

# **Doctor of Nursing Practice Program Handbook**

**2022-2023**



West Virginia University  
School of Nursing  
Robert C. Byrd Health Science Center  
64 Medical Center Drive  
Morgantown, WV 26506-9600  
Phone 304.293.4831 • Fax 304.293.6826

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

The website is [catalog.wvu.edu/graduate/](http://catalog.wvu.edu/graduate/)

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## **Welcome from the Dean**

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

## **Mission**

The mission of the West Virginia University (WVU) School of Nursing (SON) is to lead in improving health in West Virginia and the broader society through excellence in student-centered educational programs, research and scholarship, the compassionate practice of nursing, and service to the public and the profession.

## **Accreditation**

The baccalaureate degree program in nursing/master's degree program in nursing/Doctor of Nursing Practice program at West Virginia University is accredited by the [Commission on Collegiate Nursing Education](#), 655 K Street, NW, Suite 750, Washington, DC 20001, 202-887-6791.

## Doctor of Nursing Practice Program Overview

### Program Description

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

The DNP program can be completed in as few as 32 credit hours. Additional clinical and project credits may be required to meet program outcomes. The time to completion of the DNP program varies depending on the length of the DNP project.

The student plan of study for the DNP degree requires 1000 post-baccalaureate hours of precepted clinical experience. A minimum of 300 precepted clinical hours must be earned at the DNP level. Many traditional advanced practice Master of Science in Nursing (MSN) programs require 600 hours of precepted clinical practice. Previous precepted master's level clinical hours, which must be verified, evaluated, and approved by the program director and Associate Dean of Academics, may be included in the required hours to complete the DNP. At least 400 hours must be obtained in this program, though more may be required. For example, if a student shows evidence of 600 hours of precepted clinical practice from his/her MSN program, and the hours are approved, that leaves 400 hours to complete (to equal 1000 post-baccalaureate hours). Students in the program are allotted 180 hours for the DNP project, resulting in 220 hours of immersion (clinical practice) remaining to meet the requirements for the degree.

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

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

## Core Competencies

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

Core Competency	Key Concepts
Professional Advanced Practice Role/Interventions	<ul style="list-style-type: none"> <li>• Advanced Nursing knowledge</li> <li>• Holistic Nursing</li> <li>• Population Health</li> <li>• Evidence-Based Practice</li> <li>• Clinical Decision Making Skills</li> <li>• Competency</li> <li>• Professional Development</li> <li>• Quality and Patient Safety</li> </ul>
Leadership & Interprofessional Collaboration	<ul style="list-style-type: none"> <li>• Organizational &amp; Systems Leadership</li> <li>• Assessing Organizations</li> <li>• Identifying Systems' Issues</li> <li>• Facilitating Changes in Practice Delivery</li> <li>• Health Care Issues, Ethics, and Policy</li> <li>• Multi-tiered Healthcare Environment</li> <li>• Expanding Collaboration Skills/Referral Systems</li> <li>• Team Leadership</li> </ul>
Communication/Caring	<ul style="list-style-type: none"> <li>• Using Information Systems and Technologies to Improve Health Outcomes</li> <li>• Telehealth</li> <li>• Data Mining</li> <li>• Practice Outcome Patterns</li> <li>• Healthcare Consumer Information</li> <li>• Professional and Therapeutic Communication</li> </ul>
Scholarship/Critical Thinking	<ul style="list-style-type: none"> <li>• Scientific Underpinnings</li> <li>• Ask Pertinent Questions Related to Practice &amp; Apply Research to Practice</li> <li>• Evaluate Literature</li> <li>• Design and Evaluate Methodologies that Improve Patient Care</li> </ul>

The DNP-prepared nurse is prepared to participate in healthcare in numerous roles including:

- advanced practice nurse
- nurse entrepreneur
- nurse administrator
- health care advocate

## DNP Program Outcomes

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

1. Use disciplined reasoning, science-based theories, and concepts from sciences and humanities to:
  - a. Determine the nature and significance of health and health care delivery phenomena.
  - b. Describe actions and advanced strategies to improve health care delivery, to diverse populations.
  - c. Develop, deliver and evaluate theory-based health care.
  - d. Analyze nursing history to expand thinking and provide a sense of professional heritage and identity.
2. Demonstrate organizational and systems leadership that:
  - a. Emphasizes clinical practice.
  - b. Continually improves health outcomes.
  - c. Ensures patient safety.
3. Use analytic methods, evidence, and nursing science to:
  - a. Critically appraise existing literature to identify and evaluate best practices and practice guidelines.
  - b. Facilitate the evaluation of systems of care in order to improve patient outcomes.
  - c. Serve as a practice specialist/consultant in collaborative knowledge generating research.
  - d. Disseminate results through translational scholarship.
4. Demonstrate proficiency and provide leadership for the integration of information systems/technology to:
  - a. Support, monitor, and improve patient care, healthcare systems, clinical decision- making, nurse-sensitive outcomes, and academic settings.
  - b. Support quality improvement and patient safety.
5. Assume a leadership role in advocacy and health care policy development.
6. Establish, participate in, and lead interprofessional collaborations for improving patient, population, and systems outcomes.
7. Develop, implement, and evaluate practice and healthcare delivery models for the purpose of quality improvement and improved patient outcomes considering:
  - a. Safety and quality.
  - b. Epidemiological, bio-statistical, environmental, and other appropriate scientific data.
  - c. Culturally appropriate care.
  - d. Values based professional practice and behaviors.
  - e. Economies of care, business principles and health policy related to individual, aggregate, and population health.
8. Ensure accountability for advanced practice based on refined assessment skills, advanced communication skills, biophysical, genetic, genomic, psychosocial, sociopolitical, economic, ethical, and cultural principles.
9. Practice and provide services for populations within the area of advanced nursing specialization.



## DNP Progression Plans

### Full-time Progression

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

### Part-time Progression

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

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

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

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

## DNP Course Descriptions

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

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

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

**NSG 710: Health Care Issues, Policy, and Ethics:** 3 credits. (Didactic, Spring only). Prerequisite – None. A foundation for leadership in health policy development, implementation, and evaluation, with a focus on advocacy for nursing, leadership, ethics, finance, and policy/program implementation.

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

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

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

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

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

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

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

## **DNP Admissions**

### **Admission Policy for the Post-MSN DNP Program**

Applicants for the DNP Program must have:

- a Master of Science in Nursing degree from a nationally accredited nursing program and regionally accredited college or university,
- an overall GPA on all college work attempted of at least 3.0 on a 4.0 scale,
- a minimum overall nursing GPA of a 3.0 on a 4.0 scale,
- an active, unrestricted RN license in at least one state at the time of application (and licensure in the state in which he or she plans to complete clinical immersion), and

Students who are completing certain prerequisite courses may be offered admission; however, the offer will be rescinded if the courses are not completed prior to the first day of classes.

For advanced practice nurse applicants, requirements also include:

Completion of a nationally accredited Master of Science in Nursing Program meeting the AANC 2011 Master's Essentials, national advanced practice certification, and graduate transcripts evaluated for equivalence to WVU SON courses in:

1. Advanced Pathophysiology
2. Advanced Pharmacotherapeutics
3. Advanced Health Assessment
4. Research Process/statistics
5. Quality & Safety
6. Informatics
7. Nursing Theory

For applicants who are pursuing a DNP with a leadership focus, requirements include:

Completion of a nationally accredited Master of Science in Nursing Program meeting the AANC 2011 Master's Essentials, and graduate transcripts evaluated for equivalence to WVU SON courses in:

1. Research Process/statistics
2. Quality & Safety
3. Informatics
4. Nursing Theory

To be considered, applicants will be required to meet all WVU admission requirements in addition to program-specific admission criteria.

Applicants may apply at any time for fall admission by going to the WVU Graduate Admissions website and completing the main graduate student application. Applicants should select the fall term, desired campus, Doctorate as the admission type, and "DNP" as the intended program. Applicants will then be asked to select a full-time or part-time progression plan.

Applicants are required to submit the application, a list of three professional references and their email addresses, application fee, official transcripts for all institutions ever attended, current curriculum vita or resume, and a professional goals statement (<https://nursing.wvu.edu/media/74626/wvu-dnp-personal-statment-guidelines-for-application.pdf>).

The Graduate Admissions Committee will meet in early March to review all qualified applicants. Decisions will be emailed to students by the first week of April. Acceptance is dependent upon space available in the program, and the most qualified applicants are accepted.

Students will be evaluated on the following:

- Nursing GPA
- Work experience
- Professional writing statement score
- Overall GPA
- Professional recommendation

### **Mandatory orientation**

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

## **Progression and Graduation Standards**

### **Graduate Programs Progression Policy**

To progress in the DNP curriculum, a student must meet the following performance standards. Failure to meet the criteria below and to progress will result in dismissal from the program.

1. Grade Point Average (GPA) requirements:
  - a. Graduate program students are required to maintain a 3.0 in all work attempted in the program. A student who falls below a cumulative 3.0 GPA after nine or more credit hours are completed in the program will be placed on academic probation and has only one semester to bring up the GPA to the 3.0 requirement. Failure to raise the cumulative GPA to 3.0 in one semester will result in dismissal from the program.
2. Earn a letter grade (A, B, C) on all required courses. A grade of F in any course results in dismissal from the program.
3. Carry forward only one C grade in a nursing course. A second C in any nursing course will result in dismissal from the program.
4. Students can withdraw from only one course (resulting in a “W” on the academic transcript), and only one time.
5. If a student needs to withdraw from all courses in a semester, the student must meet with his or her faculty advisor. (see Leave of Absence and Withdrawal policies below).

Note: Any student who has been dismissed from the WVU SON will not be readmitted to the program.

### **Grading Scale**

The grading scale for nursing as posted in each course syllabus is:

A = 93-100, B = 85-92, C = 77-84, F = 76 and below.

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

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

## Extra Credit and Bonus Point Policy

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

## Writing Expectations

Graduate education requires high level writing skills. WVU SON adopted a writing plan for all graduate programs below:

- All faculty will refuse to accept poor writing and will actively promote good writing.
- Students' writing skills will be reinforced from course to course over the curriculum.
- One writing assignment will be required in every course.
- A standard rubric to evaluate writing will be used in all courses (see Appendix 1).
- Faculty will not allow re-writes of final submitted papers.
  - If a teacher decides to accept drafts, he or she must incorporate in the syllabus expectations for the drafts and the final submissions.
- All students are encouraged to have a non-peer proof reader, who is willing to critically analyze writing.

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

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

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

1. The Purdue Online Writing Lab (Perdue OWL), <http://owl.english.purdue.edu/owl/>. This includes online writing tutorials that can be used as needed.
2. Drake University, A Writing Tutorial for Graduate Students, <http://www.educ.drake.edu/aded/tutorial.htm>. This is a clearinghouse of writing resources that can be used as needed.

