



CENTER FOR
NURSING EDUCATION

Catalog & Student Handbook

2026-2027

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Center for Nursing Education Overview

About the CNE

The WVU Medicine Center for Nursing Education is a state-of-the-art, hospital-based nursing school and registered nursing diploma program affiliated with West Virginia University Hospitals, Inc., offering innovative classrooms, learning spaces, simulation centers, skills labs, and other facilities to support student success and wellness. Academic and student support services are available to help remove barriers for those who may have thought a career as a registered nurse was not possible. Students enrolled in the 21-month program will be provided a full tuition waiver, free books, and extensive support services in exchange for a three-year bedside employment commitment at a WVU Medicine hospital.

The CNE has expanded to include three locations:

Morgantown – WVU Innovation Corporation, 781 Chestnut Ridge Rd, Morgantown, WV 26505

Martinsburg –Future site of the Berkeley County Schools Career and Technical Education Center (under construction), 1287 Winchester Ave, Martinsburg, WV 25405 (off Apple Harvest Dr.)

Wheeling – WVU Medicine Operational Support Center (OSC), 316 Washington Ave., Wheeling, WV 26003 (Robert C. Byrd National Technology Transfer Center (NTTC) on Wheeling University campus) (nursing education space under construction)

Traditional, hospital-based RN training with a contemporary approach

CNE History

The WVU Medicine Health System hired an assistant vice president of nursing education to lead the planning for creation of a new nursing school and hospital-based diploma nursing program to address nursing vacancies in WV. Dr. Tanya Rogers assumed the AVP position and began the planning process on August 1, 2023. On December 12th and December 13th of the same year, the WVUH and WVUM Health System Boards of Directors (respectively) approved the proposal and funding to move forward with the school. In January of 2024, the school formally became the Center for Nursing Education. Dr. Rogers started forming the administrative team, which worked tirelessly over the next six months to obtain WV RN Board provisional approval and permit approval through the WV Community & Technical College Council. In April, the CNE website was released, and demolition began in the WVU Innovation Corporation space in June. Admissions were officially opened August 15, 2024, which yielded 653 applications by the end of the first consideration period on October 1. The first students arrived on campus for classes August 2025, bringing the new school to life.

Additional milestones include the first ACEN site visit, which yielded initial accreditation (September 2025), Veteran's Affairs approval (November 2025) and Purple Star designation (June 2026), full WV RN Board approval (June 2026). The new locations completed approvals in July 2026, and construction is in progress to welcome students in August 2027.

The following Standards of Behavior are expected of all individuals associated with WVU Medicine to fulfill our mission, achieve our vision, and promote excellence. We're striving to become a better place for employees to work, physicians to practice medicine, and patients to receive care.

COMPASSION

We treat all individuals with empathy and respect.

1. Treat all individuals in a caring, respectful, professional, and empathetic manner
2. Allow patients, families, and visitors primary access to all public facilities, such as elevators, restrooms, hallways, and cafeteria lines
3. Strive to keep patient wait times below 20 minutes, apologize and provide an explanation when wait times exceed 20 minutes, and encourage patients and families to speak up when wait times exceed expectations
4. Minimize noise and disruption throughout WVU Medicine's facilities, promoting a calm, healing environment
5. Welcome new employees and provide all employees with ongoing guidance, support, and mentoring
6. Maintain my physical and mental health and well-being so that I can fulfill my role at WVU Medicine

COMMUNICATION

We interact effectively with patients, families, and employees.

1. Smile, acknowledge, and make appropriate eye contact with all individuals
2. Listen carefully and be thoughtful and respectful in all forms of communication
3. Use warmth and positive communication skills (i.e., acknowledge, explain, listen, problem solve, and express gratitude) in every patient interaction
4. Strive to answer all phone calls within five rings, put callers on hold only with their permission, thank callers for waiting, and introduce a caller and describe the caller's needs when transferring the caller to a co-worker
5. Recognize, appreciate, and acknowledge the extraordinary efforts of my co-workers
6. Seek positive solutions to the challenges of working in a high-stress environment through respectful communication and active problem-solving
7. Respond to all pagers as soon as possible
8. Respond to all patient communications in a timely manner

COMMITMENT

We take responsibility for our actions, decisions, and performance.

1. Be responsible and accountable for my actions, decisions, and performance and be positive and professional in my demeanor and interactions at all times
2. Comply with WVU Medicine's dress code and wear my WVU Medicine identification badge in a manner so that I am identifiable to patients, families, and colleagues
3. Take personal responsibility to keep all patient and work areas clean, organized, and conducive to high-quality care at all times
4. Go out of my way to address and remedy situations as they arise and follow through on all promises and commitments made to patients, families, and co-workers
5. Speak up and report any practice, condition, or situation that may harm a patient, visitor, or co-worker
6. Refrain from personal text messaging, e-mailing, telephone calls, and social media while at work
7. Respect and protect all patients' right to privacy and confidentiality

COMPETENCE

We increase our expertise in order to provide the highest standard of care.

1. Continually increase my knowledge and expertise in order to maintain qualifications consistent with the highest standards available in my discipline
2. Provide timely, efficient, high-quality, evidence-based, patient-centered care to all patients at all times
3. Take full advantage of the expertise available at WVU Medicine and appropriately use WVU Medicine's resources
4. Function as an effective and respectful team member in the delivery of care to WVU Medicine's patients
5. Communicate with my fellow caregivers at WVU Medicine so that patients and families are presented with unified, coordinated, and consistent care and information
6. Accept and adapt to the continual change inherent in the delivery of healthcare

Catalog and Student Handbook Disclaimer

The purpose of this document is to provide prospective and enrolled students with the information necessary to support educational and professional success. While every attempt will be made to maintain consistency with this document, the CNE reserves the right to change the Catalog and Student Handbook as necessary and without prior notice to improve the program or student experience and/or to maintain compliance with regulatory requirements.

Policies and Procedures

In the appendix of this Catalog and Student Handbook are the policies and procedures for prospective and enrolled CNE students. The policies and procedures will be referred to throughout this document, and students will also be expected to follow WVU Hospitals, Inc. policies when participating in clinical facility contact hours. These policies and procedures have been written to support student success in the program and in the nursing profession. Students are encouraged to reach out to a CNE staff member if there are any questions about those policies or any other information in this document.

RN Licensure

The CNE diploma nursing program prepares graduates to apply for RN licensure in WV and to sit for the NCLEX-RN national board exam. RN licensure requirements vary by state and change over time, and students who plan to obtain initial licensure outside of WV are encouraged to visit that state's board of nursing website for specific and current information about licensure requirements. Students may also consult the NCSBN (National Council of State Boards of Nursing) for licensure requirements by state: <https://www.ncsbn.org/nursing-regulation/education/board-of-nursing-licensure-requirements.page>.

At the time of publication of this document, all states/jurisdictions accept the diploma as the entry-level credential. Students who may potentially seek initial licensure outside of WV should consult the Director of Student Services as soon as possible so current educational licensure requirements in that state(s) can be provided in writing. Please note that this applies to initial licensure and that procedures for transferring a WV RN license to another state are different. In addition, state boards of nursing may impose non-educational licensure requirements, which are not related to CNE nursing program preparation.

Student Services Resources

Accessibility Services

The Center for Nursing Education will provide equal access to educational opportunities and resources for all students. CNE personnel recognize that each person has different circumstances, and we strive to create student success plans and allocate resources that target each student's individual needs. This may include the need for reasonable accommodations. The Student Life Counselor will be the main contact for accessibility services and is scheduled for hire prior to student arrival on campus. Until that position is filled, students with questions about diversity, disabilities, equity, and accessibility should be directed to the Student Life Counselor, Enis Fox-Schauffner (Enis.Fox-Schauffner@wvumedicine.org).

Related Policy: [Accommodations Policy \(SS.ACC\)](#)

Administrative Resources

Copying and Printing

Students have access to copying and printing resources on campus free of charge. The student copy center is located in the student lounge, and students may request additional copy/printing services in the main office. Students are required to utilize these resources responsibly as outlined in the policy, refrain from personal use, and protect sensitive and confidential information. All print jobs must be password-protected and "locked" through printer settings. CNE administration reserves the right to revoke copy/printing privileges for individuals and/or groups based on data.

Related Policy: [Copy and Printing Policy: \(AD.COPY\)](#)

Career Services

Career planning will begin upon admission for each CNE student. Each student's success team will incorporate career exploration and will connect students with WVU Medicine recruiters and resources. The CNE aims to make the transition from student to registered nurse as smooth as possible.

General WVU Medicine career information: <https://wvumedicine.org/careers/>

Childcare

CNE personnel are exploring childcare options for students and their families in all three locations. Students are encouraged to discuss changes in childcare needs with their student success team.

Facilities

CNE administration will continue to allow students to access the facilities 24 hours a day, 7 days a week with badge access permissions, if students continue to exhibit responsible use of CNE facilities. This includes following all policies and procedures, maintaining cleanliness, and reporting any suspicious activity or security concerns. The policies related to facilities and student spaces outline guidelines for specific spaces. Smoking, vaping, and firearms are not permitted on campus as outlined in those policies below. In consideration of other CNE students, personnel, and facility tenants, students are not permitted to congregate and create noise disturbances in common areas, such as hallways, bathrooms, and corridors. Facility access guidelines are specific to the students' CNE instructional site location. The identification policy outlines the specific procedures required for access. Badge access permissions, security personnel, and audio/visual surveillance will make it possible for students to have 24/7 access to the CNE facilities, and CNE administration teams reserve the right to restrict access after business hours based on data.

Related Policies:

- [Facilities Policy \(AD.FACIL\)](#)
- [Firearms Policy \(AD.WEAP\)](#)
- [Smoke-free Campus Policy \(AD.SMOK\)](#)
- [Identification Policy \(AD.BADGE\)](#)

Laundry

The CNE provides 24/7 access to laundry facilities for all students, free of charge and at their own risk. Users will be required to use the sign-in sheet located in the laundry room when using the facilities. Personal laundry can be cleaned onsite, within reason, including personal clothes, linens, and scrubs for the program. The machines are residential, not commercial. Therefore, only items soiled by humans may be laundered at the CNE. Visitors are not permitted in the laundry facility. Students are responsible for following all the guidelines outlined in the policy, and CNE administration reserves the right to restrict or discontinue use of the laundry facilities.

