, finance, management, and marketing.

\* Use a results-oriented approach to problem-solving and decision-making in each course within the MBA program.

\* Analyze complex business problems from a variety of strategic leadership and organizational perspectives.

\* Make ethical judgments and decisions to ensure socially-responsible and sustainable business practices.

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## **MBA COURSES**

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**BUSI 500. MBA Foundations. 3 hrs.**

An overview of foundational content in finance, marketing, and microeconomics to prepare students from any major to be successful in the MBA program.

**BUSI 502. MBA Essentials. 3 hrs.**

An overview of essential content in accounting, management, and statistics to prepare students from any major to be successful in the MBA program.

**BUSI 506. Healthcare Ethics. 3 hrs.**

A survey of key concepts in moral and political philosophy with an emphasis on their application to issues in healthcare ethics. Includes topics such as ethical dilemmas, honesty, and truth-telling in healthcare; aging, memory loss and patient autonomy; abortion; and euthanasia.

**BUSI 516. Financial Management in Healthcare Organizations. 3 hrs.**

A study of the structure and operations of various contemporary healthcare financing and reimbursement systems and related policy issues. Historical, current, and proposed policy options in healthcare financing, including private and government programs, will be addressed. The administrator's role in programming, budgeting, and controlling processes in complex healthcare systems will be discussed.

**BUSI 534. Human Resource Management. 3 hrs.**

This course introduces the theoretical, technical and legal aspects of human resource management and employment relations. Topics covered include human resource planning, recruitment, selection, performance evaluation, training and development, compensation, labor relations, occupational safety and health, and the evaluation of human resource management programs.

**BUSI 535. Management for Non-profits. 3 hrs.**

This course is intended to provide students with a broad understanding of the wide range of issues involved in developing and leading a non-profit enterprise. Students will be introduced to the operating environment, resource concerns, and unique leadership requirements of non-profits.

**BUSI 536. Human Resource Management in the Healthcare Industry. 3 hrs.**

This course is designed to enable students to understand the crucial nature of diverse human resources in the healthcare industry. Selected topics include professional growth, diversity, recruitment, retention, performance evaluation, promotion, and conflict management. Legal and ethical issues related to human resource management will be discussed, as well as the effective use of motivation and power applied in the healthcare industry.

**BUSI 538. Leadership and Planning in Healthcare Organizations. 3 hrs.**

An exploration of the political, social, economic, and ethical influences on leadership and planning in healthcare organizations. Special attention is given to how change occurs and can be managed or led by healthcare administrators who understand the role of leadership in change theory and organizational planning.

**BUSI 550. Quantitative Methods for Management. 3 hrs.**

An introduction to statistical methods as they apply to business and economics. Emphasis is placed on using computer tools to analyze data and preparing written reports based on the analyses. The course is designed to assist the MBA student to better understand

the nature of decision making using standard statistical tools. Problem solving and class discussion are the primary techniques of instruction, with one additional directed assignment using computer-based research tools to conduct statistical analyses.

**BUSI 560. Managerial Economics. 3 hrs.**

Application of microeconomic concepts and decision science to managerial problems. Topics include the theory of consumer behavior, the theory of the firm, the theory of market structures and pricing, game theory, linear programming, input-output analysis, statistical estimation, forecasting, and capital budgeting. *Completion of BUSI 550 prior to enrolling in this course is recommended.*

**BUSI 562. Labor Economics. 3 hrs.**

The objective is for students to develop an understanding of the modern theory of labor market behavior and gain the ability to apply related economic concepts. Topics include labor demand, labor supply, compensating wage differentials, investments in human capital, wage determination, earnings differences, unionism, and unemployment.

**BUSI 565. Nonprofit Funding. 3 hrs.**

An examination of the key aspects of fundraising, stewardship, donor development, and financial management of nonprofit organizations. Application of these issues in the development of a fundraising plan for a nonprofit organization.

**BUSI 570. Applied Ethics for Management. 3 hrs.**

A study of ethical decision making in a business context. Topics include ethics and a free market ideology, the competitive advantage of ethics-based thinking, uncovering organizational ground rules, breaking the gridlock of competing interests, frameworks for ethical decision making, conflicts between businesses and publics, and the relationship between business culture and business ethics. Case studies and presentations are the primary learning tools.

**BUSI 571. Ethical Issues in Marketing. 3 hrs.**

Ethical frameworks and case studies for the analysis of marketing decisions, especially as regards pricing, product management, promotion and distribution, and advertising and personal selling.

**BUSI 572. Negotiation and Conflict Resolution. 3 hrs.**

This course is an introduction to the fundamental concepts and practices of negotiation and conflict resolution. It will involve discussions about the nature of negotiation, the strategy and planning involved in negotiation and the role that communication, power, relationships and ethics play in negotiation. In addition, the students will be introduced to general concepts of conflict resolution in the workplace.

**BUSI 573. Insurance Principles and Planning. 3 hrs.**

This course introduces students to the fundamentals associated with the principles of risk management through insurance contracts. It also covers the topics of property and casualty insurance, life insurance and living benefits.

**BUSI 575. Legal Environment of Business. 3 hrs.**

Students will develop a practical, working knowledge in many areas of the law following exposure to contracts, torts, property, employment/human resource management law, agency, secured transactions, negotiable instruments and, time permitting, a brief examination of some selective environmental and international law issues.

**BUSI 577. Healthcare Internship. 3 hrs.**

A professional field placement in an approved healthcare agency. Students will perform and shadow professional healthcare administrative assignments. Significant application of course-based learning is expected. In consultation with a field supervisor and the faculty sponsor, students will develop a contract that specifies on site and academic learning objectives and methods for the internship.

**BUSI 580-589 and BUSI 680-689. Special Topics. 3 hrs.**

A course or seminar on a selected topic within the discipline that is not otherwise represented in the curriculum.



**BUSI 590-599 and BUSI 690-699. Independent Studies. 3 hrs.**

Each student is permitted to take a maximum of six graduate hours of independent studies. These courses are jointly designed and developed by the student and a sponsoring faculty member to satisfy the student's need for individual applied research topics.

**BUSI 610. Management Accounting. 3 hrs.**

A study of special topics in cost accounting: budgeting, profit control, tax planning, inventory control, and decision models. Cash forecasting, modeling the financial requirements of the firm, and analyzing the financial statements for investment decisions are also covered.

**BUSI 620. Financial Management and Policy. 3 hrs.**

Advancing the theoretical constructs of corporate financial decision making, this course covers the important decisions that financial managers face as they balance such issues as capital budgeting, cost of capital, dividend policy, long-term financing and mergers, and working capital management.

**BUSI 631. Management Theory and Leadership in Organizations. 3 hrs.**

A review of the core functions of management: planning, organizing, leading, and controlling. The course focuses on understanding why people behave the way they do in organizations. Topics include strategic decision making, models of leadership, process design and control, total quality management, project management, group dynamics, teamwork, power and politics, conflict management, organizational design and structure, organizational culture, and organizational change.

**BUSI 641. Marketing Management and Research. 3 hrs.**

This course emphasizes the decisions that marketing managers must make in their efforts to bring together the objectives and resources of their organizations with the needs and opportunities in the marketplace. The theoretical foundations of marketing management are explored, as well as the strategies, tactics, and administrative issues surrounding marketing decisions. The course also addresses the technical aspects of marketing research process (problem definition, research design, data collection, data analysis, interpreting and communicating research findings), and focuses on the role of marketing research in managerial decision making.

**BUSI 645. Project Management. 3 hrs.**

The Project Management MBA course uses a problem-based approach to create experiences that provide a thorough knowledge and understanding of project management.

**BUSI 700. Business Strategy. 3 hrs.**

This is the capstone MBA course, designed to integrate the functional areas of business: accounting, finance, management, and marketing into comprehensive strategic planning for an organization. The course draws on readings, group analyses, written reports, panel discussions, presentations, and includes the development of a strategic plan for a case or real business or organization. *Prerequisites:* BUSI 550, 560, 570, 610, 620, 631, 641.

## GRADUATE BUSINESS CERTIFICATES

The Graduate Business Certificates aim to provide continued education or professional development to individuals who may not be eligible or interested in completing the full MBA program. Each certificate will require four, three-credit MBA-level courses in a specific concentration area. With the healthcare administration certificate requiring an additional three hour internship for a total of 15 hours for the certificate.

**Nonprofit Management** (12 graduate credits): BUSI 534, 535, 565, 645.

**Healthcare Administration** (15 graduate credits): BUSI 506, 516, 536, 538, 577.

**Human Resource Management** (12 graduate credits): BUSI 534, 562, 572, 645.

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**MASTER OF FINE ARTS PROGRAM**

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PROFESSOR EMERITUS: Mark DeFoe

PROFESSOR: Devon McNamara

ASSOCIATE PROFESSORS: Richard Schmitt, Doug Van Gundy

DIRECTOR: Doug Van Gundy

The MFA in Creative Writing, a two-year low-residency program requiring 49 hours of credit, offers students the opportunity to design their own program in poetry, fiction, or creative nonfiction under the supervision of a faculty mentor and the program director. Each semester begins with a 10-day intensive residency on Wesleyan's campus, after which students return home and carry out their programs of study by correspondence. During the residency, student writers participate in a scheduled series of craft lectures, seminars, workshops, and readings presented by the Wesleyan core faculty of writers and the semester's visiting faculty.

Students are assigned a different faculty mentor each semester. At the residency, the student meets with the assigned faculty mentor to design the following semester's work, which includes forming a reading list of 20-25 books, a list comprised of works on craft, criticism, and theory, as well as the work of individual authors; the exchange of five packets of original writing, revisions, and annotations on the required readings, with faculty responses by e-mail, regular mail, and phone, no later than one week after receiving the packets; and the submission of a final portfolio. These exchanges are not online courses, but tutorials which encourage a close, sustained apprenticeship with master writers who have significant publications and standing in their field. Students are expected to spend a minimum of 25 hours per week on their writing and directed reading.

The program welcomes and fosters writing that explores place and identity. Students may choose to spend one residency period in a faculty-supervised field seminar in Ireland or other Wesleyan-sponsored travel destinations. *Students may not substitute a travel residency for his/her first or final residency.*

**PROGRAM LEARNING OUTCOMES**

Students who complete the WVWC low-residency MFA program will be:

- Versant in the craft of creative writing with a thorough grounding in the best that is being written.
- Proficient in the craft and technique of creative writing while deepening and enlarging their writing mind and talent.
- Active and productive members of a community of writers who will mutually enrich each other's life and writing.

**Cross-Genre Study: Secondary Genre Concentration Option**

At campus residencies, the interdisciplinary morning sessions offer all students instruction in fiction, creative nonfiction, and poetry. For students who wish to go further into studies outside their primary genre, the program offers the option to study a secondary genre for one residency and semester period. During the cross-genre residency, students participate in the afternoon workshop in the genre of interest; and during the semester immediately following that residency, they complete creative and annotative work in that genre under the guidance of an advisor with a specialty in that genre. This option adds one residency and one semester (a total of 12 credit hours) to a student's total program of study and earns the student a secondary genre concentration which is documented on the final transcript. Students enrolled in this option are required to complete 61 credit hours (49 credit hours required in their primary track, 12 credit hours required in their secondary track).

Since it is most advantageous for students to first be grounded in the MFA program and in the study of their primary genre before broadening out, **students are eligible for the cross-genre study option only during their third or fourth residency/semester** (in other words, before or after the Critical Essay semester; both the Critical Essay and the Thesis must be completed in the student's primary genre). Students interested in this option should contact the director to hear more details and to establish a timeline.

The application deadline for students intending to enroll in a secondary-genre residency/semester is **April 1 for summer/fall** and **October 1 for winter/spring**. To apply for the secondary genre concentration, students must submit a writing sample in the genre of interest (15 poems or 20 pages of prose) to the director who then consults the relevant faculty; director and faculty approval is required for this option. All students begin the program with a 49-credit-hour program of study. Once the student applies for the secondary concentration and is accepted and enrolled in the secondary genre concentration option, their credit requirement changes from 49 to 61 credit hours; because the additional credits are required for an MFA degree with concentration, students are eligible to receive federal loans to fund the additional residency/semester.

## REQUIREMENTS FOR THE MASTER OF FINE ARTS DEGREE

A minimum of 49 credit hours are required for the MFA degree. Requirements include completion of four residencies and a thesis-presentation residency, and completion of the following required courses:

Poetry Track: ENGL 540 (four times), ENGL 545 (four times), ENGL 570 (two times), ENGL 625, ENGL 650, and ENGL 655.

Fiction Track: ENGL 520 (four times), ENGL 525 (four times), ENGL 570 (two times), ENGL 625, ENGL 650, and ENGL 655.

Creative Nonfiction Track: ENGL 530 (four times), ENGL 535 (four times), ENGL 570 (two times), ENGL 625, ENGL 650, and ENGL 655.

## REQUIREMENTS FOR THE MFA DEGREE WITH A SECONDARY GENRE CONCENTRATION

Poetry Concentration adds ENGL 540, 545, 575 to Fiction or Nonfiction Track.  
Fiction Concentration adds ENGL 520, 525, 575 to Poetry or Nonfiction Track.  
Nonfiction Concentration adds ENGL 530, 535, 575 to Fiction or Poetry Track.

## EVALUATION AND DEGREE AWARD

The MFA Director, based on faculty feedback and the student's participation in residency activities, will submit a Pass or Fail grade for all residency courses (ENGL 520, 525, 530, 535, 540, 545, 655). The faculty mentor will submit to the MFA Director a mid-semester written evaluation and an end of the semester evaluation and recommendation for Pass or Fail for the semester-long course (ENGL 570, 575 or 625). Both student and faculty mentor will keep a dated record of the exchanges of written material. This information will be kept in the student's file and will be reviewed by the Director and the appropriate faculty mentor as the basis for the award of credit for the semester.

The Pass/Fail evaluation system does not provide an official "middle zone" in grading that can alert a student to potential precariousness of his or her

status in the program when necessary. The halfway mark of a student's tenure in the program is the point at which we will officially notify students if sufficient progress has not been made toward the MFA degree, or if sufficient commitment has not been shown. If the advisor and director are concerned about a student's lack of progress or lack of effort after his/her second semester, an official warning letter will be given to the student and also placed in his/her permanent file. This letter is not intended as a threat, or a punitive action; instead, if the student is struggling to meet the standards of the program, the letter is meant to offer him/her an opportunity to reassess, in conversation with faculty, his or her goals for MFA study; to dive more deeply during the third semester; and to increase commitment level if the student plans to complete the program.

The fourth-semester student's Pass/Fail grade for the final credits earned during Thesis project completion (ENGL 650) will remain an "I" (Incomplete) until the receipt of the Final Deposit and the completion of the Fifth Residency (ENGL 655). Once all requirements are satisfied, the final grades will be submitted to the Registrar and the MFA degree will be finalized on the first degree-conferring date to follow the students' Fifth Residency. For Thesis students finishing in spring, the degree is finalized in August; for students finishing in fall, the degree is finalized the following May.

The MFA Program Director will maintain a record of all of the above materials and a brief written evaluation for each residency and semester based on the above methods and materials, and the final end-of-program evaluation which in total forms the basis for the award of the Master of Fine Arts degree.

## APPLICATION REQUIREMENTS

1. Completed Graduate Application Form
2. Writing Sample – see next page
3. Official transcripts of all undergraduate and graduate coursework
4. Two Letters of Recommendation with the Graduate Application Recommendation Form
5. Current vita/résumé
6. A 750-1,000 word Statement of Purpose

Admission writing sample requirements include: 20 pages of your best work for fiction and creative nonfiction, and 15 of your best poems for poetry. The two recommendations should come from knowledgeable and relevant recommenders who can speak to the applicant's writing and/or academic aptitude. Preference is given to applicants with an undergraduate degree with a grade point average of 3.00 or above and significant course work in English and writing. Prospective students may apply at any time; however, the application deadline is October 1 for the Winter Residency and April 1 for the Summer Residency. Once accepted, students may begin their residency in either the winter or summer residency period.

The MFA Graduate Admission Committee will read all applications and make recommendations about admittance to the program to the MFA Director who makes recommendations to the Dean of the College who then makes the final Admission decision. Members of the committee will include two creative writers in the student's genre.

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**GRADUATION REQUIREMENTS**

1. Four semesters of supervised work, earning a minimum of 49 credit hours. [Five semesters of supervised work for graduation with Secondary Genre Concentration , earning a minimum of 61 credit hours.]
2. Five residencies. [Six residencies for graduation with Secondary Genre Concentration.] The Fifth [or Final] Residency is devoted to participating in a Thesis Interview, teaching a seminar and presenting a graduate reading.
3. Critical Essay (20-25 pages).
4. Creative Thesis (100-125 pages for fiction and nonfiction; 48-60 pages for poetry).
5. Comprehensive Annotated Bibliography.
6. Submission of the Application for Degree form one semester before intended graduation.
7. Payment of the \$150 graduation fee.
8. Narrative Transcript prepared collaboratively with Advisor and Director.

**2019-2020 MFA GRADUATE STUDIES CALENDAR**

2019 SUMMER RESIDENCY (2019M1—MFA Term 1) and FALL SEMESTER (2019M2—MFA Term 2)

## July

- 5-14 Summer Residency: Seminars, Workshops, and Readings (total of 4 credit hours – see courses below\*)
- 5-6 Add/Drop dates for residency courses
- 9 Deadline for Withdrawal from residency courses with responsibility for 50% of residency tuition and with entitlement to 10% of residency-semester scholarship (if applicable)
- 15 Begin ENGL 570: Semester Project in Fiction, Poetry, or Creative Nonfiction; ENGL 575: Secondary Genre; ENGL 625: Critical Essay; ENGL 650: Thesis Manuscript Preparation (8 credit hours)
- 15-19 Add/Drop dates for ENGL 570, 575, 625, 650
- 26 Grades from residency due in Registrar's office
- 26 Withdrawal from ENGL 570, 575, 625, 650 deadline with responsibility for 20% of semester tuition and with entitlement to 20% of residency-semester scholarship (if applicable)

## August

- 9 Withdrawal from ENGL 570, 575, 625, 650 deadline with responsibility for 40% of semester tuition and with entitlement to 40% of residency-semester scholarship (if applicable)
- 23 Withdrawal from ENGL 570, 575, 625, 650 deadline with responsibility for 60% of semester tuition and with entitlement to 60% of residency-semester scholarship (if applicable)

## September

- 23 Advisor's Midterm Advisee Evaluation due to Director
- 27 Final Deadline for Withdrawal from ENGL 570, 575, 625, 650 – responsible for 100% of semester tuition, entitled to 100% of residency-semester scholarship (if applicable)

## November

- 1-15 Pre-registration for W2019 Residency and Sp2019 Semester courses [Director completes pre-reg and students confirm at residency check-in]
- 11 End of ENGL 570, 575, 625, 650: Semester Portfolio due for ENGL 570, 575, 625; First Deposit of Thesis due for ENGL 650
- 25 ENGL 570, 575, 625 grades due in Registrar's office; ENGL 570, 575, 625 Advisor's Final Advisee Evaluation Due to Director
- (ENGL 650 grades will remain on record as "I" (Incomplete) until the final grades are submitted to the Registrar once Final Residency is completed and Final Deposit of Thesis is received; degree conferred May 2020.)

2020 WINTER RESIDENCY (2020M3—MFA Term 3) and SPRING SEMESTER (2020M4—MFA Term 4)

**December/January**

Because the lodging contract for Blackwater Residency is external to the College, charges for late withdrawals/cancellations will follow this schedule:

10% will be charged for lodging cancelled by Dec 9	75% will be charged for lodging cancelled by Dec 27
20% will be charged for lodging cancelled by Dec 13	Full payment charged for lodging cancelled after Dec 27
40% will be charged for lodging cancelled by Dec 20	<i>Residency Fee not charged to any student who withdraws by Dec 27</i>

Dec 27-Jan 5 Blackwater Winter Residency: Seminars, Workshops, and Readings (total of 4 credit hours – see courses below\*)

Dec 27-28 Add/Drop dates for residency courses

Dec 31 Deadline for Withdrawal from residency courses with responsibility for 50% of residency tuition and with entitlement to 10% of residency-semester scholarship (if applicable)

Jan 6 Begin ENGL 570: Semester Project in Fiction, Poetry, or Creative Nonfiction; ENGL 575: Secondary Genre; ENGL 625: Critical Essay; ENGL 650: Thesis Manuscript Preparation (8 credit hours)

Jan 6-10 Add/Drop dates for ENGL 570, 575, 625, 650

Jan 17 Grades from residency due in Registrar's office

Jan 17 Withdrawal from ENGL 570, 575, 625, 650 deadline with responsibility for 20% of semester tuition and with entitlement to 20% of residency-semester scholarship (if applicable)

Jan 31 Withdrawal from ENGL 570, 575, 625, 650 deadline with responsibility for 40% of semester tuition and with entitlement to 40% of residency-semester scholarship (if applicable)

Feb 14 Withdrawal from ENGL 570, 575, 625, 650 deadline with responsibility for 60% of semester tuition and with entitlement to 60% of residency-semester scholarship (if applicable)

March 16 Advisor's Midterm Advisee Evaluation due to Director

20 Final Deadline for Withdrawal from ENGL 570, 575, 625, 650 – responsible for 100% of semester tuition, entitled to 100% of residency-semester scholarship (if applicable)

April 1-15 Pre-registration for Su2020 Residency and F2020 Semester courses

[Director completes pre-reg and students confirm at residency check-in]

May 2 Commencement [Fall 2019 thesis students graduating at the Winter 2020 Residency may participate in commencement; Spring 2019 thesis students, pending Dean's approval, may participate in commencement but degree will be finalized after completion of Summer 2020 Residency and receipt of Final Deposit of Thesis]

4 End of ENGL 570, 575, 625, 650: Semester Portfolio due for ENGL 570, 575, 625; First Deposit of Thesis due for ENGL 650

18 ENGL 570, 575, 625 grades due in Registrar's office; ENGL 570, 575, 625 Advisor's Final Advisee Evaluation Due to Director (ENGL 650 grades will remain on record as "I" (Incomplete) until the final grades are submitted to the Registrar once Fifth Residency is completed and Final Deposit of Thesis is received; degree conferred August 2020.)