## Transfer of Course Work

Twelve semester credits of course work with a grade of B or better may be transferred from institutions accredited at the graduate level with permission of the Associate Dean of Academics.

- A student wishing to transfer credit from another institution must confer with his or her academic advisor and obtain a transfer of graduate credit form from the WVU Office of Student Services (see Appendix 2 for a sample copy of this form.) This form requires the signature of the program director.
- The applicant must provide a statement of good standing from the program in which currently enrolled.
- The student should provide information about the course for transfer including the name of the institution with address and zip code, the course number and the name, and the course descriptions and syllabi as published by that institution, including the WVU course it replaces or the requirement it meets. Courses for transfer will be evaluated for equivalency by the program director and

Associate Dean of Academics.

- The student must have an official transcript from the other institution sent to the Office of the University Registrar. Failure to submit an original transcript will result in nullification of the transfer of credit.

### **Incomplete Grades**

The grade of Incomplete (I) is a temporary grade assignment used when unforeseen, non-academic circumstances arise that prohibit students from completing the last course assignments or examinations at the end of the semester (for more detailed information and the formal policy, see [http://catalog.wvu.edu/graduate/advisingcoursesdegrees/advising\\_and\\_evaluation/#Incompletes](http://catalog.wvu.edu/graduate/advisingcoursesdegrees/advising_and_evaluation/#Incompletes)). The contract used to request an incomplete is in Appendix 3.

### **Leave of Absence and Withdrawal Policies**

#### **Withdrawal Policy**

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

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

#### **LOA Policy**

Students may request a leave of absence (LOA) for extenuating circumstances, such as family emergencies, military duty, parental leave, or significant changes in health status. The student is required to submit the rationale and the time period for the LOA request in writing to the program director. Additional documentation may be required to clarify the circumstances for the request. If approved by the program director and Associate Dean of Academics, the student and advisor will complete the LOA and Withdrawal Form provided by the program director or advisor upon request. The student will then be required to withdraw from all nursing courses in the current semester, if applicable. Students are encouraged to evaluate the [WVU Withdrawal Policies](#), the financial implications of the decision, the effects of the LOA on program progression, and [International Student Policies](#) as applicable.

An LOA is not equivalent to a withdrawal or a dismissal, and there are specific limitations. Students are not permitted to have more than one LOA, and each LOA is limited to one semester. If unforeseen circumstances prevent the student's return to a program following a one-semester LOA, the student may request a one-semester extension. Additional LOAs and extensions are only granted in extreme circumstances.

If a student is on an approved LOA, it is the student's responsibility to notify the advisor to schedule classes for the semester following the LOA and to seek a review of the revised progression plan. If the LOA was due to a significant change in health status, the student may be required to provide

documentation from a healthcare provider that he or she is able to return to the nursing program and perform all aspects of the student role.

If a student does not return to the program during the contracted semester, it will be considered a withdrawal, and the student will not be eligible for readmission. Exceptions will be granted if required courses are not offered the semester in which the student is expected to return. Retrospective LOA requests will not be accepted.

### **Graduation Requirements**

It is essential that students meet with his or her academic advisor each semester throughout the program to discuss progression and graduation requirements so that at the time of graduation all requirements will have been met (see Appendix 4 for Graduation Checklist). Students must apply for graduation during the term they intend to graduate; for deadlines and more detailed directions see:

<https://registrar.wvu.edu/graduation-diploma>.

The following requirements must be met:

- Remove all provisions.
- Complete all required semester credit hours.
- Remove all conditions, deficiencies, and incomplete grades.
- Register for course work during the semester graduating. This does not include completion of request to remove a grade of incomplete.
- Complete and document all clinical hours in the DNP clinical log.
- Document that all DNP Essentials have been met via the Clinical Immersion experience and the Project.
- Present and successfully defend DNP Project.

## **Advising and Student Resources**

### **Academic Advising**

Students in the program will have two advisors in the WVU SON: a faculty advisor, whose name will be found in the letter of admission, and an academic advisor. A faculty advisor is an experienced faculty member who will be available to help with issues encountered. The Director of the MSN/DNP programs will serve as the faculty advisor until a student is paired with a Faculty of Record (FOR) at the time of project development). If questions arise about which courses are needed, transfer credits, a change in track or progression plan, students should contact the faculty advisor. Academic advising is shared by Jeffrey Wilson [jfwilson@hsc.wvu.edu](mailto:jfwilson@hsc.wvu.edu) and Brandy Toothman [btoothman@hsc.wvu.edu](mailto:btoothman@hsc.wvu.edu), who will assist with many of the technical details encountered, such as course registration, dropping courses, filing forms, and so forth. If there are problems with registration, contact Mr. Wilson or Mrs. Toothman. Contact should be initiated with your faculty and academic advisors each semester prior to registration, and at any time there is need of advice regarding academic plans.

Any changes in the progression plan must be processed with your academic advisor and sent to the program director. Changes in the progression plan will only be approved if space is available. Students are expected to contact their faculty and academic advisors each semester before registering for courses. It is expected that students will phone or e-mail the faculty advisor in advance to set up appointments. Every effort is made by the faculty to accommodate students' schedules.

Students must be sure that a correct home and work phone number as well as address are on record with both the faculty advisor and the WVU SON Office of Student Services. If such information changes, the student must notify the faculty advisor, Office of Student Services, and the Office of the University Registrar immediately.

Students should make and keep their own copies of all forms, documents, letters, etc. that relate to progression or academic standing in the program. Examples include: registration forms, grade reports, and grade modification forms, the admission letter, and letter from the program director.

### **Registering for Courses**

Prior to registering for courses, students must consult with his/her academic or faculty advisor. Course offerings are listed in the Schedule of Courses, which is published each semester, typically near the middle of the term. The Schedule of Courses is available on the WVU Office of the University Registrar page: <https://starss.wvu.edu/StudentRegistrationSsb/ssb/term/termSelection?mode=search>

### **Credit Loads**

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

Graduate students should plan for a minimum of one classroom hour per registered credit per week and three outside hours of preparation per registered credit per week (e.g. 5 credits is equivalent to 5 classroom hours/week + 15 outside hours/week = 20 hours/week). This rule should be taken into consideration when planning work and school time.

### **Financial Aid**

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

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

HSC Financial Aid Office

Health Sciences North

PO Box 9810

Morgantown, WV 26506-9810 Telephone 304/293-3706

### **Additional Student Resources**

**Health Sciences Center (HSC) Information Technology Services (ITS)**

Room: 2356 HSS

Phone: 304-293-3631

Email: [hsc\\_helpdesk@hsc.wvu.edu](mailto:hsc_helpdesk@hsc.wvu.edu)

Hours: 7:30 am - 6:00 pm Mon-Thurs

7:30 am - 5:00 pm Fri

### **WVU ITS**

Phone: 304-293-4444

Email: [ITSHelp@mail.wvu.edu](mailto:ITSHelp@mail.wvu.edu)

Hours: Monday through Thursday - 7:30 a.m. to 10 p.m.

Friday - 7:30 a.m. to 8 p.m.



Saturday - 10 a.m. to 5 p.m.

Sunday - 10 a.m. to 10 p.m.

Student Resources: <https://it.wvu.edu/services/students>

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

### HSC Library

The [Health Sciences Library](#) supports the schools of Medicine, Nursing, Pharmacy, Dentistry and Public Health at the WVU Robert C. Byrd HSC. The library makes available information resources, access services, and instruction to support the teaching, research, and service functions of WVU. The library has extensive resources and knowledgeable staff, which link students and others with relevant information in digital and traditional formats.

### Computer Labs

#### *HSC Library Learning Center*

The HSC Library offers many resources to students including, computer work stations, computer equipped study rooms, study tables and carrels with laptop compatible power and data ports, and wireless internet. More information about available resources is found at <https://lib.wvu.edu/healthsciences/services>. To schedule a study room, go to <https://wvu.libcal.com/spaces?lid=4218>.

#### *Charleston Computer Lab*

The Charleston Division offers computer access for students in the HSC Library (1st Floor). Library computers have access to Microsoft Office, Internet Explorer, Cochrane Library, and Nursing Primary care programs.

There may also be computer labs available at your place of employment, local or community college, or public library.

## Graduate Student Policies and Procedures

### Academic Integrity Statement

It is the desire of the SON faculty to create and foster a positive learning environment that promotes professionalism, integrity, and mutual trust. The WVU SON follows the [WVU Policy on Student Academic Integrity](#). In addition, students can find detailed information about the SON procedures for academic dishonesty charges, outcomes, sanctions, and appeals in the appeal policy in the program's [student handbook](#).

It is important that instructors and students adhere to rigorous standards of academic integrity in all aspects and on all assignments and coursework to maintain the integrity of the education provided and ensure the validity of student assessment. In addition, RN licensure and safe nursing practice require that students exhibit characteristics of good moral character, including honesty and integrity. Studies have suggested that students who are dishonest in the academic setting are more likely to engage in those behaviors in the work environment (LaDuke, 2013) and the clinical setting (Kreuger, 2014).

**All forms of academic dishonesty are prohibited.** Nursing students are expected to act with integrity and honesty in all didactic and clinical settings, regardless of the nature of the assignment or activity or percentage weight toward course grade. For example, the SON places as high an expectation on academic integrity for quizzes and short discussion board writing submissions as it does for exams or end-of-semester papers.

WVU defines academic dishonesty in its policy referenced above and includes any dishonest act during didactic or clinical activities that violates professional nursing standards. Such standards can be found in the American Nurses Association ([ANA Code of Ethics](#) (2015) and the [ANA Scope and Standards of Practice](#) (2015). Specific examples of academic dishonesty in nursing programs include, but are not limited to:

- Engaging in any act which may give an unearned advantage in a student's evaluation or performance
- Manipulating, altering, or destroying another student's academic work or faculty material
- Using the ideas, language, or work of another without permission and acknowledgement
- Allowing someone to or paying someone to complete an assignment or portion of an assignment to be submitted as your own
- Facilitating academic dishonesty
- Asking someone to commit dishonest acts
- Altering or misrepresenting data
- Lying or committing fraud or forgery
- Adjusting or falsifying clinical or service hours
- Entering assessment data not observed or falsifying medical records or clinical documents
- Using unauthorized resources to complete assigned work
- Engaging in unauthorized collaboration
- Accessing potential test questions by any means or discussing tested or evaluated materials with other students
- Committing plagiarism (copying and pasting someone else's words, omitting sources or quotation marks, reusing your own work for multiple assignments or courses without authorization, and replacing another person's key words with synonyms while maintaining the original structure)

Students are strongly encouraged to ask a faculty member or administrator if they are unsure if a practice would be considered academic dishonesty prior to engaging in that practice. Students and faculty are expected to model the highest professional standards and to report possible instances of academic dishonesty.

