Department of Nursing

Student Handbook

POLICIES AND GUIDELINES

2026 - 2027

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West Liberty University

Nursing Program
Student Handbook

West Liberty University and the faculty and staff of the WLU Nursing Department welcome you! We congratulate you on this accomplishment and look forward to assisting you in achieving your career goal of becoming a practicing RN. The path you have chosen is intense yet highly rewarding. After you graduate from our program, you will be prepared to apply to take the NCLEX and enter professional nursing highly qualified for employment in a variety of settings. Additionally, the program prepares graduates to continue their education at the master's level in nursing.

The WLU Department of Nursing Student Handbook provides information about the policies, procedures and requirements for successful navigation and completion of the program. The information provided is not all inclusive. Therefore, in addition to the following program specific policies and procedures covered in this handbook, additional school-wide policies and procedures are also covered in the West Liberty University Student Handbook.

Questions about policies, requirements, and procedures may be directed to faculty, staff, or the Department Chair for clarification. You are encouraged to refer to the handbook frequently for information. Please retain this handbook for the duration of the program.

You are also required to complete the acknowledgement quiz in Canvas (also attached to this document) for the consent for video recording, technical standards, interview/photography release, and the statement of acknowledgement. This must be completed no later than the end of the first week of class.

Welcome!

Department Personnel

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INTRODUCTION

The Nursing Student Handbook is designed to familiarize the student with the specific policies and information that are pertinent to the Department of Nursing.

HISTORY OF THE DEPARTMENT OF NURSING

West Liberty University is an accredited, coeducational, multipurpose institution. The University campus stretches over a wide hilltop, covering 298 acres in the northern panhandle of West Virginia. This location provides relative seclusion for study and contemplation but is within commuting distance of three metropolitan centers: Pittsburgh (PA), Steubenville (OH), and Wheeling, (WV).

Nursing became a part of West Liberty University in the early 1970s with the establishment of an associate degree program in nursing. After only two years, the institution was mandated by the Board of Regents (WV) to transfer this program to the newly created community college, West Virginia Northern Community College (WVNCC) located in Wheeling, which is 12 miles south of West Liberty. In an effort to service the continuing educational needs of registered nurses, West Liberty initiated an RN completion program in 1976.

During the early 1980s the Administration of the West Liberty began giving consideration to offering a baccalaureate degree program in nursing for basic students (non-RNs). It was during the mid-1980s that discussions were held between Ohio Valley Medical Center (OVMC), Wheeling, and West Liberty University concerning the closure of the Ohio Valley General Hospital School of Nursing and the opening of a basic baccalaureate program in nursing at West Liberty. The West Virginia Board of Regents approved the new BSN program in spring, 1988 and the first Director, Dr. Donna J. Lukich, was appointed to implement the program in fall, 1988. In 1992 the first class completed the new baccalaureate nursing program at West Liberty University and fifteen students, including one RN, graduated. In May 2009, West Liberty State College was invested as West Liberty University. The baccalaureate program in nursing is accredited by the Commission on Collegiate Nursing Education, 655 K Street NW, Suite 750, Washington, DC 20001, 202-887-6791.

ACCREDITATION STATUS

The baccalaureate degree program in nursing at West Liberty University is accredited by the Commission on Collegiate in Nursing Education CCNE, 655 K Street NW, Suite 750, Washington DC 20001, 202-887-7691.

MISSION, GOALS, LEARNING OUTCOMES, AND COMPETENCIES

University Mission Statement

West Liberty University is a public university with a rich history of providing students with a comprehensive education from undergraduate to graduate degrees. Through experiential learning and personalized support, we empower students toward scholarly exploration, creative expression, and economic opportunity.

WLU Nursing Department Mission

The mission of the nursing department is to provide excellence in nursing education which is congruent with the University's mission. Based on an integration of liberal arts and sciences, the Department of Nursing facilitates the development of the student to make safe clinical decisions in a collaborative and global healthcare environment.

The nursing graduate will be competent in providing safe, quality, patient-centered care. Care will be based on current evidence, utilizing information management and technologies. The professional nurse collaborates with the patient, the family, and the interprofessional healthcare team and participates in quality improvement. The nurse assumes a variety of leadership roles including provider of care, coordinator of care, and member of the profession.

WLU Nursing Department Vision

The vision of the West Liberty University Nursing Faculty is to be a state and regional leader in providing excellence in professional nursing education.

WLU Nursing Department Values

The nursing faculty hold core nursing values, consistent with those of the University, that permeate interactions with patients, students, colleagues, and other members of the academic and healthcare communities. The following values guide personal and professional behaviors in the academic as well as in the practice setting:

1. Caring

Caring is connecting to and being with another person. In the healthcare setting, caring is demonstrated by partnering with the patient to plan care based on the patient's values and needs and on current best evidence. In the academic setting, caring is manifested by partnering with students and colleagues to develop a learning environment based on the values and needs of the learner and on current evidence and best practices. Caring creates the environment for actualizing the values of altruism, autonomy, human dignity, integrity, and social justice.

2. Professional Values

The faculty affirm professional nursing values consistent with the 2021 AACN Essentials: Core Competencies for Professional Nursing Education, which emphasize professional identity formation, ethical comportment, and accountability in contemporary practice.

Altruism – Concern for the welfare and well-being of others, demonstrated through advocacy for patients, families, communities, and the nursing profession.

Autonomy – Respect for the right to self-determination and shared decision-making in healthcare.

Human Dignity – Respect for the inherent worth, uniqueness, and diversity of all individuals and populations.

Integrity – Accountability and ethical practice consistent with professional standards, codes of ethics, and evidence-based care.

Social Justice – Commitment to equity, inclusion, and reduction of health disparities across systems and populations.

WLU Nursing Department Outcomes

Upon successful completion of the Bachelor of Science in Nursing program, graduates will be able to:

- Provide safe, compassionate, evidence-based, person-centered nursing care for individuals, families, communities, and populations across the lifespan.
- Apply clinical judgment, systems thinking, and the nursing process to promote quality and safe patient outcomes.
- Integrate current evidence, scholarship, and best practices into professional nursing practice.
- Collaborate effectively with patients, families, and interprofessional healthcare teams to coordinate and improve care.
- Promote health equity through population health principles, health promotion, disease prevention, and community partnerships.
- Utilize informatics, healthcare technologies, and data to support clinical decision-making and improve patient outcomes.
- Demonstrate professionalism, ethical practice, leadership, accountability, and a commitment to lifelong learning consistent with the ANA Code of Ethics and the West Virginia Nurse Practice Act.
- Participate in quality improvement and systems-based initiatives to improve healthcare delivery and patient outcomes.

** Achievement of these program outcomes is developed progressively throughout the nursing curriculum and assessed through classroom, laboratory, simulation, clinical, and community-based learning experiences.**

Quality and Safety Education for Nurses (QSEN) Competencies (Aligned with current QSEN Institute framework)

1. Patient-Centered Care

Recognize the patient or designee as the source of control and full partner in providing compassionate, culturally responsive, and coordinated care based on respect for preferences, values, and needs.

2. Teamwork and Collaboration

Function effectively within nursing and interprofessional teams, fostering open communication, mutual respect, shared decision-making, and systems thinking to achieve high-quality patient outcomes.

3.Evidence-Based Practice

Integrate best current evidence with clinical expertise and patient/family preferences and values to optimize health outcomes and promote clinical excellence.

4. Quality Improvement

Use data, systems thinking, and improvement science methodologies to monitor outcomes and continuously improve healthcare processes and patient safety.

5. Safety

Minimize risk of harm to patients, providers, and populations through both system effectiveness and individual performance, including human factors principles and just culture.

6. Informatics

Use information systems, digital health technologies, and data analytics to communicate, manage knowledge, reduce error, and support clinical decision-making.

Professional Behaviors

1. Confidentiality

To protect each client's right to privacy, all information obtained through client interactions, clinical experiences, or review of medical records must remain strictly confidential. Client information may be shared only with members of the healthcare team who are directly involved in the client's care and within structured educational settings for learning purposes.

Students must avoid discussing clinical situations in public areas or any setting where conversations may be overheard. Information about clients or their families must never be shared with friends, family members, or any unauthorized individual. Client names and other identifying information must not be disclosed directly or indirectly.

Students are prohibited from removing any printed or electronic materials containing protected health information (PHI) or other client-identifying information from the clinical facility. This includes, but is not limited to, copies of medical records, patient labels, census sheets, report sheets containing identifiers, photographs, or any other documents or materials that could identify a client. Any notes taken for educational purposes must be de-identified and comply with all facility and program policies.

Clients and healthcare facilities have the right to determine and restrict who may access protected health information. All students are expected to comply with the requirements of the Health Insurance Portability and Accountability Act (HIPAA) and all applicable federal, state, and institutional privacy policies. Prior to participating in clinical experiences, students will receive education regarding HIPAA and their responsibilities for maintaining client confidentiality.

2. Clinical Behavior

Students are expected to demonstrate professional behavior at all times while participating in clinical, laboratory, simulation, and community learning experiences. Professional conduct reflects not only the individual student, but also the West Liberty University Department of Nursing and the nursing profession. Students are expected to arrive prepared, demonstrate accountability, communicate respectfully, maintain professional boundaries, and provide safe, ethical, and compassionate care. Failure to demonstrate professional behavior may result in disciplinary action, including removal from the clinical setting, course failure, or dismissal from the nursing program.

3.Professional Conduct

The West Liberty University Department of Nursing expects all students to conduct themselves in a manner consistent with the ethical and professional standards of nursing. Students are required to comply with the West Liberty University Student Code of Conduct, the American Nurses Association (ANA) Code of Ethics for Nurses, all clinical agency policies, and applicable federal and state laws and regulations.

Students are accountable for providing safe, competent, and ethical nursing care and must avoid impaired, unsafe, negligent, dishonest, or unprofessional practice at all times. Behaviors that jeopardize patient safety, violate professional standards, or fail to meet program expectations may result in disciplinary action, including clinical failure, dismissal from the nursing program, and/or referral to the appropriate regulatory authority.

The West Virginia Board of Registered Nurses has the authority, under West Virginia law and legislative rules, to regulate nursing education programs and may deny licensure or take disciplinary action based on conduct that is inconsistent with the standards required for safe nursing practice.

4. Professional Liability Insurance

Students enrolled in clinical courses are covered by professional liability insurance provided through the State of West Virginia while participating in approved educational activities associated with the nursing program.