Related Policy: [Laundry Policy \(AD.LAUND\)](#)

Lockers

Students are permitted to register in the main office to use a locker to store personal belongings. CNE is not responsible for lost or stolen items, and users are encouraged to read the Lockers Policy carefully to reduce risk. Students are responsible for purchasing a lock, CNE administrators may need to remove a lock for cause, and administrators reserve the right to restrict or prohibit the use of lockers in general or for individual users.

Related Policy: [Lockers Policy \(AD.LOCK\)](#)

Student Lounge

The Student Lounge is a flexible space for students to eat, study, and relax. The space is equipped with a kitchenette, food pantry, vending machines, study pods, student copy center, a supplies pantry, and multifunctional workspaces. Students can work in small groups and utilize audiovisual resources to enhance study. For those who just need to relax and recharge, the lounge has fidget equipment, board games, and live plants.

Wellness Center

The CNE Wellness Center includes the exercise facility (Performance Lab) and meditation/mother's room (Decompression Lab). Badge access permits 24/7 access to wellness facilities for CNE faculty, students, and staff. Visitors are not permitted in wellness center spaces. Safety and professionalism are required, and the policy outlines guidance for dress, use of equipment, etiquette, and hygiene. CNE administration may utilize data to restrict access to the wellness facilities for individuals or groups.

Related Policy: [Wellness Center Policy \(AD.WELL\)](#)

Financial Aid

At the time of this handbook's publication, the CNE was in its final stages of securing Title IV eligibility. The CNE will participate in federal student financial aid programs, upon eligibility and approval. The CNE is committed to complying with all relevant regulations and requirements associated with Title IV funding. The CNE strives to maintain transparent and compliant approach to financial aid, fostering a supportive environment for students seeking assistance to meet their education expenses. A thorough financial aid policy will be distributed to all students immediately following approval.

Related Policy: [Title IV and Financial Aid \(SS.FIN\)](#)

Food Service and Pantry

The CNE facilities are within walking distance of numerous restaurants, convenience stores, gas stations, and pharmacies. The food pantry is available free of charge to CNE students in the student lounge, and it is stocked with food items, as well as dinnerware and/or paper products for student use. Vending machines are available at student cost. Refrigerators and freezers are available for pantry food and student personal meals, but students are responsible for removing their belongings from the facility each day.

To further support student well-being and success, complimentary hygiene products and school supplies are available for CNE students throughout the facility, including the student lounge, laundry facility, bathrooms, and study lab. Students may request additional supplies in the main office or on the whiteboard located in the student lounge refrigerator.

Housing

CNE personnel have attempted to create schedules that are more favorable for work schedules and housing arrangements. When the CNE is approved for Title IV federal funding, financial aid for student housing may be available. CNE students that commute at least 50 miles or 90 minutes may be eligible for temporary housing. Commuters must travel at least 50 miles or 90 minutes to be eligible. Students interested in these services should contact the Student Life Counselor.

Related Policy: WVUH Commuter Accommodation Policy

International Students

The CNE welcomes students regardless of citizenship status; however, the CNE curriculum does not meet the requirements for educational visas for international students. In addition, students will be required to provide a social security number or other documentation verifying legal authority to be in the United States.

Transcripts from outside the United States require an official credential and course evaluation to be sent to the Center for Nursing Education from [World Education Services](#) (WES), [InCred](#), [Ucredo](#), [SpanTran](#), or [Academic Credentials Evaluation Institute](#) (ACEI). Evaluations must include a statement of U.S. high school or college equivalency. Photocopies will not be accepted.

International students can contact the Enrollment Manager or Director of Student Services with additional questions.

Library

CNE students will have access to a physical and digital library. Textbooks and other hardcopy materials will be in the Study Lab along with computer monitors and docking stations. Students are permitted to utilize the resources onsite and can check out materials to take home in the main office. Students will be responsible for the cost of books or materials not checked out and/or not returned on time. The Study Lab is also furnished to provide a quiet study space with independent study booths, whiteboards, and small group workstations.

Students will have access to electronic library resources, databases, and interlibrary loans through the WVU Health Sciences Center. During program orientation, login, password, and navigation information will be distributed. In addition, CNE students have access to the Wolters Kluwer Ovid Medical Research Platform for evidence-based practice projects and exploration.

Students wishing to borrow library materials should visit the main office during business hours to check out books through the Program Assistant. For after-hours borrowing, students may scan

the QR code located in the library to notify the Program Assistant of the items they are checking out. The Program Assistant will complete the checkout in the library system during the next business day.

Mental Health

Comprehensive mental health services through Resources for Living are available at no cost to the student for the CNE student and all members of their immediate household. Services are confidential and available 24 hours a day, 7 days a week for a range of concerns, including emotional health, day-to-day challenges, and legal and financial matters. In-person, televideo, and chat therapy formats are available.

Services include five counseling sessions per issue per year. In addition, students receive personalized guidance for daily life assistance, free 30-minute consultation with a participating attorney, financial service consultation, and online resources.

The CNE Student Life Counselor can assist students with identifying and accessing resources. To access services, CNE students may call 1-800-865-3200 and/or visit resourcesforliving.com. Username and password information is located in the Office of Student Services and will be provided during program orientation.

In addition to WVUM mental health benefits, students may access the WV Restore program offered through the WV RN Board (<https://wvrestoreprogram.com/>) to improve the health and well-being of the WV nursing workforce and our patients. The program has both mandatory and voluntary admission pathways to assist nursing students with addiction and chemical dependence or those with qualifying mental health conditions. Students may self-report and receive higher levels of confidentiality and advocacy; however, if mandatory reporting becomes necessary, the student's status may be changed to reflect mandatory admission status.

Parking

Free parking is available at each instructional site for CNE students in the designated location.

1) Berkeley – Once construction is completed, students will have free parking in the front of the facility. Parking instructions for Berkeley Medical Center and Jefferson Medical Center experiences are yet to be determined.

2) Morgantown - Student parking is located outside the 2nd floor East Entrance of the WVU Innovation Corporation in the NEX portion of the building. Students are to park in the Silver Lot right below North Elementary School or in the rear parking garage. Visitors may park right outside the lobby entrance in the designated visitors parking spots. To attend preplanning and clinicals at Ruby Memorial Hospital, students will need transportation to the WVU Medicine Research Park lot where a WVUM shuttle will transport them to the hospital. Parking and shuttle service are free of charge with the WVUM badge. Students must take travel time into account to avoid tardiness for learning experiences. When accessing the hospital after 7pm, students may

park in the WVUM employee parking lots and garages, however, students are not permitted to park in the hospital or WVU HSC visitor lots. Students must enter the hospital at employee-designated entrances. CNE students are also permitted to park in the WVU public garage below the WVU Health Sciences Center, for a fee, if spaces are available. Please note that temporarily, there is shuttle service from the WVU IC building. This service may be discontinued with the completion of other WVU Medicine construction projects.

Students are not permitted to park at Ruby Memorial Hospital on WVU football game days, during which hospital shuttles do not run. Parking is permitted at the WVU Innovation Corporation on those days, but walking would be required. It is best for students to avoid hospital experiences on game days.

3) Wheeling – Students may park outside the front of the WVU Medicine OSC facility. The designated parking area and instructions for parking at Wheeling Hospital are yet to be determined.

Parking arrangements at additional clinical facilities or community events will be determined as needed.

Shared Governance and Committee Membership

The CNE faculty and staff believe the program and its students will be more successful and fulfilled when students have an active role in decision-making. Students are encouraged to share suggestions or concerns with CNE personnel at any time. There are also formal methods by which students can influence program decisions. Any major policy or curriculum change proposed in committee will be sent out to all CNE students for anonymous comment before final approval. In addition, students have their own Student Advisory Committee to advise the administrative team. All students can be members of that committee. The students also have representation on the CNE Organization and Advisory Board committees.

One to two students for each cohort will be selected by the CNE faculty and staff to serve as student liaisons. If the student accepts this role, they would talk to prospective students, participate in promotional events, and continue in alumni initiatives after graduation.

Student Advisory Committee

The purpose of the committee is to provide a mechanism for students to voice concerns, suggestions, and feedback to CNE personnel. The overarching goal is to promote student engagement and participation in school activities, community service, and shared governance.

Through committee membership, students may engage in open dialogue on issues affecting the student experience, advise CNE administration on curriculum, policies, procedures, and initiatives, and offer recommendations for improvements in academic programs, campus services, and student life circumstances. Another important function of the committee is to allow students to offer peer support and mentorship to fellow students in academic and personal development. The Student Advisory Committee is charged with fostering a supportive and inclusive community for all students.

The committee shall consist of volunteer members of the student body. The AVP, Nursing Education, Director of Student Services, and Nursing Program Director will serve as non-voting ex-officio members. The student chairperson, vice-chairperson, and secretary will be elected each year, and meetings are scheduled to meet once per semester or more often as deemed necessary by the committee officers.

Student Accounts

Student accounts are managed through the CNE student information system, Jenzabar SONIS. Assistance is available through the Director of Operations (billing), Financial Aid Counselor (financial aid and waivers), and Enrollment Manager (enrollment or account issues).

Students are invoiced each semester for tuition, and those without a tuition waiver agreement will be required to pay the full invoice before the first day of classes unless other formal arrangements have been made. Students with incidental costs or outstanding bills will not be permitted to register for classes for the following semester or graduate until financial obligations have been reconciled. The CNE will accept cash, personal or cashier's checks, direct debit, and credit card payments. Individuals that do not pay the outstanding balance will be subject to repayment procedures and will be referred to an outside collection agency. Students experiencing an extreme financial hardship are encouraged to notify their student success team, Financial Aid Counselor, or the Student Life Counselor.

Student Health

Student Health offers wellness visits, vaccinations, x-rays, lab services, telemedicine, and referrals. Walk-ins are accepted; however, some services may require an appointment. Most commercial insurances are accepted with a co-pay due at the time of service, and a self-pay option is available with a deposit at the time of service.

Morgantown

CNE students will have access to WVU Student Health Services provided by WVU Medicine and located at 390 Birch St., Morgantown, WV 26505. The clinic number is 304-285-7200, and more details can be found at <https://health.wvu.edu/student-health/#quick-information>. Onsite parking is available and validated for clinic and pharmacy visits. Please note that West Virginia University students also access these services, so some information on the website will not apply to CNE students. Students may also use the Mountaineer Pharmacy and WVUM Urgent Care located next to WVU Student Health Services. For after-hour visits, students may visit the WVUM Urgent Care located at the Suncrest Town Center in Morgantown.