\*Residency courses include ENGL 520, 525, 530, 535, 540, 545 depending on the student's genre, and ENGL 655 (1 credit hour) for Final Residency students.

## THE IRENE MCKINNEY POSTGRADUATE TEACHING FELLOWSHIP:

The Irene McKinney Postgraduate Teaching Fellowship is available to all graduates of the West Virginia Wesleyan College MFA Program for up to 3 years after graduation. This fellowship honors the founding director of the MFA Program by offering a graduate of the program the opportunity to gain teaching experience in close mentorship with practiced faculty. The fellow will teach six undergraduate courses during the academic year - three Composition I courses in the fall, and two Composition II courses and a 100-level Introduction to Literature or Creative Writing course in the spring, with possible variation depending on the English Department needs; s/he will also offer a literary reading on campus in the spring. The fellow will work under the supervision of the MFA Director and English Department Chair, will meet regularly with a mentor and undergo at least two classroom observations, and will receive a stipend of \$16,500. The fellow will be required to live in the Buckhannon area (or at a reasonable commuting distance which enables the fellow to hold a minimum of 5 office hours weekly) from the mid-August Faculty Retreat Day to the early-May Final Grades due date during the fellowship year.

## MFA COURSES

### **ENGL 520. Craft and Theory of Fiction.**

**2 hrs.**

In this course, various issues of craft and theory in fiction are presented by the fiction faculty, in a format which ranges from lectures to seminars. This course provides an analysis of professional and student work, focusing on a particular issue of craft or theory, including the construction of time-lines, the use of sensory detail, characterization, and narrative structure. *May be repeated for a total of 8 hours credit.*

### **ENGL 525. Fiction Workshop.**

**2 hrs.**

This course focuses on student fiction writing, which is read and evaluated by the entire class. Students expand their writing and critical skills, and strengthen their knowledge of literary standards. *May be repeated for a total of 8 hours credit.*

### **ENGL 530. Craft and Theory of Creative Nonfiction.**

**2 hrs.**

In this course, various issues of craft and theory in creative nonfiction are presented by the nonfiction faculty in a format which ranges from lectures to seminars. The course provides an analysis of professional and student work, focusing on a particular issue of craft or theory, including the role of memory, structure, characterization, point of view, and detailed description. *May be repeated for a total of 8 hours credit.*

### **ENGL 535. Creative Nonfiction Workshop.**

**2 hrs.**

This course focuses on student writing in memoir, autobiography, creative essay, and nature writing. The work is read and evaluated by the entire class. Students expand their writing and critical skills, and strengthen their knowledge of literary standards. *May be repeated for a total of 8 hours credit.*

### **ENGL 540. Craft and Theory of Poetry.**

**2 hrs.**

In this course, various issues of craft and theory in poetry are presented by the poetry faculty, in a format which ranges from lecture to short-term seminars. The course provides an analysis of professional and student work, focusing on a particular issue of craft or theory, including traditional verse forms, the use of vernacular speech in poetry, the long poem, the role of place and region in poetry, and the structure of free verse. *May be repeated for a total of 8 hours credit.*



**ENGL 545. Poetry Workshop. 2 hrs.**

This workshop focuses on student writing in the poetic form, which is read and evaluated by the entire class. Students expand their writing and critical skills, and strengthen their knowledge of literary standards. *May be repeated for a total of 8 hours credit.*

**ENGL 570. Semester Project in Fiction, Poetry, or Creative Nonfiction. 8 hrs.**

Students plan their semester projects with their faculty mentor. The project entails twenty-five hours per week of work on the packets of writing exchanged with the mentor. A booklist of 20-25 books relevant to the craft and theory of the chosen genre will be assembled and documented in an annotated bibliography, five packets of writing will be exchanged throughout the semester, and a final portfolio will be submitted at the semester's end. The faculty mentor may refer the student to other readings in addition to those on the agreed-upon reading list. *May be repeated for a total of 16 hours credit.*

*Prerequisites:* Completion of 4 hours of residency courses (ENGL 520/525, 530/535, or 540/545) immediately preceding this semester course, as appropriate to student's genre.

**[optional] ENGL 575: Semester Project in Fiction, Poetry, or Creative Nonfiction: Secondary Genre. 8 hrs.**

Students plan their semester projects in a secondary genre with their faculty advisor. The project entails twenty-five hours per week of work on the packets of writing exchanged with the advisor. A booklist of 20-25 books relevant to the craft and theory of the chosen secondary genre will be assembled and documented in an annotated bibliography, five packets of writing will be exchanged throughout the semester, and a final portfolio will be submitted at the semester's end. The faculty advisor may refer the student to other readings in addition to those on the agreed-upon reading list. *Prerequisites:* Completion of minimum 16 hours of ENGL 570; completion of 4 hours of residency courses (ENGL 520/525, 530/535, or 540/545) immediately preceding this semester course, as appropriate to student's secondary genre. (Students are eligible for the secondary genre concentration at second-year standing; students may enroll in ENGL 575 before or after ENGL 625: Semester Project: Critical Essay.)

**ENGL 625. Semester Project in Fiction, Poetry, or Creative Nonfiction: Critical Essay. 8 hrs.**

Students plan their semester projects with their faculty advisor. The project entails twenty-five hours per week of work on the packets of writing exchanged with the advisor. A booklist of 20-25 books relevant to the craft and theory of the chosen genre and focused on the student's Critical Essay inquiry will be assembled and documented in an annotated bibliography, five packets of creative writing and drafts of the Critical Essay will be exchanged throughout the semester, and a final portfolio and Critical Essay of 20-25 pages will be submitted at the semester's end. The faculty advisor may refer the student to other readings in addition to those on the agreed-upon reading list. *Prerequisites:* Completion of minimum 16 hours of ENGL 570; completion of 4 hours of residency courses (ENGL 520/525, 530/535, or 540/545) immediately preceding this semester course, as appropriate to student's genre.

**ENGL 650. Thesis Manuscript Preparation. 8 hrs.**

The student will complete the Creative Thesis of publishable quality under the supervision of the faculty advisor. For prose writers, both fiction and nonfiction, the manuscript should be 100-125 pages; for poetry writers, the manuscript should be 48-60 pages. *Prerequisites:* Completion of a minimum 8 hours of ENGL 625; completion of 4 hours of residency courses (ENGL 520/525, 530/535, or 540/545) immediately preceding this semester course, as appropriate to the student's genre.

**ENGL 655. Fifth Residency. 1 hr.**

The graduating student will return for a final instructional residency to participate in a Thesis Interview, give a reading from the completed Thesis Manuscript, and teach a seminar to peers. *Prerequisite:* Completion of minimum of 8 hours of ENGL 650.

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## **MASTER OF SCIENCE DEGREE IN ATHLETIC TRAINING PROGRAM**

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PROFESSOR EMERITUS: Dan Martin

ASSISTANT PROFESSORS: Rae Emrick, Drew Mason

DIRECTOR: Dan Martin

This master's degree is designed for time efficiency so that graduates from any CAATE accredited curriculum can obtain an advanced degree in one calendar year. Students can also choose to complete the coursework during a more traditional two-year program of study.

Each fall and spring semester includes a clinical practicum in which graduate students will be placed in various clinical placements (collegiate athletics, high school athletics, middle school athletics, etc.). Graduate students will need reliable transportation to and from clinical placements. Students must note that specific clinical placements may begin prior to the actual first day of class.

Students who graduate from the program and hold the ATC (Certified Athletic Trainer) credential will be qualified to be employed as athletic trainers in secondary schools, colleges and universities, professional athletic teams, sports medicine clinics, physician's offices or in industrial preventative medicine clinics.

The Athletic Training Master of Science degree is designed to provide students with the theoretical knowledge and understanding of the profession of athletic training beyond that of the entry level program and to enhance the quality of health care services for the physically active through the development of advanced clinicians.

### **ADMISSION TO THE MASTER OF SCIENCE IN ATHLETIC TRAINING**

The master's degree in athletic training is designed as a time efficient mechanism by which graduates from any CAATE accredited curriculum can obtain an advanced degree, in addition to other nationally recognized certifications such as Certified Strength and Conditioning Specialist (CSCS), and Emergency Medical Technician (NREMT-B). The major strength of this program is the fact that the student may complete all of this training in a one year plan of study.

Each applicant will be considered individually by the Master of Science in Athletic Training Admission Committee. For full consideration, each applicant must be a graduate of a CAATE undergraduate curriculum with a GPA of 2.75 or higher in all undergraduate college work and a GPA of 3.0 or higher in any graduate work. BOC certification and/or BOC eligibility are required. Applicants must submit the following to the Graduate Admissions Office:

- official transcripts for all undergraduate and graduate courses;
- an official report of the Graduate Record Examination (GRE), if requested;
- two completed recommendation forms or letters of recommendation;
- a current vita with relevant work experience;
- an official report of the TOEFL, if applicable.

Once admitted to the program, students must maintain a cumulative grade point average of 3.0 or above in all graduate work. Students must also complete at least one course per semester to maintain enrollment within the program. If the student fails

to enroll for more than one semester, a new application for admission must be approved before resuming the program. Candidates must complete the program within five years. Transfer credits older than seven years will not be applied toward the master's degree.

## **MASTER OF SCIENCE IN ATHLETIC TRAINING PROGRAM OF STUDY REQUIREMENTS**

A minimum of 36 credit hours are required for the MSAT degree. The following courses are required (24 credit hours): EXSC 520, 610, 615, 620, 625, 630, 650 and 655. Approved elective courses include EXSC 510, 521, 525, 551, 560, and 597. *Additional course choices may be applied to the student's plan of study after consultation with the director of the MSAT program. Students are encouraged to pursue electives in other academic units if approved.*

### **Program Outcomes**

- \* Encourage the development of the student's communication skills, both verbal and written utilizing a variety of courses throughout the program.
- \* Foster the continued development of the student's critical thinking skills through emphasis on problem-based didactic and clinical experiences.
- \* Provide the student with a wide range of traditional and emerging healthcare provider skills.
- \* Prepare the student with an experience throughout the program to better engage and serve a diverse population.

## **ATHLETIC TRAINING COURSES**

### **EXSC 510. Graduate Clinical Internship. 3 hrs.**

One hundred twenty hour (120) offsite placement with physician specialists, physical therapists, nutritionists, emergency medical personnel, and/or other disciplines that are individually chosen by the student to compliment their personal and career interests, goals, and preparation needs.

### **EXSC 520. Clinical Practicum I. 3 hrs.**

Clinical experience (full semester) in athletic training that allows a greater understanding of the different members of sports medicine community, incorporates viewpoints into the process of making decisions about the care of the injured athlete, and allows students to broaden their exposure to administrative duties. Seminar discussions will be included.

### **EXSC 521. Clinical Practicum II. 3 hrs.**

Clinical experience (full semester) in athletic training that allows students to broaden their experience and to develop advanced clinical skills, clinical thinking and problem solving abilities. Seminar discussions will be included.

### **EXSC 525. Pharmacology and Drug Therapy. 3 hrs.**

Principles of Pharmacology will be discussed including pharmacodynamics and pharmacokinetics. Pharmacotherapy is presented with a pathophysiological approach and emphasis is on major drug classifications and prototype drugs. Social, cultural, legal, and ethical issues related to drug therapy are explored. Research related to the application of pharmacotherapy for the athlete and related issues are explored by the student.

### **EXSC 551. Statistics in Allied Health Research. 3 hrs.**

In-depth exploration of statistical modeling including but not limited to multivariate techniques, single subject designs, ANOVA, ANCOVA, MANOVA, MANCOVA, regression models, path analysis, etc.

**EXSC 560. Foundations of Strength and Conditioning. 3 hrs.**

This course is designed to provide students with a comprehensive review of muscle and cardiovascular physiology, biochemistry, and endocrinology related to the principles of strength training and conditioning. Students will gain experience in the practical aspects of designing individual workout sessions, periodization and programming to enhance progression. Emphasis will be placed on program design, for individuals and groups, to enhance performance variables. The course is designed to assist the student in meeting the requirements to be eligible for and pass the National Strength and Conditioning Association's Certified Strength and Conditioning Specialist exam (additional fee required for examination).

**EXSC 570. Therapeutic Interventions. 3 hrs.**

A study of the therapeutic interventions used by athletic trainers in the treatment and rehabilitation of athletic injuries. Students will gain hands-on experience with various modalities (e.g. electrical stimulation, ultrasound, therapeutic massage) currently used in athletic training settings. *Offered every spring semester.*

**EXSC 597. Graduate Research Seminar. 4 hrs.**

In-depth master's thesis development and proposal. Students will complete the first three chapters of the formal thesis and complete a departmental thesis proposal for review. Topics will include thesis development, types of research (including but not limited to literature review, meta analyses, case reports, etc) in current top tier refereed research publications. Students will also identify a journal of choice and submit the prospectus per its format for publication submission upon completion in spring.

**EXSC 610. Cardiopulmonary Issues and the Athletic Trainer. 3 hrs.**

Advanced evaluation methods and issues related to the cardiopulmonary systems. Topics will include but are not limited to: evaluation of various pathologies, assessment techniques, risk assessment, and medical history. Requires a research based project with presentation. Includes didactic and lab session.

**EXSC 615. Emerging Trends and the Athletic Trainer. 3 hrs.**

A topical course in emerging trends in athletic training. Topics will include but are not limited to: evaluation of various pathologies and treatment techniques related to a variety of emerging employment settings for the athletic trainer. Will include a research based project with presentation.

**EXSC 620. Advanced Orthopedic Assessment. 3 hrs.**

Advanced manual, radiologic, and other current evaluation methods in the orthopedic and sports medicine arena. Topics will include but are not limited to: evaluation of orthopedic pathologies, advanced manual techniques, radiologic evaluation(s), surgical anatomy reviews, and surgical procedure observation and evaluations.

**EXSC 625. Advanced Physical Assessment. 4 hrs.**

An in-depth clinically advanced study of advanced medical assessment of common illnesses, and medical problems in the athletic and physically active population. This is a didactic as well as a lab based course.

**EXSC 630. Evidence Based Medicine. 3 hrs.**

Students will gain a greater understanding of utilizing evidence-based medicine (EBM) theory and how it can be incorporated into athletic training daily practice.

**EXSC 650. Graduate Writing/Thesis Defense. 3 hrs.**

Completion of data acquisition, analyses, and presentation of formal thesis document. Also, the student will complete a formal thesis defense presentation.

**EXSC 655. Professional Topics Seminar. 2 hrs.**

Exploration of current professional topics including certification requirements, licensure, third party reimbursement, grantsmanship, and other professional domains in athletic training as defined by the NATA Role Delineation Study.

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**MASTER OF SCIENCE DEGREE IN NURSING PROGRAM**

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PROFESSOR: Susan Leight

ASSOCIATE PROFESSOR: Tina Straight

ASSISTANT PROFESSORS: Shannon Bosley, Amy Coffman, Lindsay Marsh,  
Theresa Poling

INSTRUCTORS/ADJUNCTS: Diana Foley, Judith Halle, Naomi Lamm, Robert Wade

DIRECTOR: Susan Leight

The Wesleyan Master of Science in Nursing degree program with four concentrations, one in **Leadership in Nursing and Healthcare**, one in **Nurse-Midwifery**, one in **Psychiatric Mental Health Nurse Practitioner**, and one in **Family Nurse Practitioner** prepares professional nurses with skills and abilities to be reflective healthcare leaders and scholars able to respond to the growing complexity in healthcare. At the core of the program are the courses that emphasize advanced study in nursing science, specifically, nursing theory and research methods, health care leadership and policy, and concepts essential to advance nursing practice.

In addition to the four MSN concentrations, the MSN program offers a Post-Graduate APRN certificate option in Family Nurse Practitioner. Post-Graduate APRN certificates provide nurses with MSN degrees an opportunity to acquire specialized knowledge and skills that may not have been offered in their master's programs.

The concentration in **Leadership in Nursing and Healthcare** prepares graduates for nursing executive positions in a variety of settings both traditional and innovative. The core knowledge and skills incorporate the ability to analyze issues in health care from a variety of perspectives and to exercise ethical judgements; provide leadership for strategic planning in healthcare organizations; manage fiscal and technical resources; and guide human resource development.

West Virginia Wesleyan offers three **Advanced Practice Nursing Concentrations – Nurse-Midwifery and Psychiatric Mental Health Nurse Practitioner** through a collaboration with Shenandoah University and **Family Nurse Practitioner** at West Virginia Wesleyan. Graduate Students in the collaboration with Shenandoah University will receive a Master of Science degree from West Virginia Wesleyan and a Graduate Certificate of Endorsement in Nurse-Midwifery or Psychiatric Mental Health Nurse Practitioner from Shenandoah University, making them eligible to take national certification examinations in their respective advanced practice specialty areas. Family Nurse Practitioner students will receive an MSN from Wesleyan and will be eligible to take national certification examinations.

**Nurse-Midwifery** is an essential element of comprehensive health care for women. This collaborative program ensures the supply of nurse midwives by providing opportunities for graduate nursing students to receive midwifery education while still attending their home institutions. After completion of graduate core courses at West Virginia Wesleyan, the student will enroll at Shenandoah for midwifery specialty courses.\* Didactic material is taught using face-to-face, online, and low-residency pedagogies while clinical experiences are arranged in students' home communities. Following completion of both curricula, students may sit for the national certification examination.

**Psychiatric Mental Health Nurse Practitioners (PMHNP)** are educationally prepared to provide a full range of psychiatric services, including the delivery of primary mental health care services. Students in this program will complete their graduate core course work at West Virginia Wesleyan and their PMHNP course work at Shenandoah

University with clinical experiences arranged in their home communities.\*\* Following completion of both curricula, students may sit for national certification examinations as Psychiatric Mental Health Nurse Practitioners.

**Family Nurse Practitioners** are advanced practice nurses uniquely qualified to provide primary health care to patients. Family Nurse Practitioners are prepared through academic graduate programs with both didactic and clinical experiences. The Family Nurse Practitioner concentration coursework will be offered at West Virginia Wesleyan using online, hybrid, and intensive low-residency learning methods. Practicum experiences will be arranged in students' home communities. Following completion of the curricula, students may sit for the National Certification Examination as Family Nurse Practitioners (ANCC or AANP).

The **Post-Graduate APRN Certificate for Family Nurse Practitioner** provides nurses with Master of Science (MSN) degrees an opportunity to acquire specialized skills that may not have been offered in their master's degree programs. This certificate is 29 credit hours in length and students completing it will be eligible to sit for national certifying examinations.

The mission of Wesleyan's Nursing program is to provide accessible, high quality nursing education to a diverse group of students, preparing them to be reflective healthcare leaders and scholars able to respond to the growing complexity in the healthcare system. The 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.

All MSN concentrations foster scholarly inquiry in the art and science of nursing via a healthy mix of theory and practice; provide unified and innovative curricula that have focus and continuity; provide outstanding student-centered learning that results from faculty who are current in their fields and committed to developing students as leaders, thinkers, scholars, communicators, and change agents; and offer programs of study that balance advanced scholarship in nursing science with pedagogical theory from nursing and related disciplines.

The 35 hour program (Leadership in Nursing and Healthcare) as well as the Advanced Practice Nursing Concentrations (Nurse-Midwifery – 44 hour program), (Family Nurse Practitioner -47 hour program), (Psychiatric Mental Health Nurse Practitioner - 51-54 hour program) are designed to be pursued either on an intensive schedule by full-time students or on a part-time basis.

The master's degree programs (Leadership in Nursing and Healthcare and Family Nurse Practitioner) and the post-graduate APRN certificate program are accredited by the Commission on Collegiate Nursing Education, One Dupont Circle, NW, Suite 530, Washington, DC 20036, 202-887-6791. Shenandoah's Nurse-Midwifery program is accredited by the American College of Nurse Midwives Accreditation Commission for Midwifery Education and Shenandoah's Psychiatric Mental Health Nurse Practitioner program is accredited by the Commission for Collegiate Nursing Education.

## **ADMISSION TO THE MASTER OF SCIENCE IN NURSING PROGRAM**

**Early Assurance Program (EAP):** Academically excellent high school students may be eligible for the MSN Early Assurance Program, an accelerated pathway to the MSN. This program permits students entering the Wesleyan BSN program to apply for admission to the MSN program and have their place reserved in our highly competitive nursing education master's program. Accepted students may take 7 hours of core MSN

classes during their junior and senior year. Inclusion in the program is contingent upon maintaining a GPA of 3.0, first time passage of NCLEX, and professional behavior throughout the nursing program.