Students are financially responsible for the cost of repairing or replacing equipment, supplies, or materials that are damaged due to negligence or misuse while participating in clinical, laboratory, or simulation experiences. Reimbursement procedures will be coordinated through the Department of Nursing in collaboration with the affected clinical agency or university department, as applicable.

CURRICULUM SEQUENCE

*The plans of study below reflect the recommended course sequence for students entering the Bachelor of Science in Nursing (BSN) program. Course sequencing may vary based on transfer credit, curriculum revisions, course availability, or individual academic progression. Students should consult with their academic advisor each semester to ensure timely progression toward graduation. All general education requirements and pre-nursing coursework MUST BE completed prior to beginning the program. Once in the program, students may not take courses outside of the major unless permission is given by Department Chair.

WLU BSN Program

Semester	Courses	Credits
Semester 1	BIO 124/125 BIOLOGICAL PRINCIPLES & LABORATORY; ENG 101 English Composition; PSYCH 101 Intro to psych; MATH 160 Intro to statistics	**13**
Semester 2	CHEM 100/101 or CHEM 110/111 Foundations of Chemistry; ENG 102 English Composition II; COM 101 Fundamentals of Speech; General Education Elective (GEO/POLS/SOC); HIST 103, 104, 210, or 211	**16**
Semester 3	BIO 212 A&P I; PSY 252 Lifespan Development; Literature Elective (ENG); Fine Arts Elective; General Education Elective (GEO/POLS/SOC)	**15**
Semester 4	BIO 214 A&P II; BIO 216 Microbiology; Humanities/Language Elective; NUR 202 Introduction to Professional Nursing; NUR 203 Medical Terminology; General Elective	**15**
Semester 5	NUR 309 Health Assessment; NUR 315 Professional Nursing I; NUR 317 Clinical Nursing I; NUR 319 Pharmacology I	**16**
Semester 6	NUR 320 Pharmacology II; NUR 322 Evidence-Based Practice & Informatics; NUR 323 Professional Nursing II; NUR 324 Clinical Nursing II	**18**
Semester 7	NUR 405 Population-Based Health; NUR 406 Professional Nursing III; NUR 407 Clinical Nursing III; NUR 409 Nursing Synthesis I	**16**
Semester 8	NUR 436 Professional Nursing IV; NUR 437 Clinical Nursing IV; NUR 438 Leadership & Management; NUR 439 Nursing Synthesis II; NUR 440 Capstone	**15**

WLU BA/BS to BSN Program

Semester	Courses	Credits
Semester 1	NUR 204 Transition to Nursing; NUR 309 Health Assessment; NUR 315 Professional Nursing I; NUR 317 Clinical Nursing I; NUR 319 Pharmacology I	**17**
Semester 2	NUR 320 Pharmacology II; NUR 322 Evidence-Based Practice & Informatics; NUR 323 Professional Nursing II; NUR 324 Clinical Nursing II	**18**
Semester 3	NUR 405 Population-Based Health; NUR 406 Professional Nursing III; NUR 407 Clinical Nursing III; NUR 409 Nursing Synthesis I	**16**
Semester 4	NUR 436 Professional Nursing IV; NUR 437 Clinical Nursing IV; NUR 438 Leadership & Management; NUR 439 Nursing Synthesis II; NUR 440 Capstone	**15**

GUIDELINES FOR ETHICAL CONDUCT FOR THE NURSING PROFESSION

The West Liberty University Nursing Department expects all nursing students to uphold the highest standards of ethical and professional conduct in all academic, clinical, simulation, and community settings. Students are expected to practice in accordance with the American Nurses Association (ANA) Code of Ethics for Nurses, the West Virginia Nurse Practice Act, the policies of affiliated clinical agencies, and the standards established by the West Liberty University Nursing Department.

Nursing students are expected to:

Place the health, safety, dignity, and well-being of patients as their highest priority.
Respect the rights, autonomy, values, beliefs, and cultural diversity of every individual without discrimination.
Maintain patient privacy and confidentiality in accordance with HIPAA and all applicable federal, state, and institutional regulations.
Demonstrate honesty, integrity, accountability, and professionalism in all academic and clinical activities.
Provide safe, compassionate, evidence-based nursing care within the scope of student practice and under appropriate faculty or preceptor supervision.
Recognize personal limitations, seek guidance when appropriate, and accept responsibility for their actions and clinical decisions.
Maintain competence by preparing for clinical experiences, engaging in lifelong learning, and incorporating current evidence into nursing practice.
Communicate respectfully and collaborate effectively with patients, families, faculty, peers, nurses, physicians, and all members of the interprofessional healthcare team.
Advocate for patients and contribute to the promotion of health, prevention of illness, and improvement of community and population health.
Demonstrate professional behavior in all interactions, including responsible use of technology, electronic communication, and social media.
Report unsafe, unethical, or illegal conduct through appropriate channels in accordance with program and clinical agency policies.

Failure to uphold these ethical and professional standards may result in disciplinary action, including clinical failure, dismissal from the nursing program, and/or referral to the appropriate regulatory authority when warranted.
The full guidelines which describe how these values apply to RN practice can be found at the following link:
https://code.wvlegislature.gov/30-7/

TECHNICAL STANDARDS

The West Liberty University Nursing Department is committed to preparing graduates who are capable of providing safe, competent, and compassionate nursing care. Nursing students must be able to meet the academic, clinical, laboratory, simulation, and professional requirements of the program. The following technical standards identify the essential abilities required for successful progression in the Bachelor of Science in Nursing (BSN) program and for safe participation in patient care.

Students must be able to perform these essential functions with or without reasonable accommodation. West Liberty University provides reasonable accommodations to qualified students with disabilities in accordance with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, and applicable federal and state laws.

****Candidates who are accepted as students in the nursing program must meet the following standards:**

Observation
Students must possess sufficient visual, auditory, tactile, and olfactory abilities to accurately observe demonstrations, simulations, laboratory exercises, and patient care activities. Students must be able to assess patients through observation, inspection, palpation, auscultation, and other assessment techniques; recognize changes in patient condition; interpret equipment readings; and identify both normal and abnormal clinical findings.

Communication
Students must be able to communicate effectively in English through speaking, listening, reading, writing, and electronic communication. Effective communication is essential for establishing therapeutic relationships; obtaining and documenting patient information; educating patients and families; collaborating with faculty, peers, and members of the interprofessional healthcare team; and responding appropriately during routine and emergency situations.

Motor Skills
Students must possess sufficient motor function, coordination, strength, and endurance to safely perform nursing skills in classroom, laboratory, simulation, and clinical settings. Essential functions include, but are not limited to, safely positioning and transferring patients; performing physical assessments; administering medications and treatments; operating medical equipment; performing CPR; and responding promptly in emergency situations. Students should be able to lift, carry, push, pull, and move equipment and assist patients as required in the clinical setting.

Cognitive and Intellectual Abilities
Students must demonstrate the ability to acquire, integrate, analyze, and apply information from multiple sources. They must be able to think critically, solve problems, perform mathematical calculations accurately, interpret clinical data, prioritize patient care, exercise sound clinical judgment, and make timely decisions consistent with the scope of nursing student practice. Students must also be able to effectively utilize technology, electronic health records, simulation equipment, and learning management systems.

Behavioral and Professional Attributes
Students must demonstrate emotional stability, integrity, professionalism, and accountability appropriate for nursing practice. They must be able to maintain professional relationships; demonstrate empathy, compassion, and respect for others; adapt to changing clinical environments; accept constructive feedback; manage stress appropriately; maintain patient confidentiality; and consistently provide safe, ethical, and patient-centered care. Students are expected to recognize the limits of their knowledge and skills, seek assistance when appropriate, and adhere to the ethical and professional standards of the nursing profession.

Essential Requirements
Participation in nursing education requires students to engage in classroom, laboratory, simulation, and clinical learning experiences involving individuals of all ages, backgrounds, cultures, genders, and health conditions. Students are expected to provide care that is equitable, respectful, and free from discrimination while meeting course and clinical objectives.

APPLICANTS/STUDENTS WITH DISABILITIES

Title II of the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 (Section 504) prohibit discrimination against otherwise qualified students and applicants with disabilities, solely on the basis of the disability, in any program or activity that receives federal financial assistance. In compliance with the ADA and Section 504, the university provides reasonable accommodations for otherwise qualified individuals with disabilities in order to provide them with an equal opportunity to participate in the university's programs, services and activities. A reasonable accommodation does not, however, guarantee that students will be successful in meeting the admission requirements and/or requirements of any course, program or clinical activity.

All applicants and students are evaluated in accordance with the Technical Standards and must possess not only the academic abilities, but also the physical, cognitive and emotional capabilities required to undertake the full curriculum and achieve the levels of competence required by the WLU Nursing Program.

The university provides reasonable accommodations but is not required to lower or substantially modify essential program requirements. The university also is not required to make adjustments to any program service, or activity that would fundamentally alter the nature of the service, program, or activity, or that would result in an undue financial or administrative burden. Finally, the university is not required to provide personal services including but not limited to personal attendants, individually prescribed devices, wheelchairs, readers for personal use or study, or other devices or services of a personal nature, including but not limited to tutors and typing for out of class studying.

Applicants and students are required to provide verification of disabilities that are not readily apparent.

Whether or not an accommodation is reasonable will be determined on an individual basis. Determining what is a reasonable accommodation is an interactive process between the disabled individual, the ADA coordinator, Nursing Department Chair, and the course instructor.

All services for students with disabilities are coordinated through the Student Success Center (SSC). There is no standardized form or set of requirements regarding what students must share about their disabilities. Thus, a student needs to decide what, if anything, they want to reveal. If the student chooses not to disclose their disability and decides, at a later time, to make a disclosure, accommodations will not be made retroactively. Any coursework and grades completed before the disclosure will remain. Approved accommodations will be implemented after the student has completed the registration process with the SSC. For this reason, students are strongly encouraged to contact the SSC to register for services at the outset of each academic course. Recent documentation of a student's disability from a licensed psychologist, psychiatrist, or other subspecialty physician must be provided to the SSC to establish accommodations. In addition to reviewing documentation to facilitate arrangements for specific classroom accommodations, ongoing individualized guidance is available from the SSC's disabilities specialist to include referrals to outside agencies for testing and assessment as necessary.