Specific arrangements for student health at the Berkeley and Wheeling locations are still in development.

Student Life and Organizations

The CNE Student Life Counselor will be available to help students access comprehensive support services and valuable resources, including accessibility and disability services and accommodations. We are dedicated to helping every student succeed and thrive personally, educationally, and professionally. We recognize the diverse and holistic needs of our students, and the Student Life Counselor will play an integral role on student success teams, working collaboratively with faculty, staff, and other resource personnel to create an inclusive and supportive environment for all students. Students are strongly encouraged to share ideas for student life programs and student organizations that promote well-being and achievement of program goals and community service initiatives.

Related Policies:

- [Accommodations Policy \(SS.ACC\)](#)
- [Student Organization Policy \(SS.ORG\)](#)

Transportation

Students are required to provide their own transportation to and from campus and clinical facilities. Carpooling is encouraged, and CNE personnel have attempted to minimize travel requirements with block scheduling and blended classes (partially online). Travel costs will vary depending on miles traveled, cost of gas, and auto gas mileage. While most of the classroom and clinical experiences are on campus, students may be required to travel up to 2 hours for unique clinical and/or community experiences. CNE personnel will consider student geographic location when making assignments that require travel.

Student Success Plan

CNE administrators, faculty, and staff are dedicated to student educational and professional development and will use a continuous quality improvement process to make the student experience better and to deliver the resources necessary for success. In addition to the student support services introduced above, each student will have their own student success support team, led by the Student Success Coordinator and consisting of CNE personnel that can target the student's individual needs.

All students will participate in the "Inclusive Pathway" with ATI resources at the program and course levels. These resources include content mastery/focused review tests and modules, the end-of-program comprehensive predictor exam, the Virtual ATI mentorship program, a capstone learning course, and a live review session to prepare for the NCLEX-RN exam.

Students that need additional support will also participate in the "Individualized Pathway." Content and resources are selected based on the student's needs. ATI modules for specific content areas and other student success support team interventions will be specifically selected to help students meet outcomes with which they may be having more difficulty.

More information regarding the student success support team and pathways will be available during program orientation.

Student Services Policies and Procedures

Accessibility Statement

The Center for Nursing Education (CNE) is committed to providing reasonable and effective accommodations for qualified individuals with disabilities. CNE faculty and staff embrace the principles of creating environments that are safe and effective for people of all abilities, ages, and backgrounds; however, any student with a disability and/or physical or mental impairment that substantially limits one or more major life activity is encouraged to reach out to the Director of Student Services or the Student Life Counselor. Contact information will be provided to all students as soon as it is available but prior to the start of registration.

Related policy: [Accommodations Policy \(SS.ACC\)](#)

Admissions

In pursuit of our mission to enhance accessibility to the nursing profession and contribute to the overall well-being of the people of West Virginia, we are committed to implementing a holistic admissions review process. Our approach is designed to provide applicants with diverse opportunities to showcase their potential for success through a range of measures. At the core of our values lie the principles of caring, integrity, experience, and professionalism, which we actively emphasize throughout our admissions process. Recognizing our ethical responsibility to

uphold public safety, we prioritize the admission of students who demonstrate clear indicators of success potential. By aligning our admissions practices with these principles, we strive to foster a nursing community that is not only skilled and knowledgeable but also embodies the core values essential for delivering compassionate and effective healthcare.

Admission to the program is contingent upon both space availability and the qualifications of the applicants. Transfer student applications are processed as new applications, and readmissions are considered within the current applicant pool, contingent upon available space. The decision-making process is informed by various metrics and established rubric, encompassing factors such as academic history, professional experience, military service, interview performance, and a caring ability evaluation.

Following are required minimums for some of the admission variables. If an applicant does not meet the minimum criteria, they will need to submit a completed exemption form to be considered.

- High school cumulative GPA minimum 2.5
- College cumulative GPA minimum 2.5
- Negative criminal background check and drug screen
- A letter of good standing from current or previous nursing program administrator (for those who are currently or who have previously been in a nursing education program)

Students can check the website www.wvmedicine.org/cne or email cneadmissions@wvmedicine.org for more information regarding admission procedures or email.

Related policy: [Admission Policy and Procedure \(SS.ADM\)](#)

Equal Opportunity Statement

CNE does not discriminate in admissions, educational offerings, employment, or resource allocation. CNE personnel provide equal opportunity for individuals of any sex, gender identity or expression, sexual orientation, religion, race, ethnicity, disability, veteran status, or age. We are dedicated to tackling conscious and unconscious bias and providing a fair and inclusive environment for CNE students to grow personally and professionally.

Functional Standards

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

Students will be required to meet program outcomes, clinical facility requirements, WV state code for nursing programs, and the abilities outlined in the Functional Standards Policy must be completed by the student independently with or without reasonable accommodations.

It is recommended that students report any potential issues regarding meeting these outcomes at the time of admission to avoid problems with clinical placement and progression in nursing courses. Students cannot attend clinical if there are limitations in the ability to safely provide care to assigned patients. Students are encouraged to reach out to program administrators if they are unsure whether or not they have a qualified disability or are able to meet the functional standards. Reasonable accommodations cannot be implemented retroactively.

The Student Life Counselor, Student Success Coordinator, and clinical agencies collaborate with students with disabilities regarding options available for academic and nonacademic accommodations. Students are not required to disclose their disability; however, registration is required to seek reasonable accommodations.

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

Related Policy: [Functional Standards Policy \(SS.FUNCT\)](#)

Identification

All individuals entering a Center for Nursing Education instructional site must present identification to site's security and access procedures, which may include presenting identification or checking in with designated personnel upon arrival. CNE students and personnel must always wear their issued identification badges in a visible, above-the-waist location while on the premises and in the clinical setting. Badges are distributed during orientation and allow access to CNE student spaces. Visitor badges may be obtained in the main office. Visitors must be escorted by an authorized staff or faculty members while on the premises. Visitors are not permitted on CNE premises after business hours unless specifically authorized. The Identification Policy outlines additional requirements, guidelines, and procedures.

Related Policy: [Identification Policy \(AD.BADGE\)](#)

Leave of Absences

Students may need to temporarily interrupt their academic pursuits for compelling personal, medical, or professional reasons and/or extenuating circumstances. It is important that, through the leave of absence (LOA) process, students plan ahead for a clear path for their eventual return. CNE personnel are dedicated to supporting students navigating life challenges without

compromising their academic standing and fostering an environment that prioritizes well-being and success.

To request a leave of absence from our program, students are required to meet with both their faculty advisor and the Financial Aid Counselor to discuss their individual circumstances and explore potential implications.

Related policy: [Leave of Absence Policy \(SS.LOA\)](#)

Readmission

Previous CNE students may apply for readmission to the program after an academic dismissal, withdrawal, or extended leave of absence (see those corresponding policies). Students who had a non-academic program dismissal from the CNE are not eligible for readmission. Readmission is not automatic, and students will be considered with the current admission cycle applicants. Students seeking readmission must be in good financial and disciplinary standing with the CNE, demonstrate a commitment to addressing the issues that lead to their withdrawal or dismissal, and meet any specific conditions outlined in their learning contract (if applicable) to be eligible for readmission consideration.

Related policy: [Readmission Policy \(SS.READM\)](#)

Refund Policy

The Refund Policy serves to provide clear guidelines and procedures for students who need to discontinue their enrollment in the WVU Center for Nursing Education for any reason. It outlines the procedures governing charged student tuition in the event of a withdrawal from a course or program during an enrollment period.

Charged tuition reflects the amount of indebtedness incurred dependent upon date of withdrawal. If withdrawal (or last day of attendance) occurs:

Days 1-7	No charged tuition
Weeks 2-4	25% charged tuition*
Before Midterm	50% charged tuition*
Midterm and After	100% charged tuition*

**a notation will be placed on transcript*

This refund policy does not reflect refund requirements for external funding, grants, and/or loans.

Related Policy: [Refund Policy \(SS.REF\)](#)

Registration

Each student will be assigned a faculty advisor. Prior to registration, students meet with the faculty advisor to establish, review, and revise student progression plans. Students will be required to follow the CNE standard progression plan for their admission cohort unless a

change in progression plan is approved through academic difficulty, leave of absence, or withdrawal. Students must contact the faculty advisor prior to adding or dropping courses.

Related Policy: [Registration Policy \(SS.REG\)](#)

Student-Issued Laptop Computers

Each student will receive a laptop computer, provided by the CNE and WVU Medicine IT department, at the program orientation. By accepting the laptop, students acknowledge that they have read, understood, and agree to abide by the related policy. Students will use the CNE-provided computers for all testing, and they are to be used primarily for academic purposes. Students are not permitted to install programs not approved by IT personnel and are required to consult WVUM IT staff if the computer needs serviced. Although we anticipate responsible use and care for the laptops, the following related policy outlines student responsibilities. Students are able to keep the computer following graduation or a withdrawal; however, if the student returns to the program, the student will be responsible for the cost of a replacement computer, if necessary.

Related Policy: [Student-Issued Computers Policy \(SS.COMP\)](#)

Student Records

All student records are securely maintained in the Student Services office through locked files and a secure student database system. Students can request to inspect and review their records in person and in writing, providing proper identification. Record reviews occur in the CNE office under the supervision of the AVP, Nursing Education, the Director of Student Services, or their designee(s).

Related policies:

- [Student Records Policy \(SS.SREC\)](#)
- [FERPA Release Policy \(SS.FERP\)](#)
- [FERPA Notification](#)

Technology Standards and Restrictions

The Technology Standards and Restrictions Policy outlines the guidelines for the use of technology in the CNE. Students will have access to computers, networks, software, and online services for which integrity and security must be maintained. Students must use their assigned user accounts and passwords to access resources, and sharing account credentials is not allowed. Students will also be required to complete WVU's Computer Use Policy trainings and documentation.