Academic dishonesty in a nursing program may result in course failure and/or program dismissal. A list of possible sanctions can be found in the [WVU Policy on Student Academic Integrity](#), and sanctions range from a change in course grade to university expulsion.

Any questions about professional standards or policies may be directed to the instructor, program director, or associate dean of academics.

Kreuger, L. (2014). Academic dishonesty among nursing students. *Journal of Nursing Education*, 53(2), 77-87.

LaDuke, RD. 2013. Academic dishonesty today; unethical practices tomorrow? *Journal of Professional Nursing*, 29, 402-6.

## **ANA Position on Incivility, Bullying, and Workplace Violence**

### **Statement of ANA Position**

ANA's Code of Ethics for Nurses with Interpretive Statements states that nurses are required to "create an ethical environment and culture of civility and kindness, treating colleagues, co-workers, employees, students, and others with dignity and respect." Similarly, nurses must be afforded the same level of respect and dignity as others (ANA, 2015a). Thus, the nursing profession will no longer tolerate violence of any kind from any source. All registered nurses and employers in all settings, including practice, academia, and research must collaborate to create a culture of respect, free of incivility, bullying, and workplace violence. Best practice

strategies based on evidence must be implemented to prevent and mitigate incivility, bullying, and workplace violence; to promote the health, safety, and wellness of registered nurses; and to ensure optimal outcomes across the health care continuum. This position statement, although written specifically for registered nurses and employers, is also relevant to other health care professionals and stakeholders who collaborate to create and sustain a safe and healthy interprofessional work environment. Stakeholders who have a relationship with the worksite have a responsibility to address incivility, bullying, and workplace violence.

You may view the full position statement in its entirety at:

<https://www.nursingworld.org/practice-policy/nursing-excellence/official-position-statements/id/incivility-bullying-and-workplace-violence/>

### **Responsible Conduct of Research**

All graduate students are responsible for completing the Responsible Conduct of Research course at WVU within 30 days of matriculation into graduate coursework (see Appendix 5 for directions).

Students will receive a letter with instructions from the Program Director related to recording their completion of the course, and other pre-program requirements.

## **Appeals**

### General Information about the Student Appeals Process

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

If a student does not appeal an academic penalty or fails to follow the appeal procedures described below, the academic penalty will be upheld. The complete policy and general procedures concerning academic standards and appeals is available in both the [Undergraduate Catalog](#) and [Graduate/Professional Catalog](#).

### **Student Appeals Procedure**

Provided below are separate descriptions of the procedures for appeals of a final grade, appeals involving a charge of academic dishonesty, and appeals of other academic penalties (such as program suspension or dismissal).

### **Appeal of a Final Grade**

For the School of Nursing, the Level 1 appeal should be submitted thorough WVU email to the associate dean of academics, and Level 2 appeals are submitted to the dean. Please refer to the [WVU Policy for Appealing a Final Grade](#) for more information.

### **Appeal of an Academic Penalty (Other Than a Final Grade and Not Based on Academic Dishonesty) (includes appeal of admission decisions)**

Students may also appeal academic penalties other than a final grade, such as program dismissals, probation, or progression policy penalties. This type of appeal is not used for academic dishonesty cases. Please refer to the [WVU Policy for Appeal of an Academic Penalty](#) for additional information.

In the School of Nursing, the Academic and Professional Standards Committee presides over the first level of this type of appeal. The letter of appeal should be submitted through WVU email to the associate dean of academics, who will forward the appeal to the committee chairperson. Level 2 appeals of this type are submitted through WVU email to the dean, and [Level 3 appeals](#) are submitted through WVU email to the appropriate associate provost.

### **Appeal of a Charge and/or Penalty Based on Academic Dishonesty**

There is one appeal level for academic dishonesty cases. If the case is reviewed through the course-level process, the student will submit the appeal through WVU email to the School of Nursing dean. If the case is managed by the Office of Academic Integrity through the university-level academic dishonesty conduct process, appeals should be submitted to the Office of the Provost. Please refer to the [WVU Policy on Appeal of a Charge of and/or Penalty Based on Academic Dishonesty](#) for additional information.

Students should consult the complete [WVU Policy on Student Academic Integrity](#), [additional student resources](#), and SON academic integrity statement in the appropriate [student handbook](#).

### **Precheck/SentryMD Documentation Policy**

All West Virginia University School of Nursing (WVU SON) students must submit and verify approval of immunizations, immunity, compliance with clinical requirements, and other important documentation in order to safeguard students and protect patients in the clinical setting.

Students are required to purchase a PreCheck/SentryMD account, and the student is responsible for maintaining the current information in the PreCheck/SentryMD account, including items that must be maintained continuously or that expire as outlined below. Students are responsible for checking all relevant email accounts (required to use mix email account) to verify that the submission was approved. If there are any unresolved issues or extenuating circumstances, it is the student's responsibility to contact PreCheck/SentryMD and/or the program director prior to the deadline. **Students must exhibit compliance prior to the beginning of each semester (Jan. 1 for spring, May 1 for summer, and Aug. 1 for fall). Students still noncompliant by 4pm on Friday of the first week of classes will be subject to the policies for clinical attendance and professional role violations and may be administratively dropped from the course or dismissed from the program.**

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

The following documents are required for admission and progression in the MSN/DNP or CRNA programs. Official documentation is from a physician, health clinic, etc., and parental written documentation of immunization records is not considered adequate.

- Signed student handbook signature page
- Proof of RN licensure and APRN certification (if admission requirement of the program) (upon admission and annually prior to license expiration)
- Criminal background check (See Background Check Policy) (upon admission only)
- Completed Statement of Criminal Record Form (each semester)
- Current American Heart Association BLS CPR certification for adult, child, and infant (upon admission and before subsequent certification expiration)  
Current ACLS and PALS certification (CRNA only) (upon admission and before subsequent certification expiration)
- Urine drug screen (See Drug and Alcohol Screening Policy) (within one month prior to matriculation and annually)
- HIPAA training completion certificate (found in SOLE) (upon admission and annually)
- Official documentation of tetanus and pertussis immunization within the last 10 years
- Official documentation of varicella vaccine (2 doses)  
If there is only documentation of “history of disease”, a varicella titer is required. If that titer is negative, documentation of 2 doses of varicella vaccine are required.
- Official documentation of initial immunization and booster for MMR (2 doses)
- Official documentation of a complete Hepatitis B series (3 doses) **and** positive Hep. B titer
- A negative Hepatitis B antibody titer indicates lack of immunity, and a repeat series is required, followed by a repeat titer. If after 2 full series of Hep B vaccines, the titer is still negative, the student will be considered a non-responder, and immunity will be presumed.
- Official documentation of the PPD within the past year, a current two-step PPD, or Quantiferon Gold test  
\*If there is documentation of BCG vaccine or a previous positive PPD, then a serum Quantiferon Gold test will be accepted. (upon admission only, TB questionnaire required annually)
- Official documentation of an influenza vaccine (annual, November 1 deadline)
- Covid-19 Vaccination Documentation (if required by a clinical facility)(recommended that all students that are vaccinated upload documentation)

### Waivers

Any student who declines immunizations for religious or other reasons is required to sign a waiver. Even if a waiver is signed, lack of immunization/immunity to the above communicable diseases will likely prevent a student from participating in required clinical experiences, and, therefore, may prevent a student from being admitted to the nursing. The immunization waiver request form can be found in Appendix 6.

### WVU School of Nursing Drug and Alcohol Screening Policy

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

### Prohibited Substances

Any student under the influence of drugs or alcohol during a clinical experience may pose serious safety and health risks, not only to themselves, but also to all those who work with them and to patients for whom they provide care. The unlawful possession, use, or sale of illegal drugs, prescription drugs, over-the-counter drugs, and/or alcohol poses an unacceptable risk for unsafe patient care.

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

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

### **Routine Urine Drug Screening Requirements**

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

### **Reasonable Suspicion (“for cause”) Screening**

Students enrolled in courses with clinical components may be subject to additional blood alcohol testing or urine alcohol and drug screening if reasonable suspicion for drug screening is found. Reasonable suspicion requires some level of objective information to believe that drugs or alcohol are involved beyond a hunch. Reasonable suspicion of substance use is considered in the presence of the following factors.

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

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

### **Urine Drug Screening Procedures**

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

Students may not be permitted to begin or return to the clinical rotation until drug screen results are available. It

is the student's responsibility to ensure that drug testing is completed in a timely manner.

### **Positive Alcohol and Drug Screens**

Any positive alcohol or drug screen may result in a violation of academic program policies and professionalism standards. Refusal of a blood alcohol, urine alcohol, or urine drug screen will be treated as a positive drug screen result, and repeat specimen collection for a positive result is prohibited. Students are required to repeat urine screenings with a negative but dilute result within a timeframe established by SON personnel.

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

On-campus and off-campus incidents involving alcohol or prohibited substances may, based on the Standards of Professional Practice, result in a violation pursuant to this policy. All incidents resulting in a plea of guilty or conviction for an alcohol or drug offense will be a violation. Determination of whether an incident involving alcohol or prohibited substances is a violation will be made on a case-by-case basis; nevertheless, to the extent practicable, the SON will make determinations that are consistent with past practices and a thorough review of current circumstances. In the event that the SON deems an on-campus or off-campus incident involving alcohol or prohibited substance to be a violation, the violation will be treated as a positive alcohol or drug screen.

### **Sanctions**

Students in violation of the drug and alcohol screening policy will be subject to the Procedures for Proceedings Related to SON Policy and Standards Violations. Students found responsible for violating this policy and/or the Standards of Professional Practice will be subject to sanctions up to and including program dismissal. New program applicants with a positive drug screen will be ineligible for admission to the program and will forfeit their admission "seat."

Interim suspension measures or an immediate leave of absence may be necessary during the investigation and/or during follow-up treatment and support.

Required documentation will be outlined in a formal outcome letter and will be maintained with the student's academic program record.

The WVU SON recognizes that chemical dependency is an illness that can be treated. Assistance for students who are dependent on a chemical substance is available through WVU and WV Restore (<http://wvrestoreprogram.com>), and any sanction regarding a violation of this policy will result in a WV Restore referral. If, through disciplinary proceedings and the resulting sanctions, the student is permitted to return to the academic program, full compliance with the recommendations of the counseling/support program will be required.

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

<https://studentconduct.wvu.edu/campus-student-code>

### **Background Checks**

Students are required by the clinical agencies to undergo a criminal background check prior to clinical experiences. Felony convictions, some serious misdemeanors, and positive drug screens may preclude



participation in clinical rotations. This could, in turn, prevent the completion of clinical course requirements and completion of the nursing program. It could also result in admission ineligibility or program dismissal.