Applicants and students may obtain information about the accommodation request and ADA grievance procedure by contacting:
Dr. Richard Whitehead, ADA Coordinator
richard.whitehead@westliberty.edu
https://westliberty.edu/student-success-center/accessibility-services/
OR

Andrew Lewis, Executive Director, Academic Engagement and Learning Services
andrew.lewis@westliberty.edu

GENERAL DEPARTMENT POLICIES

Educational Assumptions

1. The curriculum is based on continuous improvement.
2. Students are adult, self-motivated learners.
3. Learning is collaboration between faculty, staff and students.
4. The Guidelines for Ethical Conduct for the Registered Nursing Profession will be followed.
5. Constructive critique between students, faculty and staff will be accepted.
6. Diversity in the class will be recognized as a strength and will be respected.
7. Students will display professionalism in dealing with instructors, adjuncts, program staff, peers, and patients.
8. Attitudes and behaviors, as well as academic performance are essential elements for successfully completing the nursing program.

Department Policies

- The West Liberty University Nursing Department is committed to maintaining the highest standards of academic performance, which includes professional behavior. Behaviors violating academic integrity and intellectual honesty such as cheating, plagiarism or falsified documentation of clinical findings will be viewed as academic performance issues subject to disciplinary measures/dismissal.
- Students will be reliable, honest, professional and mutually supportive.
- Each student has a different learning style and has a different perspective based upon their academic background and clinic experience. What may be intuitively obvious to you may be beyond the grasp of a classmate at that moment. Each of you will have a time when you will be the expert and a time when you will be the novice.
- Just as each student has an individual learning style, each instructor and guest speaker has an individual teaching style. It is not possible to match learning and teaching styles perfectly.

1. Attendance and Participation Policy

Attendance and active engagement are essential components of academic success and professional preparation within the BSN program. Students are expected to attend all scheduled class sessions and be fully engaged in the learning process.

Didactic Policy

• Absence Limit: Students are permitted a maximum of three (3) absences per course.

• Course Failure: A fourth (4th) absence will result in an automatic final course grade of "0" (F), regardless of the student's current academic standing.

• Early Departure: Students must obtain permission from the faculty member before leaving any class. Leaving class early (defined as not returning after a break or leaving prior to formal dismissal) will be recorded as a full missed class day.

• Scheduling: Personal appointments (medical, dental, etc.) must not be scheduled during designated class or clinical times.

Clinical Policy

• Absence Limit: Students should make every effort to complete all assigned clinical rotations. In the unlikely event that a student cannot attend a clinical rotation, a maximum of ONE excused absence will be able to be made up.

• Course Failure: If a student misses two clinical rotations, it will result in an automatic final course grade of “0” (F) regardless of the student’s current academic standing.

• Early Departure: Students may not leave the clinical rotation site early for any reason. Early departure will be counted as an absence for the day. See notification procedures for emergency situations.

• Scheduling: Personal appointments (medical, dental, etc.) must not be scheduled during designated clinical times.

2. Notification Procedures

If a student is unable to attend class, they must notify the Chair of the Department as soon as possible via email or phone. Failure to provide timely notification may result in the absence being classified as unexcused.

3. Tardiness

• Definition: Tardiness is defined as not being in the assigned area within ten (10) minutes of the scheduled start time.

• Impact on Testing: A student arriving late for a scheduled test or quiz will only be permitted to use the remaining allotted time to complete the assessment.

• Classification: Tardiness and early departures are considered absences from class/clinical sessions.

• If a student is more than ten minutes late for a clinical rotation, the student will be sent home and it will be counted as an absence.

4. Missed Quizzes and Examinations

There are no make-up quizzes or exams.

Excused Absence Criteria: An absence is only excused for:

- Personal hospitalization or an Emergency Room visit.
- The death of a grandparent, parent, sibling, or a member of the student’s household.
- Excusal Process: Students must be excused by the Program Chair, in advance whenever possible. Formal written documentation of the event is required.
- Applied Grading: If a student misses an assessment due to a single excused absence, the grade earned on the Final Exam will be applied to that missed quiz.
- Limitations: This provision applies to only one (1) excused absence per course. Any unexcused absence will result in a grade of "0" for the missed quiz, exam, or activity.
- Midterms & Finals: If a Midterm or Final Exam is missed due to an unforeseen, approved emergency, an alternate format of the exam will be administered.

5. Missed Clinical Experiences

Excused Absence Criteria: An absence is only excused for:

- Personal hospitalization or an Emergency Room visit.
- The death of a grandparent, parent, sibling, or a member of the student’s household.

- Excusal Process: Students must be excused by the Department Chair, in advance whenever possible. Formal written documentation of the event is required.
- Limitations: This provision applies to only one (1) excused absence per course. Any unexcused absence will result in a grade of "0" for the course.

6. Missed Quizzes/Tests related to University Sanctioned Events

- First Missed Quiz: For the first missed quiz due to an excused absence from a university sanctioned event, the student will receive the same grade for the missed quiz as received on the final examination.
- Additional Quiz Absences: For any additional quiz absence that is excused due to a university sanctioned event, the student may take a quiz provided by faculty.
- The student must schedule a proctor from the Student Success Center.
- The quiz must be taken within 24 hours prior to leaving for the event.
- The student must provide 24-hour notice to the faculty grade recorder.
- Midterm and Final Examinations: Must be scheduled with the grade recorder and proctored through the Student Success Center and taken within 24 hours prior to leaving for the event.
- Confidentiality: Students will not receive scores or review examinations until return from the event. Discussing quiz/exam content is strictly prohibited and may result in a grade of "0."
- Athletics Documentation: Practices for sporting events are unexcused absences. Documentation for all sporting events must be submitted directly to all course faculty and the Department Chair at the start of the semester.
- Failure to Schedule: Students who miss their pre-scheduled quiz/exam time or fail to schedule will receive a grade of "0."
- Assignments: Any assignment posted in advance of a university sanctioned event will not receive an extended due date.

7. Missed Clinical Related to University Sanctioned Events

- Athletics Documentation: Practices for sporting events are unexcused absences. Documentation for all sporting events must be submitted directly to all course faculty and the Department Chair at the start of the semester.
- University sanctioned events schedules should be submitted to both the Department Chair and the lead faculty at the start of the semester. If a clinical rotation coincides with a university event, alternate arrangements will be made if possible. If it is not possible to rearrange the clinical day, the student will be expected to appear as scheduled. Failure to appear will result in failure from the clinical course.

8. COVID 19 & Respiratory Illness Protocols

To ensure the health and safety of our community, all nursing students must adhere to current University and clinical facility guidelines. Policies are subject to change based on updated health guidance.

Attendance & Symptom Management: Clinical

- Fever Threshold: You are required to attend clinical unless you have a temperature of 100°F or higher. If you feel you are too sick to attend clinical, the Department Chair must be notified as soon as possible.
- Prevention of Transmission: All students are expected to strictly follow established infectious disease principles, including frequent hand hygiene, respiratory etiquette, and mindfulness of shared surfaces.

Attendance & Symptom Management: Didactic

- In-Person Attendance: There is no remote/TEAMS option for illness. Students are expected to attend all scheduled nursing classes in person.
- Fever Threshold: You are required to attend class unless you have a temperature of 100°F or higher. If you feel you are too sick to attend class, the Department Chair must be notified as soon as possible.
- Exposure or Positive Test: Students who have been exposed to COVID-19, suspect they may be ill, or have tested positive must:

  Wear a high-quality mask at all times while on campus.

  Practice social distancing by sitting apart from other students in the classroom.

  Self-monitor symptoms closely.

Prevention of Transmission: All students are expected to strictly follow established infectious disease principles, including frequent hand hygiene, respiratory etiquette, and mindfulness of shared surfaces.

9. Students are expected to make informed decisions regarding enrollment in nursing courses. A student may withdraw from no more than two (2) nursing courses during the nursing program. Withdrawal from a third nursing course will result in dismissal from the nursing program. A withdrawal (W) is considered unsuccessful attempt for purposes of program progression, regardless of the reason for withdrawal, unless an exception is granted through the program's formal appeal process.

Personal Appearance and Dress Policy - applicable to Didactic AND Clinical phases

A professional appearance is required for the program that includes general hygiene and a clear professional identity. Any time you are representing the program and/or university you will be held to these standards. Professional appearance is important to building trust and confidence with patients and colleagues.

The dress code will be interpreted and enforced by WLU Nursing Department faculty and staff. Any violation of the dress code may result in exclusion from the activity, reduction of professionalism grades, and/or additional disciplinary action, particularly in the setting of repeated violations.

General Standards:

1. Clothing should be neat, clean, and appropriately fitting
2. Body adornments, clothing, and accessories must avoid anything which provokes, alarms, offends, or disparages those with whom students interact.
3. The student’s body must be adequately covered. Inappropriate skin exposure includes the torso, back, thighs, and cleavage.
4. Natural nails must be cut and clean (must not extend beyond fingertips). Artificial nails are not allowed.
5. No visible body-rings or piercings. Modest earrings (studs) are allowed on the ears (maximum of three per ear). Ear gauges are not acceptable.
6. Hair must be clean; length and style should not interfere with patient care, work function, or safety. Students with long hair who participate in patient care or simulation should wear their hair tied back to avoid interfering with the performance of procedures or hair coming into contact with the patient. If worn, beards and mustaches must be clean and neatly trimmed.
7. Make up, if worn, should be professional in appearance.