**Current Students:** Students currently enrolled in the BSN program at Wesleyan may apply for admission to the master program during the second semester of their sophomore year. Up to twelve graduate credits may be taken during the junior and senior year. Students considering this option should consult the Office of Financial Aid with specific questions regarding impact on financial aid. BSN students must still earn 120 undergraduate hours. Bachelor degrees will be conferred upon completion of the BSN program and the MSN will be conferred upon successful completion of the MSN program.

**Traditional Program:** Individuals who have an earned undergraduate degree in Nursing wishing to enter the master's program may apply for admission at any time and must be enrolled for six credit hours or more to be considered full-time. Students may also enroll for part-time study in the traditional master's program.

## REQUIREMENTS FOR ADMISSION TO THE MASTER OF SCIENCE IN NURSING PROGRAM

All MSN applicants must be a graduate of an accredited B.S.N. program.

### LEADERSHIP IN NURSING AND HEALTHCARE, AND FAMILY NURSE PRACTITIONER\*

Each applicant will be considered individually by the Graduate Nursing Admission Committee. For full consideration, each applicant must:

- complete the Application for Admission and submit to the Graduate Admissions Office;
- submit official transcripts for all coursework completed at the collegiate level to the Graduate Admissions Office;
- declare intention to enter the Master's program from the Bachelor's program during the second semester of the sophomore year, if a current student;
- have an undergraduate GPA of 3.0 or higher in all previous college work;
- submit three letters of recommendation, using the Graduate Recommendation Form, one of which must be completed by the advisor of record or professional supervisor;
- submit a personal statement of goals and objectives;
- demonstrate proficiency in English if a non-native English speaker by submitting scores from the Test of English as a Foreign Language (TOEFL);
- submit validation of an unencumbered license to practice as a Registered Nurse;
- submit evidence of a minimum of one year (2,080 hours) clinical nursing experience (or equivalent) before entering the Specialty Track courses (Family Nurse Practitioner). These are generally offered in the second year; therefore the first year courses may be taken while the student is accumulating clinical nursing experience.

## **NURSE-MIDWIFERY AND PSYCHIATRIC MENTAL HEALTH NURSE PRACTITIONER**

Each applicant will be considered individually by the Graduate Nursing Admissions Committees from West Virginia Wesleyan and Shenandoah University. For full consideration, each applicant must:

- be interviewed by the Nursing Graduate Admissions Committees from West Virginia Wesleyan and Shenandoah University;
- complete the Application for Admission and submit to the Graduate Admissions Office;
- submit official transcripts of all coursework completed at the collegiate level to the Graduate Admissions Office;
- have an undergraduate GPA of 3.0 or higher in all previous college work;
- submit three recommendations using the Graduate Recommendation Form, one of which must be completed by a professional supervisor or the advisor of record;
- submit a personal statement of goals and objectives;
- submit a current resume;
- demonstrate proficiency in English if a non-native English speaker by submitting scores from the Test of English as a Foreign Language (TOEFL);
- submit validation of an unencumbered license to practice as a Registered Nurse;
- submit evidence of a minimum of one year (2,080 hours) clinical nursing experience (or equivalent) before entering the Specialty Tracks (Nurse-Midwifery or Psychiatric Nurse Practitioner). These are generally offered in the second year; therefore the first year courses may be taken while the student is accumulating clinical nursing experience.

Once a candidate is admitted to the MSN program:

- the student must maintain a GPA of 3.0 for all graduate work;
- the student must achieve a minimum of a B grade in all MSN coursework;
- the student must maintain an unencumbered WV RN license;
- if student fails to enroll for 2 semesters, a new application for admission and application fee must be completed before resuming the program;
- candidates must complete the program within five years.

## **POST-GRADUATE APRN CERTIFICATE PROGRAM FOR FAMILY NURSE PRACTITIONER**

Each applicant will be considered individually by the Graduate Nursing Admission Committee. For full consideration, each applicant must:

- complete the Application for Admission and submit to the Graduate Admissions Office;
- submit official transcripts for all coursework (undergraduate and graduate);
- have an undergraduate and graduate GPA of 3.0 or higher in all previous college work;
- submit three recommendations, using the Graduate Recommendation Form, one of which must be completed by the advisor of record or professional supervisor;
- submit a personal statement of goals and objectives;
- submit a current résumé;



- demonstrate proficiency in English if a non-native English speaker by submitting scores from the Test of English as a Foreign Language (TOEFL);
- submit validation of an unencumbered license to practice as a Registered Nurse;
- submit evidence of a minimum of one year (2,080 hours) clinical nursing experience or equivalent) before entering Specialty Track in Family Nurse Practitioner Concentration. The Specialty Track courses are usually offered in the second year; therefore, the first year courses may be taken while the student is accumulating clinical nursing experience.

Once a candidate is admitted to the MSN program:

- the student must maintain a GPA of 3.0 for all graduate work;
- the student must achieve a minimum of a B grade in all MSN coursework;
- the student must maintain an unencumbered WV RN license;
- if the student fails to enroll for 2 semesters, a new application for admission and application fee must be completed before resuming the program;
- candidates must complete the program within five years.

### **MSN PROGRAM OF STUDY REQUIREMENTS: LEADERSHIP IN NURSING AND HEALTHCARE**

A minimum of 35 credit hours is required in this concentration. If a student has not completed Health Assessment in their BSN degree programs, this undergraduate course must be taken as a pre-requisite for two of the core knowledge courses.

*Nursing Core Courses* (21 hours): NURS 523, 551, 552, 555, 563, 565, 570.

*Leadership in Nursing and Healthcare Foundation Courses* (14 hours): BUSI 506, 631; NURS 545, 546, 571L

### **MSN PROGRAM OF STUDY REQUIREMENTS: NURSE-MIDWIFERY**

A minimum of 44 credit hours is required in this concentration. If a student has not completed Health Assessment in their BSN degree program, this undergraduate course must be taken as a pre-requisite for two of the core knowledge courses.

*Nursing Core Courses* (WV Wesleyan) (25 hours): NURS 523, 525, 551, 552, 555, 563, 565, 570

*Nurse-Midwifery Specialty Track* (Shenandoah University) (19 hours): NM 610, 620, 630, 640, 650, 660

### **MSN PROGRAM OF STUDY REQUIREMENTS: PSYCHIATRIC MENTAL HEALTH NURSE PRACTITIONER**

A minimum of 51-54 credit hours is required in this concentration. If a student has not completed Health Assessment in their BSN degree program, this undergraduate course must be taken as a pre-requisite for two of the core knowledge courses.

*Nursing Core Courses* (WV Wesleyan) (25 hours): NURS 523, 525, 551, 552, 555, 563, 565, 570

*PMHNP Specialty Track* (Shenandoah University) (29 hours): HP 576, NP 570, 580, 690, PMH 645, 650, 665, 670, 685, 686, 695, PMHL 695

## **MSN PROGRAM OF STUDY REQUIREMENTS: FAMILY NURSE PRACTITIONER\***

A minimum of 47 credit hours is required in this concentration. If a student has not completed Health assessment in their BSN degree program, this undergraduate course must be taken as a prerequisite for two of the core knowledge courses.

*Nursing Core Courses* (25 hours): NURS 523, 525, 551, 552, 555, 563, 565, 570

*FNP Specialty Track* (22 hours): NURS 543, 543L, 553, 553L, 557, 557L, 569

*\*For MSN-FNP students beginning the program in the fall 2016 and later; FNP specialty track courses will be replaced with the following 22 credit hour sequence:*

NURS 544 (7 hrs); NURS 554 (7 hrs.); NURS 557 (7 hrs); NURS 569 (1 hr.).

## **POST-GRADUATE APRN CERTIFICATE PROGRAM FOR FAMILY NURSE PRACTITIONER\***

A minimum of 29 credit hours is required for this program of study. Prerequisites include a graduate Pharmacology course and a graduate Pathophysiology course.

*MSN Courses* (29 hours): NURS 525, 563, 543, 543L, 553, 553L, 556, 556L, 569.

*\*For Post-Graduate APRN Certificate FNP students beginning fall 2016 and later; FNP specialty track courses will be replaced with the following 22 credit hour sequence:*

NURS 544 (7 hrs); NURS 554 (7 hrs.); NURS 557 (7 hrs); NURS 569 (1 hr.).

### **Program Outcomes**

- \* Integrate theory and research from sciences, social sciences, humanities, and nursing into interdisciplinary practice to promote safe and effective nursing care.
- \* Lead inter-professional teams to improve patient and population health outcomes.
- \* Demonstrate clinical competence in a specialty that is anchored in ethical advanced practice nursing.
- \* Design population-focused, culturally-competent health services for vulnerable populations.
- \* Apply principles of leadership in the application of strategies such as evidence based best practices, performance improvement and quality assurance activities and information technology initiatives to improve patient care and health systems.
- \* Develop professional goals that reflect a commitment to professional development, lifelong learning and continued scholarship.

## **NURSING COURSES**

### **NURS 520. Integrated Behavioral Health Care**

**1 hr.**

This course guides the student in integration of behavioral health care in the primary care setting. Content focuses on the assessment, planning, management and evaluation of selected behavioral health problems that occur across the lifespan and commonly present in primary care settings. Neurophysiological, genomic, environmental/social, and developmental theories are presented to explain the etiology and presentation of common behavioral health conditions. Psychopharmacological and non-pharmacological principles and modalities for managing common behavioral health problems are included.

### **NURS 523. Human Diversity and Health Promotion for Advanced Practice Nursing.**

**3 hrs.**

This course provides the student with knowledge related to the concepts of health promotion, health protection, cultural diversity, and moral/ethical influences across the lifespan. Core concepts for the course include theories of health and health promotion/

protection, epidemiology, disease and injury prevention, health education, cultural diversity, growth and development, nutrition and family systems. The students will explore values clarification and ethical analysis. Multi-dimensional frameworks to explore specific care constructs pertinent to cultural diversity and health promotion for advanced practice nurses will be explored. *Prerequisite:* Undergraduate Health Assessment.

**NURS 525. Advanced Health Assessment. 4 hrs.**

This course focuses on promotion of health, prevention of illness, and identification of factors that impact health across the life span. It prepares students to conduct comprehensive assessment of clients, including health history, family history, physical and mental status examinations, and selected laboratory diagnostics. Developmental, cultural, social, environmental, nutritional, spiritual, and occupational aspects are included in the assessment. Clinical reasoning provides for differentiation between normal and abnormal findings. Principles of health promotion and illness prevention/early detection are emphasized.

**NURS 530. Ethics of Healthcare. 3 hrs.**

A survey of key concepts in moral and political philosophy with an emphasis on their application to issues in health care ethics. Topics addressed include informed consent, patient rights, confidentiality, controversial health care technology, and distributive justice and health care access. Includes original source materials and case studies.

**NURS 533. Cultural Diversity and Health Beliefs. 3 hrs.**

Persons in the helping professions are challenged to deliver culturally sensitive, competent care. This course is designed to assist students to examine behaviors, values, language and health beliefs that define cultural roots and influence the delivery of health care.

**NURS 536. Behavioral and Social Aspects of Health. 3 hrs.**

This course focuses on social and behavioral models of health and how these differ from biological determinants. Behavioral and social patterns of living currently account for the greatest percentage of premature death in the U.S. Core theories and models of behavior and behavior change for persons will be discussed. Theories specific to public health problems that are influenced by social and societal norms will be examined.

**NURS 540. Curriculum Development: Application and Evaluation in Nursing Education. 3 hrs.**

This course is designed for graduate students who plan to teach in nursing education programs, either in academic or health care settings. Analysis of principles and processes involved in building curricula as well as concepts of curriculum theory, design, development, and evaluation are explored. Theories, concepts from education, psychology, and related fields inform the development and analysis of nursing curricula for the classroom and clinical practice setting. Factors influencing the curricular components of planning, instruction, and evaluation are examined. *This course is a prerequisite to the courses: Seminar and Practicum: Role Synthesis in Nursing Education. Prerequisites:* BSN, WV RN License.

**NURS 541. Effective Teaching, Learning, and Testing in Nursing Education. 3 hrs.**

This course focuses on the development and analysis of teaching, learning and testing strategies in nursing education. Students will be introduced to teaching, learning, and testing constructs and concepts in the context of nursing education including philosophy of education, principles of teaching and learning, history of nursing education, learning styles, and critical thinking. Distance methodologies will be explored. Ethical/legal principles within the context of nursing education will be discussed. *Prerequisites:* BSN, WV RN License.

**NURS 544. Primary Care of Families I.****7 hrs.**

This is the first of three primary care of families' courses that combines theory and practicum experiences to assist the student in developing advanced nursing knowledge, skills, and values associated with analyzing, managing, and preventing health problems of persons across the lifespan. With an emphasis on under served rural vulnerable populations, students will explore common acute and chronic health and illness patterns presenting in ambulatory health care settings, including the management of normal pregnancy. Students will exercise critical and creative thinking in the analysis of health patterns and synthesize evidence-based therapeutic nursing interventions including appropriate differential diagnoses, disease management strategies incorporating pharmacotherapeutics, and health promotion/disease prevention initiatives to positively manage health care in partnership with clients and families. Practicum experiences assist in the development of the family nurse practitioner role while under mentorship of experience nurse practitioner preceptors. A variety of healthcare settings will be available for practicum experiences.

**NURS 545. Management of Diverse Human Resources in Health Care and Nursing.****3 hrs.**

The emphasis of this course will be the understanding of the vital nature of diverse human resources in health care delivery and nursing. Selected topics include professional growth, performance appraisal, recruitment, hiring, retention, promotion, conflict management, collective bargaining and diversity. Legal, ethical, and labor issues will be discussed, as will the use of motivation and power.

**NURS 546. Financial Management in Complex Health Systems.****3 hrs.**

This course will provide an introduction to the structure and operations of various contemporary health care financing and reimbursement systems and related policy issues. Historical, current and proposed policy options in health care financing including private and government programs will be addressed. Programming, budgeting, and controlling processes in complex health systems will be discussed within the nursing administrator's role.

**NURS 551. Pathophysiology for Advanced Practice Nurses.****3 hrs.**

This course focuses on altered health states across the lifespan. In-depth study of pathophysiologic responses of body systems to disease processes is presented from both biological and behavioral perspectives. Age specific and developmental variations are explored. The concepts of physiologic control, altered system function, and system failure will be an organizing framework for body system study.

**NURS 552. Advanced Pharmacology for Advanced Practice Nurses.****3 hrs.**

This course focuses on altered health states and drug therapy across the lifespan. Using a systems approach to disease and illness, pharmacotherapy is presented with an emphasis on pharmacodynamics, pharmacokinetics, major drug classifications and prototype drugs. Age specific and developmental variations are explored. Factors involved in rationale during selection for treatment of specific diseases is explored.

*Prerequisite:* NURS 551.

**NURS 554. Primary Care of Families II.****7 hrs.**

This is the second of three primary care of families' courses that combines theory and practicum experiences to assist the student in developing advanced nursing knowledge, skills, and values associated with analyzing, managing, and preventing health problems of persons across the lifespan. With an emphasis on underserved rural vulnerable populations, students will explore common acute and chronic health and illness patterns presenting in ambulatory health care settings, including the management of normal pregnancy. Students will exercise critical and creative thinking in the analysis of health patterns and synthesize evidence-based therapeutic nursing interventions including appropriate differential diagnoses, disease management strategies incorporating phar-

macotherapeutics, and health promotion/disease prevention initiatives to positively manage health care in partnership with clients and families. Practicum experiences assist in the development of the family nurse practitioner role while under mentorship of experience nurse practitioner preceptors. A variety of healthcare settings will be available for practicum experiences.

**NURS 555. Theoretical Foundations of Nursing Science. 3 hrs.**

This course provides an advanced analysis of assumptions, theoretical structures and methods that underpin the science of nursing. Students are presented with opportunities to critique extant and emerging theories as they relate to nursing. Coursework facilitates advancement of nursing practice based on theoretical principles.

**NURS 557. Primary Care of Families III. 7 hrs.**

This is the third of three primary care of families' courses that combines theory and practicum experiences to assist the student in developing advanced nursing knowledge, skills, and values associated with analyzing, managing, and preventing health problems of persons across the lifespan. With an emphasis on underserved rural vulnerable populations, students will explore common acute and chronic health and illness patterns presenting in ambulatory health care settings, including the management of normal pregnancy. Students will exercise critical and creative thinking in the analysis of health patterns and synthesize evidence-based therapeutic nursing interventions including appropriate differential diagnoses, disease management strategies incorporating pharmacotherapeutics, and health promotion/disease prevention initiatives to positively manage health care in partnership with clients and families. Practicum experiences assist in the development of the family nurse practitioner role while under mentorship of experience nurse practitioner preceptors. A variety of healthcare settings will be available for practicum experiences.

**NURS 560. Seminar: Transitioning into the Nurse Educator Role. 1 hr.**

This course provides the student with opportunities to synthesize the multi-faceted role of nurse educator including teacher, scholar, and leader. Selected teaching strategies to achieve educational objectives in the cognitive, affective and psychomotor domains are explored. The seminar covers such topics as how professional expertise is taught and learned, teaching styles appropriate for novice, as well as experienced learners, the multicultural classroom, and evaluation of student outcomes in both the classroom as well as the clinical setting. Legal/ethical issues for the nurse educator will be considered. *Co-requisite:* NURS 561L. *Prerequisite:* NURS 540, NURS 541.

**NURS 561L. Practicum: Role Synthesis in Nursing Education (Laboratory Course). 2 hrs.**

This course taken concurrently with NURS 560 provides the student with an ongoing mentored classroom experience. A faculty mentor will be assigned to assist the student in developing instructional skills in the traditional and/or virtual classroom for an academic term.

**NURS 563. Applied Data Analysis and Interpretation for Advanced Practice Nursing. 3 hrs.**

This course provides the student with the tools to search, retrieve, and manipulate and interpret statistical data. The focus of the course is on quantitative methodologies, research design, data collection and statistical analysis. The content provides essential knowledge for the evaluation of research to guide evidence-based nursing practice for the advanced practice nurse.

**NURS 565. Advanced Nursing Research for Evidence Based Practice. 3 hrs.**

This course focuses on theory-guided and evidence-based advanced practice nursing research to prepare students to become proficient in the synthesis and utilization of research finding. Critical analysis of qualitative and quantitative research methods and design, and strategies to improve dissemination and application of nursing research

findings will be emphasized. Through an integrated literature review, students will synthesize researching an area of interest and develop skills in the use of electronic databases. Ethical issues in the conduct of research will be explored.

**NURS 569. Advanced Practice Role Seminar.**

**1 hr.**

This course is designed to assist the student to develop the professional identity, leadership capability, and the knowledge, skills and values associated with the role of the advance practice nurse.

**NURS 570. Advanced Leadership and Health Policy in Complex Health Systems.**

**3 hrs.**

This course explores the impact of political, social, economic and ethical influences on the health care delivery system. Special attention is given to how change occurs and to how government regulations, consumerism, and legislative action influence health care in the United States. Principles of systems and change theory in relation to evidenced-based practice in nursing will be examined.

**NURS 571L. Nursing Leadership Practicum.**

**2 hrs.**

This clinically based course operationalizes the theoretical principles studied in previous courses. Students will have the opportunity to apply concepts of leadership in a selected clinical advanced practice nursing area. Emphasis is placed on the roles and functions performed by nurse leaders and opportunities will be provided for students to participate in these roles. Students will interact with a variety of health care managers and professionals as well as participate in management, leadership and organizational roles of the nurse leader. Ethical/legal principles will be considered within the context of these roles.

**NURS 600. Research (Capstone/Topics) Project.**

**3 hrs.**

Scholarly inquiry with in-depth, focused analysis, culminating in a written product/report for dissemination. Students select from an array of research skills, contract with faculty to mentor the project and write up the findings in a format suitable for publication. *Prerequisites:* NURS 555, 565, undergraduate statistics course.



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**DOCTOR OF NURSING PRACTICE DEGREE PROGRAM**

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PROFESSOR: Susan Leight

ASSOCIATE PROFESSOR EMERITUS: Janet Teachout-Withersty

ASSOCIATE PROFESSOR: Tina Straight

ASSISTANT PROFESSORS: Shannon Bosley, Amy Coffman, Lindsay Marsh,  
Theresa Poling

INSTRUCTORS/ADJUNCTS: Diana Foley, Judith Halle, Naomi Lamm, Robert Wade

DIRECTOR: Susan Leight

The Doctor of Nursing Practice degree in the School of Nursing focuses on advancing professional nursing roles including preparing tomorrow's nurse leaders to drive reform in the health care system and advocate for the most vulnerable in the population. Graduates of the program will integrate theory and practice in areas of health policy and law, healthcare administration and informatics, population health, epidemiology and emerging diseases. The DNP program will have two points of entry, post-BSN degree (BSN-DNP) and post-MSN degree (MSN-DNP), with the option to study in two areas of professional practice: Advanced Nursing Practice or Nursing Leadership. Programs will be tailored to individual students based upon prior education, experience and choice of professional practice area. Post-master's students wishing to change their area of professional practice may require additional foundation/specialty coursework.