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

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

1. Students will have a criminal background check at admission (before beginning clinical courses) documented through PreCheck (See PreCheck Documentation Policy).
2. If the background check indicates a criminal history, the clinical agency will be notified and will determine whether or not to allow the student to participate in clinical experiences at that agency.
3. If the student is unable to participate in clinical experiences, the student will not be able to complete clinical course requirements, and, therefore, will not be able to meet requirements to complete the nursing program.
4. Students will be required to complete a Statement of Criminal Record form each semester they are enrolled in nursing courses to indicate any changes that have occurred related to the criminal record (Appendix 8). The Statement of Criminal Record form can be found in the student's PreCheck account and is to be downloaded for completion and uploaded to the PreCheck account. In addition, students may be required to repeat the criminal background check for cause.
5. Students who are charged with or convicted of a crime may be subject to dismissal, suspension, or lesser disciplinary sanctions.
6. **Students who experience a "Citation" or "Arrest" while enrolled in the nursing program must notify the SON Office of Student Affairs within 24 hours of the citation or arrest.**

### **HIPAA Requirements**

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

### **Student Health Insurance and Responsibility for Medical Expenses**

Students must have health insurance while they are enrolled in the WVU SON. Health insurance is available through the Student Health for students who are enrolled in 6 or more credits. Students who have private health insurance can apply for a waiver of insurance coverage through WVU. The waiver application to show proof of insurance and opt-out of the WVU sponsored health insurance plan is available at <http://studentinsurance.wvu.edu/>.

### **Social Media Policy**

Students are personally responsible for the content they publish on blogs, wikis, social networks, forum boards, or any other form of user-generated media. Failure to maintain these responsibilities may result in dismissal from the



program and infringements may be reportable to the State Board of Nursing, and may result in disciplinary action from the WVU SON.

Remember that all content contributed on all platforms becomes immediately searchable and can be immediately shared. This content immediately leaves the contributing individual's control forever and may be traced back to the individual after long periods of time.

Students enrolled in the WVU SON are required to follow the guidelines of the University, HSC, and the National Council of State Boards of Nursing (NCSBN) regarding social media and online social networking throughout their entire program of study until graduating or leaving the program and must:

1. Be cognizant of the potential impact of each post made, with the understanding that patients, classmates, instructors, employers, and other personal or professional contacts may view an individual's online activity as a reflection of the individual's career as well as the nursing profession in general.
2. Stay informed about the privacy settings of the social media sites they utilize, as privacy settings often change.
3. Utilize social networking sites by actively maintaining an awareness of how their professionalism may be affected by friends' and peers' usage of the same sites.
4. If elected/appointed to an office within the student government or School of Nursing students should restrict their personal activity to family and friends, and maintain a second option for their "public face" for colleagues, classmates and peers while in office. This is also recommended for graduate nurses who want to maintain a separation of their personal lives from their professional lives.
5. Not share, post, or otherwise disseminate any information, that can identify a patient, or in any way violate a patient's rights or privacy. Limiting access through privacy setting is not sufficient to ensure privacy of patients.
6. Never refer to anyone in a disparaging manner, even if the person cannot be identified with the information stated.
7. Never make threatening, harassing, sexually explicit, or derogatory statements regarding any person's race, ethnicity, gender, age, citizenship, national origin, sexual orientation, disability, religious beliefs, political views, or educational choices.
8. Never make disparaging remarks about any college, university, or school of nursing, including the students, faculty members and staff within the WVU School of Nursing or University in general.
9. Not post content or otherwise speak on behalf of any college, university, school of nursing, or other student nurses association unless authorized to do so.
10. Remember that standards of professionalism are the same online as in any other circumstance.
11. Not share or post information or photos gained through the nurse-patient relationship.
12. Maintain professional boundaries in the use of electronic media. Online contact with patients blurs this boundary.
13. Never take, or post from others, any photos or videos of patients on personal devices, including cell phones.
14. Promptly report a breach of confidentiality or privacy to faculty as soon as discovered.

### **WVU Social Media Guidelines**

<https://universityrelations.wvu.edu/digital-services/policies-and-guidelines/social-media-guidelines>

### **HSC ITS Social Networking Sites, Blogs, & Instant Messaging Policy**

<http://hsc.wvu.edu/hub/morgantown-campus/social-media-accounts/social-media-guidelines/>

### **NCSBN**

[https://www.ncsbn.org/NCSBN\\_SocialMedia.pdf](https://www.ncsbn.org/NCSBN_SocialMedia.pdf)

<https://www.ncsbn.org/347.htm>

### **Student Participation in Online Courses**

Students in online courses have the professional responsibility to devote their full attention to the class while it is in session, just as they would in a traditional classroom setting. Students may not attend an online class session while responsible for patient care in the workplace. If a student is permitted by an employer to participate in an online course during working hours, he or she must do so away from the

clinical setting and only after being completely relieved of patient responsibilities. Students will not be permitted to make up course work or testing that is missed if called back to the workplace.

### **Standards of Professional Practice and Violation Procedures**

All students in the WVU School of Nursing are expected to uphold and demonstrate professional and personal moral standards as defined and described in the following documents

- West Virginia Code and Legislative Rules; Section 30-7 and Title 19
- West Virginia University Board of Governors Student Conduct Code
- West Virginia University Board of Governors Student Rights and Responsibilities
- American Nurses Association Standards of Practice
- American Nurses Association Code for Professional Nurses
- American Nurses Associate Code of Ethics

Students are expected to, (1) abide by federal, state, and local statutes and ordinances, both on and off campus; (2) refrain from behavior that is incompatible with the responsibilities and values of the nursing profession; and (3) follow the specific rules of conduct established in the above documents and in SON policies and procedures, such as admission and onboarding, attendance, dress code, drug and alcohol, PreCheck/SentryMD documentation, social media, and HIPAA policies.

Students who engage in illegal or immoral acts, violate policy or professional standards, or exhibit unprofessional conduct that directly or indirectly endangers the health or well-being of another individual or themselves will be subject to action pursuant to this policy and guidelines outlined in the Procedures for Proceedings Related to SON Policy and Standards Violations. Incidents for which a sanction could potentially lead to significant delay in graduation, program dismissal, University suspension, and/or or expulsion will be referred to the WVU Student Conduct process.

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

#### **Standards of Professional Practice**

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

- The role of the professional nurse involves demonstrating attitudes, values, and behaviors consistent with professional nursing practice. Behavior in conflict with professional nursing practice is inconsistent with professionalism and will not be tolerated.
- Unprofessional behaviors consist of actions that do not demonstrate the minimum behaviors described as acceptable nursing practice. Incidents may be a single event or a pattern of behaviors. Professional Standards include, but are not limited to:
  1. Maintain professional integrity.
  2. Practice within boundaries of the nursing student role.
  3. Comply with the policies and procedures of the School of Nursing, course syllabi, the clinical agency, and the West Virginia Board of Nurse Examiners for Registered Professional Nurses.
  4. Demonstrate behaviors consistent with expectations outlined by the 5 core competencies (Critical Thinking, Nursing Interventions, Professionalism, Caring, and Communication).
  5. Maintain patient privacy at all times.

- Prohibited behaviors in class, in clinical, and outside the classroom or clinical area include, but are not limited to:

**Major Violations (may result in program dismissal upon first offense)**

- Disorderly conduct
- Theft or damage of property
- Disruption of the learning environment
- Hazing
- Unlawful discrimination or harassment
- Behavior or conduct that demonstrates a lack of personal qualities necessary for the practice of nursing, including incivility and unprofessional communication
- Behavior or conduct adversely reflecting upon the nursing profession or the School of Nursing
- Posting on social media, any content that negatively reflects upon the nursing profession or the School of Nursing.
- Alcohol or drug-related offenses
- Violation of HIPAA and patient privacy standards (also referred to Risk Management)
- Failure to maintain professional boundaries
- Abandonment of patients by terminating responsibility for nursing care without properly notifying appropriate personnel and ensuring the safety of patients
- Practicing beyond the scope of the student role or the student's ability/level
- Refusal to follow appropriate directives or instructions from faculty or nursing personnel
- Dishonest behavior, including but not limited to giving false reports, falsifying documentation, theft, academic dishonesty (handled through a separate academic dishonesty charge process and referred to the Office of Academic Integrity).
- Practicing nursing while the ability to safely and effectively practice is compromised by physical or mental disability, medication, or lack of sleep
- Violation of policies and procedures (dependent on severity)

**Minor Violations (more severe sanctions, including program dismissal, may occur with repeated offenses)**

- Noncompliance with requirements outlined in the PreCheck/SentryMD Documentation Policy
- Unauthorized clinical absences, tardiness, or call-offs (also refer to program's Clinical Attendance Policy, if applicable)
- Inappropriate use of cell phones
- Inadequate preparation for clinical experiences
- Violation of policies and procedures (dependent upon severity)

Disciplinary action by the School of Nursing will be commensurate with the severity of the infraction. SON personnel will complete a Professional Role Violation Referral Form to indicate a student has failed to uphold professionalism standards. Refer to the Procedures for Proceedings Related to SON Policy and Standards Violations for cases referred to the SON disciplinary process and the WVU Campus Student Code for those referred to the WVU Student Conduct Process.

Students are responsible for reading SON publications, such as the program student handbook, WVU and SON websites, and course syllabi. As part of the PreCheck/SentryMD Documentation Policy, students are required to submit a signature page indicating they read the student handbook. These publications, orientations, and other notifications serve as a verbal warning regarding expectations and potential consequences. First and subsequent offenses and additional warnings shall be documented using the Professional Role Violation Referral Form and through the appropriate disciplinary process (SON or WVU).

**Procedure for Violation of Professional Practice**

SON personnel complete a Professional Role Violation Referral Form when a breach of professionalism or

behavior standards has occurred and send it via email to the program director. The complainant (reporter) may or may not notify the student of the infraction prior to submitting the violation referral form to the program director but should submit the form within three (3) calendar days of the infraction or of becoming aware that it occurred. If the form is submitted beyond the three-day timeframe, rationale for the delay should be included in the comments.

The program director will forward the Professional Role Violation Referral Form to the student and request an email acknowledgment of receipt and response via WVU email. The referral form and the student's response will be forwarded to the Associate Dean of Academics. Should the student refuse to respond to the referral form, or if efforts to reach the student are unsuccessful, a notation should be made on the referral form or forwarding email regarding the circumstances surrounding the missing student response.

The Associate Dean of Academics will consult with all parties involved. If it is determined that the student is not responsible of the violation or when warnings or educational sanctions are applied, the Associate Dean of Academics, or a designee, will send a formal letter to the student outlining the decision. Any role violation for which a sanction other than a warning or educational assignment is possible will be referred to the SON disciplinary process and the Procedures for Proceedings Related to SON Policy and Standards Violations. A role violation warning or educational assignment is not appealable. The Office of Student Services will maintain a log regarding role violations issued, including warnings.