8. Fragrances should not be worn due to sensitivity and allergies of other students/faculty/staff/preceptors/patients.

Additional Guidance for the hospital/clinic/clinical rotations:

1. Uniform must be clean, neat, in good repair, and an appropriate fit.
2. Royal blue scrubs as designated by WLU.
3. Tops must be long enough to cover backside when bending over.
4. Undergarments should be worn and should be white or neutral and not be visible.
5. University approved emblem patch must be sewn on left sleeve, centered 2 inches below the shoulder seam.
6. Pants must be hemmed so that it does not touch the floor when standing.
7. White lab coats as designated by WLU Nursing Program with University approved emblem patch sewn on left sleeve, centered 2 inches below the shoulder seam.
8. Long or short sleeve tee shirts may be worn under the uniform. The color may be white, navy, grey, or black and must be plain with no design or logos.
9. Plain, solid white or black leather shoes (No canvas or mesh- must protect from fluid absorption; heels and toes must be closed/covered) with socks of the same color as shoes.
10. Name badge as designated by the institution.
11. Stethoscope. Must be dual headed, single tubing. It is advised to choose a stethoscope that best fit student personal needs (that student can hear with, not based on color or cuteness).
12. Watch with which a student can count seconds. It is advised to have a water resistant, stretchable strap.
13. Jewelry allowed while in clinical experience are: Medic-Alerts, wedding ring, watch, three earrings per ear. No bar-bells, spacers, necklaces, bracelets, etc. are allowed. All other visible body piercing jewelry must be removed.
14. Hair must be clean, off the collar, contained, not hanging over the face, uniform or hanging loosely. Extreme hairstyles will not be acceptable. Hair must be of natural occurring hair color. Hair accessories must be minimalized. Headbands, if worn, must be solid white, navy, gray, or black. Hair should be arranged prior to clinical and should not be styled/arranged on the clinical unit.
15. Men must be clean-shaven or have neatly trimmed beards and mustaches. Chest hair should not be visible.
16. Nails must be natural (no gel, acrylic, fake nails allowed). Nails must be well manicured, not too long (should not be seen when looking at the palms of the hands), and without any polish.
17. No scents. This includes perfume, shampoo, after shave or cologne. Unscented products should be used for personal hygiene.
18. Gum chewing while in uniform is not permitted during clinical experience.
19. All tattoos must be covered and may not be visible while in clinical experiences.

Please note: Additional policies and procedures may be applicable as per individual rotation sites. When the Nursing Department and rotation site dress codes conflict, the clinical site policy takes precedence.

Any request of modifications to the Personal Appearance and Dress Policy due to reasons such as health condition, religion, etc. should be made in writing to the department chair and will be assessed and determined by the department chair in conjunction with the nursing department faculty on a case-by-case basis.

NAME TAGS

Picture identification name tags are available on-campus on the ground floor of the Student Union.

Negligence on the part of the student to maintain the above general appearance standard will result in the student being dismissed from the unit and will be dismissed for the day and counted as an absence. The unsatisfactory evaluation will be part of the overall clinical evaluation and may impact student's progression. Several clinical areas of assignment have special dress codes and requirements. The faculty will identify these special clinical areas and provide dress requirements. In most situations' blue jeans, sweatshirts, open sandals, shorts, tight clothes and non-professional dress will not be acceptable and if worn, the student will be dismissed from the experience.

CPR

A completed health record, including immunizations and CPR certification (American Heart Association, Health Care Provider) are required prior to the first off-campus clinical experience. The student must present current updates of this certification at the beginning of each semester.

EXAMINATION POLICIES AND PROCEDURES

To prepare students for the NCLEX-RN® licensure environment, the following rules apply:

• Security: All personal items (bags, watches, phones, hats, fitness bands) must be placed at the front of the room.

• Technology: Exams must be taken on a laptop using Respondus. If a student fails to have Respondus functional after a one-time "grace" period, a grade of "0" will be issued.

• Conduct: Students must remain seated and silent until the testing period ends (or as directed by faculty).

• Technology & Cell Phone Use: No technology (cell phones, web browsing, texting, etc.) may be used during class sessions for any function other than those recommended for the class. Cell phones must be turned off and placed out of sight. Earbuds are not permitted. Personal technology use is restricted to class breaks.

• Recording Policy: As stated above, no audio or visual recordings of any kind are permitted to protect the privacy of clinical discussions.

• Exceptions: Faculty may give explicit permission for students to use cell phones or technology during class only in cases of emergency, class research, or specific technology applications.

EXAM HONOR CODE

As a student, you should be aware that WLU Nursing Department exams (computerized, written, practical or otherwise) are confidential, and that their content is being disclosed to you in a limited context to permit you to test. You agree that in the interest of the integrity of the testing process, you will not discuss or disclose exam content orally, in writing, on the internet, or through any other medium. You agree that you will not copy, reproduce, adapt, disclose, or transmit exams or exam questions, in whole or in part, or assist anyone else in doing the same. You further agree that you will not reconstruct exam content from memory, by dictation, or by any other means, for the purpose of sharing that information with any other individual or entity.

Understand that prohibited acts include but, are not limited to: describing questions, passages, or graphics from the exams, identifying terms or concepts contained in exam questions, sharing answers to questions, referring others to information you saw on the exam, reconstructing a list of topics on the test, and discussing exam questions, answers, passages, graphics, or topics on internet chat rooms, message boards, forums, or through other means.

If a violation of this honor code is suspected or reported, you agree to cooperate and comply with any investigation.

ACADEMIC INTEGRITY

Academic Dishonesty, in whatever form, belies the stated philosophy of West Liberty University "to promote the development of the intellectual, cultural, social, physical, emotional, moral, and vocational capacities of all persons within its sphere of influence." Individuals who commit acts of academic dishonesty violate the principles which support the search for knowledge and truth. The academic community has established appropriate penalties and disciplinary action for such behavior. Please refer to WLU Catalog for Types of Academic Dishonesty & Disciplinary Action.

Scholarly Writing and APA Style

Clear, accurate, and professional written communication is an essential competency of the nursing profession. Unless otherwise specified by the course faculty, all written assignments submitted in the Department of Nursing must conform to the current edition of the Publication Manual of the American Psychological Association (APA).

Students are responsible for using APA style when formatting scholarly papers, citing sources, preparing reference lists, and avoiding plagiarism. Written assignments are expected to demonstrate professional writing, including proper grammar, spelling, punctuation, organization, and scholarly tone.

Students are encouraged to utilize available resources to strengthen their academic writing skills, including faculty guidance, the West Liberty University Library, the Writing Center, and other approved APA resources.

Faculty may deduct points for errors in APA formatting, grammar, organization, or scholarly writing as outlined in individual course syllabi and assignment rubrics.

Failure to appropriately acknowledge the work of others through proper citation may constitute academic dishonesty and will be addressed in accordance with the Department of Nursing Academic Integrity Policy and the West Liberty University Student Code of Conduct.

STUDENT ACTIVITY IN GOVERNANCE OF THE DEPARTMENT OF NURSING

- The student representatives or alternates will attend Nursing Curriculum and Evaluation Committee meetings to provide student information, report information to classmates, and coordinate class meetings, class activities and fundraising projects
- There will be a collaborative relationship between student representatives, the classmates, faculty committee members, and the Student Nurses Association faculty advisor related to meetings, activities, moneymaking projects, etc.

STUDENT REPRESENTATIVE PLACEMENT:

1 junior representative (1 alternate)

1 junior BA/BS to BSN junior representative (1 alternate)

1 senior representative (1 alternate)

1 senior BA/BS to BSN senior representative in fall semester (1 alternate)

- Junior and senior representatives will be elected within the first 2 weeks of the fall term.
- Representation to a committee of the Department of Nursing requires leadership and commitment. This appointment gives the students an opportunity to represent their class and contribute ideas at various committee meetings.
- The faculty will coordinate yearly election of representatives to these faculty committees.

Additional Policies

- Students may not represent the university or program in any manner outside of official program activities, and if such representation is discovered, the student will be subjected to administrative action up to and including dismissal from the program.
- Policy Governing Student Safety: West Liberty University takes the safety of its students seriously. The university will vigorously investigate all reports of bodily harm, as well as threats that are made to any student.
- Students are required to complete all didactic and clinical courses and other program requirements to be eligible to sit for the National Board Examination. Students who fail to complete these courses will be disqualified from taking the board examination. Students who fail to meet program requirements will be disqualified from taking the board examination.
- The university will discipline criminal or inappropriate behavior that occurs on campus as well as that which occurs off-campus.

THE GRADING AND ASSESSMENT SYSTEM

Grading Scale:

A 92-100%

B 84-91%

C 78-83%

D 70-77%

F 69% and below

- Students must earn a 78% weighted average on proctored assessments (quizzes, midterm, final, and ATI) to pass. If this average is not met, the final grade will be the weighted average of these assessments only; other assignments will not be factored in, and the student will not pass the course.
- Rounding: Grades are carried to one decimal and rounded to the nearest whole number at the end of the course (e.g., 77.5% becomes 78%).
- Success Coaching: Any student scoring below 80% on a quiz must meet with the respective faculty member prior to the next assessment.
- Late Work: 3% deduction per day for unexcused late submissions. After a week, the student will receive a grade of '0'.
- Test Reviews: Quizzes are reviewed in class. Individual midterm/final reviews must be requested within two weeks of the exam date.
- On all objective tests, the course faculty will perform an item analysis. Course faculty will review all items missed by 50% of the class. Decisions related to accepting more than one correct answer or throwing the question out will be made by the course faculty team. Items that over 50% of the students missed may be left in the test if the faculty make that decision. A few reasons for leaving a question in the exam are that the information was covered in class or in the assigned readings, or is a reasonable extension of prior learning, or an application of material covered (not an all inclusive list of reasons.)
- If two responses are accepted, the students who gave either correct response will be marked as correct. If a student chose an incorrect response on that item, it will be marked as incorrect.
- If the item is thrown out of the exam, a point is added to all exams.
- No items are deleted from an exam if any student earns a 100% on an exam. No student can make over 100% on any given test. The number of points, therefore, that can be thrown out of any given test should not result in any student receiving a grade over 100%.

Testing Environment and Examination Procedures

To promote academic integrity and provide a secure testing environment, the Department of Nursing utilizes electronic testing methods for most examinations and quizzes. Students are expected to comply with all examination procedures and instructions provided by faculty.

Classroom Testing

Most quizzes and examinations are administered electronically through the University's learning management system.

Students may be assigned specific seating for examinations at the discretion of the course faculty.

Before the examination begins, students must place all personal belongings, including backpacks, purses, coats, hats, smart watches, fitness trackers, cell phones, tablets, earbuds, and any other electronic

devices, in the location designated by the faculty member. Unless specifically approved by the course faculty, these items may not remain on the student's person during the examination.

Only materials specifically authorized by the course faculty may be used during the examination.

Students are responsible for bringing a fully charged laptop that meets the technical requirements established by the Department of Nursing. Privacy screens are required for examinations administered in a classroom setting.

Restroom breaks during examinations are strongly discouraged and will be permitted only in exceptional circumstances. Students requiring a restroom break may be escorted and may receive no additional testing time unless otherwise approved.

Faculty may utilize one or more proctors during examinations to ensure a secure testing environment.

Any behavior that may compromise the integrity of the examination may be considered a violation of the Department of Nursing Academic Integrity Policy.

Online Testing

Some examinations may be administered remotely using Respondus LockDown Browser and Respondus Monitor or another University-approved remote proctoring platform.