The Doctor of Nursing Practice program in Nursing Leadership is designed to produce nurse leaders who embrace health care reform and who are advocates for vulnerable populations. Graduates will integrate theory and practice in areas of health policy and law, administration, population health, epidemiology and evidence-based practice. The program has two entry points for admission: BSN to DNP and MSN to DNP. These different entry points allow the curriculum to be individualized for candidates based on prior education, experience and choice of specialization. The program for BSN to DNP (Nursing Leadership) ranges from 69 - 75 credits in length. The program for Post-Master's students (Nursing Leadership) is 43- 49 credit hours in length.

Doctor of Nursing Practice program in Advanced Nursing Practice is designed to advance professional nursing roles in clinical practice for Family Nurse Practitioners, Psychiatric Mental Health Nurse Practitioners, or Nurse-Midwives. The program will produce leaders who embrace health care reform, advocate for vulnerable populations, and integrate best practices in working with the inter-disciplinary team in providing excellence in patient care. The Advanced Nursing Practice BSN to DNP Program is 72 – 75 credits in length; the MSN to DNP program (Advanced Nursing Practice) is 37 – 40 credits.

Students who enter the BSN-DNP Advanced Nursing Practice program, may choose from the following concentrations of study

- Family Nurse Practitioner
- Psychiatric Mental Health Nurse Practitioner (collaborative program with Shenandoah University)
- Nurse-Midwifery (collaborative program with Shenandoah University)

Post-master's students entering the DNP wishing to change their area of professional practice will be evaluated on an individual basis and may require additional coursework from the core or foundation. All applicants will be evaluated individually based upon prior educational coursework to meet the educational objectives of the program. Programs of study will be designed to include additional coursework if necessary. Students must complete 1000 hours of clinical practice (which includes 500 clinical practice hours from master's study) prior to awarding of DNP degree. If a student does not have 500 clinical practice hours from master's study, these hours must be completed in the doctoral program.

### **ADMISSION TO THE DOCTOR OF NURSING PRACTICE PROGRAM**

**Early Assurance Program (EAP):** Students currently enrolled in the BSN program at Wesleyan may apply for admission to the BSN-DNP programs (Nursing Leadership or Advanced Nursing Practice) during the second semester of their sophomore year. Up to nine graduate credits may be taken during the junior and senior years. BSN students must still earn 120 undergraduate hours. Bachelor degrees will be conferred upon completion of the BSN program and DNP degrees will be conferred upon completion of the DNP program. Students must have a minimum of a 3.0 grade point average on all undergraduate course work to apply.

**Traditional Programs:** Individuals who have earned undergraduate degrees in nursing from a nationally accredited school of nursing, may apply for admission at any time and must be enrolled for six credit hours or more to be considered full-time. Students also may enroll for part-time study. Individuals with a Master's degree in Nursing may apply for admission to the MSN-DNP program at any time and must be enrolled in six credit hours to be considered full-time. Students may enroll in part-time study.

### **REQUIREMENTS FOR ADMISSION TO THE DOCTOR OF NURSING PRACTICE PROGRAM**

All applicants must be graduates of accredited B.S.N. and/or M.S.N. programs.

#### **BSN-DNP AND MSN-DNP IN NURSING LEADERSHIP AND ADVANCED NURSING PRACTICE (FAMILY NURSE PRACTITIONER)**

Each applicant will be considered individually by the Graduate Nursing Admissions Committee at West Virginia Wesleyan. For full consideration:

- Graduate of an accredited B.S.N. (and when applicable, MSN) program.
- Minimum 3.0 undergraduate (and when applicable, graduate) grade point on all previous college work.
- Complete the WVWC Graduate Studies Admission Application.
- Provide a 300 – 500 word statement regarding a topic of interest for a DNP project.
- Submit official undergraduate (and when applicable, graduate) transcript(s) and current vita/resume.
- Submit three letters of professional reference, one of which is from a current supervisor or faculty member (employment or school-related).
- Submit validation of an unencumbered license to practice.
- Be interviewed by West Virginia Wesleyan College.
- Demonstrate proficiency in English if a non-native English speaker by submitting scores from the Test of English as a Foreign Language (TOEFL).
  - Submit evidence of a minimum of one year (2,080 hours) clinical nursing



experience (or equivalent) before entering the Specialty Tracks (Family Nurse Practitioner, Advanced Practice Leadership). These are generally offered in the second year; therefore the first year courses may be taken while the student is accumulating clinical nursing experience

- As a result of changes in higher education regulations, WVWC is unable to accept applicants to its online/hybrid programs who reside in the following states:
  - Alabama • Louisiana • New York • Tennessee • Washington

**Admission Procedures and Program Policies:** All applicants must successfully pass the NCLEX-RN licensure examination. Once admitted to the program, the student must

- maintain an unencumbered RN license and must maintain a 3.0 for all graduate work (B grade in all coursework)
- Candidates must complete the program within six years.

### **BSN-DNP IN NURSE-MIDWIFERY OR PSYCHIATRIC MENTAL HEALTH NURSE PRACTITIONER**

Each applicant will be considered individually by the Graduate Nursing Admissions Committees from West Virginia Wesleyan and Shenandoah University. For full consideration, each applicant must:

- be interviewed by the Nursing Graduate Admissions Committees from West Virginia Wesleyan and Shenandoah University;
- complete the Application for Admission and submit to the Graduate Admissions Office;
- submit official transcripts of all coursework completed at the collegiate level to the Graduate Admissions Office;
- have an undergraduate GPA of 3.0 or higher in all previous college work;
- submit three recommendations using the Graduate Recommendation Form, one of which must be completed by a professional supervisor or the advisor of record;
- submit a personal statement of goals and objectives;
- submit a current resume;
- demonstrate proficiency in English if a non-native English speaker by submitting scores from the Test of English as a Foreign Language (TOEFL);
- submit validation of an unencumbered license to practice as a Registered Nurse;
- submit evidence of a minimum of one year (2,080 hours) clinical nursing experience (or equivalent) before entering the Specialty Tracks (Nurse-Midwifery or Psychiatric Nurse Practitioner). These are generally offered in the second year; therefore the first year courses may be taken while the student is accumulating clinical nursing experience.

#### **Once a candidate is admitted to the DNP program:**

- The student must maintain a GPA of 3.0 for all graduate work;
- The student must achieve a minimum of a B grade in all DNP coursework;
- The student must maintain an unencumbered WV RN license;
- Candidates must complete the program within six years.

### **DNP PROGRAMS OF STUDY REQUIREMENTS: BSN-DNP NURSING LEADERSHIP**

A minimum of 69 credit hours is required for this program. Students may be required to take additional practicum hours to achieve the necessary 1000 clinical practicum hours for the DNP degree.

**Nursing Core Courses:** (15 hours): NURS 565, 723, 755, 763, 765;

**Nursing Practice Foundation Courses:** (24 hours): NURS 523, 551, 552, 563, 570, 745, 775, 778

**Nursing Leadership Specialty Courses:** (14 hours): NURS 545, 546, 730, 735, 776

**DNP Practicum and Project:** (16 – 22 hours): NURS 830, 835, 840, 850

**DNP PROGRAM OF STUDY REQUIREMENTS: BSN-DNP ADVANCED  
NURSING PRACTICE: FAMILY NURSE PRACTITIONER**

A minimum of 72 credit hours is required for this program. If a student has not taken Health Assessment in their BSN program, this undergraduate course must be taken as a pre-requisite for NURS 525. Students may be required to take additional practicum hours to achieve the necessary 1000 clinical practicum hours for the DNP degree.

**Nursing Core Courses:** (15 hours): NURS 565, 723, 755, 763, 765;

**Nursing Practice Foundation Courses:** (25 hours): NURS 525, 551, 552, 725, 740, 745, 775, 778

**FNP Specialty Courses:** (22 hours): NURS 544 (7 hrs.); NURS 554 (7 hrs.); NURS 557 (7hrs); NURS 569 (1 hr.)

**DNP Practicum and Project:** (10– 13 hrs.): NURS 825, 840, 850

**DNP PROGRAM OF STUDY REQUIREMENTS: BSN-DNP: ADVANCED NURSING PRACTICE: PSYCHIATRIC MENTAL HEALTH  
NURSE PRACTITIONER**

A minimum of 79 credit hours is required for this program. If a student has not taken Health Assessment in their BSN program, this undergraduate course must be taken as a pre-requisite for NURS 525. Students may be required to take additional practicum hours to achieve the necessary 1000 clinical practicum hours for the DNP degree.

**Nursing Core Courses:** (15 hours): NURS 565, 723, 755, 763, 765;

**Nursing Practice Foundation Courses:** (25 hours): NURS 525, 551, 552, 725, 740, 745, 775, 778

**SU-PMHNP Specialty Courses:** (Shenandoah University) (29 hours): HP 576, NP 570, 580, 690, PMH 645, 650, 665, 670, 685, 686, 695, PMHL 695

**DNP Practicum and Project:** (10 – 13 hours): NURS 825, 840, 850

**DNP PROGRAM OF STUDY REQUIREMENTS: BSN-DNP: ADVANCED  
NURSING PRACTICE: NURSE-MIDWIFERY**

A minimum of 69 credit hours is required for this program. If a student has not taken Health Assessment in their BSN program, this undergraduate course must be taken as a pre-requisite for NURS 525. Students may be required to take additional practicum hours to achieve the necessary 1000 clinical practicum hours for the DNP degree.

**Nursing Core Courses:** (15 hours): NURS 565, 723, 755, 763, 765;

**Nursing Practice Foundation Courses:** (25 hours): NURS 525, 551, 552, 725, 740, 745, 775, 778

**SU-Nurse-Midwifery Specialty Courses:** (Shenandoah University) (19 hours): NM 610, 620, 630, 640, 650, 660

**DNP Practicum and Project:** (10 – 13 hours): NURS 825, 840, 850

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**DNP PROGRAM OF STUDY REQUIREMENTS: MSN-DNP:  
NURSING LEADERSHIP**

A minimum of 43 credit hours is required for this program. Students may be required to take additional practicum hours to achieve the necessary 1000 clinical practicum hours for the DNP degree.

**Nursing Core Courses:** (12 hours): NURS 723, 755, 763, 765;  
**Nursing Practice Foundation Courses:** (9 hours): NURS 745, 775, 778  
**Nursing Leadership Specialty Courses:** (6 hours): NURS 730, 735,  
**DNP Practicum and Project:** (16 – 22 hours): NURS 830, 835, 840, 850

**DNP PROGRAM OF STUDY REQUIREMENTS: MSN-DNP:  
ADVANCED PRACTICE NURSING**

A minimum of 37 credit hours is required for this program. Students may be required to take additional practicum hours to achieve the necessary 1000 clinical practicum hours for the DNP degree.

**Nursing Core Courses:** (12 hours): NURS 723, 755, 763, 765;  
**Nursing Practice Foundation Courses:** (9 hours): NURS 745, 775, 778  
**Advanced Practice Specialty Courses:** (6 hours): NURS 725, 740,  
**DNP Practicum and Project:** (10 – 13 hours): NURS 825, 840, 850

**Doctor of Nursing Practice Program Outcomes**

**SLO I:** Translate knowledge from the sciences and nursing to promote optimal health in vulnerable populations, diverse settings, and systems.

**SLO II:** Lead inter-professional teams to effect change and improve patient and population health outcomes.

**SLO III:** Advance the practice of nursing through clinical scholarship and scientific inquiry to transform health care practice and systems in one's area of specialization.

**SLO IV:** Design population-focused, culturally-competent health services for vulnerable populations.

**SLO V:** Assume leadership roles and collaborate with other professionals to effect changes within complex systems.

**Doctor of Nursing Practice Courses**

**NURS 723. Health Disparities and Contemporary Issues in Vulnerable Populations. 3 hrs.** This course focuses on domestic and international issues that impact health disparities and vulnerable patient populations and the interventions and evidence that support the highest level of nursing practice. Includes 45 hours of field experience to be arranged based on individual student need and objectives.

**NURS 725. Emerging Diseases, Genetics, and Health Trends. 3hrs.** Focuses on three substantive areas: emerging infectious diseases; genetics and genomics; and health trends as each relate to the role of the advanced practice nurse and impact the students' individual areas of interest. Includes 45 hours of field experience to be arranged based on individual needs and objectives.

**NURS 730. Health Care Policy, Ethics and Law. 3 hrs.** This course provides an analysis of principles of ethics, law and policy impacting healthcare delivery systems and consumers at local, state, national and international levels. It explores ethical and legal factors influencing healthcare providers and system. Emphasis is placed on methods for advanced practice nurses to impact structure

and function of legislative/regulatory/ or organizational practices. Includes 45 hours of field experience to be arranged based on individual student needs and objectives.

**NURS 735. Theories of Leadership and Organizational Management. 3 hrs.**

This course traces the evolution of leadership and organizational management theory, with a focus on a critical analysis of leadership in the healthcare setting and the development of skills needed to organize care and lead practice change. The course explores foundations and principles of business, finances, and entrepreneurship for advance practice nursing within the context of the larger healthcare system. Strategies for effective leadership including systems thinking, change models, organizational culture, intra-professional dimensions of healthcare, communication, resource utilization, ethics, negotiation and conflict resolution, and information technology that support cost-effective quality and safety improvement within the healthcare organization and interdisciplinary environment will be discussed. Includes 60 hours of field experience to be arranged based upon individual need and objectives.

**NURS 740. Resource Planning for the APN. 3 hrs.**

This course will explore complex resource planning issues and provide solutions to identified challenges. Students will learn to apply best-practice capital management in a variety of settings as well as identify essential objectives, incorporate appropriate methodology, and formulate a comprehensive budget as part of a clear and focused funding proposal. Includes 45 hours of field experience to be arranged based on individual student needs and objectives.

**NURS 745. Focused Study: Health Care Issues. 3 hrs.**

This course provides an opportunity to develop requisite knowledge and mastery of skills relative to the state of the science in a particular area of advanced clinical or leadership practice. Includes 60 hours of field experience to be arranged based on individual student needs and objectives.

**NURS 755. Philosophy of Nursing Science and Practice. 3hrs.**

Study of philosophy of science and its relationship to the philosophy of nursing as the basis for the highest level of nursing practice. Theory development is explored from the perspective of nursing science, ethics, and the biophysical, psychosocial, analytical and organizational sciences, and is related to its application in effecting change in health administration and education. Selected metaparadigms and theories from scientific disciplines are analyzed and applied to advanced nursing practice.

**NURS 763. Healthcare Informatics: Theory and Practice. 3hrs.**

This course assists the student in developing knowledge, skills, values, meanings, and experiences associated with healthcare information systems and associated healthcare technology. The course provides an overview of current information systems, and provides students with opportunities to utilize technology to support safe, effective and efficient decision-making. Includes 60 hours of field experiences to be arranged based on individual student need and objectives.

**NURS 765. Translating Evidence into Practice. 3hrs.**

This course provides a critical analysis of research evidence to improve health care outcomes, advance the nursing profession and impact health care policy. Emphasis will be placed on transforming research knowledge into nursing practice through planned change processes including an in-depth study of the steps involved in implementing evidence-based practice. Coursework is designed to facilitate the development of the DNP project.

**NURS 775. Clinical Scholarship and Population-Based Outcomes for Advanced Practice Nurses. 3hrs.**

Building upon statistics and research methods, this course emphasizes techniques for appraisal of the literature and other data information sources, use of data sets, biostatistics and epidemiological information to answer clinical research questions. Emphasis is placed on evaluation of new practice models and clinical research projects useful in the advanced practice nursing role promoting health and preventing illness in populations and aggregates. Includes 45 hours of field experience to be arranged based on individual student need and objectives.

**NURS 776. Nursing Leadership Practicum. 2 hrs.**

This clinically based course operationalizes the theoretical principles studied in previous doctoral level advanced practice courses. Students will have the opportunity to apply concepts of leadership in a selected clinical advanced practice nursing area. Emphasis is placed on the roles and functions performed by nurse leaders and opportunities will be provided for students to participate in these advanced practice roles. Students will interact with a variety of health care managers and professionals as well as participate in management, leadership and organizational roles of the nurse leader. Ethical/legal principles will be considered within the context of these roles.

**NURS 778. Advanced Practice Leadership. 3hrs.**

This course assists the student in analyzing factors influencing advanced practice. Topics include organizational and health system leadership to improve safety and quality of healthcare, the application of analytical skills and translational science methodologies to practice-focused scholarship for clinical problem-solving; strategies to mobilize interdisciplinary teams to establish collaborative relationships and improve health outcomes; and the using ethical, legal and financial models to assess clinical initiatives and inform policy and programmatic changes. Includes 60 hours of field experience to be arranged based on individual needs and objectives.

**NURS 825. Advanced Practice Practicum. 6–9 hrs.**

This course builds upon the advanced nursing competencies developed at the master's level, the DNP core curriculum, and the advanced practice specialty courses to expand knowledge for expert nursing practice. Students are expect to enhance practice and/or systems management skills, including clinical reasoning and advance to a higher level of expertise in their chosen specialty area. The student will develop an individualized prospectus for their practicum in collaboration with a faculty advisor to complete a minimum of 500 post- MSN clinical practice hours. Six credits require a minimum of 270 practice hours; nine hours a minimum of 405 hours. Course may be repeated for students to complete necessary practice hours. Prerequisites: All DNP Core Courses

**NURS 830. Nursing Leadership Practicum I. 6 - 9 hrs.**

This course provides a culminating experience in an organizational-based practice setting in which the student synthesizes and applies knowledge and skills learned in previous doctoral-level courses and actualizes the role of nurse administrator. Emphasis on application of role theory in actualizing the multi-dimensional roles of nurse administrator in complex health service organizations. Additionally, the student will explore the impact of current trends and issues on the administrative role in complex organizations. The student will develop an individualized prospectus for their practicum in collaboration with a faculty advisor to complete a minimum of 500 post- MSN clinical practice hours. Six credits require a minimum of 270 practice hours; nine hours a minimum of 405 hours. Prerequisites: All DNP Core Courses

**NURS 835. Nursing Leadership Practicum II.****6–9 hrs.**

This course provides a culminating experience in an organizational-based practice setting in which the student synthesizes and applies knowledge and skills learned in previous doctoral-level courses and actualizes the role of nurse administrator. Emphasis on application of role theory in actualizing the multi-dimensional roles of nurse administrator in complex health service organizations. Additionally, the student will explore the impact of current trends and issues on the administrative role in complex organizations. The student will develop an individualized prospectus for their practicum in collaboration with a faculty advisor to complete a minimum of 500 post-MSN clinical practice hours. Six credits require a minimum of 270 practice hours; nine hours a minimum of 405 hours. Prerequisites: All DNP Core Courses

**NURS 840. DNP Capstone Project I.****2hrs.**

This course focuses on identification of topic and development of a plan for completing the D.N.P. capstone project. Under the direction of two faculty members, students formulate a plan to solve a problem and/or contribute to the advancement of the nursing profession through evidence-based practice. Prerequisites: NURS 755, NURS 765

**NURS 850. DNP Capstone Project II.****2hrs.**

This course focuses on implementation and presentation of the DNP capstone project designed to improve health care outcomes. Students critique the clinical projects of classmates. Working independently under the direction of two faculty members, students culminate the program of study as they present their capstone projects. Prerequisites:

All DNP Core Courses





# ACADEMIC POLICIES

## ADVISING

All graduate students are assigned a faculty advisor from within their program. Prior to the first semester of graduate study, or during the first semester of graduate study, the student will make a Plan of Study with their advisor. Education is ultimately the responsibility of the learner, but the advisor's input to the student's Plan of Study and semester schedules enhances student awareness of how each semester and course contributes to the overall progress towards graduation.

## PRE-REGISTRATION AND REGISTRATION FOR CLASSES

Students must pre-register for the upcoming semester, May and/or Summer Terms during the dates posted on the graduate calendar on our website at [www.wvwc.edu](http://www.wvwc.edu). All graduate students are advised by the graduate program director or designated advisor. All students then must finalize their registration at the beginning of each semester, May and Summer Terms, or MFA residencies. Students may change their registration for courses in accordance with College policies within the first week of on-campus or online classes during Fall and Spring semesters or within the first two days of May and Summer Terms and MFA residencies. This period is called the "add/drop period." Courses dropped within these time periods will not appear on the student's permanent academic record. Course changes made during this period may result in a revised tuition invoice. No courses may be added to a student's schedule after these time periods.

## WITHDRAWAL FROM COURSES

A graduate student will be permitted to withdraw from a course only during the period designated in the academic calendar on our website at [www.wvwc.edu](http://www.wvwc.edu). In order to withdraw from a course, a student must complete the Course Withdrawal Form available in the Graduate Studies Office in the O'Roark Nordstrom Welcome Center and online and submit the completed form either to the Registrar's office or to [registrar@wvwc.edu](mailto:registrar@wvwc.edu). Email approval from the instructor is required for all online courses and is the student's responsibility to obtain and have submitted to [registrar@wvwc.edu](mailto:registrar@wvwc.edu). If a student is granted permission to withdraw, a W (Withdrawal) is entered on the record. If a student discontinues a course after the specified date for withdrawal and/or without permission of the Dean of the College, WF (Failure, Irregular Withdrawal) is entered on the record.