Related policy: [Technology Standards and Restrictions Policy \(SS.TECH\)](#)

Transfer of Credits

CNE personnel aim to recognize and appropriately assess the value of prior learning experiences, ensuring that students can maximize the transferability of their credits while maintaining the academic standards and integrity of our institution. By establishing clear guidelines and criteria for credit evaluation, we aim to support students in their educational journey, promote efficiency in program completion, and uphold the overall quality of our academic programs. Read the Transfer of Credits policy in detail for guidelines and procedures related to the submission, review, and approval process.

While transfer credits will be considered, students enrolled in a college or university at the time of application will be required to follow the same admission process as all other applicants. There are no special admission procedures for transfer students.

Related Policies: [Transfer of Credits Policy \(A.ATR\)](#)

Tuition and Fees

Tuition is \$550 per credit equivalent, and tuition does not vary based on WV residency status. The total tuition for on-time graduation for CNE courses is \$23,100. This does not include tuition for general studies courses taken at the college or university of the student's choice. The CNE will not offer general studies courses directly. Please see the Tuition Waiver Policy regarding full tuition waivers provided in exchange for a three-year WVU Medicine work commitment.

Fees will be included in the tuition amount and will include the following:

- CNE nursing course tuition
- Immunizations and drug screens post-admission
- ATI learning resources
- Uniforms
- Student lab equipment
- Laptops
- Graduation pins
- Required textbooks

Out-of-pocket costs for students will include (estimates) general education credits (varies); pre-admission background check (\$50), drug screen (\$36), and immunizations (\$150); health insurance (varies); transportation (to WVU IC); and optional learning resources (\$200). CNE students will have 24/7 access to a food pantry, but the CNE is not able to offer meal plans for students. CNE students who meet commuter requirements and need temporary housing while on campus will have specific options for provided housing. Those who need more permanent housing will need to explore options within commuting distance of the CNE at their own cost. When the CNE achieves Title IV eligibility and approval, financial aid options may exist for permanent housing.

Related Policy: [Tuition and Fees Policy \(SS.TUIT\)](#)

Tuition Waiver Policy

Students who commit to work for 3 years as a bedside nurse at a WVU Medicine hospital will receive full tuition waivers. Students will be required to complete a formal agreement, and the terms for repayment should the student not complete the program or choose not to fulfill the 3-year commitment are outlined in the policy. The amount of tuition waived will be reported to the IRS at the end of the program, prorated over the three-year work commitment to align with permanent indebtedness forgiveness. Each student will receive the appropriate tax form at the end of the year during the work commitment that should be used to complete their personal tax return. The amount of taxable income will be determined by and consistent with the invoices students received for each semester during the calendar year.

Related Policy: [Tuition Waiver Policy \(SS.WAIV\)](#)

Withdrawals

Students may need to request withdrawal from nursing course(s) or from the nursing program. In order to explore potential solutions and to address the consequences of a withdrawal on academic standing, finances, and/or the ability to re-enter the program, students are required to meet with the faculty advisor and Financial Aid Counselor prior to withdrawal. If students withdraw from the program, they will need to complete an informal exit survey. Students are also encouraged to review the Readmission Policy to make sure requirements are met for reentry at a later date. Procedures are outlined in the Withdrawal Policy.

Related Policy: [Withdrawal Policy \(SS.WD\)](#)

Nursing Program Overview

Diploma Program Description

The CNE hospital-based diploma program features one-on-one academic support services and intensive clinical experiences to prepare students for nursing program success and an easy transition into nursing practice.

The West Virginia Board of Registered Nurses, in session March 8, 2024, accepted the West Virginia Medicine Center for Nursing Education (WVUM CNE) new program application and approved the WVUM CNE diploma program with provisional approval.

The part-time program can be completed in 21 months. Admission cohorts are welcomed each August (Berkeley, Morgantown, and Wheeling) and January (Morgantown only). Cohorts are limited to 48 students in Morgantown and 24-26 students in Berkeley and Wheeling, and a holistic admission review process is utilized to evaluate the applicant pool and fill the available seats.

Each student will have an individualized student success team and plan in addition to an assigned faculty advisory. A robust remediation process will be implemented each semester to help students achieve their goals.

Program Approval and Accreditation

The West Virginia Board of Registered Nurses approved the WVUM CNE diploma program with full approval June 12, 2026, for all three CNE locations.

Contact for the WV RN Board is:

West Virginia RN Board
Dr. Sue Painter, MSN, RN
5001 MacCorkle Ave, SW
South Charleston, WV 25309
(304) 744-0900

Students who have been unable to resolve complaints with the WVU Medicine CNE or who believe it more prudent to bypass those mechanisms, may contact the WV RN Board.

Effective December 16, 2024, the diploma nursing program at West Virginia University Hospitals, Inc. (WVU Medicine Center for Nursing Education) received initial accreditation by the Accreditation Commission for Education in Nursing. The next evaluation visit will occur Fall 2030.

Accreditation Commission for Education in Nursing (ACEN)
3390 Peachtree Road NE, Suite 1400
Atlanta, GA 30326
[404-975-5000](tel:404-975-5000)

View the public information disclosed by the ACEN regarding this candidate program at [Search ACEN Programs](#).

Mission

The mission of the WVU Medicine Center for Nursing Education is to transform lives and improve the health of West Virginians and all we serve through excellence in patient care, evidence-based practice, and education.

Philosophy

The faculty of the WVU Medicine Center for Nursing Education hospital-based diploma program believes that a quality education should be based on current professional standards and sound educational theory. The following documents and professional standards serve as a guide for the curriculum, policies, and procedures:

- ANA (American Nurses Association) Code of Ethics
- ANA Nursing Practice: Scope and Standards of Practice and Standards of Professional Performance
- WV RN Board Standards and Scope of Practice
 - Scope and Delegation Booklet
 - Code of Legislative Rules (Title-Series 19-01)
 - WV Code/Law (Chapter 30 Article 7)
- Accreditation Commission for Education in Nursing (ACEN) Standards
- ACE.S (Advancing Care Excellence for Seniors) Framework -NLN
- TeamSTEPPS principles (Agency for Healthcare Research and Quality, US Dept. of Defense)
- Watson's Caring Science & Human Caring Theory (10 Caritas Processes)
- NCSBN NCLEX-RN Test Plan
- Quality Matters Rubric Standards for Course Design
- NLN Core Competencies for Nurse Educators
- Malcolm Knowles's Theory of Andragogy (theory)
- David Kolb's Theory of Experiential Learning (clinical application)
- Pat Benner's Novice to Expert Nursing Theory (leveling as a student)

The faculty believes that adult nursing students should be active in their own learning at all stages of the teaching and learning process, build on personal experiences, focus on solving patient and healthcare problems, and exhibit characteristics of professionalism. Students learn best through experience and reflection. The process of teaching and learning is as important as the content delivered.

Our philosophy centers on the belief that all competencies serve as the fundamental pillars of professional practice. These competencies include content mastery (knowledge), skills competency (skills), sound clinical judgment (abilities), and attitudes. Each pillar is of equal importance and is essential to safe and effective care. We emphasize the recognition of and adaptation to different contexts as nurses work to influence optimal patient and healthcare outcomes.

We advocate for an educational framework that distinguishes between essential and enhanced curricula, grounded in required entry-level competency and contemporary professional

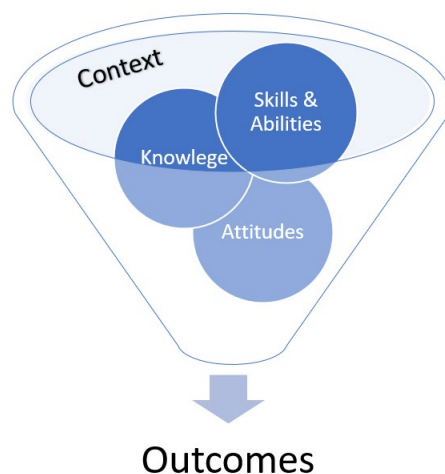
standards for nurse generalists. Our focus lies on the practical application of knowledge and clinical judgment.

At the core of our philosophy is shared governance, extending across all levels and involving students, internal constituents, and external constituents. We value input, decision-making, collaboration, advisory relationships, partnerships, and community engagement that foster a sense of teamwork and lead to better outcomes.

We are committed to academic-practice partnerships that involve innovative models of clinical supervision. Clinical experiences help shape a new nurse's practice and provide an opportunity to close the gap between academia and practice. Healthcare facilities, personnel, and patients benefit from a smooth transition and cultural assimilation for graduate nurses and from a community that lives a shared mission and vision.

In line with our mission, we prioritize the improvement of social determinants of health (SDOH) and the overall well-being of faculty, staff, students, and patients. We incorporate this commitment into our mission-driven approach, policies and procedures, facilities, curriculum, and services. In addition, community service is an integral aspect of our educational and professional endeavors.

CNE Competency Model



Conceptual Framework Outline

Competency	Concepts
Knowledge	Arts, humanities, and sciences Ethical and legal considerations Growth and development Information technology and literacy Nursing content Nutrition
Skills & Abilities	Care management and coordination Clinical judgment Clinical skills Critical thinking Delegation Interpersonal skills Interprofessional education and practice Leadership Nursing process Plan of care Prioritization Resource management Quality improvement Teaching and learning Teamwork and interprofessional collaboration Therapeutic and effective communication Virtual care
Attitudes	Caring, compassion, and empathy Integrity, honesty, and authenticity Professionalism Self-care and awareness Spirit of inquiry and lifelong learning
Contexts	Healthcare environments Individuals, families, and groups Nursing roles Transitions Variety of situation and settings
Outcomes	Age-appropriate care Community outreach Culturally competent care Diversity, equity, inclusion Environmental health Evaluation and reflection Evidence-based practice Health policy, regulation, and accreditation Health promotion, maintenance, and restoration Holistic care Patient-centered care and individualization Patient education Population health Quality indicators Safety Social justice, human dignity, improved social determinants of health

Curriculum

Curriculum Features

Because the CNE is not a degree program, credits for courses are actually “**credit equivalents**.” In this handbook, you will see those terms used interchangeably. Each credit equivalent is based on 15-week fall and spring semesters, and a 13-week summer semester.

Program prerequisites are courses that are required before starting the program. These include high school or college chemistry, English, and algebra, all with a C grade or better (official transcript required).

Course prerequisites are courses or designations required prior to taking that specific course. **Concurrent courses** are courses that may be taken together. **Co-requisite courses** are required to be taken together. Prerequisites (PR), concurrent courses, and co-requisites (CR) are listed in each course description.