Students are responsible for ensuring they have the required technology, including a functioning webcam, microphone, reliable internet connection, and computer that meets Respondus system requirements.

During remotely proctored examinations, students are expected to:

Complete the Respondus Monitor startup process, including the required identity verification and environment scan, before beginning the examination.

Test in a quiet, private location free from interruptions and distractions.

Ensure the testing workspace is clear of books, notes, papers, electronic devices, and other unauthorized materials unless specifically permitted by the course faculty.

Remain visible on camera for the duration of the examination, with their face clearly identifiable.

Keep the webcam and microphone enabled throughout the examination as required by the proctoring software.

Maintain focus on the examination and avoid behaviors that may be flagged by the proctoring system, including repeatedly looking away from the screen, leaving the camera view, or the presence of another person in the testing area.

Refrain from accessing unauthorized websites, applications, electronic devices, or other resources during the examination.

Examinations may be reviewed by faculty when Respondus Monitor or other proctoring software identifies behaviors that warrant further evaluation. Suspected violations of academic integrity will be addressed in accordance with the Department of Nursing Academic Integrity Policy and the West Liberty University Student Code of Conduct.

Students experiencing technical difficulties during an examination should notify the course faculty immediately and follow the instructions provided by the faculty member.

Professional Development and Community Engagement

The West Liberty University Department of Nursing is committed to developing graduates who demonstrate leadership, professional identity, service, advocacy, and lifelong learning. Consistent with the AACN Essentials (2021), students are expected to participate in professional development and community engagement activities that promote personal and professional growth while serving the health needs of individuals, families, communities, and populations.

Professional Development

Professional development activities are designed to enhance students' knowledge of the nursing profession, leadership, scholarship, and professional practice. Examples include, but are not limited to:

- Active membership and participation in professional nursing organizations (e.g., West Liberty Student Nurses' Association, state or national nursing organizations).
- Attendance at professional conferences, workshops, seminars, webinars, or continuing education programs beyond required course activities.
- Participation in legislative advocacy or professional nursing events.
- Presentation of scholarly work, research, posters, or quality improvement projects.
- Serving in leadership roles within student organizations or the Department of Nursing.
- Serving as a student representative on departmental or university committees.
- Participation in faculty-approved research, quality improvement, simulation, recruitment, or service projects.
- Other professional activities approved by the Department Chair or designee.

Community Engagement

Community engagement activities provide opportunities for students to promote health, reduce health disparities, and serve diverse populations through meaningful service. Examples include, but are not limited to:

- Participating in community health screenings.
- Assisting with health fairs or wellness events.
- Volunteering for University-sponsored or community health initiatives.
- Providing health education programs to schools, community organizations, or other groups.
- Participating in service-learning activities related to nursing or public health.
- Mentoring or tutoring nursing students.
- Volunteering with healthcare organizations, nonprofit agencies, schools, or other community organizations whose mission supports health and wellness.
- Other service activities approved by the Department Chair or designee.

Program Requirement

To satisfy the Department of Nursing graduation requirement, each student must complete a minimum of eight (8) approved activities during enrollment in the nursing program:

Four (4) Professional Development activities

Four (4) Community Engagement activities

Students are responsible for maintaining documentation of completed activities and submitting verification according to Department of Nursing procedures by the published deadline.

Questions regarding the eligibility of a proposed activity should be directed to the Department Chair or designee for approval prior to participation.

Failure to complete the required professional development and community engagement activities prior to program completion may delay graduation until all program requirements have been satisfied.

Emergency Notifications and Weather-Related Closures

West Liberty University uses TopperNet, the University's emergency notification system, to communicate important information regarding campus emergencies, weather-related delays or closures, and other urgent notifications.

All nursing students are strongly encouraged to enroll in TopperNet to receive timely emergency alerts by text message and other available communication methods.

Students may register for TopperNet by visiting the University's emergency notification registration website and following the account setup instructions:

https://www.getrave.com/login/westliberty

Students are responsible for maintaining current contact information within the system to ensure they receive important University notifications.

Weather-related announcements, including University delays and closures, will be communicated through TopperNet and other official West Liberty University communication channels. Students are expected to monitor these notifications and follow any instructions provided by the University and the Department of Nursing regarding classes, laboratories, simulation experiences, and clinical experiences.

Please note: Clinical experiences may follow the policies of the assigned healthcare facility and may not always align with University weather closures. Students should follow instructions provided by course faculty regarding clinical attendance during inclement weather.

Teams Etiquette (Emergency/Inclement Weather)

If classes transition to Teams due to weather:

• Cameras ON, Microphones MUTED.

• Professional attire and background are required.

• No walking, pacing, or non-classroom activities.

TRANSFER STUDENT: PROMOTION AND RETENTION

Transfer students accepted into the Basic Nursing Program with a grade of D, F, FI, WF in a nursing curriculum course deemed equivalent to a specific course in the West Liberty University nursing curriculum will be considered to have one failing grade upon entry into the Program. They will be required to repeat the course. A second grade of D, F, or FIW, in any nursing curriculum course will result in permanent dismissal from the Nursing Program.

Any nursing course that is not equivalent to any specific course in the West Liberty University nursing curriculum may be considered an elective course.

STANDARDIZED TESTING

Standardized testing is used in various courses in the Nursing Program. ATI tests are used. Specifics related to how these tests impact the course grade or whether the course is passed can be found in the course syllabi.

ATI Predictor Exam

Predictor testing will be administered in the final semester. The expected competency level is a 94% probability of passing NCLEX. If a student does not achieve the 94% probability competency level, the student will receive an incomplete for the course pending achievement of the competency level. The student will have a chance to take a second predictor test. The second test will be administered at a time agreeable to the faculty member and the student. If a student does not achieve the expected competency level after two attempts, the student is required to register for an additional, current review class at the student's expense. The NCLEX review class must be approved by the Program Chair PRIOR to the student enrollment in the course. The student will provide documentation to the Program Chair the review course was successfully completed. Further steps necessary to receive an earned pass grade for the course will be determined after the student demonstrates successful completion of the review course.

PROMOTION AND RETENTION

In order to remain in good academic standing in the Nursing Program, a student must achieve a minimum grade of "C" or "PASS" in all WLU nursing and health science curriculum courses.
The Nursing Academic Standards Committee reviews all nursing student records annually for promotion from one level to another in the program. The Committee will meet on an as needed basis for selected student cases. If a student earns a "D" or "F" grade in a nursing, biology or health science course, the Nursing Academic Standards Committee will meet to consider the student's ability to continue in the Nursing Program.
If a student fails or withdraws from a course that has a companion course, the student will have to repeat the course with a companion refresher course. Nursing students are permitted to repeat one nursing curriculum course in which they have an unsatisfactory grade earned (D, F, FI). Upon earning a second unsatisfactory grade, the student is permanently dismissed from the Nursing Program.

Early Academic and Professional Intervention

Although a student may have passing grades in all courses, when viewed as a whole, the record may show a pattern of concern, that student will be given a letter of concern as a written warning. Decisions concerning academic and professional issues are made in consultation with the student progress committee and/or faculty committee.

Patterns of concern:

The Department of Nursing is committed to promoting student success through the early identification of academic, clinical, or professional concerns. A student may demonstrate satisfactory performance in individual courses while exhibiting a pattern of behaviors or performance that indicates the need for additional support or intervention.

When a pattern of concern is identified, the student may receive a Letter of Concern. The purpose of the letter is to notify the student of identified concerns, outline expectations for improvement, and develop an action plan to promote academic and professional success. A Letter of Concern is intended to be supportive and educational and does not, by itself, constitute disciplinary action.

A pattern of concern may include, but is not limited to:

Multiple unsatisfactory examination or quiz scores that place the student at risk for unsuccessful course completion.

Declining academic performance within a course or across multiple courses.

Repeated deficiencies in clinical, laboratory, or simulation performance.

Difficulty demonstrating clinical judgment, safe patient care, medication safety, or required nursing skills.

Failure to consistently meet course, clinical, or program expectations.

Repeated tardiness, absenteeism, or failure to meet assignment or clinical deadlines.

Unprofessional behavior, including failure to demonstrate accountability, effective communication, ethical conduct, or adherence to Department of Nursing or clinical agency policies.

Failure to demonstrate progression toward achievement of program learning outcomes or clinical competencies.

The student's performance will be reviewed by the appropriate course faculty and, when indicated, the Department Chair and/or Standards Committee. Students may be required to participate in remediation, academic support services, or other interventions designed to facilitate successful progression in the nursing program. Continued patterns of concern or failure to demonstrate improvement may result in additional action in accordance with Department of Nursing policies.

GUIDELINES FOR PROBATION

Placement on Probation

A student may be placed on program probation in response to circumstances that include but are not limited to the following:

- Failure of a midterm, final exam, or course.
- GPA of less than 3.0 in any term(s).
- Failure to complete written assignments, clinical paperwork, or other assignments by scheduled deadlines.
- Unsatisfactory attendance records (including chronic tardiness or leaving early).
- Unsatisfactory progress in professional development, attitudes and/or professional conduct.
- Receiving negative feedback from clinical faculty/preceptors.
- Unprofessional interactions or inappropriate behavior at an academic or clinical site.
- Failure to be present at all scheduled assignments: classes, functions, and didactic or clinical information and learning experiences.
- A pattern of documented evaluator concerns regarding a student’s performance that indicates unsatisfactory progress when the record is viewed as a whole, although passing grades have been assigned.
- Failure to meet professional expectations.
- Continued concerns/lack of improvement after the issuance of a letter of concern.

Status while on Probation:

Program probation refers to student status within the nursing program. It is not forwarded to the university, nor does it appear on official transcripts. If the nursing faculty recommends probation, the student will be notified in writing by the Nursing Standards Committee. This letter will also state the minimum length of probation, the conditions for removal from probationary status, and any necessary remediation plan. This notification is essentially a warning that the student must demonstrate

improvement if the student is to remain in the program of study. Failure to successfully complete the terms of the remediation plan will result in academic discipline up to and including dismissal from the program.

Removal from Probation:

Completion of any required remediation plan is required for removal from probation. In the case of failed exams, the student must complete remediation as approved by the program. If a student is on probation for failures in multiple courses, probation may be carried over into the following quarter or until the student demonstrates satisfactory progress. Probation for professional conduct issues will also have a remediation plan and the student must complete remediation and demonstrate improvement of the deficit. Probation status review by the program faculty occurs at the end of each didactic quarter or at the end of each clinical course, at which time the faculty may recommend removal from probation, continued probationary status, deceleration, or dismissal from the program. When a student is removed from probation, the Nursing Standards Committee will notify the student in writing.