## WITHDRAWAL FROM GRADUATE PROGRAM

A graduate student who wishes to completely withdraw from a graduate program and the college must express an intent to withdraw in writing, via email or mail, to the Program Director and the Registrar who will process the withdrawal with campus

offices. The tuition for which the withdrawn student will be responsible will depend on the date of withdrawal. MFA students intending to withdraw should review their program's tuition refund schedule listed on the current MFA Calendar; all other graduate students withdrawing from the college can consult the refund schedule in the Tuition, Fees and Payment Procedures section in this catalog.

## LEAVE OF ABSENCE

If a student should need to sit out a semester for personal or work-related reasons, s/he may apply to the Graduate Director for a Leave of Absence without jeopardizing enrollment or standing with the Program. Students on leave are responsible for making any necessary loan arrangements with the Financial Aid office. Students on leave will also need to request reactivation from the Director before resuming study the subsequent residency or semester.

## GRADUATE TRANSFER CREDIT

A maximum of nine semester hours of graduate credit from another regionally accredited U.S. college or university may be applied toward a graduate degree program, if the course is applicable, provided the grade for each course is at least a B\* (3.0) and has been earned within the last seven years. Individual graduate programs may elect to grant fewer graduate transfer hours. If graduate transfer hours are approved, the credits and quality points will be computed into the student's WVWC graduate grade point.

\*B- or Pass grades are not acceptable.

Requests for transfer graduate credit must be approved by the specific graduate Program Director, the Dean of the College and the Registrar. Any individual requesting graduate transfer credit must submit all related college transcripts and syllabi that include course descriptions to their respective program director. Official transcripts from all colleges attended are an admission/application requirement for every WVWC graduate program. As long as all official transcripts are included with the application, an *unofficial* copy of any transcripts that relate to requested transfer credits may be attached to the form.

## AUDITING

A person who wishes to audit a graduate course must contact the appropriate Graduate Director or the Graduate Admissions Office. The fee for auditing a graduate course is \$400 per course. An admitted graduate student may audit a course and will also incur the \$400 audit fee. Auditing of select graduate courses is at the sole discretion of the relevant program director and course instructor. Auditors take no examinations, submit no written work, do no laboratory work, and receive no credit for courses audited. See the MFA program website for specific details on auditing an MFA residency.

## GRADES, ACADEMIC STANDING, AND QUALITY POINTS

All graduate students must maintain a quality point average of at least 3.00 to graduate and to remain in good standing. Graduate students who earn a 2.00-2.99 GPA during their first twelve semester hours will be in good standing, but will be placed on *Academic Warning*. Students whose GPA falls below 2.00 before earning twelve hours will be placed on *Academic Probation* and will be given nine additional hours in which to raise the GPA 3.00. Similarly, students whose GPA falls below 3.00 after attempting



twelve or more semester hours of course work will be on *Academic Probation* and will be given nine additional hours in which to raise the GPA to 3.00. Students who fail to attain the 3.00 GPA during this probationary period are subject to *Dismissal* from their program. The Dean of the College, in conjunction with the specific program director, may elect to place a graduate student on *Academic Suspension* for specific deficiencies in achieving program outcomes for either one or two semesters. A suspended graduate student will be eligible to apply for readmission after the specified time period and upon meeting the conditions stated at the time of suspension. Students who earn two Fs will be dismissed from their program. Students who are dismissed from their program may apply for re-admission after four full academic semesters.

Students who have been dismissed or suspended and who choose to re-apply will need to write a statement of justification for their re-admittance and continuation in the program. In addition, these students must complete the entire application process again, including paying the application fee, and submitting their complete application. The application and justification letter will be submitted to the appropriate program director and admission committee for consideration.

The following letter grades, explanations, and quality points are used to evaluate a graduate student's performance at Wesleyan.

Grade	Explanation	Quality Points (per hr)	Grade	Explanation	Quality Points (per hr)
A	Excellent	4.00	F	Failure	0
A-		3.67	I	Incomplete	0
B+	Good	3.33	W	Withdrawal	0
B		3.00	P	Pass	0
B-	Unsatisfactory	2.67	WF	Withdrawal Failing	0
C+		2.33	AU	Audit	0
C		2.00			
C-		1.67			

Grades of I, W, P and AU are not included in grade point average calculation. Graduate students must repeat a course in which they receive an F or WF; graduate students may also repeat courses in which they earn a B- or lower. While the original F, C-, C, C+, or B- will remain on the transcript, when the course is repeated satisfactorily, the original grade will not be counted further in the grade point average. The MFA program assigns Pass/Fail grades; consult the MFA section of this catalog for MFA program evaluation methods.

## GRADE POINT AVERAGE

A graduate student's grade point average (GPA) is computed by dividing the total number of quality points earned by the total number of graded semester hours for which the student has registered. Courses from which the student has withdrawn officially, courses in process, audited coursework, and courses in which a grade of Pass was earned are not included in this computation.

## INCOMPLETE GRADE (I)

This grade may be given to a graduate student who is passing a graduate course but cannot complete scheduled course work due to illness or a cause that is beyond reasonable control. An Incomplete Course Grade Form must be completed by the course instructor and turned into the Registrar, and should be signed by the student, if at all

possible. For online courses, an Incomplete Course Grade Form, available online, must be completed by the course instructor and emailed to [registrar@wvwc.edu](mailto:registrar@wvwc.edu). Email acknowledgement is required by the graduate student. The course, unless a thesis or action research project course, must be completed within the first six weeks of the next regular semester, except when an extension of time is granted by the Admission and Academic Standing Council. If an extension of time is granted, a new completion deadline will be specified. Otherwise, the (I) automatically becomes either an (F) or whatever grade the instructor assigns on the Incomplete Course Grade Form.

Thesis and action research project courses as well as NURS 825, 830, 835, 840 and 850, with incomplete grade assignments must be completed one year from the end of the term that the student originally enrolled in the graduate course. The Incomplete will remain on the record until the work is completed and a final grade is assigned. To receive consideration for this extended Incomplete, the student must submit a written request with the approval of the course instructor, the faculty advisor of record, and the Dean of the College, to the Registrar for approval. This request must be submitted prior to the Final Exam period of the term in which the course is due for completion (refer to Wesleyan's Academic Calendar for the due dates). It is the student's responsibility to contact the course faculty to arrange for completion of the work, and it is the faculty's responsibility to submit the final grade. At the end of the designated extension period, if no additional work is completed, the grade submitted on the Notice of Incomplete Form will be awarded.

**"I" POLICIES SPECIFIC TO MFA PROGRAM:** The sequencing of courses in the low-residency curricular model requires a tailored policy for incompletes.

An incomplete grade is not an option for MFA residency courses (ENGL 520, 525, 530, 535, 540, 545). Because the residency is prerequisite to the semester-long course and because residency courses are on-site, requiring immersion with full participation, a student cannot complete coursework outside of the residency period. Students who are unable to complete the residency due to illness, or other circumstances which take the student away from the residency for *more than two days*, must receive a medical withdrawal and must repeat a full residency before proceeding with semester study. In some cases, the Director, in conversation with the Faculty, may consider enrolling the student in an independent study semester course to help him/her maintain momentum in the program; successful completion of an independent study course will be required for enrollment in the subsequent residency period, but will not count toward credits earned for the MFA degree.

An incomplete grade for ENGL 570, 575 or 625, the semester-long courses, can be issued according to the standard procedure detailed above for all graduate programs, with the exception of the timeline for completion of work: Students receiving an "I" for ENGL 570/575/625 will have *four weeks after the End-of-Semester Portfolio Due Date* (listed on the MFA academic calendar) to submit the final portfolio so that (1) the Faculty Advisor has sufficient time for portfolio evaluation before the student proceeds to the residency and subsequent semester, and (2) the student has sufficient time to prepare for residency participation and the subsequent semester's project.

If, having received an incomplete for ENGL 570/575/625, a student still does not complete all work satisfactorily by the end of the four-week period, s/he will have to take a failing grade and repeat the semester, with the option of auditing that semester's initiating residency period (with full participation) or skipping the residency since residency course requirements will have already been satisfied for the repeated semester.

The thesis-semester student's Pass/Fail grade for the final credits earned during Thesis project completion (ENGL 650) will remain an "I" by default (with Incomplete Course Grade Form waived) until the receipt of the Final Deposit of Thesis and the completion of the Fifth Residency (ENGL 655). (See section on "EVALUATION AND DEGREE AWARD" in the MFA Program description for more details on this default incomplete.) Once all requirements are satisfied, the final grades will be submitted to the Registrar following the Fifth Residency period. For ENGL 650 and 655, if the thesis student cannot fulfill requirements outlined in the MFA Thesis Semester Timeline, MFA Director and Faculty will determine whether the student must repeat one or both courses, or be granted an extended incomplete, filing an Incomplete Course Grade Form, with the requirement that the Thesis and Fifth Residency coursework be completed *six months* from the end of the term that the student originally enrolled in the graduate course.

## GRADE REPORTS AND TRANSCRIPTS

Grade reports and unofficial transcripts are available to students online through WebAdvisor. Official transcripts may be requested by accessing the request a transcript link on the Wesleyan website.

## INFORMATION TECHNOLOGY REQUIREMENTS

West Virginia Wesleyan College requires that all graduate students have a computer. Some graduate programs require a laptop computer. Speak to the specific program director for information. A graduate student purchase plan is offered through a partnership with Dell Corporation for those graduate students interested.

## APPLICATION FOR DEGREE AND PARTICIPATION IN COMMENCEMENT

Graduate students must submit an Application for Degree Form one semester before intended graduation. A degree audit is performed to ensure that the graduate student has met all requirements to graduate. The graduation fee is \$125.

West Virginia Wesleyan College holds one commencement activity per year in May. Graduating students who have completed their academic requirements in the past academic year are invited to participate in the May commencement exercise. Students are required to wear appropriate academic regalia, ordered through the bookstore, for the commencement exercise.

A graduate student in the MSAT, MSN, or MFA program who wishes to participate in May commencement activities and who is a maximum of nine semester hours short in completing their program requirements may participate in May commencement activities provided the conditions listed below have been met. A graduate student in the MEd program who wishes to participate in May commencement activities and who is a maximum of four semester hours short in completing their program requirements may participate in May commencement activities provided the conditions listed below have been met. A graduate student in the MBA program who wishes to participate in May commencement activities and who is a maximum of three semester hours short in completing their program requirements may participate in May commencement activities provided the conditions listed below have been met.

1. The student has maintained a 3.00 average in graduate course work and is in good academic standing in their program of study.
2. The student has submitted a plan to the Director of their graduate program

- for completion of the remaining requirements in the summer following their walk at the commencement ceremonies.
3. The student has obtained approval from the Director of their graduate program for their completion plan.
  4. The student has submitted a letter of request to the Dean of the College, with the above mentioned plan attached, requesting permission to walk during the commencement ceremonies.

## **CANCELLATION OF COURSES/CHANGE OF COURSE TIME**

Courses are subject to cancellation or change of day and time offered. The College reserves the right to change the day and time of a course or to cancel a course as late as the end of schedule change period each term. Every effort will be made to work with students regarding program planning and placement in alternative courses.

## **ACADEMIC INTEGRITY AND PLAGIARISM**

A true community requires that all participants share common goals and respect the particular contributions that each member makes toward achieving them. The common enterprise of a college is learning. Learning is a discipline of the mind, not merely a manipulation of assignments, activities, and information. This process involves interaction with teachers and fellow learners on the one hand and personal reflection and critical inquiry on the other. In all cases, it demands integrity. At Wesleyan, as in all academic communities, claiming another person's work as one's own is a serious offense subject to disciplinary action.

The College considers academic dishonesty a serious offense because it diminishes the quality of scholarship and defrauds those who eventually may depend upon our knowledge and integrity. The penalties for violation of academic standards are applied in the context of our firm stance on academic integrity.

Plagiarism is appropriating the original work of another with the intent of falsely misrepresenting the work as one's own. It includes using the exact words of another without identification of the material as a direct quotation or without citing the exact source; paraphrasing the work of another person without citing the exact source (note that a correct paraphrase requires complete transformation of the passage, not a simple change of a few phrases or words); using facts, figures, statistics, graphical representations or interpretations which are not original to the writer or speaker without citing the original source; and knowingly aiding or abetting another who is plagiarizing. Plagiarism is defined as written work that includes five or more successive words from another source other than the student's own work that is not quoted and cited as described in the *Publication Manual of the APA*, 6th edition (2009).

## **PROCEDURES FOR HANDLING INCIDENTS**

1. When an instructor suspects or is informed of academic misconduct, he/she will attempt to determine as clearly as possible the facts related to the incident. In on-campus courses he/she may then meet with the student(s), present the charge, and consider the response. In online courses, an online conference will be conducted with the student(s) to present the charge, and the instructor will consider the response. If the student voluntarily admits to the charge, or if the evidence is substantial, the instructor shall determine the appropriate penalty.
2. A summary of the incident and action will be reported in writing to the Dean

of the College and copied to the students. The Dean of the College will send a letter to the student involved informing him/her of this action. In cases where there is record of repeated offenses by a student, the Dean of the College will review the matter.

## **PENALTIES FOR VIOLATIONS OF ACADEMIC INTEGRITY**

1. An instructor has the right to discipline a student if he or she has justifiable evidence that the student has violated the definitions of academic integrity in this Code or in further elaboration of course materials.
2. A minimum expected penalty for offense is failure in the assignment or in the course. A warning may be appropriate when the facts of the case are ambiguous or where no willfulness is evident.
3. More severe penalties (formal notation on permanent transcript, suspension, or dismissal) are assessed by the Dean of the College.

## **COMMERCIALIZATION OF LECTURE NOTES**

Selling course lecture notes, handouts, readers or other information provided by an instructor, or using them for any commercial purpose without the express permission of the instructor is prohibited.

## **STUDENT GRADE REVIEW PROCESS**

In cases of alleged arbitrary, inconsistent, or discriminatory grading, the review process below will be utilized.

1. For on-campus courses, the student requests a meeting with the instructor to review the basis for the grade. For online courses, the student requests an online conference with the instructor to review the basis for the grade.
2. If after this meeting or conference the student is not satisfied that the grade was fairly determined, he or she may review with the appropriate graduate program director. The graduate program director will seek to mediate the issue between the student and the instructor.
3. If the student remains unsatisfied, he or she may appeal to the Dean of the College, who will hear the student on the matter, confer with both the instructor and the graduate program director, and then make the final decision. The student must provide a written description of concerns prior to the on-campus or online meeting with the Dean of the College.
4. Reviews to have a grade changed must be submitted no later than the end of the subsequent semester.

## **POLICY ON STUDENT COMPLAINTS**

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. an allegation that the review process 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 Dean of the College, or the Vice President for Student Development, 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.

## **ACCESS TO INSTITUTIONAL RECORDS**

West Virginia Wesleyan College, as required by law, guarantees students who are or have been registered at the College the right of access to official records directly related to the student and an opportunity for a review process to challenge such records on the grounds that they are inaccurate, misleading, or otherwise inappropriate.

The College must obtain written consent from the student before releasing personally identifiable data from records to persons other than those specifically identified by the College as having a legitimate educational interest in that information. The types of records and information include materials in the Academic Services Office, Academic Affairs, Graduate Studies, and Financial Aid, as specified in the written College policy. Students may both inspect and request copies of this information at their expense.

In the implementation of this policy provided for by the Buckley Amendment, there are several items which students should note:

1. Copies of the full Wesleyan policy on the Family Educational Rights and Privacy Act (FERPA) are available to students in the Academic Services Office or online.
2. Final grade reports are available to students and their faculty advisors through their online WebAdvisor accounts. A student may request a paper copy by completing the appropriate form in the Academic Services Office or online.
3. Certain types of information are classified as public or “directory” information, and may be disclosed without a student’s written consent. These are name, address, telephone number, email address, campus box number, major, participation in officially recognized activities and sports, height/weight of athletic team members, dates of attendance, degrees and awards received, and course schedule and roster.
4. In addition to a procedure for a hearing on-campus, or online, an office has been established by the U.S. Department of Education to investigate and adjudicate violations. Complaints may be addressed to the Family Educational Rights and Privacy Act (FERPA) Office, U.S. Department of Education.



# GRADUATE STUDENT LIFE

## SOCIAL RESPONSIBILITY STATEMENT

All individuals and/or groups of the West Virginia Wesleyan College community are expected to speak and act with respect for the human dignity of others, both inside and outside the classroom, and in the College-sponsored social, recreational, and academic activities either on or off campus.

West Virginia Wesleyan College will not tolerate any form of harassment or intimidation, including, but not limited to sexual, racial, religious, handicap, or age discrimination. Using the telephone, mail, or electronic mail to intimidate or interfere with a person's basic rights is also a form of harassment. Attitudes of condescension, hostility, role-stereotyping, and sexual or racial innuendo weaken the health of the community and are considered harassment as well.

Wesleyan will not tolerate acts of hazing or the exploitation of individuals or groups. At the same time, the College affirms the principle of academic freedom and prohibits discrimination against individuals or groups by any means including social media, because freedom of expression does not justify violating human dignity. Intentionally interfering with the freedom of expression of others on College property or College-sponsored activities is prohibited. If a student feels that he/she has been unfairly or inappropriately treated by any member of the Wesleyan community, it is suggested that the student do one or more of the following without fear of reprisal:

1. discuss the matter with a trusted third party to help determine a course of action.
2. approach the offending party directly and discuss the matter and its possible solutions.
3. pursue facilitation with the offending party through a facilitator. The facilitator may be a faculty member, a department chair, the Dean of the Chapel, the Director of Intercultural Affairs, a staff member of the Counseling and Wellness Center, the Student Development Office or some other administrative member.
4. for reporting purposes, if this is a racial or ethnic incident, the facilitator will contact the Director of Intercultural Relations before the facilitation takes place.

## DEFINITIONS FOR CODE OF CONDUCT

**Student** - a person enrolled in or auditing courses at the institution, either on a full or part-time basis.

**Aggravated Violation** - a violation which resulted or foreseeably could have resulted in significant damage to persons or property, or which otherwise posed a substantial threat to the stability and continuance of normal College or College-related activities.

**Distribution** - sale or exchange for personal profit, or the giving to another with no thought of personal profit.

**Fabrication** - intentional and unauthorized falsification or invention of any information or citation in an academic activity or assignment.

**Institution or College** - West Virginia Wesleyan College.

**Organization** - campus groups recognized according to designated policies and procedures of the College.

**Reckless** - conduct which one is reasonably expected to know and that could cause a substantial risk of harm to persons or property, or which would otherwise be likely to result in interference with normal College or College-sponsored activities.

**College Premises** -buildings or grounds owned, leased, or operated by the College.

**College-Sponsored Activity** - any activity on campus; or any activity off campus which is expressly authorized or supervised by the College.

## SEXUAL HARASSMENT POLICY

West Virginia Wesleyan College is committed to establishing and maintaining an academic environment in which all members of the campus community are protected from sexual harassment. Sexual harassment exists in many forms: condescension, hostility, role stereotyping, dissemination of unsolicited and objectionable jokes, literature and/or photographs, and sexual innuendo. Sexual harassment compromises the integrity of higher education through hostility and intimidation. Sexual harassment undermines opportunities for students and staff alike to develop strong, positive self-concepts including a sense of self-confidence which is essential to the ideals and mission of West Virginia Wesleyan College. Individuals who engage in sexual harassment seriously compromise their own integrity and credibility. Sexual harassment shall not be tolerated within the West Virginia Wesleyan College campus community.

## SEXUAL HARASSMENT DESCRIPTION

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact or any other verbal, written or physical conduct of a sexual nature, when:

1. submission to that conduct is explicitly or implicitly made a term or condition for any individual's obtaining employment, services or education;
2. submission to or rejection of any unwelcome overtures is a factor in decisions affecting any individual's employment, services or education;
3. conduct has the purpose or effect of creating an intimidating or hostile environment for any individual's employment, services or education.

## INITIAL COMMUNICATION OF UNWELCOME CONDUCT

As the first step in preventing sexual harassment, the College finds that individuals believing themselves to be the target or focus of unwelcome actions or overtures which could in the mindset of the offended person progress to sexual harassment, have a responsibility to promptly and clearly communicate to the offending person that such conduct is unwelcome and that such offensive conduct should cease immediately. The College seeks to create an environment whereby campus community members appreciate their responsibility to first communicate what are often uncomfortable issues with individuals initiating offensive conduct, and if the conduct persists, to then involve College personnel who are identified within the Investigation and Reviews Procedures section set forth below. The College recognizes that there may be initial conduct by an offender which is so offensive or objectionable that immediate invocation of the Investigation and Reviews Procedures is required without requiring the offended individual's adherence to this section.