General studies requirements are non-nursing courses required to complete the program. They may be taken before or during the program but may also be prerequisites for certain courses. Required general studies courses for this program are a full series of human anatomy and physiology, nutrition or diet therapy, and psychology or lifespan development. The CNE does not offer general studies credits, so student will take those courses at the college or university of their choice. Taking those courses at a regionally accredited institution is recommended, especially for students that will want to continue to a bachelor’s and/or master’s degree program. The CNE nursing program curriculum also includes general education competencies that are integrated in the nursing courses. This includes content in pharmacology, assessment, microbiology, English, math, and writing.

Contact hours are the number of hours students are actively engaged in instruction, which is based on the credit hours. Ratios are used to calculate contact hours for different types of instruction. Classroom (didactic or theory) hours are calculated on a 1:1 ratio; skills lab or simulation hours are based on a 1:2 ratio; and clinical hours are 1:5. Please note that these are direct instruction calculations. Students are then expected to dedicate 2-3 hours per credit hour per week to studying the materials and using resources.

- Classroom (didactic/theory) = 1 credit equivalent = 1 hour per week or 15 hours total per semester
- Lab = 1 credit equivalent = 2 hours per week or 30 hours total per semester
- Clinical = 1 credit equivalent = 5 hours per week in a clinical facility or 75 hours total per semester

Course periods are unique to the CNE. For clinical nursing courses, students will engage in skill building and application. Courses will begin with competency-building activities that include skills labs and faculty-supervised clinicals. Each clinical course will then include immersion activities that allow students to apply their newly developed skills to simulations and precepted clinical experiences. Community service activities are also integrated in the experiential learning model.

At the end of the 13th week (11th for summer), faculty offer an outcome resolution period for any nursing course that includes robust, individualized, and focused remediation for students that have not achieved all of the course outcomes. Students who have completed all of the required outcomes complete the course and do not participate in the outcome resolution period.

Program Outcomes

These are the goals and benchmarks related to the program's ability to impact success.

- At least 80% of students entering NURS 102 will graduate within 7 semesters of enrolling in the program.
- At least 70% of students entering NURS 102 will graduate on time.
- The overall NCLEX-RN pass rate for first-time test takers by calendar year will be at or above 80%.
- At least 90% of the graduates will rate the program as satisfactory (3 out of 5) or above.
- At least 90% of the graduates will gain employment as a nurse within 6 months of graduation.
- At least 85% of responding employers will rate overall graduate performance as satisfactory (3 out of 5) or above.

End-of-Program Student Learning Outcomes

Graduates of the program will be able to:

1. Aggregate knowledge from nursing, sciences, arts, and humanities to inform professional nursing practice. (Knowledge)
2. Demonstrate competency in clinical and interpersonal skills, decision-making, and care management to provide safe and effective nursing care. (Skills and Abilities)
3. Demonstrate behaviors consistent with caring, professionalism, integrity, and a spirit of inquiry. (Attitudes)
4. Apply nursing knowledge, skills, abilities, and attitudes in diverse healthcare settings, across the lifespan, and for individuals, groups, and families. (Context)
5. Evaluate the effectiveness of nursing care and professional practice and modify plans to achieve positive patient and healthcare outcomes.

Program and Course Leveling

Students will progress from a novice learner (NURS 101-104) to an advanced beginner student (NURS 105-106) to a competent learner (NURS 107-108) in preparation to transition to professional nursing practice as a novice or advanced beginner nurse. Students will increase the level of independence and expand critical judgment and synthesis abilities throughout the program. Topics and care assignments will become more complex over time.

Fall Admission Standard Progression Plan

Fall			Spring			Summer	
Year 1	NURS 101 Foundations of Student Success	3	NURS 103 Professionalism and Scope of Practice (PR or CONC: NURS 102)	3	NURS 105 Nursing Care of Adults (PR: NURS 102, 103, & 104; PR or CONC: Nutrition)	8	
	NURS 102 Fundamentals of Nursing Care (PR or CONC: NURS 101 and A&P)	7	NURS 104 Therapeutic Communication and Mental Health (PR or CONC: NURS 103 and PSYC or G&D)	4	Nutrition	3	
	Anatomy & Physiology	3	Psychology or Growth & Development	3			
	Total Credits	10-13	Total Credits	7-10	Total Credits	8-11	
Year 2	NURS 106 Reproductive and Family Health (PR: NURS 105)	7	NURS 107 Complex Nursing Care (CR: NURS 108)	7	Total Nursing Credits	42	
			NURS 108 NCLEX Review (PR all other NURS courses)	3	Total General Studies Credits	9	
	Total Credits	7	Total Credits	10	Total Program Credits	51	

Spring Admission Standard Progression Plan

Fall			Spring			Summer		
Year 1			NURS 101 Foundations of Student Success	3	NURS 103 Professionalism and Scope of Practice (PR or CONC: NURS 102)	3		
			NURS 102 Fundamentals of Nursing Care (PR or CONC: NURS 101 and A&P)	7	NURS 104 Therapeutic Communication and Mental Health (PR or CONC: NURS 103 and PSYC or G&D)	4		
			Anatomy & Physiology	3	Psychology or Growth & Development	3		
			Total Credits	10-13	Total Credits	7-10		
Year 2	NURS 105 Nursing Care of Adults (PR NURS 102, 103, & 104; PR or CONC: Nutrition)	8	NURS 106 Reproductive and Family Health (PR: NURS 105)	7	NURS 107 Complex Nursing Care (CR: NURS 108)	7		
	Nutrition	3			NURS 108 NCLEX Review (PR all other NURS courses)	3		
	Total Credits	8-11	Total Credits	7	Total Credits	10		
					Total Nursing Credits	42		
					Total General Studies Credits	9		
					Total Program Credits	51		

Course Descriptions

NURS 101 Foundations of Student Success (3 credits)

This course introduces students to the terminology and processes of nursing education and practice. Knowledge and skills in foundational arts and sciences will be explored and practiced. Students will learn techniques and strategies for program and practice success. Fall and Spring semesters only.

(45 hours theory). PR: Admission to the Nursing Program.

NURS 102 Fundamentals of Nursing Care (7 credits)

This course covers the theoretical basis for and principles of nursing care. Students explore the patient's place along the health, wellness, and illness continuum; normal and common abnormal findings; associated pharmacology content; and assessment techniques. Lab and clinical experiences allow students to master basic nursing skills. Fall and Spring semesters only.

(60 hours class, 60 hours lab, 75 hours clinical). PR: Admission to the Nursing Program. PR or concurrent: NURS 101, Anatomy & Physiology.

NURS 103 Professionalism and Scope of Practice (3 credits)

This course provides a comprehensive understanding of essential concepts for professional nursing practice. Emphasis is placed on scope of practice, decision-making skills, clinical judgment, care management, teamwork, adherence to standards of care, and the integration of legal and ethical standards. Spring and Summer semesters only.

(45 hours class). PR: Admission to the Nursing Program. PR or concurrent: NURS 102.

NURS 104 Therapeutic Communication and Mental Health (4 credits)

This course explores the essential knowledge and skills for effective therapeutic communication and care of individuals with mental health problems. The curriculum emphasizes communication strategies and barriers, lifespan considerations, and the application of these skills across various settings and among vulnerable populations. Students will also incorporate pharmacology, assessment, and safety. Spring and Summer semesters only.

(45 hours class, 15 hours lab, 36-40 hours clinical). PR: Admission to the Nursing Program. PR or concurrent: NURS 103, Psychology or Growth and Development.

NURS 105 Nursing Care of Adults (8 credits)

Students will apply nursing principles to the medical-surgical care of adults at all stages of life and in various settings with integrated pharmacology and assessment content and skills. Lab and clinical experiences will allow students to master intermediate nursing skills and develop a comprehensive plan of care. Fall and Summer semesters only.

(60 hours, 60 hours lab, 150 hours clinical). PR: Admission to the Nursing Program, NURS 102, NURS 103, NURS 104. PR or CONC: Nutrition.

NURS 106 Reproductive and Family Health (7 credits)

This course explores the knowledge and skills necessary for providing high-quality reproductive and family healthcare. Topics include male and female reproductive care; family dynamics; prenatal, antenatal, and postnatal care; and the care of children from infancy through adolescence. Basic and intermediate nursing skills, pharmacology, and assessment techniques applied to clinical experiences. Fall and Spring semesters only.

(55 hours class, 60 hours lab, 112 hours clinical). PR: Admission to the Nursing Program, NURS 105.

NURS 107 Complex Nursing Care (7 credits)

This course promotes competence in complex, high-acuity, and multi-system contexts. The curriculum emphasizes the synthesis of knowledge, skills, and attitudes and the application of advanced pharmacology, assessment, and clinical skills. Students learn to transition from academics to real-world nursing practice. Spring and Summer semesters only.

(55 hours class, 30 hours lab, 190 hours clinical). PR: Admission to the Nursing Program. Must be taken in the last semester of the program and with NURS 108.

NURS 108 NCLEX Review (3 credits)

In this course, students synthesize knowledge, skills, abilities, and attitudes to prepare for the NCLEX-RN exam, licensure, and practice. Students focus on documentation of graduate learning outcome achievement and competency for entry-level generalist nursing practice. Spring and Summer semesters only.

(45 hours class). PR: Admission to the Nursing Program. Must be taken in the last semester (repeatable).

Program Standardized Testing Schedule

ATI Exams		
Purpose: The Content Mastery Series Assessments from ATI provide essential data regarding a student's mastery concepts in relation to specific nursing content areas. Content-specific assessments provide proficiency levels that measure a student's level of knowledge acquisition.		
Program Assessment Type	Assessment	Placement
Formative ATI CMS Assessments	Fundamentals Mental Health Nutrition Adult Medical Surgical Maternal Newborn Pediatric Nursing Pharmacology Community Health Leadership	NURS 105 (4-week didactic point) NURS 104 (end) NURS 106 (Midterm) NURS 107 (end) NURS 107 (4-week didactic point) NURS 106 (end) NURS 108 (midterm to end) NURS 108 (beginning) NURS 108
Summative ATI Comprehensive Exam	ATI Comprehensive Predictor	NURS 108 (end)

Skills Competency Plan

Skills Competency	
Purpose: Requiring students to demonstrate competency in skill implementation is essential to ensure that nursing students possess the essential knowledge, abilities, and practical skills necessary to provide safe, effective, and compassionate patient care.	
Beginning Skills	- Skills will be covered in each class lab experience via the syllabi/content map - Students will complete checklists to validate skill - Students must complete checklists before performing the skill independently in the clinical setting (medication administration and invasive procedures are always supervised by an RN)
Application/ Competency	- Course skills competency evaluation completed with each course for corresponding content skills; includes skill and application scenario - Course skills competencies may include any skills previously learned - Students must complete the course skills competencies successfully to meet the outcomes of the course.