PROGRAM DISCIPLINARY ACTIONS

Decisions concerning disciplinary actions are made in consultation with the nursing faculty.

Written Warning:

A letter of concern is a written warning initiated by the faculty that involves the student receiving and signing a document that includes the reason for the warning and a written reminder of the standards required by the program related to the warning.

Probation

Probation is a program status that is issued in response to failing to meet academic or professional standards or violations of program policies in any phase of the nursing program (see Guidelines for Probation). The student will meet with the Department Chair to be issued a probation contract that includes a statement of the reasons for placement on probation, conditions for removal of the probation, and the consequences for failure to complete the conditions for removal from probation. The contract is signed by the student and the Department Chair.

No party is permitted to bring legal counsel into any meetings for issuance of a letter of concern/probation/remediation/dismissal/disciplinary processes.

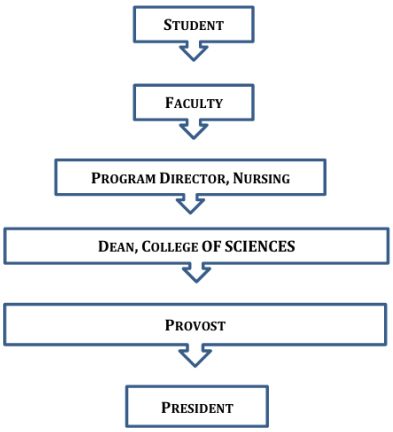
WLU DEPARTMENT OF NURSING GRIEVANCE AND APPEAL PROCEDURE

This policy outlines the process for appeal of course grades, course failures, probation, or dismissal. A student may appeal a course grade/course failure only on the basis that A) the grade was arbitrary, capricious or prejudiced or B) the grade assigned was awarded as the result of an error in calculating, recording, or reporting the final grade. When considering course grades, the evaluation of student performance is based upon the professional judgements of instructors and matters of academic judgement cannot be appealed. Only final course grades may be appealed. A student who believes their probation or dismissal from the university or from the nursing program was based on inadequate evidence or prejudicial judgment, may appeal this action. The student has the burden of proof in establishing cause for all appeals.

Note: Neither party is permitted to bring legal counsel into any of the below described steps/meetings of the WLU Department of Nursing Grievance and Appeal Procedure.

APPEALS PROCESS:

It is recommended that a nursing student consult with their academic advisor before and while initiating the filing of an appeal/grievance.



The purpose of conflict resolution is to mutually explore ways, in an assertive manner, to resolve a problem, misunderstanding, and/or a difference of opinion between two or more people. The goal is for each person to feel positive about the outcome. Concerns are to be handled directly between the persons involved (student-student; student-faculty, etc.). If the concern cannot be resolved at this level, the lines of communication are to be followed to assist the person(s) in this method. No step in this process is to be skipped when resolving concerns or problems.
Formal conflict resolution (Appeal process) can be found in WLU Procedure 221.

LINE OF COMMUNICATION
The organizational framework illustration identifies the lines of communication in the Nursing Program and West Liberty University structure. Your Faculty advisor can assist you through this process.

STUDENT CODE OF CONDUCT

In order to (1) to promote a campus environment that supports the overall educational mission of the university; (2) to protect the campus community from disruption and harm; (3) to encourage appropriate standards of individual and group behavior; and (4) to foster ethical standards and civic virtues, all students must comply with the university "Student Code of Conduct" which may be found:
Student Conduct - Student Conduct (westliberty.edu)

TITLE IX - AN INTRODUCTION

Title IX is federal legislation from the US Department of Education's Office for Civil Rights. It prohibits discrimination on the basis of sex in education programs, including athletic programs or activities that receive federal funding. Under Title IX, discrimination on the basis of sex can include harassment (which also includes sexual harassment), sexual misconduct, domestic misconduct, stalking and retaliation.
West Liberty University is committed to ensuring equal access to education in an environment free from discrimination, including sexual harassment and interpersonal violence. Students, employees, or visitors who have questions about policies, grievance procedures, and individual rights or would like to report an incident of discrimination or harassment can contact the following individuals for support:

Kate Billings, Title IX Coordinator

Phone Number: 304.336.8580
E-mail: kate.billings@westliberty.edu

STATEMENT OF NON-DISCRIMINATION

West Liberty University prohibits discrimination and is committed to providing equal opportunity and an educational and work environment free from discrimination on the basis of sex, race, color, creed, religion, national origin, ancestry, physical or mental disability, age, sexual orientation, marital or family status, pregnancy, veteran status, service in the uniformed services (as defined in state and federal law), genetic information, gender identity, or gender expression. West Liberty University shall adhere to all applicable state and federal equal opportunity/affirmative action statutes and regulations. The university is dedicated to ensuring access and equal opportunity in its educational programs, related activities, and employment. Retaliation against an individual who has raised claims of illegal discrimination or cooperated with an investigation of such claims is prohibited. Students may bring questions or concerns to the attention of the Title IX Coordinator-Kate Billings, in person (Student Life Office- S-31 Union 2nd Floor, University Union), via telephone (304-336-8580) or via e-mail (kate.billings@westliberty.edu); or the Chief Human Resources officer – Melissa Carroll, in person (Shaw Hall 310), via telephone (304-336-8139), or via email(melissa.carroll@westliberty.edu).

FERPA - (THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT)

The Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law which states (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law provides that the institution will maintain the confidentiality of student education records.

West Liberty University accords all the rights under the law to students who are declared independent. No one outside the institution shall have access to nor will the institution disclose any information from students' education records without the written consent of students except to personnel within the institution, to officials of other institutions in which students seek to enroll, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the Act.

Within the WLU community, only those members, individually or collectively, acting in the student's educational interest are allowed access to student education records. These members include personnel in the Offices of Admissions, Registrar, Student Services, Financial Aid, Business Office, academic schools and departments, academic advisors and athletic department. Students may complete a Request for Disclosure form in the Enrollment Center, giving a parent or guardian access to information.

At its discretion, the institution may provide Directory Information in accordance with the provisions of the Act to include: student name, address, telephone number, e-mail address, major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Students may withhold Directory Information by completing a non-disclosure form in the Enrollment Center.

Request for nondisclosure will be honored by the institution for only one academic year; therefore, authorization to withhold Directory Information must be filed annually in the Enrollment Center or appropriate campus office.

The law provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panels to be unacceptable. Students wishing to review their education records must contact the campus official in charge of the office in which the record is located.

Records covered by the Act will be made available within 45 days of the request. Students may have copies made of their records with certain exceptions, (e.g., a copy of the academic record for which a financial "hold" exists, or a transcript of an original or source document, which exists elsewhere). These copies would be made at the students' expense at prevailing rates. Education records do not include records of instructional, administrative, and educational personnel which are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute, records of the law enforcement unit, counseling and student health records, employment records, or alumni records. Counseling and health records, however, may be reviewed by physicians or other appropriate professionals of the student's choosing.

Students may not inspect and review the following as outlined by the Act: financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived their rights of inspection and review; or education records containing information about more than one student, in which case the institution will permit access only to that part of the record which pertains to the inquiring student. The institution is not required to permit students to inspect and review confidential letters and recommendations placed in their files prior to January 1, 1975, provided those letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected.

Students who believe that their education records contain information that is inaccurate or misleading or is otherwise in violation of their privacy or other rights, may discuss their problems informally with the Registrar or appropriate campus official. If the decisions are in agreement with the students' requests, the appropriate records will be amended. If not, the students will be notified within a reasonable period that the records will not be amended; and they will be informed of their right to a formal hearing. Student requests for a formal hearing must be made in writing to the Provost, who, within a reasonable period of time after receiving such requests, will inform students of the date, place, and the time of the hearing. Students may present evidence relevant to the issues raised and may be assisted or represented at the hearings by one or more persons of their choice, including attorneys, at the students' expense. The hearing panels, which will adjudicate such challenges, will be the vice president for academic affairs, vice president for student affairs, a faculty member appointed by the president, and a student appointed by student government.

Decisions of the hearing panels will be final, will be based solely on the evidence presented at the hearing, and will consist of written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned. The education records will be corrected or amended in accordance with the decisions of the hearing panels if the decisions are in favor of the students. If the decisions are unsatisfactory to the students, the students may place with the education

records statements commenting on the information in the records, or statements setting forth any reasons for disagreeing with the decisions of the hearing panels. The statements will be placed in the education records, maintained as part of the students' records, and released whenever the records in question are disclosed.

Students who believe that the adjudications of their challenges were unfair, or not keeping with the provisions of the Act, may request, in writing, assistance from the President of the institution. Further, students who believe that their rights have been abridged may file complaints with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. S.W., Washington, D.C. 20202, concerning the alleged failures of WLU to comply with the Act.

GUIDELINES FOR LEAVE OF ABSENCE FROM THE NURSING PROGRAM

Students who experience medical, personal, military, or other extenuating circumstances that prevent continued enrollment in the nursing program may request a leave of absence (LOA). A leave of absence is intended to provide students with an opportunity to address significant circumstances while preserving the possibility of returning to the nursing program.

A leave of absence does not exempt students from completing course requirements, nor does it guarantee progression, placement in a specific clinical group, or graduation with the original cohort.

Requesting a Leave of Absence: Students requesting a leave of absence must submit a written request to the Department Chair (or designee) explaining the reason for the request and the anticipated length of the leave. Whenever possible, requests should be made before withdrawing from coursework or clinical experiences.

Requests will be reviewed in consultation with appropriate nursing faculty and University policies. Approval of a leave of absence is not automatic and is based on factors including, but not limited to:

- The student's academic and clinical standing.
- The student's ability to successfully resume the curriculum.
- The sequencing of nursing courses.
- Availability of clinical placements and faculty resources.
- Compliance with University policies.
- Duration of Leave

A leave of absence is generally granted for no more than one academic year unless otherwise approved by the Department of Nursing and the University. Students who do not return within the approved leave period may be required to reapply for admission to the nursing program.

Return to the Nursing Program: Students wishing to return from an approved leave of absence must notify the Department Chair in writing no later than the published deadline established by the Department of Nursing before the semester in which they intend to return.