## INVESTIGATION AND REVIEWS PROCEDURES

Students believing they have been sexually harassed should promptly report the conduct to either the Vice President for Student Development or the Vice President for Academic Affairs. Investigation of reported incidents of sexual harassment then shall be conducted by the executive officer, or designee thereof, in an expedient manner, while seeking to maximize confidentiality and being consistent with principles of fair procedure as follows:

1. a written complaint signed and dated by the offended individual must be promptly provided to the investigator, setting forth all relevant facts;
2. individuals who make complaints founded in good faith will not be subject to any retaliation or disciplinary procedures by the College;
3. individuals against whom complaints are lodged will be promptly notified by the investigator of the complaint's lodging, and given a reasonable opportunity to offer a written response to the complaint;
4. if upon the investigation's conclusion, it is determined that the complaint is valid, the offender may be required to undergo appropriate counseling as a condition to maintaining employment or enrollment at the College, and depending upon the seriousness of the conduct, the offender may be subject to disciplinary action by the College, which could involve discharge from employment in cases where the offender is a faculty or staff member, or the dismissal from enrollment in cases where the offender is a student.

Because a lengthy period of time between an alleged incident's occurrence and the conducting of an investigation may make fact finding difficult or impossible, it is very important that individuals believing they have been sexually harassed initiate the Investigation and Reviews Procedures as soon after the incident's occurrence as possible.

## ALCOHOL AND DRUG POLICIES

West Virginia Wesleyan College seeks to create an environment that promotes individual and community health and well-being. The illegal or abusive use of alcohol and other drugs jeopardizes this effort. Therefore, the College is committed to defining standards of behavior, enacting and enforcing policies, and complying with local, state, and federal laws. The Drug Free Workplace Act of 1989 requires information regarding the following:

1. the conduct that is prohibited under campus policy and sanctions that will be imposed for violations of the policies;
2. the applicable legal sanctions under the local, state, and federal laws;
3. the health risks associated with the use and abuse of alcohol and other drugs;
4. the educational and treatment resources available on and off campus.

The United Methodist Church, the College's sponsoring denomination, encourages abstinence from alcohol and illegal drugs and supports educational programs that inform and encourage abstinence. The College acknowledges other choices that students may make and works aggressively to educate students regarding community responsibility and Wesleyan's expectations for all members of the student body.

## **ALCOHOL**

The College prohibits the use of alcoholic beverages by individuals who are not of legal age and the abuse of alcohol by individual community members of any age. Violations of local, state, and federal laws applying to alcoholic beverages are prohibited. Furthermore, the College prohibits the illegal use of drugs on College property or property used by any recognized student or College group. State and federal laws state that it is unlawful for any person to manufacture, deliver, or possess with intent to manufacture or deliver a controlled substance. According to the federal Controlled Substance Act of 1970, this applies to drugs that have a high potential for abuse, may lead to chemical dependence, and are required by law to be prescribed or administered under the supervision of a physician.

Full compliance with the specific set of standards related to alcohol and other drug use is expected. Although Residence Hall staffs play an important role in monitoring student conduct, any member of the Wesleyan community may refer a student alleged to have violated this, or any policy, to the Vice President for Student Development (see “Case Referrals”). This policy will be strictly enforced, and all cases of alleged violations will be resolved in accordance with normal disciplinary procedures described in this resource.

## **UNDERAGE USE**

1. All individuals, College affiliated organizations, and social groups are to comply with local, state and federal laws concerning the possession, consumption, distribution of alcoholic beverages and be aware of the legal ramifications of noncompliance. Noncompliance with any state or federal law is a violation of College policy and is subject to disciplinary action.
2. Furnishing alcohol to a person under the age of 21 is prohibited.
3. The possession and/or consumption of alcohol on College premises by persons under the age of 21 is prohibited.

## **PUBLIC USE OF ALCOHOL**

1. The purchase, sale or distribution of alcoholic beverages on College premises is prohibited.
2. The influence of alcohol does not relieve an individual of responsibility for his or her behavior. Behavior that causes or threatens to cause physical harm to oneself or others, harassment of others, damage to property, or general disruption is a violation of College policy.
3. Only individual residence hall rooms are considered private; an open door causes an individual’s room to be considered a public area.
4. Possession of an open container includes, but is not limited to, open or unsealed cans and bottles, cups, wine sacks, and squeeze bottles.

## **IMPAIRMENT/PUBLIC INTOXICATION**

1. Public intoxication or the state of being drunk that leads to aggressive or disruptive behavior, the significant distortion of memory, the significant dulling of responses, reduction in the capacity to make reasonable judgments or the violation of the Code of Conduct is prohibited regardless of age and will be considered an aggravating factor.
2. The influence of alcohol does not relieve an individual of responsibility for

his or her behavior. Behavior that causes or threatens to cause physical harm to oneself or others, harassment of others, damage to property, or general disruption is a violation of College policy.

3. All members of the College community are fully responsible for the alcohol related conduct of their guests.
4. Driving under the influence of alcohol, either on or off campus, is considered to be an extreme example of irresponsible behavior.

## **MASS QUANTITY, DISTRIBUTION/POSSESSION**

1. Kegs or other forms of a common supply of alcoholic beverages are strictly prohibited on College premises, including residence hall rooms.
2. A student of legal age who possesses more than a total of 192 ounces of alcoholic beverages or exceeds any one of the following, even though in the privacy of his/her residence hall room, will be in violation of the mass quantity regulation: twelve, 16-ounce containers of beer or equivalent; two liters of wine; twelve, 12-ounce wine coolers; one liter of distilled spirits (1 and 1/2 fifths).

## **ALCOHOL PARAPHERNALIA**

Alcohol paraphernalia, including but not limited to, empty alcohol containers, is strictly prohibited on College premises and in residence hall rooms.

## **OFF CAMPUS CONDUCT**

Conduct which occurs off campus that is a violation of state, federal, or local law, or has a detrimental impact on the College, may result in college judicial action.

## **DRUGS**

1. The possession, use, or distribution of illegal controlled substances is strictly prohibited on College premises.
2. The manufacture, delivery or possession with the intent to manufacture or deliver a controlled substance as prohibited by the WV Code (Vol. 17, Chapter 60A) is also strictly prohibited by the College. This applies to drugs that have a high potential for abuse, may lead to chemical dependence, and are required by law to be prescribed or administered under supervision of a physician.
3. Drug paraphernalia is strictly prohibited. Drug paraphernalia includes, but is not limited to, rolling papers, roach clips, water bongs, pipes, etc. or anything fashioned for such use.

## **STATE AND FEDERAL LAWS**

State and federal laws prohibit the manufacture, possession, sale and trafficking of marijuana and other drugs. State law also controls the sale, distribution, possession and consumption of alcoholic beverages except in a licensed establishment.





## RESOURCES

### CAMPUS CENTER

The Benedum Campus Center is a place of recreation, relaxation, and work. It houses the Bobcat Den (apparel store), Post Office, radio station, Sunny Buck's (convenience store), the Cat's Claw (restaurant), and the French A. See Dining Center (cafeteria). Graduate students may use facilities for swimming, billiards, pinball, and reading. Offices include The Student Development Office, which houses the Dean of Students, Campus Life, Housing, Residence Life, Campus Activities, Outdoor Recreation, Multicultural Affairs, Judicial Affairs, the Center for Community Engagement, Greek Affairs, Intramurals and the Aquatics Office.

The French A. See Dining Center, connected to the Benedum Campus Center, is available to graduate students in a spacious and attractive environment. Graduate students are eligible for meal plans which include options for a 19 meal plan with \$60 bonus or 14 meal plan with a \$100 bonus for a cost of \$1,775 per semester. Bonus dollars can be used at campus food service facilities.

### CAMPUS SECURITY

The Office of Campus Safety and Security is located in Rockefeller Center. If you need assistance please call the Campus Safety and Security Office at (304) 473-8011. Security officers are available 24 hours per day, 7 days per week.

### CHAPEL AND MARTIN RELIGIOUS CENTER

The placement of Wesley Chapel at the center of the campus was quite intentional. The presence of the Chapel affirms Wesleyan's commitment to the integration of intellectual, spiritual, and social concerns.

Each Tuesday morning during the academic year, worship services are provided for the campus community to gather for spiritual, intellectual, and social nurture and challenge. The chapel time features a variety of programs conducted by the United Methodist Church Liaison and Spiritual Life Coordinator, guest presenters, artists and speakers, students, staff and faculty, and community leaders. The College strives to ensure that no other activities - including classes, organization meetings, rehearsals, seminars and practices - be scheduled during the weekly chapel time so that all students, faculty and staff will be free to attend and participate in chapel if they choose. In addition, Catholic Mass is offered each Saturday evening in the Meditation Chapel.

Wesley Chapel is the site of all campus convocations, cultural events, and celebrations. The Chapel program also sponsors activities such as the Peace and Justice Committee, Hanging of the Greens, Center for Community Engagement activities, and Christian service organizations such as Kappa Phi, a Christian service organization for women. Other spiritual life organizations include the Fellowship of Christian Students, Wesley Fellowship and the Catholic Campus Ministry. The United Methodist Church Liaison and Spiritual Life Coordinator encourages the formation of new groups to meet ongoing spiritual needs of students, staff and faculty.

Martin Religious Center, located in the rear of Wesley Chapel, houses the

Meditation Chapel, which is open to all within the Wesleyan community for private meditation and small group worship.

Wesleyan is open to persons of all faiths. Wesley Chapel and Martin Religious Center stand as symbols of both our Christian heritage and identity and our openness to religious diversity. The United Methodist Church Liaison and Spiritual Life Coordinator encourages all members of the campus community to seek ways in which to practice their spirituality.

## **CHILD DEVELOPMENT CENTER**

Graduate students, as members of the community, are eligible for child-care provision during the hours of 7:00 a.m. to 5:30 p.m., Monday through Friday. To be placed on a waiting list for child-care, please contact the Child Development Center at (304) 473-8348 or [cdc@wwvc.edu](mailto:cdc@wwvc.edu). (Please visit the Child Development website at [www.cdcofcentralwv.org/](http://www.cdcofcentralwv.org/) for further information).

## **CULTURAL EVENTS**

West Virginia Wesleyan College is known for its rich performing arts tradition. In 2009, the Virginia Thomas Law Center for the Performing Arts opened on College Avenue and is a spectacular college, community, and regional venue. The 374-seat auditorium is used for college and community theatre, musical concerts, dance performances, lecture events, and film festivals. Additionally, visual art exhibits are presented throughout the year at the Sleeth Gallery located in McCuskey Hall. Culturally, the college community benefits from touring artists and Artists-in-Residence that enhance the many campus offerings available to graduate students. Visit [www.wwvc.edu](http://www.wwvc.edu) for Arts Alive! schedules and ticket information.

## **FOOD SERVICE**

There are three dining venues on campus located in the Benedum Campus Center. Campus dining is provided in the French A. See Dining Center. Meals and menus are provided by a contracted professional catering service. Selections include traditional entrees, grill items, deli sandwiches, pizza, pasta, and specialty food bars. Vegetarian and gluten-free choices are available at every meal. Discounted meal cards are available for graduate and commuter students. The Cat's Claw offers a variety of food selections and extended hours during the week and on the weekend. Sunny Buck's is the College's convenience store that operates with extended hours and provides coffee, pastries, sandwiches and snacks.

Additionally, Cafe Libros is the Library's in-house coffee bar. Cafe Libros offers a selection of fresh pastries daily. Fair-trade organic coffee, organic teas, and hot chocolate are also available. Hours of operation follow the library schedule.

## **HEALTH SERVICES**

Community Care of West Virginia will be providing medical services in the Health Center.

They offer the following services:

- Vaccinations and immunizations
- Acute illnesses
- Annual Wellness Exams
- Chronic illnesses such as Asthma, Allergies, Diabetes, Obesity, Sickle Cell Anemia, and Seizures

- Allergy Injections
- Accidents and injuries
- Nutrition Counseling
- School and Sports Physicals
- Vision and Hearing Screenings
- Family Planning Services
- 24-hour on-call physician coverage

For Hours of Operation, please go to WVWC website. Hours will be posted at the Health Center as well.

## HOUSING SERVICES

The College houses approximately 85 percent of its undergraduate students in eight residence halls and a complex of apartments and suites. Graduate students are eligible for on-campus housing if available. Contact the Director of Campus Life and Housing, (304) 473-8441.

## LEARNING CENTER

West Virginia Wesleyan College provides support programs to students with diagnosed learning disabilities, attention disorders, and other special needs. The Learning Center offers assistance to students who are interested in enhancing their academic performance. Master's level professionals in the field of education and related areas work to help students design strategies for academic success. Located in Haymond Hall, 2nd Floor, the Learning Center is opened from 8:00 a.m. to 4:30 p.m., Monday through Friday. The Technology Lab offers several software and hardware tools to assist students with their coursework. Software programs are available to help students with reading, writing, and organizing information.

### Notice of Nondiscrimination/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 more 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, admission policies, financial aid programs, athletics, co-curricular activities or other College administered programs.

### Serving Students with Disabilities

West Virginia Wesleyan College ensures that no qualified person shall, by reason of a disability, be denied access to, excluded from participation in or denied the benefits of any program or activity operated by the College or be subjected to discrimination under any of its programs or activities. The College shall make reasonable accommodations to the known limitations of an otherwise qualified student with a disability to enable the qualified student with the disability to have equal access to educational opportunities, programs and activities as provided for in Section 504 of the Rehabilitation Act of 1973 and Americans with Disabilities Act of 1990.

Students with disabilities are required to maintain the same level of responsibility for their education as other students attending Wesleyan. These responsibilities include maintaining levels of academic performance expected of all students, meeting attendance requirements, maintaining appropriate behavior, and following the College's

policies and procedures. In addition, the College establishes appropriate standards for its courses, programs, services, and facilities and is not required to grant accommodations that impose a fundamental alteration of a program or activity.

The College encourages students to request accommodations before the semester begins or as early in the semester as possible. If the student chooses to delay providing documentation and/or making a request for accommodations, the College will not provide retroactive accommodations, but will upon the student's request begin the procedure for approving and implementing future accommodations. A reasonable time will be necessary to implement accommodations.

The confidentiality of all documentation will be maintained in accordance with the applicable law. Documentation may be shared with others on a need to know basis. To be eligible for services, students with disabilities must identify themselves and provide the necessary documentation to the Academic Services Office, in the following manner:

1. Provide current documentation of the disability and professional materials from a physician/psychologist/psychiatrist on the evaluator's letterhead stationery demonstrating that the disability currently and substantially limits a major life activity of the student. The medical documentation must include:
  - a. A diagnostic statement identifying the disability and describing the current level of functioning;
  - b. A description of the diagnostic tests, methods/criteria used, employing the DSV IV when appropriate;
  - c. A description of the current functional impact of the disability including a statement of any substantial limitations as they relate to the ability of the student to meet the various demands of college life, and which includes specific test results and the examiner's narrative interpretation;
  - d. Treatments, medications, or assistive devices/services currently prescribed or in use;
  - e. Recommendations to assist the College in designing reasonable accommodations for the condition;
  - f. The credentials of the diagnosing professional when not indicated on letterhead stationery.
2. The College may request additional documentation. IEPs and 504 plans are not considered to be sufficient documentation.
3. Identifying oneself as having a disability to an individual professor is not considered an official notification to the College. The student must follow the above procedures in order to access accommodations. However, it is the student's responsibility to notify a professor, or others as necessary, of a need for accommodations.
4. Coordination of accommodations and services may involve any number of College offices and personnel, including faculty, staff, and administrators, depending on the nature of the accommodations and services needed.
5. If an individual believes that the services or accommodations provided or recommended do not meet his or her needs, the student should promptly discuss the matter with Dr. Boyd Creasman, Dean of the College, who will seek to resolve the situation in a timely manner. If the student is not satisfied with this response, the student may file a grievance.



## LIBRARY

The Annie Merner Pfeiffer Library is committed to providing high quality resources and services that empower students for advanced learning. Electronic materials are increasingly important in the collection as the needs and expectations of students have changed. In fact, for the first time, electronic books and periodicals outnumber those in print. Interlibrary Loan is available for materials that are beyond our collections. The expert staff provides educational programming for students and faculty in the use of both traditional and electronic resources. In addition to its collections and research services, the Library offers media viewing facilities, areas for group study, and a quiet place for reading and reflection. The Upshur Reading Room serves as a modern-day town square where people can come to find information and to discuss it in the forms of panel discussions, lectures, and poetry readings while enjoying inspirational student artwork.

Graduate students have full library privileges, and are welcome to use the library for individual or group study, social interaction, or to sit and read while enjoying a cup of coffee from Cafe Libros, the Library's in-house coffee bar.

- Brett Miller, Director of Library Services: [miller\\_bt@wvwc.edu](mailto:miller_bt@wvwc.edu)
- Carol Bowman, Coordinator of Access Services: [bowman\\_c@wvwc.edu](mailto:bowman_c@wvwc.edu)

## MOTOR VEHICLE POLICIES AND PROCEDURES

### Registration of vehicles on campus

1. All students, faculty, staff or other employees of the College who park in College owned lots at any time are required to register their motor vehicle on campus by purchasing a numbered parking decal or "hang tag." The hang tag must be displayed from the inside rearview mirror at all times while the vehicle is parked on campus, even in a loading/unloading zone.
2. This contract is the binding document for motor vehicle policies and procedures. Language contained herein takes precedent over all other references to motor vehicle use on campus of WVWC.
3. Items required to register a motor vehicle are:
  - a. a valid driver's license;
  - b. make, model, year, and license number of the vehicle;
  - c. proof of ownership (certificate of registration).
4. Parking hang tags are issued for safety and vehicle identification purposes. Possession of a valid parking hang tag does not guarantee that a parking space, especially one near any particular area, will be automatically available upon arrival.
5. A numbered WVWC hang tag must be displayed on the inside rearview mirror at all times while parked in campus owned lots, visible from outside the vehicle.
6. Any lost or stolen hang tag must be reported immediately to the Office of Campus Safety and Security. A new hang tag must then be purchased for a fee of \$100 from the Office of Student Accounts in the Lynch-Raine Administration building.
7. The individual in whose name a vehicle and hang tag is registered will be held responsible for all parking and traffic violations.

8. WVWC parking hang tags must be purchased annually, expiring each year on August 31st.
9. The fee for registering a vehicle and obtaining a parking hang tag is \$100 for students.

### **Parking Regulations**

1. The responsibility of finding a legal parking space rests solely with the vehicle operator. The lack of what the vehicle operator deems to be an adequate parking space is not an acceptable excuse for violating any parking regulation(s).
2. Handicapped parking spaces are identified by the official handicapped emblem, and the adjacent curbs and stripes are painted a light blue. Handicapped spaces are restricted from general use 24 hours a day. Vehicles parked in handicapped spaces must display an official handicapped license plate or a WVWC handicapped decal. WVWC handicapped decals may be obtained at the Health Center for any student, faculty or staff. These decals will be issued at no cost to anyone who has a temporary handicap that would warrant the need to park in a handicapped space (sprains, broken bones or other injuries of a temporary nature). These decals will only be valid for a specified time and are authorized for use only in WVWC parking lots.
3. Fire lanes shall be designated by red curbs and/or red stripes and will be clearly marked to indicate a prohibited area.
4. No parking is permitted on the lawn or sidewalks. This includes the period during which students are moving in/out of the residence halls.
5. Prohibited zones are marked with yellow lines and/or yellow curbs; at times they are also designated by “No Parking” signs. These areas include, but are not limited to, loading/unloading zones, parking zones for maintenance vehicles, etc.
6. During the academic year between the hours of 7:00 a.m. and 4:30 p.m., student parking in designated faculty/staff areas and faculty/staff parking in student designated areas is strictly prohibited. Note signage in specific lots for further restrictions.
7. The streets surrounding the College campus (Camden Ave., College Ave., Meade St., Railroad Ave., Randolph St., etc.) are under the jurisdiction of the City of Buckhannon.
8. No weapons of any kind may be stored in a vehicle while on College property. All legal weapons must be stored at the Office of Campus Safety and Security.

### **Visitor Parking**

Visitors to campus are permitted to park in Lot “B” (the lot between Jenkins and Loar Halls). This is the designated lot for visitors until 10:00 p.m. Visitors must obtain a visitor parking pass from the Office of Campus Safety and Security. This visitor’s pass will be displayed on the vehicle dash where it is visible through the windshield. There is no overnight parking in Lot B.

**Violations, Fines and Fees**

Following are the most common violations and the fine for each:

1.	Speeding/reckless driving*	\$50
2.	Driving/parking on grass or sidewalk*	\$50
3.	Parking in handicapped space*	\$50
4.	Parking in a reserved lot*	\$25
5.	Parking in a prohibited area*	\$25
6.	Parking in a restricted area	\$15
7.	Double parking	\$10
8.	Parking in two spaces	\$10
9.	Having no registration decal*	\$10
10.	Backing into space (Lots D only)	\$10
11.	Improper display of hang tag	\$10
12.	Overtime parking in loading zone	\$10

\*A parking boot may be used to temporarily disable any vehicle in these violation categories. A parking boot may also be used to temporarily disable any vehicle which has received three (3) or more parking tickets during the academic year or for any vehicle that has received any number of parking tickets for which the fines have been left unpaid. The fee for boot removal is \$100 in addition to the original ticket cost. All violations with an asterisk above may also result in the vehicle in question being towed at the owner's expense. Any damage resulting from towing or booting will be the responsibility of the vehicle owner. Removal of a College boot by the vehicle operator is strictly prohibited. Any vehicle operator who removes, dismantles, confiscates, or damages a parking boot will be fined.