Math Competency Plan

Math Competency Purpose: Math competency demonstrations establish student competency in safely calculating medication dosages and administering medication.	
Beginning Skills	ATI Dosage Calculation and Safe Medication Administration 3.0 Modules: 90% or above required (repeatable) NURS 101: • Safe Dosage • Medication Administration • Oral Medications • Injectable Medications • Powdered Medications • Intravenous (IV) Medications NURS 105: • Dosages by Weight NURS 106: • Pediatric Medications NURS 107: • Critical Care Medications
Application/ Competency	ATI Dosage Calculation and Safe Medication Administration 3.0 Case Studies: Satisfactory required (repeatable) NURS 104: • Advanced Alzheimer's Disease • Bipolar NURS 105: • Diabetes • Leukopenia post-chemotherapy treatments • Acute MI • AIDS NURS 106: • Pediatric Asthma • Pediatric Ear Infection/Dehydration NURS 107: • Preeclampsia CNE Created Competency: Satisfactory required NURS 102: (end) • Dosage calculation scenarios Capstone Portfolio (throughout program) Measure to be determined Clinical Evaluations (all clinical courses) Satisfactory required on final evaluation

Academic Policies

Academic Dismissal

It is our desire that all CNE students are successful in their educational and career endeavors. Sometimes, though, there is a need to acknowledge that students have not met program and course outcomes. CNE faculty and staff are dedicated to supporting students through the dismissal process and help students analyze their options.

Related policy: [Academic Dismissal Policy \(A.DIS\)](#)

Assessment Technologies Institute (ATI)

ATI is a software package used to manage the nursing program and support student success. As a complete partner, CNE students are able to access a variety of learning resources. The student's individualized success team and plan will utilize ATI to tailor resources to each student's needs. Course-specific resources and learning strategies related to ATI are also described in the syllabus for each course.

Related policy: [ATI Policy \(A.ATI\)](#)

Audits

There may be times when a student needs to take a nursing course without requiring a grade for the course. Examples may include students admitted with transfer credit that do not meet specific benchmarks for competency testing or students that pass a course but need to reinforce the competencies following a leave of absence or other extenuating circumstances. With an audit, students are not invoiced for the course and are exempted from the graded assessments.

Related policy: [Audit Policy \(A.AUDIT\)](#)

Class and Clinical Attendance

The purpose of the class attendance policy is to foster a conducive learning environment by promoting regular attendance, engagement, and participation. This policy aims to enhance students' academic success, facilitate active learning experiences, and cultivate a sense of responsibility and commitment to the educational process. Each student is expected to be prepared and attend ALL classes to achieve the outcomes of each course.

Related Policies:

- [Class Attendance Policy \(A.DATT\)](#)
- [Clinical Attendance Policy \(A.CATT\)](#)

Grading and Incomplete Grades

Grading Scale (with rounding rules applied)

- A: 89.95%-100%
- B: 79.95%-89.94%
- C: 74.95%-79.94%
- F: <74.94%
- I: Incomplete grades may be requested for extenuating circumstances.

There are no extra credit points given in nursing courses.

All nursing courses are divided into 4 evaluation categories (each associated with one of the CNE competencies). Instructor-developed and standardized exams and application assignments (knowledge) are based on the above grading scale, and lab (skills) and clinical competency (abilities) category are evaluated on a pass/fail basis. Exam category (knowledge) grades must be a “C” or above to pass the class, and lab (skills) and clinical (abilities) grades must be a “pass” to pass the class.

Related Policy: [Grading Policy \(A.GR\)](#)

Graduation

Students must fulfill all academic and financial requirements related to their enrollment in the WVU Medicine Center for Nursing Education (CNE) to be eligible for graduation. The student's advisor and their student success team will work with the student closely to prepare for graduation.

Related Policy: [Graduation Policy \(A.GRAD\)](#)

Preceptorships

Clinical preceptorships are slightly different than direct faculty-supervised clinical experiences. In a preceptorship experience, each student has the opportunity to work closely with an experienced registered nurse in an acute care facility for an enhanced clinical experience. Traditionally, precepted clinicals occur in the final semester of the program to assist with transition to practice. In the CNE nursing program, students will experience a precepted clinical at the end of every semester tailored to their skill level and the CNE curriculum. The preceptorships are still supervised by faculty, and nursing faculty assign the grades for the experience with the feedback of the preceptor.

The Preceptor Policy outlines the guidelines and responsibilities of all parties involved in the preceptorship, and course syllabi explain the outcomes, procedures, and evaluation methods for the experiences.

Related Policy: [Preceptor Policy \(A.PREC\)](#)

Progression

Even with hard work, support, and dedication, students sometimes experience an interruption in progress through the nursing program curriculum. CNE personnel aim to provide a structured and supportive framework to promote student achievement even when things do not go as originally planned. Ultimately, we want each student to complete the program in a timely manner and transition to practice as a skilled nurse.

Regular Enrollment

Students must be continuously enrolled to maintain active student status, and inactive students not on an approved leave of absence would have to reapply to the program to return (see the Readmission Policy).

Academic Requirements

Students must receive a C or better in all required and prerequisite courses to progress in the nursing program as outlined in the Progression Policy. Students may only have two course attempts to successfully complete a nursing course. See the Academic Dismissal Policy for information regarding consequences for those students unable to meet academic requirements.

Academic Support

Each student will have an individualized student success team that will monitor student academic performance and progression and help the student develop a success plan. The team may revise the student's progression plan as necessary and with the student's input.

Related Policy: [Progression Policy \(A.PROG\)](#)

Remediation (Outcome Resolution)

The purpose of our educational remediation policy is to provide a supportive and inclusive framework that addresses the diverse learning needs of students and ensures additional support and opportunities for academic success. CNE personnel aim to identify and intervene promptly when students face challenges in meeting educational benchmarks. In addition to the individualized student success teams and success plans, each course will include an outcome resolution period or a targeted remediation program. The remediation process will occur in the last two (2) weeks of the course for the students that have not yet met one or more of the course outcomes. This could include finishing precepted clinical hours, completing clinical competencies in the skills or simulation labs, and/or reviewing course content and completing knowledge competency exams. Each student's remediation process will be individualized and formalized by the course instructor in collaboration with the student's success team. Students who successfully complete the course outcomes by the end of the two-week period will be assigned the appropriate grade. Those who do not successfully complete the outcomes will receive the grade earned and will follow all other academic policies as appropriate. This is considered a second chance to pass the course for those who made need it for a variety of reasons. Students may utilize the outcome resolution period in any course for which it is needed, even if that means the student completes an outcome resolution period every semester.

Related Policy: [Outcome Resolution Policy \(A.RES\)](#)

Testing

CNE personnel take the responsibility of testing and evaluation of student outcomes seriously. It is important to promote academic integrity, support meaningful learning outcomes, and ensure a consistent evaluation process for all students. This includes maintaining a safe, quiet, and secure testing environment for testing. The Testing Policy outlines specific guidelines to achieve those goals. The policy outlines details regarding:

- General testing procedures
- Security safeguards
- Exam environment requirements
- Permitted and prohibited items
- Test review and question appeals
- Missed exams

Testing procedures for each course will also be found on Blackboard for the course and cannot override the guidelines in this program policy. Students seeking testing accommodations should contact the Student Life Counselor and review the accessibility and accommodations information in the CNE Catalog and Student Handbook.

Related Policy: [Testing Policy \(A.TEST\)](#)

Conduct Policies

Academic Integrity

Nursing has been rated the most trusted profession year after year. Students aspiring to be nurses have the potential to make a major impact on the health and well-being of the patients they serve. In addition, nursing practice is regulated by state and national boards, laws, and standards that aim to protect the public and maintain a high quality and integrity of care. To these ends, nursing students, faculty, and staff are expected to act with integrity and honesty and to follow guidelines found in the Academic Integrity Policy and standards of practice. To be clear, all forms of academic dishonesty are prohibited, and CNE personnel are dedicated to creating a community and culture of legal, ethical, and moral behaviors. Faculty, students, or staff that have probable cause to suspect academic dishonesty are obligated to report it to program administrators, and students should always consult CNE personnel if there is any question if a behavior constitutes academic dishonesty.

The Academic Integrity Policy outlines examples of dishonest acts, procedures for policy enforcement, and potential consequences.

Related Policy: [Academic Integrity Policy \(C.INTEG\)](#)

Appeals, Grievances, and Formal Complaints

Students have the right to formally appeal any arbitrary, capricious, or discriminatory practice, procedure, policy, disciplinary action, and decisions (including admission decisions). It is recommended that the affected parties attempt to resolve any issues or complaints prior to initiating a formal appeal, grievance, or complaint. The linked Appeal, Grievance, and Formal Complaint Policy describes the circumstances for which one might submit a complaint, the procedures for all steps of the appeal process, and timeline requirements. Students may seek assistance with filing a complaint as necessary, and some complaints may also fall under the protections and WVU implementation procedures of Title IX and civil rights legislation.

Related Policy: [Appeal, Grievance, and Formal Complaint Policy \(C.GRIEV\)](#)

Background Checks

Applicants to the CNE diploma nursing program must submit the required criminal background check prior to enrollment. The cost of the background check is the responsibility of the applicant. Any offer of admission would be contingent upon satisfactory completion of the background check and a determination that the background check is favorable. Admission may be denied or rescinded based on the results. Applicants are encouraged to disclose potential infractions prior to completion of the background check.

Clinical facilities may require additional background checks throughout the program, and the CNE will cover the cost of those requirements.

If the background check is not clear but is considered suitable for program and clinical facility purposes, the student may be counseled to submit the information to the WV RN Board for information regarding potential barriers to licensure, as an additional background check will be required upon licensure application.