Because the nursing curriculum is sequential, students returning from a leave of absence may be required to:

- Re-enter with a different cohort.
- Repeat one or more nursing courses.
- Demonstrate competency in previously learned knowledge or skills through testing, simulation, laboratory evaluation, or other assessment methods.
- Complete remediation or other requirements necessary to ensure safe progression in the curriculum.

- Meet all current health, immunization, CPR certification, drug screening, background check, and clinical agency requirements before participating in clinical experiences.

The Department of Nursing will determine the appropriate point of re-entry based on the student's previous academic performance, length of absence, curriculum changes, and the availability of clinical placements.

Financial Responsibility: Students are responsible for understanding the financial and academic implications of a leave of absence, including tuition, fees, financial aid eligibility, and time to degree completion. Students are encouraged to consult with the Office of Financial Aid, the Business Office, and their academic advisor before requesting a leave of absence.

Program Policies Upon Return: Students returning from a leave of absence are subject to the curriculum, policies, and student handbook in effect at the time of re-entry into the nursing program.

Military Leave of Absence

Eligible service members will be granted a military leave of absence in accordance with State and Federal Law.

Leave for Military Drill

In accordance with the "Military Friendly" designation, WLU faculty may allow students who are members of the US Armed Forces (including the National Guard and Active Reserve) to make up tests and assignments that are missed during a term if the student is officially called up for military service requirements for a limited period and if the delayed coursework completion will not irreversibly impact the student's ability to appropriately master the required subject matter. Absence due to required military obligation that exceeds 5 days requires a leave of absence. Students should notify faculty members of the circumstances of their absence as far in advance as possible and work with faculty members to agree upon a plan of action for completing course requirements.

ACADEMIC ADVISING AND COUNSELING

Access to Student Support Services (ARC-PA Standard A3.10)

Students are encouraged to self-refer to the WLU Student Success Center, the WLU Counseling Services, and/or the WLU Behavioral Health Clinic at any time for personal issues that may impact their progress in the program. Nursing Department faculty and staff are also available to aid in introductions or referrals to needed services. Students are each assigned a faculty advisor for every semester. The faculty advisors are available to serve as mentors and resources during students' enrollment.

WLU Student Success Center: https://westliberty.edu/student-success-center/
WLU Counseling Services: https://westliberty.edu/current-students/behavior-intervention-team-bit/counseling-services/

WLU Behavioral Health Clinic: https://westliberty.edu/psychology/behavioral-health-clinic/

Stress

This program is very demanding, and stress will be felt by each student in different ways, and at different times. Each term has its own unique stresses and rewards. We expect you to develop functional ways of dealing with stress because it will continue long after this program is over. Your faculty advisor can be a resource for you in dealing with stress. In addition, we encourage you to contact the Counseling Center and take advantage of their services.

WLU Counseling Services

Counseling Services provides intervention to students whose personal difficulties and problems interfere with their academic adjustment and ability to fully benefit from the college experience. Counseling Services also help students with social, emotional, and academic concerns in a sensitive, caring, and confidential manner.

- All services are free.
- Office hours are 8 a.m. to 5 p.m. Monday through Friday.
- Evening appointments are made by arrangement.
- The counseling services personnel maintain a strict policy of confidentiality within professional and ethical standards and legal guidelines.
- Students may schedule an appointment by calling a counselor at: (304)-336-8215, by e-mailing a counselor at: lwitzberger@westliberty.edu or by visiting the Counseling Office located in the Student Union, 2nd Floor, S14.
- Students may access teletherapy through BetterMynd (linked from https://westliberty.edu/current-students/behavior-intervention-team-bit/counseling-services/)
    - Additional teletherapy sessions after the four initial sessions are available by emailing Lisa Witzberger, campus counselor, for approval.

CLEARANCE FOR NCLEX-RN BOARD EXAMINATION

National Council Licensure Examination for Registered Nurses (NCLEX-RN)

Upon successful completion of all Bachelor of Science in Nursing (BSN) program requirements and verification of degree conferral by West Liberty University, graduates are eligible to apply for licensure by examination through the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

Graduates are responsible for completing all requirements established by the board of nursing in the state where they intend to seek initial licensure. Although specific requirements vary by state, the licensure process generally includes the following steps:

1. Submit an application for licensure by examination to the appropriate state board of nursing.

2. Register for the NCLEX-RN through Pearson VUE and pay the required examination fee.

3. Complete any required criminal background checks, fingerprinting, or additional documentation as required by the state board of nursing.

4. Ensure that West Liberty University has verified program completion and degree conferral to the appropriate state board of nursing.

5. Receive Authorization to Test (ATT) from Pearson VUE after eligibility has been confirmed by the state board of nursing.

6. Schedule and complete the NCLEX-RN examination at an approved Pearson VUE testing center.

The Department of Nursing will provide graduating students with current information regarding the licensure application process, including state-specific requirements and recommended timelines. Students are encouraged to begin the application process during their final semester to help minimize delays in testing after graduation.

Successful completion of the BSN program does not automatically result in RN licensure. Licensure is granted by the applicable state board of nursing after all eligibility requirements have been met and the graduate has successfully passed the NCLEX-RN.

Additional information can be found at the following websites:

https://www.nclex.com/register.page

https://wsr.pearsonvue.com/testtaker/profile/create/SignUp/NCLEXTESTING

Graduates are responsible for complying with all applicable state board of nursing requirements, deadlines, fees, and regulations governing initial licensure.

Licensure Eligibility: Certain state boards of nursing may deny, revoke, suspend, or otherwise restrict licensure based on criminal convictions, disciplinary actions, or other factors identified in the state's Nurse Practice Act. Students with questions regarding licensure eligibility are encouraged to contact the appropriate state board of nursing early in the nursing program.

HEALTH PROFESSIONAL REQUIREMENTS

1. Immunizations
Immunizations and other required health information are sent to students prior to entering nursing. Prior to the first clinical experience, each student must have a Student Health Record completed by his/her personal primary care provider. Some items may be required on an annual basis or change if the agency requirements change. If the student leaves the Program or returns to the Program after a leave relating to illness or injury, additional examinations may be required.
2. Annual Tuberculosis and Follow-up Policy
All students must have a yearly PPD prior to the beginning of clinical experiences. The results must be verified by the student's clinical faculty during clinical orientation. Any student who has had a positive PPD in the past must have a chest x-ray prior to the initial clinical experience. A student who has a negative chest x-ray following a positive PPD will not be required to have the chest x-ray repeated unless there is an intervening exposure to a person with active tuberculosis or the student exhibits symptoms

that may suggest tuberculosis. A student who has an initial positive PPD must be seen by a personal physician or health care agency that will follow the latest protocol by the CDC. The student cannot participate in clinical experiences until the physician
verifies that the protocol has been completed.
3. Influenza Vaccine
Students are required to have a yearly influenza vaccine. Documentation must be provided to the administrative assistant.
4. Communicable Diseases
Students must be free of communicable diseases in the clinical area. Students must follow WLU, program, and hospital policies related to COVID-19 and any other respiratory illnesses.
**Guidelines subject to change per facility policies.

Student Exposure to Infectious and Environmental Hazards

The program will ensure that you receive training in the appropriate handling of blood, tissues, bodily fluids, sharps and needles during your training. As part of your professional development, you will be responsible for incorporating these precautions into your routine practice while in didactic laboratories and in patient care situations. You are also responsible for being certain that you understand what is available at each site as you rotate from one site to another.

Infection/Contamination/Needle Stick or similar injuries and exposure to communicable diseases.

If you experienced a needle stick or sharps injury or were exposed to the blood or other body fluid of a patient during the course of your work, ***immediately follow these steps***:

1. Wash needle sticks and cuts with soap and water.
2. Flush splashes to the nose, mouth, or skin with water.
3. Irrigate eyes with clean water, saline, or sterile irrigants.
4. Report the incident to your supervisor.
5. Immediately seek medical treatment.

The above steps are based upon and may be found:
https://www.cdc.gov/nora/councils/hcsa/stopsticks/whattodo.html

If you have questions about appropriate medical treatment for occupational exposures, assistance is available from the Clinicians' Post Exposure Prophylaxis (PEP) Line at 1-888-448-4911 or http://www.nccc.ucsf.edu/

Cost of testing and treatment following incident, if not covered by the facility or the student's health insurance, will be the responsibility of the student.

The effects of exposure to infectious and/or environmental hazards can lead to significant disease and disability. These potential harmful effects may also significantly impact student learning such as causing a student to miss classroom or clinical days which could necessitate delay of progression in the program, delay in beginning rotations, delay in completion of rotations, delay in graduation from the program, and potentially even withdrawal from the program before completion. All of these potential delays could result in additional costs to the student.

BACKGROUND CHECKS

Students are screened by a third-party vendor prior to admission. The background check should result in "unremarkable" findings. The student must pay for the background check.

DRUG/ALCOHOL POLICY

Students are screened by a third-party vendor prior to admission. The results should be "clean" with the exception of if the student is taking prescription medication that can alter the drug screen results, the student should provide supporting documentation from the prescribing physician at the time of testing. Students must pay for the screening.

Any student suspected of being under the influence of drugs or alcohol at the time of clinical will be sent for testing and risk being dismissed from the program. Failure to consent to testing will result in dismissal from the program. Testing will be at the student's expense.

Positive urine drug screens or background checks may result in postponement or cancellation of clinical rotations and possible dismissal from the program.

PROGRAM COSTS

FINANCIAL REQUIREMENTS
In addition to University tuition and fees, nursing students are responsible for various fees and expenses. (This is not an inclusive list and prices and expenses may change from year to year.)
1. Achievement Testing:
The cost is included in fees. ATI is the company utilized by the program. Resources are made available by the vendor for the student to prepare for these tests. Testing & resources continue throughout each level in the nursing program in an effort to better prepare the graduate for the NCLEX.
2. Laptop Computer:
All students are required to have a laptop computer that meets the requirements listed on the ATI website and on the Canvas website.
3. Nursing Lab Supply Bag:
WLU Nursing Students will need to order a West Liberty University Nursing Kit for lab supplies. This will need to be obtained prior to the start of the semester.
4. Uniform Cost:
Scrubs and a lab coat. Additional costs include shoes, watch, stethoscope, and other equipment.
5. Transportation:
Costs vary for community hours and clinical obligations which may require some personal expenses, e.g., meals, lodging, etc. The student is expected to have independent transportation for clinical travel.
6. Graduation expenses:
a. A graduation fee is charged by the University and may include late fees if not completed on time
b. Pictures - Cost varies based on picture ordered. (Optional purchase)
c. NCLEX application and background check – the cost can be found online at ncsbn.org
d. State Board of Nursing Application (varies state to state)
e. WLU Nursing Pin. Prices vary. (Optional purchase)

*Please note: Tuition and fees are subject to change.
Increasingly, healthcare organizations are charging fees for the usage of their clinical rotation sites. West Liberty University has no control over these charges. The student may be responsible for any additional fees.