A faculty member witnessing a violation that interferes with the ability to meet immediate classroom, clinical, or safety outcomes of the accused student or other involved parties has the discretion to dismiss the student from the experience. In this instance, the program director must be notified that the student was dismissed, and a notation of the dismissal and rationale should be included on the Professional Role Violation Referral Form. The Associate Dean of Academics must be notified if SON personnel believe it is necessary to suspend student participation of certain activities until resolution of the violation or adequate remediation has been completed and documented.

## PROFESSIONAL ROLE VIOLATION REFERRAL FORM

### **To be completed by Reporter (Complainant):**

**Student Name:**

**Student ID:**

**Enrolled courses (if applicable):**

**Brief Description of the Violation:**

**Other Comments or Notations (see Standards of Professional Practice and Violation Procedures for required notations regarding reporting delays, the need for immediate suspension of activities, and/or a missing student response):**

**Complainant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## Procedures for Proceedings Related to SON Policy and Standards Violations

The nursing profession requires an emphasis on safety, integrity, and professionalism. This document outlines procedures regarding investigations and sanctions resulting from alleged breaches in professionalism and behavioral policies. This may include, but is not limited to, violations of HIPAA guidelines, drug and alcohol screening policies, professional role standards, PreCheck/Sentry documentation policies, and nursing safety and professionalism standards. Academic dishonesty cases are investigated through the Office of Academic Integrity and are not covered within these procedures.

### Procedural Administration

The Associate Dean of Academics will serve as the School of Nursing procedural administrator to assist any student, student organization, staff member, faculty member, or administrator in understanding and applying these procedures.

All documents related to the proceedings will be housed within the SON Office of Student Services, and formal student notifications will also be stored in the student's SON file.

The procedural administrator will:

- 1) advise any group or individual within the SON wishing to report professional role violations against one or more students;
- 2) investigate the credibility of reports brought forward and gather evidence related to the charge;
- 3) inform any student against whom a report has been submitted of substantive rights, due process rights, and procedures forthcoming, including the right of appeal and referrals to entities outside the School of Nursing;
- 4) refer cases to WVU Student Contact and/or Risk Management, when applicable;
- 5) appoint a PRV Review Committee sergeant of arms;
- 6) randomly select PRV Review Committee members and identify conflicts of interest;
- 7) provide and/or coordinate necessary training opportunities;
- 8) assist the sergeant of arms in setting up hearings, when applicable;
- 9) conduct PRV review conferences, when applicable and appropriate.

The PRV Review Committee sergeant of arms will:

- 1) prepare all papers necessary for the PRV review conference and outcome from the conference for appropriate dispensation and signature;
- 2) assist the procedural administrator in the appointment of the PRV Review Committee members;
- 3) oversee and facilitate hearings and manage questions asked of witnesses
- 4) participate in PRV review conferences

The sergeant of arms may ask questions of witnesses for clarification and data collection, however, will not vote on responsibility or sanctions except to break a tie.

The PRV Review Committee will be randomly selected for each PRV review conference and will consist of seven members, including at least one staff and at least 4 faculty. The student's home campus will be represented by at least two faculty or staff members. Conflicts of interest would preclude a member from participating.

### Jurisdiction

Conduct from the time of application for admission through the actual awarding of a degree, even if conduct occurs before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment is subject to SON and course policies. Policies shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending, and even if the student's conduct is not

discovered until after a degree is awarded.

This document shall apply to all students enrolled in SON undergraduate, graduate, and professional programs and to all SON student organizations.

### **Breach of Procedures**

Students will be found in violation of procedures in the following circumstances, which may result in additional sanctions.

1. Failure to comply with the notice from the procedural administrator or PRV Review Committee to appear for a meeting or PRV review conference concerning violations of SON policies.
2. Falsification, distortion, or misrepresentation of information at any point in the process.
3. Disruption or interference with the orderly conduct of a PRV review proceeding.
4. Initiating a report in bad faith.
5. Attempting to discourage or discouraging an individual's proper participation in, or use of, proceedings.
6. Retaliating against an individual because of the individual's participation in, or use of, proceedings.
7. Attempting to influence or influencing the impartiality of a member of the hearing council prior to, and/or during, a proceeding.
8. Harassment (verbal or physical) and/or intimidation of a member of the PRV review committee or procedural administrator prior to, during, and/or after any proceeding (reportable to WVU conduct office).
9. Influencing or attempting to influence another person to commit an abuse or violation of the SON policies or WVU student code of conduct.
10. Failing to comply with one or more sanctions imposed.
11. Failure to comply with a University or SON directive.
12. Knowingly violating the terms of a disciplinary sanction imposed in accordance with the procedural outcome.

### **Sanctions**

It is expected that the SON will impose or seek a sanction that is fair under the circumstances. To that end, a student found responsible for a violation or violations of SON policies and/or the Standards of Professional Practice shall be subject to sanctions commensurate with the offense with consideration given to any aggravating and mitigating circumstances, including the student's conduct record. Any incident that could lead to sanctions that include or lead to significant delay in graduation (greater than one year), program dismissal, University suspension, and/or expulsion will be referred to the WVU Student Conduct Process (<https://studentconduct.wvu.edu/student-conduct/process>). Sanctions available for violations include any of the following:

- a) Program Dismissal: Permanent separation of the student from the School of Nursing programs. This is reserved for persistent violations of the SON policies or a single violation of marked severity.
- b) Course Failure: When an offense relates directly to the clinical or professionalism outcomes of a specific course, course failure is an available sanction. Additional results of a course failure would fall under the jurisdiction of the program's progression policies. Course failures resulting from misconduct and resulting in program dismissal will be referred to the WVU Student Conduct Process. Course failures related to academic performance and course evaluation expectations are considered academic in nature and do not fall under the purview of this policy.
- c) Probation: A written reprimand for prohibited conduct that specifies a designated period of time and includes

the probability of more severe disciplinary sanctions if, during the designated probationary period, the student violates additional WVU or SON policies. Additional conditions may be stipulated based on the nature of the offense.

d) Warning: A notice in writing to the student that the student is violating or has violated policy and that any further prohibited conduct may result in more severe disciplinary action.

e) Revocation: Admission to the nursing program may be revoked for a violation committed before the student arrives on campus or related to conditions or criteria for admission.

f) Other Sanctions: Other sanctions may be imposed instead of or in addition to those specified. For example, community service, educational classes, and other work or research projects may also be assigned.

Attempts to commit acts may be punished to the same extent as completed violations.

### **Interim Suspension or Leave of Absence**

Imposition of Interim or Supportive Measures: When the alleged actions of a student threaten the operations or safety of the SON or patients or when the SON must take action to assist students pending the outcome of a matter, interim or supportive measures may be put into place. These measures are administrative directives that are intended to ensure the safety of all parties and prevent a situation from escalating. Interim or supportive measures may be made at any point after a referral is received and may include, but are not limited to:

- i. Administrative directives for no contact;
- ii. Temporary or permanent removal from the clinical setting; and/or
- iii. Immediate leave of absence.

The Dean of Nursing will make decisions on these measures after appropriate consultation. All measures described above will be documented in writing and will be made on an individualized basis. The notice will state the facts and circumstances warranting the interim leave of absence, the conditions of the interim leave of absence, and the student's review rights. The procedural administrator will notify the WVU Office of Student Conduct when interim suspension or a leave of absence is required.

Within three (3) calendar days of the imposition of the interim leave of absence, the student may petition the Dean of Nursing to review the reliability of the information concerning the alleged harm or ongoing threat. The petition for review must be in writing and may include evidence supporting the student's position that the student does not pose or no longer poses a significant risk of substantial harm to the individual, others, or property or an ongoing threat of disrupting the normal operations of the University.

### **Investigation**

The procedural administrator shall investigate each report of student misconduct from a credible source. The administrator may require meetings for the purposes of investigating and/or discussing allegations of prohibited conduct, whether such allegations have been formally submitted or have otherwise been made known. Failure to comply with the investigation may result in additional sanctions.

### **Notice of Charge**

If, after an investigation, the procedural administrator finds that it is reasonable to believe that the student violated SON policy, then a formal and written notification of charge will be sent via the student's WVU email or

by other means to ensure that the student receives it. The Notice of Charge shall be provided to any student suspected of prohibited conduct as soon as possible after the investigation is concluded.

The Notice of Charge shall include a brief outline of the facts upon which the charge is based and potential sanctions should the respondent be found responsible. When applicable, a copy of the Notice of Charge will be provided to the complainant. The Notice of Charge shall identify a date and time for the respondent to meet with the procedural administrator, or other appropriate personnel, to discuss the SON policy, hearing procedures, remedial options available to the respondent, and information regarding referrals outside the School of Nursing.

If, after investigating the complaint or allegation of student misconduct, the procedural administrator does not find that it is reasonable to believe that the student violated the SON policies and/or the Standards for Professional Practice, then the complaint or allegation will be dismissed. In the event the complaint or allegation is dismissed, the administrator shall indicate the reason for the dismissal and notify the student (respondent) and complainant, when applicable, in writing.

### **Agreed Resolution**

At any point prior to assignment of sanctions, SON administration and the respondent may reach an agreement on a decision regarding responsibility and sanctions. The Agreed Resolution shall be written, dated, and signed. It shall include the agreed upon facts, conditions, and sanctions.

An Agreed Resolution shall be final and not subject to any subsequent proceedings. If the student submits a written objection to cancel the agreement within 24 hours of signing it, the Agreed Resolution would be null and void.

### **PRV Review Procedures**

Complaints not seeking program dismissal or any other action that would lead to dismissal or a significant delay in graduation can be handled through a PRV review conference between the respondent, the procedural administrator, the program director or track coordinator, and the PRV Review Committee sergeant of arms.

In situations where a Notice of Charge has been distributed, an Agreed Resolution cannot be reached, and referral to the WVU Student Conduct Process is not necessary, the case may be referred to the SON PRV Review Committee for review.

If the case is referred for a SON conference, the procedural administrator or designee will schedule the conference within ten (10) calendar days. Maximum time limits for scheduling may be extended at the discretion of the procedural administrator. The student will be notified regarding the date, time, location of the scheduled conference, reports or materials considered, and anticipated witnesses.

If a respondent, after receiving a Notice of Charge and conference date, does not appear for a conference, the conference will proceed without the respondent. However, no inference may be drawn against a respondent for failing to attend, and no decision shall be based solely on the failure of the respondent to attend the conference.