**Payment of Fines and Fees**

1. All fines for parking violations must be paid at the Office of Student Accounts in the Administration Building during regular business hours Monday through Friday. Fines and fees are applicable to all employees, guests and students (graduates and undergraduates) and are payable through Student Accounts.
2. Acceptable forms of payment for fines and fees will be cash, bank check, personal check, credit card, money order, or charged to the respective Student Account. All checks should be made payable to WVWC.
3. All such fines and fees are valid financial obligations due and payable to West Virginia Wesleyan College. Delinquent fines for faculty and staff are reported directly to the Office of Vice President for Finance. Any individual who refuses to pay delinquent fines will have their parking privileges revoked and their vehicles will be towed when found on College property. Diplomas and transcripts may be withheld until all fines are paid in full.

**Parking Ticket Appeal Process**

1. An appeal board for ticket review consists of one member of WVWC faculty, one staff member and one student, all of which will be appointed by the Vice President for Student Development and Enrollment Management.
2. Parking tickets can be appealed to the Appeal Board provided it is done within ten working days of the date of the parking ticket and done so on the Parking Appeal form which can be found on-line at the following address:



[www.wvwc.edu/intranet](http://www.wvwc.edu/intranet). This form must be submitted via [parkingappeal@wvwc.edu](mailto:parkingappeal@wvwc.edu). Fines for any parking tickets not paid or appealed within ten working days will automatically be billed to the student account. After that time, no appeal will be permitted.

3. If an appeal has been filed within the allotted time frame, the appeal board will meet to consider the merits of this appeal and then render their decision. If the appeal is granted, the ticket will be dismissed and the student will owe no charges. If the appeal is denied, the student will owe the amount of the fine and must pay the fine within ten working days from the date of the appeal board's decision, after which time, the fine will double.

### Traffic Regulations

1. A 15 mile per hour speed limit has been set on all College drives and parking lots and must be observed.
2. Right of way will be given to all pedestrians, WVWC security vehicles, police, fire, and emergency vehicles.
3. Motor vehicles shall be operated in a safe and prudent manner at all times, in accordance with the laws of the city, county, and state, and in conjunction with this motor vehicle policy.
4. All traffic related accidents occurring on College property must be reported to the Office of Campus Safety and Security as soon as possible.
5. All visitors and/or guests shall park in the campus parking lots assigned to them and be responsible for all violations committed by them.

### College Owned and Operated Parking Lots

The College owned parking lots are "color coded" according to your status (i.e. student or faculty/staff) as follows:

- White** curbs and/or stripes indicate student parking only.
- Orange** curbs and/or stripes indicate faculty/staff parking only.
- Green** curbs and/or stripes indicate multi-use parking - i.e. Faculty/staff, commuters, and visitors only.

**Yellow or Red** curbs and/or stripes indicate no parking.

**Blue** curbs and/or stripes indicate handicap parking only.

### Lot Identification

- Lot A: Area behind the Child Development Center and Lot I. This lot is available for anyone with a valid Wesleyan parking permit.
- Lot B: Area between Jenkins and Loar Halls. This lot is reserved for commuters and visitors only.
- Lot C: Rear of Jenkins and Agnes Howard Halls. Reserved for students only.
- Lot D: Located in front of the Administration Building. No parking at the top of the oval, on any crosswalk, or with any portion of vehicle adjacent to any area marked with yellow or red curbs. No backing into spaces. Lot D is reserved for faculty/staff only. No overnight parking in this lot.
- Lot E: Rear of McCuskey, Doney, Fleming, and Haymond Halls up to the Health Center driveway on both sides. Lot E is reserved for student parking only.
- Lot F: Area between the Health Center driveway and Christopher Hall of Science on both sides. Lot F is reserved for faculty/staff only.

- Lot G: Area between the Library and Haymond Hall. Lot G is reserved for faculty/staff only.
- Lot H: Area between Haymond and Fleming Halls. Lot H is reserved for faculty/staff only.
- Lot I: Lot adjacent to the Child Development Center. The non-reserved parking spaces of Lot I provide parking opportunities for faculty/staff. The reserved parking spaces contain bumpers or signs with designated reserved spaces painted on them.
- Lot J: Located directly behind Middleton Hall and the Camden Complex. This lot is available for anyone with a valid Wesleyan parking permit. No parking is permitted along the curbs adjacent to the Camden Avenue Complex Buildings or the curb on the Randolph avenue side of the lot.
- Lot K: The lot located on the south side of Randolph Avenue behind the Camden Complex. This lot is available for anyone with a valid Wesleyan parking permit.
- Lot L: Located behind 57 and 59 Meade Street and is reserved for faculty, staff and alumni visitors only.
- Lot M: Located adjacent to Erickson Alumni Center. Lot L is reserved for faculty, staff and alumni visitors only.
- Lot N: Located adjacent to the Performing Arts Center. This lot is reserved for commuters, faculty, and staff.
- Lot O: Located across from Holloway Hall and beside the BSU. Lot O is reserved for student parking only.
- Lot P: Located behind Dunn Hall. Student parking only.

Municipal ordinances of the City of Buckhannon, West Virginia do not allow parking on either side, or in the median of Camden Avenue east of Meade Street. All individuals who use campus parking lots are responsible for reading and abiding by the motor vehicle policy as stated in this contract. If you have questions, please contact the Office of Campus Safety and Security at (304) 473-8011.

The College assumes no responsibility for the care or protection of any vehicle or its contents at any time. Any damage or loss that occurs to a parked vehicle on College property should be reported to the Campus Safety and Security Office, the Buckhannon Police Department and the owner's automobile insurance company.

## **PHYSICAL EDUCATION CENTER**

The John D. Rockefeller IV Physical Education Center includes a spacious main gymnasium, which seats more than 3,700 spectators, accommodates intercollegiate basketball and volleyball and, with its portable stage, is the venue for concerts and large-scale events. The Center also contains an auxiliary gym, an indoor Astroturf facility, an anatomy and physiology laboratory, athletic training rooms, racquetball courts, an indoor tennis court, an indoor gold practice area, a dance studio, and athletic team weight rooms. Rockefeller Center is home to the College's 20 intercollegiate varsity sports, the athletic training academic program, and an extensive array of offerings. The College pool is located in the adjacent Benedum Campus Center.

## WELLNESS CENTER

The College offers a state of the art and engaging environment where students, faculty, and staff can enjoy their passions of physical fitness and well being. Located on the first floor of Jenkins Hall, the Wellness Center offers over twenty pieces of cardio equipment; over fifteen pieces of nautilus equipment; a weight room with bench press; max racks and free weights; and group exercise classes. Full-time staff and Exercise Science students are available on request to work individually with patrons.

## TESTING SERVICES

The College provides testing services to assist students seeking professional certification and admission to graduate and professional programs.

West Virginia Wesleyan College is a Controlled Test Center for the administration of the American College Test (ACT); Graduate Record Examination (GRE) - subject examinations non-computer based only; and the Praxis Series and School Leadership Series - for teacher education. Information about these tests is available in the Finance Office, (304) 473-8040.

## WRITING CENTER

The Writing Center is located in the English Annex, Room 20, or at (304) 473-8854. The English Annex is located between the Lynch-Raine Administration Building and the Annie Merner Pfeiffer Library. The Writing Center is open to all students seeking help with writing assignments for any course or to assist with personal writing, resumes, or articles for publication. Hours of operation are posted semester by semester.



# REGISTER

## ADMINISTRATIVE OFFICERS AND STAFF

### President of the College

President of the College .....	Joel P. Thierstein, J.D., Ph.D.
Registrar .....	Tammy J. Frederick, M.B.A.
Assistant Registrar .....	Elizabeth A. Lampinen, M.A.
Registrar Services Specialist .....	April V. Cutright, B.S.
Registration Services Assistant .....	Denise L. Mills
College Counsel .....	David W. McCauley, J.D.
Director of Human Resources .....	Vickie J. Crowder, M.B.A.
Director of Institutional Research .....	Tammy J. Crites, M.B.A.
Director of Marketing & Communications .....	Larry E. Orman, M.B.A.
Director of Athletics .....	Randall L. Tenney, M.A.T.
Director of Compliance and Academic Services .....	Jacqueline C. Hinton, M.B.A.
Athletic Training Ed. Program Director .....	Rae L. Emrick, Ed.D.
Athletic Trainers .....	Toni M. Bolar, M.S., A.T.C.;
Tammie Hammon Moody, M.S., A.T.C., Hideomi Matsuda, M.B.A., M.S., A.T.C.	
.....	John Zubal, M.S., A.T.C.
Women's Acrobatics and Tumbling Coach .....	Alexa M. Johnson, B.S.
Baseball Coach .....	Randall L. Tenney, M.A.T.
Men's Basketball Coach .....	Jack R. Meriwether, B.A.
Women's Basketball Coach .....	Victoria A. Bullett, M.S.
Men's Cross Country & Track Coach .....	Daniel L. Meyers, M.B.A.
Women's Cross Country & Track Coach .....	Alan M. Crise, B.S.
Football Coach .....	Anthony E. Testa, B.S.
Men's Golf Coach .....	Nicholas R. West, B.S.
Women's Golf Coach .....	Nicholas R. West, B.S.
Women's Lacrosse Coach .....	Hannah N. Lively, M.Ed.
Men's Soccer Coach .....	Gavin D. Donaldson, M.S.
Women's Soccer Coach .....	Richard J. Owens
Softball Coach .....	Stephen M. Warner, B.S.
Swimming Coach/Director of Aquatics .....	April L. Gitzen, M.S.
Tennis Coach .....	Marc A. Walters, M.S.
Women's Volleyball Coach .....	Nancy J. Wheeler, B.S.
Title IX Coordinator .....	Meghan K. Kroll, M.Ed.

### Academic Affairs

Dean of the Faculty .....	James H. Moore, Ph.D.
Executive Assistant .....	Ashley L. Stanton, M.B.A.
Coordinator of the Writing Center & ESL Studies ..	Ashley Higginbotham, M.F.A.
Director of M.B.A. ....	Kelly T. Sharp, M.B.A.
Director of M.F.A. ....	Douglas Van Gundy, M.F.A.
Director of M.S.A.T. ....	R. Daniel Martin, Ed.D.
Director of M.S.N. ....	Susan B. Leight, Ed.D.
Director of General Education .....	Shirley J. Fortney, Ed.D.
Director of the Honors Program .....	Ashley M. Lawson, B.A., M.A., Ph.D.
Director of the Learning Center .....	Shawn Mahoney Kuba, Ed.D., LPC
Comprehensive Advisors .....	Anita S. Dib, M.A.

Coordinator of Lindamood Bell Methods.....	William C. Pastorius, M.S.
Lead Mentor.....	Teresa A. Buckner, B.A.
Director of Library Services .....	Brett T. Miller, M.L.I.S.
Director of Cataloging .....	Marcella S. Roth, M.A.T.
Interlibrary Loan and Serials Coordinator .....	Carol A. Smith, B.A.
Archivist and Music Librarian .....	Brett T. Miller, M.L.I.S.
Coordinator of Reference & Instructional Services.....	
Acquisitions and Media Services Supervisor.....	Carol M. Bowman, M.L.I.S.
College Historian .....	Paula McGrew, M.A.L.S., M.A.C.S.
Director of the School of Business .....	Susan L. Aloï, Ed.D.
Director of the School of Education .....	Karen R. Petitto, Ed.D.
Director of the School of Exercise Science and Athletic Training .....	
.....	Rae L. Emrick, Ed.D.
Director of the School of Fine Arts and Humanities .....	
.....	See Department Chairs
Director of the School of Nursing.....	Susan B. Leight, Ed.D.
Director of the School of Science .....	See Department Chairs
Director of the School of Social and Behavioral Science.....	
.....	See Department Chairs
Student Success Coordinator .....	Alison M. Whitehair, M.S.
Coordinator for the Center for Teaching and Learning.....	Cynthia Brissey, M.S.
Experiential Learning Coordinator .....	Jill A. Okes-Kincade, M.Ed.
Title III Instructional Technology Specialist.....	Traci Probst, M.A.
First-Generation Student Mentor.....	Kristin E. Greene, M.S.
Technical Theatre Director.....	Keith H.Saine, B.A.

**Vice President for Enrollment Management**

Vice President for Enrollment Management.....	John R. Waltz, M.A.
Senior Associate Director .....	Brett B. Ripley, M.B.A
Associate Director.....	Leah M. Ripley, B.S.
Admission Counselors .....	
.....	Amanda L. Harris, B.A.; Allison B. Riley; Scott P. Stoeckle, M.B.A.
Office Manager and Campus Visit Coordinator.....	Terrie L. Brady, M.A.
Director of Financial Aid .....	Susan M. George, B.S.
Financial Aid Counselor and VA Benefits Coordinator ..	Matthew D. Linder, B.A.
Financial Aid Counselor .....	Marion Sparks, M.Ed.
Director of the Marching Band.....	Logan E. Lindsey, B.A.

**Administration and Finance**

Chief Financial Officer.....	Scott N. McKinney, Ed.D.
Controller .....	Randall W. Crites, M.B.A.
Assistant Controller.....	Brenda L. Friend, B.A.
Accounts Payable Coordinator.....	Angela M. Dinkelo, A.A.
Payroll Coordinator.....	Rhonda K. Haler
Director of Administrative Services.....	Joshua D. Stump, M.A.T.
Director of Dining Services (Aladdin).....	Patrick O'Brien
Director of the Physical Plant .....	Vaughn E. Hartley, B.S.
Custodial Supervisor.....	C. Lynn Frame
Maintenance Supervisor.....	Stanley G. White
Director of Computing Services .....	Neil K. Roth, B.S.
Information Technology Specialist .....	Justin T. Haney, B.S.
Telecommunications Engineer.....	Thomas Reed, B.S.



Computer Help Desk Supervisor ..... Robert A. Burch, B.S.  
 Programmer..... Jonathan S. Andrew, M.B.A.  
 Network Specialist..... Leon S. McKisic, B.S.  
 Technical Support Specialist..... Micah J. Snyder, B.A.  
 Audiovisual Coordinator..... Robert L. Osburn, B.S.  
 Director of Security.....

**Vice President for Advancement**

Vice President for Advancement..... Robert N. Skinner, M.A.  
 Coordinator of Emeritus Club and Stewardship ..... Molly S. Patterson  
 Director of Advancement Operations ..... Rose Ellen Loudin, B.A.  
 Advancement Associate ..... Edward A. Sisson, B.S.  
 Director of Foundation and Government Relations .....  
 ..... Beverly Bentley-Colthart, M.S.W.  
 Assistant Director of Alumni Relations ..... Rochelle L. Long, M.A.  
 Associate Vice President for Advancement and Alumni Relations.....  
 ..... William B. Armistead, B.S.

**Student Development**

The UMC Liaison & Spiritual Life Coordinator ..... Lauren Weaver, M.Div.  
 Religious Life Office Coordinator/Administrative Assistant for WVUMC Events  
 ..... Carol Darlene Bosley  
 Director of Counseling Center ..... Ali R. Deem  
 Director of Campus Life ..... Alisa M. Lively, M.A.  
 Assistant Directors of Campus Life ..... Angela D. Brogan, B.A.  
 Associate Director of Campus Life and Title IX Coordinator .....  
 ..... Meghan K. Kroll, M.Ed.  
 Director of the Center for Community Engagement..... Katie Loudin, M.P.A.  
 Associate Director of the Center for Community Engagement .....  
 ..... Jessica D. Vincent, M.P.A.  
 Director of Multicultural Programs ..... Robert C. Quarles, Ph.D..  
  
 Director of Greek Life and Intramural Programs ..... John K. Bohman, M.A.T



## BOARD OF TRUSTEES

### Elected Members

**John F. Allevato '76**  
**Gavin S. Appleby '76** (*Chairman*)  
**Sean Boyle '94**  
**Michael T. Bradfield '75**  
**Ellis E. Conley '73**  
**Christine R. Cox '69, Hon. '13**  
**Krista L. Denning '97**  
**Tracy S. Dunn-Cunningham**  
**C. Suzanne Ellis '71**  
**William B. Grant '75** (*Secretary*)  
**Joseph S. Kenaston '81**  
**Paul S. Klick III. '66**  
**John A. Lhota '76**  
**Brian A. Maxwell**  
**Jeffrey S. Neal '80**  
**Evan D. Peterson '73**  
**Justin M. Raber '08**  
**Ken A. Ramsey '84**  
**Caroline H. Rapking '79**  
**Michael B. Reger '89**  
**Sarah J. Rinehart '97**  
**Joanne C. Soliday '69, Hon. '16**  
**Kevin W. Spear '76**  
**Craig D. Welsh '93**  
**David A. Young '87**

### Ex Officio Members

**Lauren Hatcher**, *Student Senate President*  
**Jesse M. Ketterman '93**, *President of the Alumni Council*  
**Jill Okes-Kincade '09**, *Staff Council Chair*  
**Sandra L. Steiner Ball**, *Resident Bishop of the West Virginia Conference*  
**Joel P. Thierstein**, *President of West Virginia Wesleyan College*  
**Douglas Van Gundy**, *Faculty Senate Chair*

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## THE FACULTY

*The year of the faculty member's initial appointment is given in parentheses.*

- Susan L. Aloï**, *Associate Professor of Business and Director of the School of Business* (2007). B.S., M.B.A., West Virginia Wesleyan College; Ed.D., West Virginia University.
- Charles Bruce Anthony**, *Assistant Professor of Chemistry* (2012). B.S., Ball State University; Ph.D., Louisiana State University.
- Katharine L. Antolini**, *Associate Professor of History and Chair of the Department of History* (2011). B.A., West Virginia Wesleyan College; M.A., Rutgers, The State University of New Jersey; M.A., Ph.D., West Virginia University.
- Tamara Denmark Bailey**, *Assistant Professor of History* (2014). B.A., M.A., West Virginia University.
- Jon W. Benjamin**, *Assistant Professor of Art* (2017). B.S., State University of New York, Plattsburgh; M.F.A., Rochester Institute of Technology.
- Kimberly A. Bjorgo Thorne**, *Associate Professor of Biology* (2006). B.S., University of Florida; M.S. Clemson University; Ph.D., West Virginia University.
- Shannon R. Bosley**, *Assistant Professor of Nursing* (2013). B.S.N., M.S.N., West Virginia Wesleyan College; D.N.P., Samford University.
- Nancy Bressler**, *Assistant Professor of Communication Studies* (2019). B.A., Albright College; M.A., University of Hartford; Ph.D., Bowling Green State University.
- Mengfei Cai**, *Associate Professor of Psychology and Chair of the Department of Psychology* (2012). B.S., Hudzhong Normal University; M.S., Ph.D., Brigham Young University.
- Molly M. Clever**, *Assistant Professor of Sociology* (2014). B.A., University of Pittsburgh; M.A., Ph.D., University of Maryland.
- Amy R. Coffman**, *Assistant Professor of Nursing* (2014). B.S.N., Marshall University; M.S.N., F.N.P., West Virginia University; D.N.P., Samford University.
- Kimberly A. Conrad**, *Assistant Professor of Marketing* (2016). BoR, Glenville State College; M.S., West Virginia University.
- Kacey L. Cope**, *Assistant Professor of Biology* (2018). B.S., M.S., The Pennsylvania State University; Ph. D., Case Western Reserve University.
- Tracey DeLaney**, *Associate Professor of Physics* (2012). B.S., M.S., New Mexico Institute of Mining and Technology; Ph.D., University of Minnesota.
- Tracie M. Dodson**, *Associate Professor of Business* (2008). B.S., Wheeling Jesuit College; M.S., Ed.D., West Virginia University.
- Rae L. Emrick**, *Assistant Professor of Exercise Science and Director of the School of Exercise Science and Athletic Training* (2004). B.S., West Virginia Wesleyan College; M.S., Marshall University. Ed.D., West Virginia University.
- Melissa Franke**, *Assistant Professor of Nursing* (2014). A.D.N., B.S.N., Arkansas State University; M.S.N.E., Marshall University; F.N.P.
- Caleb Gibson**, *Assistant Professor of Chemistry* (2019). B.S., Carson-Newman University; Ph.D., University of Tennessee.
- Robert R. Howsare**, *Assistant Professor of Art and Chair of the Department of Art* (2015). A.D., Community College of Philadelphia; B.F.A., Kansas City Art Institute; M.F.A., Ohio University.
- Luke G. Huggins**, *Associate Professor of Biology* (2005). B.S., Albright College; M.S., University of Delaware; Ph.D., State University of New York at Stony Brook.
- R. Daniel Hughes**, *Associate Professor of Music and Chair of the Department of Music* (2012). B.A., Otterbein University; M.M., Eastman School of Music; D.M.A., University of Illinois, Urbana-Champaign.