Students must report to the Director of Student Services, in writing, any change in their criminal background or current status within 24 hours of occurrence (includes citations and/or charges regardless of pending or final adjudication). Students who fail to report any new citation or charge may be dismissed from the CNE nursing program via nonacademic dismissal.

Related Policy: [Background Check Policy \(C.BACK\)](#)

Conduct and Discipline

CNE faculty and staff assume that CNE students desire to become leaders in the nursing profession. Nevertheless, circumstances and missteps may arise. The Conduct and Discipline Policy outlines examples of, procedures related to, and potential consequences of conduct code violations and breach of CNE professionalism standards (Professional Identity Comportment Policy). It is the responsibility of CNE personnel to protect student rights, ensure due process, and set standards for a safe and equitable learning environment.

Professionalism standards are related to the nursing profession role standards, program requirements, and educational environment expectations. In situations where professional standards are used to evaluate a student's clinical performance or course grade, the behaviors will be reflected in the evaluation, will be considered academic in nature, and will not be subject to the Conduct and Discipline Policy.

Related Policy: [Conduct and Discipline Policy \(C.COND\)](#)
[Professional Identity Comportment \(C.POSI\)](#)

Confidentiality

We believe that fostering a culture of support and confidentiality empowers students to learn with an increased awareness that their time in the classroom, simulation lab, and clinical experiences is considered by CNE as confidential. Faculty and staff are entrusted with student information on a need-to-know basis. Faculty, staff, and students may hear/learn protected information about other students and/or patients in the clinical settings. Due to the unique affiliation of the CNE as both a school and part of WVU Medicine, laws pertaining to the Health Insurance and Portability and Accountability Act (HIPAA) and to the Family Educational Rights and Privacy Act (FERPA) apply.

All CNE students are responsible for signing the CNE Confidentiality Form upon admission to the CNE diploma program. If a student breaks the confidentiality policy, the Conduct and Discipline Policy will apply. The CNE adopts the WVU Medicine Breach of Patient Confidentiality policy in addition to this policy for any instances related to patient confidentiality.

If you notice a breach of confidentiality or if you breach confidentiality, you are responsible for immediately notifying the Director of Student Services, the Nursing Program Director, or the Assistant Vice President, Nursing Education.

Related Policy: [Confidentiality Policy \(C.CONF\)](#)

Document Tracking Requirements

Documentation of specific items are required for clinical placement, and students are not permitted to attend clinical experiences until all required documents have been *approved*. All health and background screening records will be maintained in a confidential manner in compliance with HIPAA and institutional policies. Access to these records will be limited to authorized personnel only on a need-to-know basis. The Document Tracking Policy lists the required immunizations, health requirements, screening documentation, and compliance forms that will be tracked for each student. The frequency and timing of each item can also be found in the policy.

Related Policy: [Document Tracking Policy \(C.CLDOC\)](#)

Dress Code

The dress code policy is designed to ensure that all nursing students comply with clinical facility requirements and present themselves in a professional manner that reflects the standards of the nursing profession. Proper attire fosters a respectful and safe environment conducive to learning and patient care. Clinical sites may enforce dress requirements in addition to the CNE policy.

Related Policy: [Dress Code Policy \(C.DRESS\)](#)

Drug and Alcohol Screening

Drug and alcohol screening is required as part of CNE nursing program admission and in alignment with clinical facility requirements. Screening occurs upon admission, annually, and if for-cause screening is necessary.

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

CNE and the WV RN Board has resources available to any student that desires to prevent or treat dependency or addiction. See the student services section for a description of these mental health resources.

Related Policy: [Drug and Alcohol Screening Policy \(C.DRUG\)](#)

Incident Reports

CNE personnel aim to promote safety, security, and equity for all individuals. Incident reporting allows CNE staff to evaluate incidents and trends to improve the quality and safety of the CNE environment. Incidents that require formal report include, but are not limited to, student injuries or severe illness events, medication and treatment errors, patient-related adverse events, and equipment failures.

Incidents involving CNE students, faculty, staff, and visitors are to be reported within 24 hours of the occurrence or of obtaining knowledge of the occurrence on the Incident Report Form. If the incident is not reported within 24 hours, rationale for the delay should be included on the Incident Report Form.

CNE administration will conduct a thorough investigation regarding the event(s), analyze trends, and make changes as necessary according to the presented data.

Related Policy: [Incident Report Policy \(C.INCID\)](#)

Netiquette and Communications

Effective communication is one of the major program concepts and an essential nursing skill or competency. CNE personnel recognize the importance of communication to student success and growth. Multiple modes make communication more convenient but, sometimes, more complicated. Students, faculty, and staff must be respectful and professional in all aspects of interaction to support a positive and productive learning environment. Ineffective communication is often at the heart of academic and professional struggles, and CNE personnel want to work with students to improve those skills among all members of the team and CNE community.

Supporting students is one of the highest priorities for CNE faculty and staff. Prompt response to student inquiries can be expected except in extraordinary circumstances, which requires that all parties share communication preferences at the beginning of the program, each semester, and as frequently as necessary. CNE personnel aim to respond to students within 24 hours during business hours, and students are expected to check their email at least daily.

More specific guidelines, suggestions, and procedures can be found in the Netiquette and Communication Policy, and faculty will emphasize this policy in each syllabus.

Related Policy: [Netiquette and Communications Policy \(C.COMM\)](#)

Non-academic Dismissal

While CNE personnel desire for every CNE student to be successful, circumstances and behaviors may occur outside of the standards and competencies required for that success. A non-academic dismissal from the program may occur as a result of conduct and discipline procedures and is considered the most severe sanction for non-academic issues. Students who are dismissed for non-academic reasons are not eligible for readmission, but advisors will work with students to help them navigate financial and repayment implications and transition options.

Related Policy: [Non-academic Dismissal Policy \(C.CDIS\)](#)

Professionalism

Comportment is the way in which a person carries themselves or behaves, especially in terms of demeanor, posture, and overall conduct. It involves how someone presents themselves to others and interacts with their surroundings and is often seen as a reflection of one's values. A CNE student's comportment should uphold the principles of leadership, ethics, social justice, and legal guidelines. The Professional Identity Comportment Policy outlines specific standards and examples of accepted and prohibited behaviors. The Conduct and Discipline Policy is the mechanism for handling breaches in professional behavior.

Although CNE personnel anticipate that students will contribute to a lawful and professional environment, procedures have to be outlined for cases of criminal behavior. If a student is charged with a criminal offense, they are obligated to report this in writing to the AVP, Nursing Education immediately but no later than 24 hours following the charge. Withholding disclosure of a criminal charge may result in a non-academic dismissal from the nursing program.

Related Policy: [Professional Identity Comportment Policy \(C.POSI\)](#)

Title IX

The CNE follows the WVU Hospitals, Inc. "Sexual Misconduct in Education Policy" (<https://wvumedicine.org/wp-content/uploads/2021/05/V.223-Sexual-Misconduct-in-Education-Policy.pdf>) and is committed to fostering a diverse and inclusive culture. CNE does not discriminate on the basis of race, color, national origin, ancestry, age, physical or mental disability, marital or family status, pregnancy, veteran status, service in the uniformed services, religion, creed, sex, sexual orientation, genetic information, gender identity, or gender expression. In accordance with Title IX of the Education Amendments of 1972, CNE prohibits sexual harassment and sexual violence. Complaints regarding discrimination based on sex (including sexual harassment and sexual violence) can be filed with the Title IX coordinator at J.W. Ruby Memorial Hospital.

<https://wvumedicine.org/about/rights-privacy-and-non-discrimination/title-ix/>

Emergency Policies

Emergency Preparedness

CNE personnel aim to ensure the safety and protection of students, staff, faculty, and visitors in the event of emergencies, including, but not limited to, fires, medical emergencies, natural disasters, utility failures, and security threats.

It is important that all CNE constituents become familiar with the policy linked below. The CNE facilities will conduct random drills to maintain competence in disaster response, and CNE students are required to participate in all drills and follow these critical procedures. Students have access to some parts of the CNE facility 24 hours a day, 7 days a week with facility security but must always be aware of their surroundings and report suspicious behavior.

Related policy: [Emergency Preparedness Policy \(E.EMERG\)](#)

Security and Clery Act Compliance

WVUH and the CNE comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and the Violence Against Women Reauthorization Act of 2013 (VAWA) by reporting to the Department of the Clery Act crimes that occur within the hospital and our designated CNE facility geography, including events occurring in parking lots and on public streets adjacent to CNE locations. WVUH nor the CNE maintains on-campus housing.

At the end of each fiscal year, incidents will be reported to the WVUH financial aid administrator who will enter the data into the Campus Safety and Security website. WVUH and the CNE will make a reasonable and good-faith effort to obtain Clery Act crime statistics from local law enforcement agencies that have jurisdiction over the school's Clery Act geography. For the Morgantown location, WVUH will submit a request to the WVU University Police requesting the statistics to include with the annual submission.

WVUH will document and disclose reported crime statistics occurring in our designated geography in the following categories:

1. Criminal offenses – criminal homicide, sexual assault, robbery, aggravated assault, burglary, motor vehicle theft, and arson
2. Hate crimes – any of the above offenses and any incidents of larceny, theft, assault, intimidation, or destruction/damage/vandalism of property motivated by bias
3. VAWA offenses – domestic violence, dating violence, and stalking
4. Arrests and referrals for disciplinary action for weapons – carrying, possessing, law violations, drug abuse violations, and liquor law violations

Students are encouraged all incidences of potential criminal violations or security issues occurring on campus and the adjacent properties. Students can report an incident to anyone in

a supervisory role; however, it is preferred that students utilize either Hospital security personnel or a designated campus authority.

Timely Warning / Emergency Notification

WVUH and the CNE will provide timely warning to our immediate locations if a situation exists that represents a serious or continuing threat to students and employees. The issuance of a timely warning to the students will be on a case-by-case basis in light of all the facts surrounding the situation and will be based on but not limited to the following:

- Nature of the situation or crime
- Continuing risk of danger or threat to the students
- Possible risk of compromising operations or law enforcement efforts

Weather Conditions

CNE students are likely to encounter inclement weather at times on the way to class, lab, or clinical. CNE personnel want to ensure student safety and well-being while minimizing the disruption to the educational environment. If anyone feels they are unable to travel safely or believe that arrival will be delayed, the instructor responsible for teaching the experience that will be affected must be notified as soon as possible. Instructors will discuss the proper channels of communication for weather changes within the course environment. Please read the following policy carefully, as students are most likely to encounter weather issues at some point during the program.