During conferences, the respondent will be given the opportunity to present evidence and to respond to all details regarding the current allegation and any other offenses considered in the assignment of sanctions. A list of witnesses and any documentation to be considered in the meeting should be submitted by the respondent prior to the conference.



Prospective witnesses, other than the complainant(s) or respondent may be sequestered during other witnesses' testimony. Cell phones and other electronic devices may be secured by reasonable means determined by the sergeant of arms prior to the conference in order to eliminate texting or e-mailing information to other witnesses. The devices will be returned to each witness after they have been excused from the conference.

PRV review conferences shall be conducted according to the following:

- a) Conferences shall be conducted in private.
- b) The procedural administrator will present the facts and information obtained from the investigation to the PRV Review Committee.
- c) The respondent, and, when applicable, the complainant may make statements and ask questions of witnesses.
- d) All procedural questions are subject to the final decision of the sergeant of arms.
- e) Formal rules of evidence shall not apply, nor shall deviations from prescribed procedures necessarily invalidate a decision or proceeding, unless significant prejudice to a student or the SON results. Rather, the sergeant of arms shall have the authority to decide any issues regarding relevancy or admissibility that may arise during the hearing.
- f) The sergeant of arms shall have the authority to discharge or to remove any person whose presence is deemed unnecessary or obstructive to the proceedings.
- g) The sergeant of arms may ask questions of a witness.

All conferences will be recorded. The SON will maintain the audio recordings which remain the property of the University. Participants are prohibited from making their own recordings. Upon written request, a respondent, and complainant, when applicable, shall be provided access only in compliance with the Family Educational Rights and Privacy Act (20 U.S.C. § 1232g (2020)) and pursuant to any other conditions for access as may be deemed necessary by the Dean of Nursing or designee.

After the portion of the conference concludes in which all pertinent information has been received, the sergeant of arms shall privately deliberate with the PRV Review Committee whether the respondent is responsible as charged. The PRV Review Committee's determination of responsibility shall be based on a preponderance of the evidence. "Preponderance of the evidence" means evidence which is of greater weight or more convincing than the evidence which is offered in opposition to it; that is, evidence which, as a whole, shows that the fact sought to be proved is more probable than not.

In the event that a respondent has been found "responsible" on any charge, the PRV Review Committee may receive additional information regarding the student's academic transcript and student conduct history, request proposed sanctions from the respondent, and hear impact statements by both the respondent and complainant, when applicable. After receiving the aforementioned information, the PRV Review Committee shall deliberate on the sanction(s) in private. The sergeant of arms may submit written recommendations for specific sanctions or a range of sanctions and rationale for those recommendations on behalf of the committee to the procedural administrator.

### **Notice of Outcome**

After the evidence is considered and a decision is made, the procedural administrator will send a written Notice of Outcome to the respondent. The Notice of Outcome shall plainly state the decision and the rationale for the decision. In the event that the student is found responsible for any part of the charge, the Notice of Outcome will include a brief statement of the facts relied upon, the assigned sanction, and an explanation of appeal rights. A copy of the Notice of Outcome will be provided to the complainant, when applicable.

### **Appeal**

The outcome that is issued may be appealed by both the complainant (when applicable) and respondent within five (5) calendar days from the date that the Notice of Outcome is sent. If the student does not submit an appeal within the prescribed time, the sanction(s) will be applied, no appeal will be considered, and the matter will be concluded.

A written appeal and supporting documents, if any, shall be submitted to the Dean of Nursing with a copy to the procedural administrator.

Sanctions are stayed pending the appeal outcome. However, if there is a perceived danger, interim sanctions may remain in place until the appeal process is complete.

The Dean of Nursing shall review the record and supporting documents to consider only the following:

- a) To determine whether jurisdiction was properly asserted
- b) To determine whether the underlying proceeding was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures, such that no significant prejudice resulted;
- c) To determine whether the decision reached was clearly unreasonable based on the information presented; and
- d) To determine whether the sanction(s) imposed were appropriate.

The Dean of Nursing shall consider the appeal and deliver a decision within ten (10) calendar days of receipt of such appeal, except where adherence to such time period would be impracticable, in which case such time period shall be extended as warranted by the particular circumstances.

The Dean of Nursing may decide to:

- a) Deny the appeal
- b) Modify, reduce, or otherwise limit the sanction(s) imposed (more severe sanctions may not be imposed on appeal);
- c) Refer the case to the University Student Conduct process; or
- d) Remand the matter to the original decision maker with specific instructions that shall be carried out.

If an appeal is not upheld by the Dean of Nursing, the matter shall be considered final and binding upon all involved.

### **Technical/Functional Standards**

The WVU School of Nursing is committed to diversity and inclusion in the educational preparation of healthcare professionals. SON personnel strive to provide quality opportunities to students with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

The Office of Accessibility Services (OAS), SON personnel, and clinical agencies collaborate with students with disabilities regarding options available for academic and nonacademic accommodations. Students are not required to disclose their disability; however, registration with OAS is required to seek reasonable accommodations.

Students will be required to meet program outcomes, clinical facility requirements, WV state code for nursing programs, and the following technical standards independently with or without reasonable accommodations. It is recommended that students report any potential issues regarding meeting these

outcomes at the time of admission to avoid problems with clinical placement and progression in nursing courses. Students cannot attend clinical if there are limitations in the ability to safely provide care to assigned patients. Students are encouraged to reach out to OAS or program administrators if they are unsure whether or not they have a qualified disability or are able to meet the technical standards. Reasonable accommodations cannot be implemented retroactively.

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

## **Outcomes and Standards**

### **Patient-centered Care**

- Provide direct patient care in a variety of settings, including, but not limited to, long-term care facilities, community agencies, hospitals, and primary care clinics
- Conduct comprehensive and focused patient assessments (including, but not limited to, skills in interviewing, observation, auscultation, palpation, and percussion)
- Create a safe care environment that results in high-quality patient outcomes
- Implement evidence-based interventions for managing acute and chronic care
- Apply psychomotor skills to accurate, effective skill demonstrations and safe, efficient patient care
- Provide emergency care, including, but not limited to, assisting patients during a fall, a fire, or cardiac arrest
- Manage the interaction of multiple patient functional problems
- Move, transfer, and position patients or equipment safely under a variety of circumstances
- Participate in emergency preparedness and disaster response
- Manage care for individuals that approximates a workload appropriate for student level

### **Communication**

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

### **Affect and Professionalism**

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

### **Cognition, Critical Thinking, and Clinical Judgment**

- Synthesize and analyze data to provide quality care and solve patient care and healthcare system problems
- Complete mathematical calculations related to medication administration and patient data
- Successfully complete course and program examinations

- Demonstrate sound judgment

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

## **Technology Requirements for the DNP Program**

The graduate programs at WVU make use of the latest in technological advances. You will need to have access to appropriate hardware, software, and systems to be successful. The following is a guide and recommendations for technology.

### **WVU Login**

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

#### ***Find your WVU Login***

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

#### ***Claim Your Account***

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

### **WVU Student Email System**

All students in the University have access to email through the Mountaineer Information Express (MIX) system. You must use this email system for all graduate program coursework and any related communication. No other email addresses will be used by faculty or administrators to contact you or to notify you of course related or program related information. You can access MIX from any computer or mobile phone with internet access at [portal.wvu.edu](http://portal.wvu.edu). You will need a user name and password.

You should access MIX as soon as possible. The WVU SoN and faculty will send you important

information through this account, and request that you check your account daily. You will be accountable for any information found in your MIX email. The MIX homepage has a great tutorial that you should complete before your classes begin. Use MIX to your best advantage during your program!

### **Distance Course Delivery**

The courses you will take in the graduate program will be delivered via distance education technologies using the SOLE (Study, Observe, Learn, Engage) platform for course deliveries. Technologies used within SOLE include Collaborate and Panopto webcast.

#### **SOLE (Study, Observe, Learn, Engage)**

SOLE is the WVU Health Sciences Center's (HSC) portal for online education and information. It is a web-based tool for students to access courses and for instructors to build and maintain those courses. SOLE was developed by HSC Information Technology Services as an open-ended system for online course development and management with a single-login and user-friendly environment. Login to SOLE at <https://sole.hsc.wvu.edu/> using your WVU Login username and password. You are expected to check your SOLE courses and mix e-mail on at least a daily basis. If you need assistance with SOLE, please go to the SOLE information page at <https://its.hsc.wvu.edu/sole-support/>

#### **Panopto Webcast**

Webcast technology is used for many of the asynchronous lectures that you will be watching in your home, place of employment (when off-duty), or local library. Webcast uses web-based streaming video and synchronized multimedia presentation. The West Virginia University School of Nursing has adopted webcast technology to deliver some core graduate nursing content.

#### **Collaborate**

Collaborate delivers synchronous real-time online classes. When you log into SOLE, on the home page of each course you will see links to the Collaborate sessions. You will be an active participant in the Collaborate sessions, discussing issues using your microphone or answering live poll questions. Because exchange of ideas is an important function of University education, you are required to be present for these real-time Collaborate sessions, unless otherwise instructed by faculty. Prior to your first live class in Collaborate, you need to be sure your computer meets the following requirements:

##### *Audio Wizard*

You must complete the Audio Wizard as soon as possible to be sure that your computer supports Collaborate. You should complete the wizard on every computer that you will use to access coursework. You may need to repeat the audio wizard each time you access Collaborate. You will need to have high speed internet access through a cable modem, DSL, or satellite.

### **Computer Specifications**

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

Guide”.

High-speed internet connectivity is essential. Please be advised that when you purchase your high speed internet access there is usually an additional cost for the fastest connectivity. The recommended minimum speed for online coursework is 10 mbps. Consult your internet service providers regarding your connection speed for your membership. Or, students may check his/her speed by an Internet Speed Test (search in Google). DSL and high-speed cable are not available in some rural areas and students must resort to high-speed satellite internet service. Dial-up connections do not work with online classroom technology. If dial-up is the only access available, looking for alternate sites to attend class where high speed connection is available, is recommended.

A wireless internet connection is not recommended. The platforms for live classes work best with a wired internet connection.

### **Computer skills**

It is an expectation that students be familiar with operating and using electronic technology. The skills of word processing on Microsoft Word, database utilization, internet competence, and email use, including the use of attachments, are essential to course work in the graduate program. It is an expectation that you are proficient with these computer skills. We recommend you visit <http://office.microsoft.com/en-us/support/training-FX101782702.aspx?redir=0> for online tutorials to help with Microsoft Office product use. If you need to update your general computer skills, you may want to obtain the following book: Joos, I., Nelson, R., and Smith, M., (2010) Introduction to Computers for Health Care Professionals 5<sup>th</sup> Edition. MA: Jones and Bartlett Learning.