Artificial Intelligence Use

Artificial intelligence is a rapidly expanding technology and tool. WLU Nursing students may not utilize generative AI/large language models to substitute for their own knowledge building, critical thinking, clinical reasoning, skill development, or self-reflection. AI can be a powerful tool as an adjunct to a student's own knowledge or skills to simplify tasks and aid in study. Please refer to each course syllabus for guidance on AI usage. Unless explicitly specified, all assignments must be authored/produced directly by the student. When AI usage is permissible, any AI use should be cited for the tool used and how it contributed. Any violation of these requirements is considered academic dishonesty.

Students may not input WLU Nursing curricular material such as lecture slides, book chapters, articles, or supplemental materials without prior approval from content authors (faculty) or program leadership. Program syllabi may not be inputted into generative AI tools. Protected health information is prohibited input on commercial generative AI tools and may only be used in AI tools that are integrated into the electronic health record and authorized by the healthcare facility. Students are responsible for complying with HIPAA, copyright, and intellectual property laws during any AI usage.

Social Media Policies/Guidelines

Participation in social media and online activities such as blogging, tweeting, wiki, or any other form of online publishing is commonplace in modern society. As a future health care professional, you will be held to a higher standard of behavior regarding the use of these types of activities. The tenets of professionalism, good taste, and common sense should permeate every aspect of your social media interaction. If, as part of your activities online, you identify yourself as a student in the West Liberty University Nursing Program, you are now connected to every person in your class, your program, and even those who will follow you as students. The following guidelines and policies are intended to help you make the proper choice as you engage in social media.

General Guidelines

Be thoughtful how you represent yourself on social networks. The line between private and public, personal and professional typically blur in online social networks. Respect your colleagues and your audience. Recognize that your fellow students in the West Liberty University Nursing Program in general, and the community as a whole represent diverse customs, values, and points of view. Express your opinion, be yourself, but be respectful. This includes avoiding the use of obscenities, personal insults, ethnic, religious or racial slurs, sexually harassing or inappropriate commentary, as well as topics that can be considered inflammatory or obscene. If you are unsure, ask for guidance from faculty.
Respect the privacy of others, especially classmates, other students, faculty, and staff. If you disagree with anyone, it is rarely appropriate to air your differences publicly. Use sound judgment in considering anything you put into writing as it will be seen by others.

Guidelines for Use of Social Media and the Internet during class or lab time

Respect class time and your colleagues' time. Reserve participation in personal social media conversations, texting, chatting, and email for your own time and not during scheduled class time or program activities.

The use of social media, chat rooms, instant messaging and/or browsing the web during class when not engaged in sanctioned web-based course activity is unprofessional and inappropriate.

Guidelines/Policy when posting as a member of West Liberty University Nursing Program

- Maintain confidentiality. Do not post ANY information about your patients, their families, clinical facilities and staff. Use good ethical judgment and follow WLU Nursing Program policies and federal requirements, such as the Health Insurance Portability and Accountability Act (HIPAA) of 1996 and the Family Educational Rights and Privacy Act (FERPA).
- Students should never refer to a patient in a derogatory or disparaging manner, even if the patient is not identified
- No photos or videos of patients may be taken on a personal device, including cell phones.
- There is no protected or private speech on a social media site. Search engines turn up your words and pictures years later. Comments can be copied by others and forwarded.
- Respect copyright laws: You must have written permission before using any copyrighted or proprietary materials such as photographs, videos, texts, art, music, etc. In general, verbal, or written permission must be obtained from individuals whose images are identifiable. However, written permission is always better.
- Do not post personally identifiable information: information that can be used to locate someone offline, including phone numbers, addresses, birth dates, and email addresses, etc. should not be posted.
- Employers typically conduct web searches (including searches on Facebook and other social media) on job candidates before extending offers. Assume they will do this for you as well when applying for positions. Do not post commentary and other postings deemed to be copyright infringement, defamatory, proprietary, obscene, or dangerous on the web. Potential employers may see this content and disqualify you from an offer of employment.

* Students are prohibited from transmitting any patient-related image via electronic media.

<u>Guidelines/Policy when posting as an Individual</u>

- Be honest: Tell people who you are. In personal posts, you may identify yourself as a student in the West Liberty University Nursing Program. However, please be clear that you are sharing your personal views and are not speaking as a formal representative of WLU Nursing Program. If you identify yourself as a member of the WLU Nursing Program, ensure your profile and related content are consistent with how you wish to present yourself to colleagues.
- Protect yourself: While you should be honest about yourself, do not provide personal information that scammers or identity thieves could use. Do not list your home address or telephone number. Do not use your WLU email address for social media sites.
- Do not use the West Liberty University or West Liberty University Nursing Program logo or make endorsements without permission. Do not use the West Liberty University or West Liberty University Nursing Program logo to endorse political candidates or endorse products or causes.
- Is your content appropriate? If the content of your message would not be acceptable for face-to-face conversation, over the telephone, or in another medium, it is not acceptable for a social networking site.
- Inappropriate use of electronic/social media can lead to disciplinary action including but not limited to formal reprimand, suspension, or dismissal from the program.
- This policy may be updated at any time without notice, and each time a user accesses a social networking site, the new policy will govern usage, effective upon posting. All internet users are subject to state and federal laws regarding its use.

MISCELLANEOUS STANDARDS, POLICIES AND ISSUES

A. Safety and Security Issues

1. If you have been threatened, accosted, propositioned, intimidated, or have encountered other unacceptable behavior at a clinical site, contact the clinical coordinator as soon as possible. Preferably, do this before leaving the site.
2. If you are in danger or are in a threatening situation, leave the premises if possible and contact the facility security or the police immediately. Contact the clinical coordinator after you are out of danger. You may be required to file an incident report or police report.
3. If you are threatened, attacked, injured, or accosted by a patient or their family members or guests, contact your preceptor or mentor immediately. Report this even if the patient was ill and unaware of their actions. You may also be required to file an incident report, contact the clinical site security, or to contact the police.
4. **The university does not tolerate Sexual Harassment. Please review the West Liberty University sexual harassment policy at the following web address**: https://westliberty.edu/titleix/policies/

B. Liability and Risk Management Issues

1. West Liberty University covers you for medical liability related to your activities as a student while you are on assigned clinical rotations at clinical sites affiliated with the university.
2. Always consult with your mentor or preceptor prior to performing any procedures except life-saving first aid or CPR in emergencies.
3. Examine only patients assigned to you by the mentor or preceptor.
4. Report any complaints or problems related to your patients or your team's patients immediately to your preceptor or mentor.
5. Always identify yourself as a **NURSING STUDENT**. Please contact the clinical coordinator if there are any problems related to this at a clinical site.
6. In the event that you choose to act as a **volunteer or extern/employee** at a healthcare facility, **you are NOT to identify yourself in any way as a NURSING STUDENT or a WEST LIBERTY STUDENT. You cannot wear any garment displaying your WLU student patch or badge.**

7. Employment Prior to Clinical Experiences
   To promote patient safety and ensure students are adequately rested for clinical practice, nursing students may not work a shift that ends less than eight (8) hours before the start of a scheduled clinical experience.
   For example, a student may not work an overnight shift from 11:00 p.m. to 6:00 a.m. and then report to a clinical experience beginning at 7:00 a.m. that same morning.
   Students are responsible for scheduling employment in a manner that allows for adequate rest and safe participation in all clinical learning experiences. Students who report to clinical fatigued or otherwise unable to provide safe patient care may be dismissed from the clinical experience at the discretion of the clinical faculty. Such absences will be addressed in accordance with the Department of Nursing attendance and clinical policies.

Consent for Video Recording

Recordings may be used for evaluation of students' performance and teaching/learning purposes. I understand these recordings will be kept under privacy conditions and will not be released to anyone other than the above stated.

Name: _____

(please print legibly

Signature: _____

Date: _____ / _____ / _____

Technical Standards Attestation

I have read and understand the Technical Standards. I declare that I have the abilities and skills described in the Technical Standards of observation, communication, motor, intellectual and behavioral and social attributes.

Name: *(please print legibly)* _____

Signature: _____

Date: _____ / _____ / _____

WLU Interview/Photography Release

I give my consent to be filmed, taped or interviewed for the following purposes:

I understand and agree that my image or voice may be used in connection with all West Liberty University promotional materials or forms of media. Use could include but is not limited to promotional DVD, broadcast commercials, brochures, postcards, and all forms of advertising. I also understand that any of this media may be posted on the World Wide Web/Internet, and I give permission for the media to be used and distributed on the World Wide Web/Internet.

I expressly release West Liberty University and their respective agents, officers and employees from any privacy, defamation, or other claim that I may have against it arising out of the publication, distribution or other use of interviews, videotapes (including audio) or photographs as described above.

I understand the terms of this form, and I give my consent as described above.

Signature: _____

Print Name: _____

Street Address: _____

City/State: _____ Zip Code: _____

Telephone Number: _____

Date: _____ / _____ / _____

Parent or Guardian if subject is younger than 18 years of age:

Print Name: _____

Signature: _____

Date: _____ / _____ / _____

Statement of Acknowledgement

I have received the WLU NURSING Program *Student Handbook-Policies and Guidelines.*

I have read this handbook and agree to follow the policies outlined.

I understand that updates to these policies and guidelines during my enrollment will be communicated through my WLU email.

Name (print): _____

Signature: _____

Date: _____ / _____ / _____

NOTICE:

The policies and procedures stated in this handbook take precedence over West Liberty University policies and procedures. The policies and practices listed in this publication are those in effect as of

July 14, 2026 and are subject to change. If there are changes made these will be announced via email. A copy of the email noting the change(s) made will also be placed in each student's permanent file located in the Nursing Administrative Office.

Every effort has been made to ensure the accuracy of the information in this publication. Students are advised, however, that such information is subject to change without notice. Therefore, students should always consult with the Nursing program faculty and administration for current information.

(UPDATED: July 14, 2026)