- Ashley M. Lawson**, *Associate Professor of English, Chair of the Department of English and Director of Honors Program* (2012). B.A., West Virginia University; M.A., University of Rochester; Ph.D., University of Nebraska.
- Tuan Le**, *Assistant Professor of Economics* (2015). B.S., Foreign Trade University, Hanoi; M.A., M.S., Ph.D., West Virginia University.
- Susan B. Leight**, *Professor of Nursing and Director of the School of Nursing, Director of the Master of Science in Nursing Program and Director of the Doctor of Nursing Practice Program* (2004). B.S.N., State University of New York, Buffalo; M.S.N., Ed.D., West Virginia University.
- Lynn M. Linder**, *Assistant Professor of English* (2014). B.A., University of Missouri-Columbia; M.A., Ph.D., Saint Louis University.
- Gregory A. Mach**, *Associate Professor of Dramatic Arts* (2000). B.A., Michigan Technological University; M.F.A., University of Mississippi.
- Angela S. Mahaffey**, *Visiting Assistant Professor of Nursing* (2018). A.A.S., Marion Technical College; B.S.N., Chamberlain College of Nursing; M.S.N., West Virginia Wesleyan College.
- Lindsay Marsh**, *Assistant Professor of Nursing* (2016). B.S.N., M.S.N., West Virginia Wesleyan College.
- Coty J. Martin**, *Visiting Assistant Professor of Political Science* (2017). B.A., Ohio State University; M.A., East Carolina University; M.A., Ph.D., West Virginia University.
- Drew F. Mason**, *Assistant Professor of Exercise Science and Athletic Training* (2009). B.S., West Virginia Wesleyan College; M.S., Marshall University.
- Devon McNamara**, *Professor of English* (1997). B.A., Principia College; M.A., University of Illinois; Ph.D., New York University.
- Melody J. Meadows**, *Professor of Music* (1995). B.A., Davis and Elkins College; M.A.T., West Virginia Wesleyan College; D.M.A., University of Michigan.
- Michael Mendicino**, *Assistant Professor of Education* (2015). B.S.E.D., M.S., California University of Pennsylvania; Ed.D., West Virginia University.
- Debra Dean Murphy**, *Associate Professor of Religion and Chair of the Department of Religion and Physics* (2009). B.S., West Virginia Wesleyan College; M.T.S., Duke Divinity School; Ph.D., Drew University.
- Jesse Oldroyd**, *Assistant Professor of Mathematics* (2016). B.S. University of Alaska, Anchorage; M.S., Ph.D., University of Idaho.
- Karen R. Petitto**, *Associate Professor of Education and Director of the School of Education* (1992). B.A., Fairmont State College; M.Ed., University of North Carolina at Greensboro; Ed.D., West Virginia University.
- Theresa A. Poling**, *Assistant Professor of Nursing* (2015). A.D.N., Fairmont State College; B.S.N., Alderson-Broadbudd College; M.S.N., West Virginia University; F.N.P., D.N.P.
- Greg Popovich**, *Associate Professor of Exercise Science* (2008). B.S., Fairmont State College; M.S., West Virginia University; D.P.T., Creighton University.
- G. Albert Popson Jr.**, *Professor of Physics and Engineering and Chair of the Department of Physics* (1989). B.S., M.S., Indiana University of Pennsylvania; Ph.D., Clemson University.
- Eric W. Reynolds**, *Assistant Professor of Physics* (2013). B.S., University of Connecticut; Ph.D., West Virginia University.
- Susan P. Rice**, *Associate Professor of Health Science and Chair of the Department of Health Science* (2012). A.S.N., B.S.N., Shenandoah University, M.S.N., M.P.H., Columbia University; Ph.D., University of Alabama Birmingham.



- Robert O. Rupp**, *Professor of History* (1989). B.A., Ohio Wesleyan University; M.A., Ph.D., Syracuse University.
- Melanie S. Sal**, *Associate Professor of Biology* (2009). B.A., B.A., Ph.D., West Virginia University.
- Tammy J. Samples**, *Associate Professor of Education* (2008). B.S., West Virginia University; M.A., M.A., Marshall University; Ed.D., West Virginia University.
- Richard Schmitt**, *Associate Professor of Creative Writing and English* (2002). B.A., University of Florida; M.F.A., Warren Wilson College.
- Thomas I. Schoffler**, *Associate Professor of Musical Theatre* (2007). B.A., West Virginia Wesleyan College; M.F.A., University of Texas at Austin.
- Jessica Scott**, *Associate Professor of Gender Studies and Chair of the Department of Gender Studies, Sociology, Political Science and Criminal Justice* (2010). B.A., West Virginia Wesleyan College; M.M., University of Illinois; M.Sc., Ph.D., University of Cape Town.
- Hamid Shaafi**, *Associate Professor of Business and Economics* (1990). B.S., M.P.A., University of Tehran; Ph.D., Syracuse University; C.M.A., C.F.M.
- Kelly T. Sharp**, *Assistant Professor of Business and Director of the Master of Business Administration Program* (2006). B.S., M.B.A., West Virginia Wesleyan College; M.A. West Virginia University.
- Tina A. Straight**, *Associate Professor of Nursing and Chair of the Department of Nursing* (2010). B.S.N., Fairmont State University; M.S.N., Marshall University; D.N.P., Samford University.
- Scott B. Street**, *Assistant Professor in Exercise Science and Athletic Training* (2008). B.S., Ohio Northern University.; M.S. Marshall University.
- Rebecca J. Swisher**, *Associate Professor of Accounting* (2015). B.S., M.P.A., West Virginia University; Ph.D., Northcentral University; C.P.A.
- Donald L. Tobin**, *Assistant Professor of Computer Science* (2017). B.S., University of Texas at Arlington; M.S., Boston University.
- Douglas A. Van Gundy**, *Associate Professor of English and Director of the Master of Fine Arts Program* (2009). B.A., Davis & Elkins College; M.F.A., Goddard College.
- Joanna Webb**, *Associate Professor of Chemistry and Chair of the Department of Chemistry* (2012). B.S., West Virginia Wesleyan College; Ph.D., University of Virginia.
- Joseph E. Wiest**, *Professor of Physics* (1973). B.S., Eastern Illinois University; M.S., Ph.D., University of Kentucky.
- Scott F. Williams**, *Visiting Assistant Professor of Philosophy* (2019). B.A., West Virginia University; M.A., M.Div., Duke University.
- Trevor T. Williams**, *Visiting Instructor of Mathematics* (2019). B.S., West Virginia Wesleyan College
- Edward A. Wovchko**, *Professor of Chemistry*. (2003). B.S., St. Vincent College; Ph.D., University of Pittsburgh.
- Pamela M. Wovchko**, *Associate Professor of Mathematics and Chair of the Department of Math and Computer Science* (2005). B.S., West Virginia Wesleyan College; M.S., West Virginia University; Ph.D., University of Northern Colorado.
- Travis Zimmerman**, *Visiting Assistant Professor of Criminal Justice* (2017). B.S., M.S., Shippensburg University; A.B..D., Capella University.

**SPECIAL FACULTY APPOINTMENTS**

- John K. Bohman**, *Lecturer in Exercise Science*, M.A.T.  
**Cynthia Brissey**, *Lecturer in Biology*, M.S.  
**Chris Chapman**, *Lecturer in English*, M.F.A.  
**Alison Clausen Whitehair**, *Lecturer in Exercise Science*, M.S.  
**Tim DeWitt**, *Lecturer in Music*.  
**John Epler**, *Lecturer in Mathematics*, M.Ed.  
**April Gitzen**, *Lecturer in Exercise Science*, M.S.  
**Scott Green**, *Lecturer in Music*, D.M.A.  
**Katherine B. Gregg**, *Director of the Greenhouse and Curator of the Herbarium*.  
Professor Emerita, Ph.D.  
**Matthew Gregory**, *Lecturer in Criminal Justice*, M.S.  
**Ashley Higginbotham**, *Lecturer in English*, M.F.A.  
**Eric Jett**, *Lecturer in Exercise Science*, M.S.  
**Donald Laney**, *Lecturer in Theatre and Dance*.  
**Logan E. Lindsey**, *Lecturer in Music*, B.A.  
**Adam Loudin**, *Lecturer in Music*, M.M.  
**Katie Loudin**, *Lecturer in Interdisciplinary Studies*, M.A.  
**Hideomi Masuda**, *Lecturer in Exercise Science*, M.B.A., M.S.  
**Seth Maynard**, *Lecturer in Music*. B.Mus.  
**David W. McCauley**, *Senior Lecturer in Business*, J.D.  
**Brett T. Miller**, *Lecturer in Music*, M.L.I.S.  
**Tammie H. Moody**, *Lecturer in Exercise Science*, M.S., ATC, CSCS  
**Megan Mullins**, *Lecturer in Exercise Science*, M.S.  
**LeeAnn Rainey**, *Lecturer in Exercise Science*, M.S.  
**Amy Rogosky**, *Assistant Lab Coordinator*, M.S.  
**Keith Saine**, *Technical Theatre Director*. B.A.  
**Nina Scattaregia**, *Lecturer in Dance*, B.A.  
**Vicky Sharp**, *Education Director of Clinical Experiences*, M.A.  
**Jeremiah Smallridge**, *Lecturer in Music*, M.M.E.  
**Randall L. Tenney**, *Lecturer in Exercise Science*, M.A.T.  
**Abigail Watson**, *Lecturer in Music*.  
**Linda Wolfersheim**, *Lecturer in Music*, M.Ed.

**EMERITI**

- Michael L. Berry**, *Professor of Mathematics, Emeritus* (1966-2006). B.S., West Virginia Institute of Technology; M.A., Pennsylvania State University.
- Robert S. Braine**, *Professor of Health and Physical Education, Emeritus* (1969-2005). B.S., Lock Haven State College; M.A.T., University of North Carolina; Ed.D., West Virginia University.
- Howard H. Bright**, *Professor of Sociology, Emeritus* (1967-1993). B.S., University of Pittsburgh; S.T.B., Th.D., Boston University.
- Deborah K. Bush**, *Associate Professor of Education, Emerita* (2000-2015). B.A., West Virginia Wesleyan College; M.A., West Virginia College of Graduate Studies; Ed.D., West Virginia University.
- Richard S. Calef**, *Professor of Psychology, Emeritus* (1970). B.A., University of Bridgeport; M.A., Ph.D., Southern Illinois University.
- Ruth A. Calef**, *Associate Professor of Psychology, Emerita* (1973-2013). B.A., North Central College; M.A., Ph.D., Southern Illinois University.
- Margaret C. Campbell**, *Professor of Nursing, Emerita* (1976-1997). B.S.N., Alderson-Broadus College; M.S.N., West Virginia University.
- Marvin H. Carr III**, *Associate Professor of Christian Education, Emeritus* (1974-2008). B.S., M.A., West Virginia University; B.D., Duke Divinity School; S.T.M., Union Theological Seminary; D.Min., Methodist Theological School of Ohio.
- Michael C. Choban**, *Associate Professor of Psychology, Emeritus* (1982). B.A., West Virginia Wesleyan College; M.A., Ph.D., West Virginia University.
- Richard C. Clemens**, *Associate Professor of Computer Science, Emeritus* (1977). B.B.A., Ohio University; M.B.A., Bowling Green State University.
- Carl M. Colson**, *Professor of Biology, Emeritus* (1969-2008). B.S., University of Nebraska; Ph.D., University of Florida.
- Herbert R. Coston Jr.**, *Professor of History, Emeritus* (1962-1992). B.A., University of Florida; B.D., Garrett Theological Seminary; M.A., Ph.D., Northwestern University.
- Patricia K. Craven**, *Professor of Nursing, Emerita* (1971-1988). B.S., Alderson-Broadus College; M.N., University of Pittsburgh.
- Stephen E. Cresswell**, *Professor of History, Emeritus* (1986). B.A., University of Virginia; M.A., M.L.S., Catholic University; Ph.D., University of Virginia.
- Benjamin F. Crutchfield**, *Professor of Library Science, Emeritus* (1969-2001). B.A., M.S.L.S., University of North Carolina.
- Margaret E. Davis**, *Assistant Professor of Art, Emerita* (1997-2005). B.F.A., West Virginia University; M.F.A., James Madison University.
- Caroline L. Dees**, *Associate Professor of Music, Emerita* (1969-2006). A.B., Tift College; M.M., University of Kentucky, M.L.I.S., University of South Carolina.
- G. Mark DeFoe**, *Professor of English, Emeritus* (1975-2007). B.S., M.A., Oklahoma State University; Ph.D., University of Denver.
- Esther G. Wilmoth Dyer**, *Professor of Education, Emerita* (1965-1996). A.B., West Virginia Wesleyan College; M.A., Scarritt College.
- Michael B. Ervin**, *Associate Professor of Business, Emeritus* (1993-2017). B.S., B.A., West Virginia University; M.Acc., University of Denver; M.S. in Taxation, University of Hartford; C.P.A.
- Shirley D. Fortney**, *Associate Professor of Education, Emerita* (1992-2017). B.A., Fairmont State College; M.A., Marshall University; M.A., West Virginia College of Graduate Studies; Ed.D., Virginia Polytechnic Institute and State University.
- Barbara E. Frye**, *Associate Professor of Nursing, Emerita* (2008-2017). B.S.N., West Virginia Wesleyan College; M.S.N., West Virginia University.

- Katherine R. Glenney**, *Associate Professor of Psychology* (1989). B.A., Susquehanna University; M.S., Shippensburg University; Ed.D., West Virginia University.
- Katharine B. Gregg**, *Professor of Biology, Emerita* (1976). B.A., Emory University; Ph.D., University of Miami.
- Anthony A. Gum**, *Associate Professor of Business, Emeritus* (1969-2006). A.B., Glenville State College; M.A., Marshall University.
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- Allen T. Hamner**, *Professor of Chemistry, Emeritus* (1969-2007). B.S., West Virginia Wesleyan College; Ph.D., Cornell University.
- Nancy A. Jackson**, *Professor of Nursing, Emerita* (1977-1993). B.S., Boston University; M.N.Ed., Ph.D., University of Pittsburgh.
- Bernard F. Keating**, *Professor of Philosophy, Emeritus* (1977-2017). B.A., The College of William and Mary; M.B.A., West Virginia Wesleyan College; M.A., Ph.D., University of Virginia.
- George A. Klebez**, *Associate Professor of Health and Physical Education and Director of Athletics, Emeritus* (1986-2008). B.S., West Virginia Wesleyan College; M.S., D.Phys Ed., Indiana University.
- Kathleen M. Long**, *Professor of Communication and Dean of Graduate Studies and Extended Learning, Emerita* (1987-2013). A.B., M.A., West Virginia University; M.S., Southern Illinois University; Ph.D., University of Connecticut.
- Gretchen H. Lynn**, *Associate Professor of Computer Science, Emerita* (1989-2017). B.S., Concord College; M.S., University of Tennessee, Knoxville; Ph.D. University of Pittsburgh.
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- Judith R. Martin**, *Associate Professor of Library Science* (1976). B.A., Wheeling College; M.A., M.S.L.S., University of North Carolina.
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- Judith A. McKinney**, *Professor of Nursing, Emerita* (1977-2014). B.S., West Virginia Wesleyan College; M.A., M.S.N., Ed.D., West Virginia University.
- Charles E. Miller**, *Assistant Professor of Education and Coach of Men's Basketball, Emeritus* (1992-2005). B.A., West Virginia Wesleyan College; M.A., West Virginia University.
- Kumaran R. Nair**, *Professor of Economics, Emeritus* (1969-1995). B.A., M.A., Kerala University, India.
- Larry R. Parsons**, *Professor of Music and Dean of the College, Emeritus* (1968-2013). B.A., Kansas Wesleyan University; M.S.M., Southern Methodist University; D.M.A., University of Illinois.
- Vicki C. Phillips**, *Associate Professor of Religion, Emerita* (1998-2017). B.A., St. John's College; M.A., University of California, San Diego; M.T.S., Harvard Divinity School; Ph.D., Vanderbilt University.
- Sandra J. Presar**, *Professor of Communication, Emerita* (1968-2004). B.S., M.A., Bowling Green State University.



- Vijaya Rao**, *Professor of Sociology and Social Work, Emerita* (1990-1998). B.A., M.A., Agra University, India; M.S.W., The M.S. University of Baroda, India; D.S.W., University of Pennsylvania.
- Larry A. Reed**, *Professor of Dramatic Arts, Emeritus* (1977). B.A., West Virginia Wesleyan College; M.A., M.F.A., West Virginia University.
- G. Paul Richter**, *Professor of Chemistry, Emeritus* (1965-1997). B.A., Grinnell College; Ph.D., University of Minnesota.
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- Linda R. Sabak**, *Professor of Music, Emerita* (1974-2015). B.M., M.M., D.M.A., West Virginia University.
- John K. Saunders**, *Associate Professor of English, Emeritus* (1983-2005). B.A., M.A., Oklahoma State University; Ph.D., State University of New York at Stony Brook.
- Jeanne D. Sullivan**, *Associate Professor of Biology, Emerita* (1993-2017). B.A., M.A., University of Texas at Austin; Ph.D., University of Maryland.
- Janet T. Teachout-Withersty**, *Associate Professor of Nursing, Emerita* (1994-2017). B.S.N., Alderson-Broadus College; M.S.N., Syracuse University; DNP, Regis University.
- Stephen D. Tinelli**, *Professor of Art, Emeritus* (1961-1992). B.S., Lamar State College of Technology; M.A., Columbia University.
- Marjorie F. Trusler**, *Professor of Modern Languages, Emerita* (1969-2005). B.A., Hood College; M.A., Middlebury College; M.A., West Virginia University; Ph.D., Emory University.
- Margaret I. Walls**, *Professor of Human Ecology, Emerita* (1960-1992). B.S., West Virginia Wesleyan College; M.S., West Virginia University.
- Richard G. Weeks Jr.**, *Professor of History, Emeritus* (1998-2015). B.A., Macalester College; M.A., Ph.D., University of Minnesota.
- Elizabeth M. Weimer**, *Professor of Biology, Emerita* (1962-1986). B.S., Bethany College; M.S., University of New Hampshire.
- Kenneth B. Welliver**, *Professor of Religion, Emeritus* (1964-1997). B.A., DePauw University; B.D., Yale Divinity School; M.A., Ph.D., Yale University.
- Thomas H. Williams**, *Professor of Education, Emeritus* (1991-2006). B.A., Fairmont State College; M.A., West Virginia University; Ed.D., Virginia Polytechnic Institute and State University.

**PRESIDENTS**

- Bennett W. Hutchinson, A.M., S.T.D.,  
LL.D., 1890-1898
- Frank B. Trotter, A.M., LL.D.\*, 1898
- Simon L. Boyers, A.M., D.D.,  
1898-1900
- John Wier, A.M., D.D., 1900-1907
- Carl G. Doney, Ph.D., LL.D., 1907-1915
- Thomas W. Haught, A.M., Sc.D.\*,  
1913-1914, 1922-1923, 1925-1926
- Wallace B. Fleming, Ph.D., D.D.,  
L.H.D., LL.D.\*, 1915-1922,  
1941-1942
- Elmer Guy Cutshall, Ph.D., 1923-1925
- Homer E. Wark, Ph.D., LL.D.,  
1926-1931
- Roy McCuskey, S.T.B., D.D., 1931-1941
- Joseph Warren Broyles, Ph.D., D.D.,  
1942-1945
- Arthur Allen Schoolcraft\*, Ph.D., LL.D.,  
1945-1946, 1956-1957
- William John Scarborough, Ph.D.,  
LL.D., 1946-1956
- Stanley Hubert Martin, Ph.D., D.D.,  
LL.D., 1957-1972
- Kenneth M. Plummer, Ph.D. \*,1971
- Richard Alvin Cunningham, Ed.D.\*  
1972-1973
- John Davison Rockefeller IV, A.B.,  
LL.D., L.H.D., D.P.S., 1973-1975
- William H. Capitan, Ph.D.\*, 1975-1976
- Ronald Eugene Sleeth, Ph.D., 1976-1977
- Fred E. Harris, Ed.D., 1977-1981
- Hugh A. Latimer, B.S.E.E., LL.D.,  
1981-1986
- Thomas B. Courtice, Ph.D., 1986-1994
- G. Thomas Mann, Ph.D., (Interim),  
1994-1995
- William R. Haden, M.A., LL.D.,  
1995-2006
- Pamela M. Balch, Ed.D., 2006-2016
- Boyd H. Creasman, Ph.D.,\* 2017
- Joel P. Thierstein, J.D., Ph.D., 2017-

**DEANS**

- Frank B. Trotter, LL.D., 1890-1907
- William A. Haggerty, Ph.D., 1907-1909
- Thomas W. Haught, Sc.D., 1909-1929
- Oscar Doane Lambert, Ph.D., 1929-1944
- Arthur Allen Schoolcraft, Ph.D., LL.D.,  
1944-1959
- Orlo Strunk, Jr., Ph.D., 1959-1968
- Nelson M. Hoffman, Jr., Ph.D.,  
1968-1970
- Richard Alvin Cunningham, Ed.D.\*  
1970-1971, 1973-1974
- Kenneth M. Plummer, Ph.D., 1971-1973
- William H. Capitan, Ph.D., 1974-1979
- Kenneth B. Welliver, Ph.D., 1979-1987
- Barbara L. Richardson, Ph.D., 1987-1991
- G.Thomas Mann, Ph.D., 1991-1998
- Richard G. Weeks, Jr., Ph.D., 1998-2002
- Shirley D. Fortney, Ed.D., 2002-2003
- Jeff Abernathy, Ph.D., 2003-2004
- Larry R. Parsons, D.M.A., 2004-2013
- Melody J. Meadows, D.M.A.,\* 2017
- Boyd H. Creasman, Ph.D., 2013-2016, 2017
- James H. Moore, Ph.D. 2018 -

\*Acting

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