## **General Program Information**

### **WVU Student Identification Card**

Students who wish to obtain a WVU Student Identification (ID) Card must have paid the special fees included in their tuition and fees invoice. To get the ID card, take a copy of the paid invoice to the Student ID Office in the Mountainair or to the Student Services Office in Charleston. The personnel there will validate the invoice and take a picture. The cards are usually ready in five to seven working days. Students must have a valid photo ID when picking up the card. For information on obtaining a photo ID call 304-293-2273. For a non-photo student ID email [wwucard@mail.wvu.edu](mailto:wwucard@mail.wvu.edu).

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

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

### **Tuition, Transportation, and Other Costs**

Students pay tuition and fees shown in the WVU Graduate Catalog, plus special fees and deposits as required (<https://revenueservices.wvu.edu/files/d/423d674d-2296-4703-911b-7ee984878f29/website-2019-2020-online-graduate.pdf>). Fees are subject to change without notice. Students' expenses vary widely according to their individual course of study. Students are expected to provide their own transportation, equipment, and instruments for the immersion courses. Some clinical experiences require the student to travel in a multi-county area. Students are responsible for providing their own transportation to all immersion/clinical experiences.

Specific immunizations are required. Criminal background checks are required. Students are responsible for fees (subject to change without notice) associated with acquiring and tracking immunizations, criminal background check, and urine drug screening (via Precheck; approximately \$161 at admission; \$67 annually for urine drug screening). Other costs students expect in the DNP program may include fees (subject to change without notice) associated with test proctoring (ProctorU; approximately \$6/test), required course materials (such as textbooks), equipment necessary for online classrooms (eg. microphone, speaker, webcam, internet services; cost varies), registration/clinical scheduling (eg. myClinicalExchange—if required by the clinical facility where a student is completing immersion hours; approximately \$38), Typhon group clinical log (approximately \$70), and fees associated with graduation (regalia).

## Clinical Immersion

The DNP Clinical Immersion course will serve to provide an in-depth clinical experience for students. This advanced practicum will provide the opportunity to, for example, gain advanced clinical skills, link policy making with clinical systems, translate research into practice and/or serve as change agents for health care. Graduates of a DNP program must have completed at least 1000 hours of precepted post-BSN clinical experiences in their specialty area; a minimum of which must be earned at the DNP level. At least 400 hours are required in the WVU SON DNP program. Calculation of post-BSN hours is explained below.

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

### Calculation of Post BSN Clinical Hours

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

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

Once completed, the student then forwards the form to the appropriate person from his or her MSN or post-MSN program for verification of precepted clinical hours. The form will then need to be returned

to Jeffrey Wilson at the WVU SON ([jfwilson@hsc.wvu.edu](mailto:jfwilson@hsc.wvu.edu)). This form must be received by Mr. Wilson by no later than December 1, of the year of admission. If students do not have this form completed by the deadline, documentation of clinical hours will not be accepted. Students will be required to complete the full 1000 clinical hours in the DNP program.

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

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

Clinical Immersion can occur over as many semesters of work as needed, registering for the appropriate number of credits each semester, to obtain the 300 (or more, if necessary) hours. Clinical-to-clock-hour ratios in the DNP program at WVU SON are 1:4. Therefore, if a student needs to complete 300 hours of clinical experience, their total credits of clinical required will equal 5 credits, which can be registered for over the course of as many semesters as the student wishes, once they have completed core coursework.

### **DNP Clinical Log**

All clinical experiences must be recorded in a clinical log in Typhon, which includes verification of clinical hours at particular sites with specific preceptors and the student's meeting of all DNP Essentials. At graduation the student must have recorded all required clinical hours and all Essentials. This log will become part of the student's permanent file.

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

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

### **Preceptors**

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



When possible and practical, the DNP student is encouraged to select a clinical preceptor outside of their current work setting. An exception may be in large organizations, for example, where the DNP student would be placed for the clinical course with a clinical preceptor outside the department or unit where they are employed. The line between current employment and clinical immersion hours and project(s) (if applicable) must be clear to the organization, the preceptor, faculty, the DNP Project Team (as applicable), and the DNP student.

Students cannot be precepted by a person to whom they report or supervise in their workplace. Likewise, they cannot be precepted by a spouse or other family member. Failure to disclose this information will constitute academic dishonesty.

### **Faculty, Student, and Preceptor Roles**

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

#### **Faculty Role**

1. The ultimate responsibility for assuring that students have appropriate, individualized learning experiences lies with the course faculty.
2. The ultimate responsibility for evaluating student learning and assignment of the course grade lies with the course faculty.
3. Evaluation of graduate student learning in the clinical areas includes, but is not limited to:
  - a. Meaningful, periodic contact with students.
  - b. Regular contact with preceptors.
  - c. Periodic faculty, preceptor, and student discussion of student progress, accomplishments, identified areas for improvement, and ability to meet needs in the clinical site.

#### **Preceptor Role**

1. The major roles of the preceptor are to help the student develop clinical or leadership expertise in a focused area, to serve as a role model and immersion facilitator.
2. In order to fulfill this role, preceptors must:
  - a. Have an understanding of student's learning needs.
  - b. Have information regarding students' previous experiences and knowledge base.
  - c. Have clarity regarding evaluation criteria.
3. Preceptors participate actively in the evaluation process with faculty and students.

#### **Student Role**

1. Students bring a common knowledge base from core courses and previous experience to the clinical experience.
2. Students have different personal and professional experiences that enhance their knowledge base.
3. Students recognize their clinical areas of strength and the gaps in knowledge.
4. Students share their experiences and identified gaps in knowledge with faculty to facilitate planning for immersion placements.
5. Students participate actively in the evaluation process with faculty and preceptors.

#### **Expectations**

1. Students meet with the course faculty to identify appropriate, individualized learning experiences for the clinical courses. Faculty will consider past experiences, learning needs for role implementation, geographic area, and facility capabilities for offering appropriate

- preceptorship when planning clinical placements.
2. Course faculty and students will work together to identify and contact appropriate preceptors. No family member or direct supervisor may serve as a preceptor for students in clinical sites. A signed affiliation agreement must be in place prior to any student rotation in a clinical site. Faculty provide in writing to the preceptor the course syllabi, evaluation criteria, and tools. Preceptors are required to provide a CV or resume to be kept on file.
3. Faculty initiates contact with students and preceptors on a periodic basis. This will serve as an opportunity to proactively problem solve, identify learning needs, and negotiate additional experiences.
4. Students participate in ongoing evaluation with the preceptor and faculty member. Thoughtful self-evaluation is an expectation. Students document their immersion experiences in the electronic Clinical Log.

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

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

## **DNP Project and Portfolio**

The DNP Project is a culmination of the knowledge gained in the DNP courses. The experience is designed to apply the breadth and depth of knowledge and skills gained within the doctoral program in a specific practice area. The project demonstrates identification and work toward resolution of a practice problem through the scholarship of application, rather than the scholarship of discovery associated with a PhD program of study.

In other words, the DNP Project is *not intended to test new models, develop new theory, or test hypotheses*; rather, *it is the identification of a systems problem and implementation and evaluation of an evidence-based innovation or a quality improvement initiative aimed at solving the identified problem*. Because the project involves innovation based on existing evidence, the objectives and evaluation generally focus on system change, rather than health outcomes. The rigor of the project process and evaluation should be different than, but comparable to the PhD dissertation.

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

The DNP Project demonstrates students' mastery of the DNP Essentials and curricular content and occurs along a predictable timeline (Appendix 2). The project should demonstrate the student's ability to identify a practice or system-related problem, synthesize and critically appraise the evidence addressing the practice problem, negotiate within the system to implement sustainable evidence-based change, implement that change, and systematically measure the outcome of the initiative. Occasionally, a student may pursue a policy analysis, program evaluation, or another type of DNP project. In those cases, the

student and FOR will develop the processes and procedures to achieve the aims of that type of initiative. At the culmination of the project, students prepare a manuscript and present their work to the public, key stakeholders, and the DNP Project Team.

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

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

## Appendix 1: WVU SON Writing Rubric

Criteria	Evaluation Standard/Comments				
	Unacceptable	Poor	Satisfactory	Good	Excellent
Paragraph structure (logic): <ul style="list-style-type: none"> <li>• Development</li> <li>• Coherence</li> <li>• Clarity</li> </ul>	There is no clear topic sentence. The paragraph does not build upon and support a single coherent idea. Sentences have no clear relationship. Transition words are inappropriate or absent.	The topic sentence is not the first sentence in the paragraph. The order in which ideas in the paragraph are presented is not coherent. Transition from sentence to sentence, or paragraph to paragraph is abrupt.	The topic sentence is the first sentence in the paragraph but the relationship of topic sentence to paragraph development is difficult to discern. Transition words are limited.	One idea is stated in each paragraph topic sentence (first sentence) but not adequately developed in the paragraph. Transition words are used inconsistently.	The topic sentence is the first sentence in each paragraph. One idea is stated in the paragraph topic sentence and developed logically in the paragraph. Transition words are used consistently to maintain the flow of thought.
Sentence structure (syntax): <ul style="list-style-type: none"> <li>• Parallel construction</li> <li>• Subject verb agreement</li> <li>• Noun pronoun agreement</li> <li>• Precision</li> <li>• Economy of expression</li> </ul>	Most sentences are flawed by errors in parallel construction, subject verb agreement, noun pronoun agreement, precision, and economy of expression.	Sentence structure is adversely affected by many errors in parallel construction, subject verb agreement, noun pronoun agreement, precision, and economy of expression.	Sentence structure is weakened by more than a few errors in parallel construction, subject verb agreement, noun pronoun agreement, precision, and economy of expression.	Sentence structure meets criteria except for occasional errors in parallel construction, subject verb agreement, noun pronoun agreement, precision, and economy of expression.	Sentence structure demonstrates correct use of parallel construction, subject verb agreement, noun pronoun agreement, precision, and economy of expression.
Word choice: <ul style="list-style-type: none"> <li>• Appropriate word choice for topic and audience</li> <li>• Appropriate verb tense</li> </ul>	Poor word choice is very frequent and may include incorrect use for	Poor word choice is frequent and may include incorrect use for topic, audience and	Word choice does not meet criteria and may include incorrect use for topic, audience and verb	Word choice meets criteria except for occasional errors in correct use for topic,	Word choice demonstrates correct use for topic, audience and verb tense. There is avoidance of errors



## Writing Rubric Definitions and Resources

- **Paragraph development**
  - Definition: A process resulting in the clear statement of a main idea and supporting details in multiple sentences.
  - Resource: <http://owl.english.purdue.edu/owl/resource/606/01/>
- **Paragraph coherence**
  - Definition: Singularity of focus in a paragraph. Ideas are linked through logical or verbal bridges.
  - Resource: <http://owl.english.purdue.edu/owl/resource/561/04/>
- **Paragraph clarity**
  - Definition: Each idea presented relates directly to the paragraph's topic sentence.
  - Resource: <http://owl.english.purdue.edu/owl/resource/600/01/>
- **Parallel construction**
  - Definition: Using similar patterns of words to show that 2 or more words have the same importance.
  - Resource: <http://owl.english.purdue.edu/owl/resource/623/1/>
- **Subject verb agreement**
  - Definition: A singular subject takes a singular verb, while a plural subject takes a plural verb.
  - Resource: <http://owl.english.purdue.edu/owl/resource/599/01/>
- **Noun pronoun agreement**
  - Definition: Pronoun should be consistent with the noun it replaces.
  - Resource: <http://owl.english.purdue.edu/owl/resource/595/01/>
- **Precision**
  - Definition: Using the exact words needed and eliminating extraneous words.
  - Resource: [http://owl.english.purdue.edu/engagement/index.php?category\\_id=2&sub\\_category\\_id=2&article\\_id=66](http://owl.english.purdue.edu/engagement/index.php?category_id=2&sub_category_id=2&article_id=66)
- **Economy of expression**
  - Definition: Limiting word usage to a clean, direct style that is most effective in expressing the idea.
  - Resource: <http://owl.english.purdue.edu/owl/resource/572/01/>
- **Word choice for topic and audience**
  - Definition: Selecting words that are appropriate for the age, culture, and education of the reader.
  - Resource: <http://www.umuc.edu/writingcenter/onlineguide/chapter2-04.cfm>
- **Verb tense**
  - Definition: Consistency of verb tense within the paragraph and paper.
  - Resource: <http://owl.english.purdue.edu/owl/resource/601/1/>
- **Jargon**
  - Definition: Language specific to one group or profession that might not be understandable to everyone.
  - Resource: <http://owl.english.purdue.edu/owl/resource/608/01/>
- **Anthropomorphism/personification**
  - Definition: Attributing human characteristics to anything other than a human being.
  - Resource: <http://www.uwf.edu/edd/internal/Documents/Anthropomorphism.htm>
- **Gender bias**
  - Definition: The use of gender-specific pronouns when referring to nouns that include both genders.
  - Resource: <http://owl.english.purdue.edu/owl/resource/560/14/>
- **Referent**
  - Definition: A clear connection between the pronoun and the noun that precedes it.
  - Reference: <http://www.towson.edu/ows/proref.htm>

- **Pretentious or flowery words**
  - Definition: Dramatic, flamboyant words that do not necessarily convey the desired meaning.
  - Resource: <http://www.uhv.edu/ac/newsletters/writing/grammartip2005.11.15.htm>
- **Punctuation**
  - Definition: Proper use of symbols to indicate structure and organization of thought, including commas, quotation marks, apostrophes, and hyphens.
  - Resource: <http://owl.english.purdue.edu/owl/section/1/6/>
- **Spelling:**
  - Definition: The forming of words with letters in the correct sequence.

## Appendix 2: Application for Transfer of Graduate Credit to WVU

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



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

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

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

Student Name: \_\_\_\_\_ WVUID#: \_\_\_\_\_

Name of Transfer Institution: \_\_\_\_\_

Address of Institution: \_\_\_\_\_

#### COURSE(S) TO BE TRANSFERRED

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

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

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

\_\_\_\_\_  
(Signature of Chair/Designee) (Date)

\_\_\_\_\_  
(Type or Print Name)

\_\_\_\_\_  
(School/Department)

#### To Be Completed By HSCGP Office:

☐ Approved ☐ Rejected

\_\_\_\_\_  
(Signature of HSCGP Designee) (Date)

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

Office Use Only		
Date received _____; Initials _____	Entered in database <input type="checkbox"/> ; Date _____	Uploaded to SOLE <input type="checkbox"/> ; Date _____

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

Rev. 10/2017



### Appendix 3: Contract to Remove Grade of Incomplete

Department:			
A Contract to Remove Grade of <b>I</b> should be completed before a grade of <b>I</b> is given or during the first two weeks following the term during which the <b>I</b> was given.			
Student Name:		Student No.:	
Course:	Section:	Semester:	Year:
Student Rank (F, S, SI, SII):		Major:	
Advisor:		Name(s) of textbook(s)	
Instructor:			
Course grade at this time:			
If the student will not be enrolled as a full-time student when the course is completed, give mailing address:			
Street			Apt
City		State	Zip
Reason for grade of <b>I</b> :	<input type="checkbox"/>	Work was unavoidably incomplete	
	<input type="checkbox"/>	An additional examination is justified	
Work necessary to remove the <b>I</b> :			
Date by which course must be completed:			
Grade to be assigned if the incomplete work is not completed:			
I understand that the course work must be completed by the date indicated above; otherwise the grade for the course will be as specified above.			
Student's Signature:			Date:
Instructor's Signature:			Date:

copy:    Student  
           Department (Office where course offered)  
           Student's Advisor  
           Instructor

## **Appendix 4: DNP Graduation Checklist**

- \_\_\_\_\_ Discussed graduation with faculty advisor
- \_\_\_\_\_ Registered for credit in the semester of graduation
- \_\_\_\_\_ Submitted Application for Graduation and Diploma
- \_\_\_\_\_ Submitted completed Alumni Data Request Sheet to Student & Alumni Services Office
- \_\_\_\_\_ Final clinical practicum evaluations completed online if applicable
- \_\_\_\_\_ ETD Submitted (DNP Project Manuscript)

## Appendix 5: Responsible Conduct of Research Graduate Student Guide

As a graduate student at West Virginia University, you are required to meet particular federal and University-wide standards regarding the responsible conduct of research (RCR). To meet these standards, you must complete an online RCR course offered by the Collaborative Institutional Training Initiative (CITI). You can take the course any time after receipt of your acceptance but it must be completed *within 30 days of the beginning of your initial semester*. Failure to do so may affect your status within the College and the University in general.

To complete the CITI RCR course (***please note that you do not yet have to be enrolled at WVU to register with CITI and complete the necessary training***), please follow the steps below:

1. Navigate your browser to <http://www.citiprogram.org>
2. Click on the “Register Here” link
3. For registration question one, enter West Virginia University into “Participating Institutions” and go to question two, leaving all other fields blank
4. Enter your desired username and password (please make record of both, but if you forget these, they can be e-mailed to you if you contact the Office of Research Integrity and Compliance), then go to question three
5. For registration question three, select a security question and enter a security answer, then go to question four
6. Enter your first name and last name, then go to question five
7. Enter a primary and secondary (optional) e-mail address, then go to question six
8. For registration question six, indicate “No” and your professional affiliation as “none,” then go to question seven
9. Read the question and enter your response, then go to question eight
10. Enter your response to the question about completing a course survey
11. Click the “Submit” button
12. On the page that follows, enter your language preference, your institutional e-mail address (this can be any e-mail address), your department, and your expected role in research you may be conducting in the future, along with any other fields you would like to fill in, then click the “Submit” button
13. On the next page, under Question 1, indicate which RCR course you would like to take. Please note that you should choose the one that best matches your field. For example, Dentistry students will need to take either the **Biomedical Responsible Conduct of Research Course** if you intend on collecting any biological samples or performing any medical procedures in the future or the **Social and Behavioral Responsible Conduct of Research Course** if you do not intend on doing so but instead intend on conducting surveys, interviews, questionnaires, or non-medical observations. If you are not sure which you will do, complete the Biomedical RCR Course.
14. Leave all other selections on this page blank and scroll down to click the “Submit” button
15. On the next page, click the “No” button
16. You will then be taken to your CITI Main Menu. Here, you will need to click “Enter” next to the RCR course you selected, then click on “The Integrity Assurance Statement” to begin your course
17. You must complete all Elective modules (the first listing shown) with an 80% score or higher to complete the course, but you may close your browser and complete each module at your leisure.

Once you have completed the course, the Office of Research Integrity and Compliance (ORIC) will be immediately notified. You do not need to submit any paperwork to ORIC. If you have any questions about the RCR requirements or would like advice on which RCR course to complete, please call the ORIC at 304-293-7073 and you will be transferred to someone who can help you.

## Appendix 6: Immunization Waiver

### Immunization Waiver Form

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

For the reason stated below, I, \_\_\_\_\_ refuse treatment of receiving the immunization against \_\_\_\_\_

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

---



---

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

1. Risk of infection with

---



---

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

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

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

STUDENT'S NAME:

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

DATE: \_\_\_\_\_

WITNESS: \_\_\_\_\_

## Appendix 7: Consent Form for Alcohol, Drug, and Substance Testing

I hereby consent for the agency's laboratory to collect blood, urine, or saliva samples from me to conduct necessary medical tests to determine the presence or use of alcohol, drugs, or controlled substances. Further, I give my consent for the release of the test result(s) and other relevant medical information to the WVU SON Dean. I also understand that if I refuse to consent, I may be subject to disciplinary action which could include dismissal from the nursing program.

AGREED TO:

\_\_\_\_\_ Student \_\_\_\_\_ Date

\_\_\_\_\_ Witness \_\_\_\_\_ Date

REFUSED:

\_\_\_\_\_ Student \_\_\_\_\_ Date

\_\_\_\_\_ Witness \_\_\_\_\_ Date

Reason for Refusal: \_\_\_\_\_

Copies of completed form to:

Student

Faculty/Preceptor

Agency

WVU SON Student Services

11/29/04

## Appendix 8: Statement of Criminal Record

### STATEMENT OF CRIMINAL RECORD

My signature verifies that:

(True or False)

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

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

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

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

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

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix 9: Verification Form: Precepted Post BSN Clinical Hours

The American Academy of Colleges of Nursing have mandated that all DNP graduates have completed at least 1000 hours of precepted post BSN clinical experiences in their specialty area. Each student must document the number of precepted clinical hours completed in their MSN or post MSN program. For students who cannot document the number of clinical hours completed in their MSN or post MSN program, the minimum number of hours required by the certification body at the time of the student's advanced practice certification will be used (See the West Virginia University School of Nursing DNP Handbook).

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

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

Post BSN Program Name: \_\_\_\_\_

To be completed by MSN or post MSN Program Director:

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

Signature/Title: \_\_\_\_\_

Phone/email: \_\_\_\_\_

Return completed form to:

Attn: Jeffrey Wilson

Fax: 304-347-1346

West Virginia University School of Nursing – Charleston Division

3110 MacCorkle Avenue, SE, Room 2025

Charleston, WV 25304-1299

[jfwilson@hsc.wvu.edu](mailto:jfwilson@hsc.wvu.edu)

## **Appendix 10: DNP Program Handbook Signature Page**

West Virginia University School of Nursing  
DNP Program Handbook Signature Page

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

I have received and read the 2022-2023 WVU Doctor of Nursing Practice Program Handbook.

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

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

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