Related policy: [Weather Conditions Policy \(E.WEATH\)](#)

Appendix: Policy and Procedure Manual

Academic Dismissal (A.DIS)

Developed 8/3/2024

Reviewed

Revised 6/25/2026

SCOPE: All currently enrolled students

PURPOSE:

The Academic Dismissal Policy establishes a transparent and fair framework for addressing academic concerns within our educational institution. The goal is to maintain academic integrity, uphold the institution's standards, and offer students an opportunity for remediation and improvement. By implementing this policy, we strive to foster an environment that values both the educational journey of individual students and the overall academic excellence of our program.

POLICY:

Academic dismissal from the nursing program will be determined on an individual basis. Failure of one (1) or more nursing courses in two (2) different semesters results in an academic dismissal.

PROCEDURE:

If a student meets the criteria of academic dismissal, they will be required to meet with their advisor, the financial aid counselor, and the nursing program director.

Students will be notified of the academic dismissal by formal email correspondence.

RELATED DOCUMENTS:

Progression Policy

Readmission Policy

Appeal, Grievance, and Formal Complaints Policy

Academic Integrity (C.INTEG)

Developed 8/1/2024

Reviewed 6/25/2026

Revised

SCOPE: All Center for Nursing Education faculty, staff, and students

PURPOSE:

CNE administrators seek to foster a positive learning environment that promotes professionalism, integrity, and mutual trust. This policy provides a framework to outline how faculty, staff, and students can adhere to and be accountable for WV Code and legislative rules, CNE policies, and professional standards. The policy exists to help maintain the integrity of the education provided and ensure validity of our outcome assessments.

POLICY:

Nursing students, faculty, and staff are expected to act with integrity and honesty. All forms of academic dishonesty are prohibited. Faculty, students, or staff that have probable cause to suspect academic dishonesty are obligated to report it to program administrators.

Any dishonest act during didactic, examination, or clinical activities that violates professional nursing standards is considered academic dishonesty. Specific examples include, but are not limited to:

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

Students are strongly encouraged to ask a faculty member or administrator if they are unsure if a practice would be considered academic dishonesty prior to engaging in that practice. Faculty and staff members should clearly outline assignments and test standards for integrity.

Responsibility for academic dishonesty will be determined by the program personnel as outlined in the procedures section of this policy; however, sanctions will be determined through the Conduct and Discipline Policy. Academic dishonesty may be considered at-risk or reckless behavior, which could result in program dismissal.

Definitions:

Preponderance of evidence – standard of proof indicating than one party has presented evidence to establish that it is more likely than not that the accused is responsible. This is not to be confused with possibility or speculation that has been established in the absence of evidence.

PROCEDURE:

Individuals or groups that have witnessed academic dishonesty or that suspect it, must submit an Academic Dishonesty Form to the AVP, Nursing Education.

The AVP, Nursing Education will collect additional information from all parties, consult course faculty and program administrators, and interview the accused student with one other impartial administrator or faculty member not otherwise involved in the situation. The AVP, Nursing Education and impartial decision-maker will determine whether, with a preponderance of the evidence, the student was responsible for academic dishonesty.

The AVP, Nursing Education will notify the student of the decision on the Academic Dishonesty Form. If the student is found not responsible, the issue is considered closed, and the form is saved in a secure, password-protected academic dishonesty file. If the student is found responsible, the Academic Dishonesty Form will be submitted as outlined in the Conduct and Discipline Policy. Students are able to appeal the academic dishonesty decision through the Appeal, Grievance, and Formal Complaint Policy but must submit the appeal within the required timeframe. The appeal for academic dishonesty will be resolved prior to the conduct and discipline process.

RELATED DOCUMENTS:

Conduct and Discipline Policy

Academic Dishonesty Form

Appeal, Grievance, and Formal Complaint Policy

Accommodations (SS.ACC)

Developed 8/1/2024

Reviewed 6/25/2026

Revised

SCOPE: Enrolled Center for Nursing Education students requesting disability-related accommodations

PURPOSE:

The purpose of this policy is to ensure students with disabilities have equal access to educational opportunities and resources at the Center for Nursing Education. This policy outlines the process for requesting and providing reasonable accommodations to support students with disabilities in achieving their academic goals.

POLICY:

The Center for Nursing Education is committed to providing reasonable accommodations to students with disabilities in compliance with the Americans with Disabilities Act (ADA), Section 504 of the Rehabilitation Act, and other applicable laws. Accommodations are provided to ensure that students with disabilities have an equal opportunity to participate in all aspects of the academic and campus experience.

PROCEDURE:

Requesting Accommodations

Students seeking accommodations must contact the Student Life Counselor to initiate the request process. This can be done by phone, email, or in person. An intake meeting will be scheduled to discuss the student's needs, review documentation, and identify appropriate accommodations.

Accommodations cannot be retroactively requested. Accommodations are only provided from the date of the approved accommodation plan moving forward.

Students must provide current and comprehensive documentation of their disability from a qualified healthcare provider. This documentation should describe the nature of the disability and the need for specific accommodations.

Determining Accommodations

The Student Life Counselor will conduct an individual assessment of each request, considering the student's documented disability and the functional limitation that impact their academic performance.

The Student Life Counselor will engage in an interactive process with the student to determine reasonable accommodations. This may involve consultations with faculty, Student Success Coordinator, and other relevant personnel.

An accommodation plan will be developed and documented, outlining the specific accommodations to be provided for the given semester.

Implementing Accommodations

The Office of Student Services will provide written notification of the approved accommodations to the student and relevant faculty members. The letter will provide instructions on how to implement the accommodations. The accommodations will be built into the student's success (care) plan in collaboration with the Student Success Coordinator.

The Office of Student Services will provide support and resources to both students and faculty to ensure the effective implementation of accommodations. This may include training, assistive technology, and other resources. Students are encouraged to promptly communicate any issues or concerns to the Student Life Counselor.

Appeals and Grievances

If a student disagrees with the accommodation decision, they may file an appeal (See the Appeal, Grievance, and Formal Complaints Policy).

If the appeal is denied or if the student believes their rights have been violated, they may file a formal grievance with the U.S. Department of Education's Office of Civil Rights by contacting:

Office for Civil Rights

U.S. Department of Education

The Wanamaker Building

100 Penn Square East, Suite 515

Philadelphia, PA 19107-3323

Telephone: 215-656-8541

FAX: 215-656-8605; TDD: 800-877-8339

Email: OCR.Philadelphia@ed.gov

GUIDELINES:

Confidentiality

Privacy: All information related to a student's disability and accommodation request will be kept confidential and shared only with individuals involved in the accommodation process.

Records: Disability documentation and accommodation records will be securely maintained by the Office of Student Services and will not be part of the student's academic record.

Roles and Responsibilities:

Students: Students are responsible for initiating accommodation requests, providing necessary documentation, and communicating any issues or changes in their needs to the Student Life Counselor.

Faculty: Faculty members are responsible for implementing approved accommodations in their courses and maintaining confidentiality. They should contact the Student Life Counselor with any questions or concerns about accommodations.

Office of Student Services: Student Services is responsible for coordinating the accommodation process, providing support and resources, and ensuring compliance with legal requirements.

RELATED DOCUMENTS:

Accommodation Request Form

Appeal, Grievance, and Formal Complaints Policy

Admission (SS.ADM)

Developed 8/14/2024

Reviewed 06/25/2026

Revised

SCOPE: All prospective Center for Nursing Education students/applicants.

PURPOSE:

In pursuit of our mission to enhance accessibility to the nursing profession and contribute to the overall well-being of the people of West Virginia, we are committed to implementing holistic admissions policies and procedures. Our approach is designed to provide applicants with diverse opportunities to showcase their potential for success through a range of measures. At the core of our values lie the principles of caring, integrity, experience, and professionalism, which we actively emphasize throughout our admissions process. Recognizing our ethical responsibility to uphold public safety, we prioritize the admission of students who demonstrate clear indicators of success potential. By aligning our admissions practices with these principles, we strive to foster a nursing community that is skilled in the science of nursing and embodies the art of nursing through compassionate patient care. The Center for Nursing Education provides an equal opportunity for its applicants and encourages prospective students from diverse backgrounds and experiences to apply.

POLICY:

Admission to the program is contingent upon both space availability and the qualifications of the applicants. Students applying as transfer students or for readmission are considered with the current applicant pool. Applications will only be considered when they are completed in full and during the application period outlined in the Academic Calendar.

Students have 10 calendar days to respond to an admission invitation to avoid risking forfeiture of the admission seat. Unfavorable background checks or positive drug screens may result in revocation of admission acceptance.

***Students that accept admission and a tuition waiver will need to consult the tuition waiver policy for other requirements and commitments.**

Variables

The decision-making process is informed by various metrics, established rubrics, and admission interviews.

Variables considered include:

- academic history
- professional experience

- direct patient care experience
- military service
- professional referral
- interview rubric scores

Students who meet minimum requirements but are not selected for admission may be added to a waitlist. The waitlist will remain active until the first day of classes for the cohort. Applicants on the waitlist are only reviewed for the cohort of the original application and are not reviewed for other admission cohorts. A student who is on the waitlist must apply to other cohorts of interest.

Students may request an exemption from specific minimum program admission requirements due to exceptional circumstances (outlined in guidelines).

Students must be eligible to attend clinicals in all clinical facilities utilized by the program and be eligible for employment at WVU Medicine to be eligible for nursing program admission. Details about clinical facility requirements are listed in the student handbook.

Guidelines:

Required

- High school cumulative GPA: Transcript required, minimum 2.5 or successful exemption request
High school GED or TASC scores may be submitted with the exemption request.
- College cumulative GPA: All transcripts required, minimum 2.5 or successful exemption request
Academic forgiveness granted at a prior institution will be honored upon submission of an exemption request.
- Successful background check and drug screen or successful exemption request
- Must have earned a “C” or higher prior to application in high school or college algebra, chemistry and English (students currently enrolled in these prerequisites may be offered admission contingent on successful completion of the courses with a “C” or higher)
- Students that were previously or are currently enrolled in a nursing program: a letter of good standing from nursing administrator or successful exemption request

Optional

- General education courses completed (Human Anatomy and Physiology, Nutrition, Psychology)
- TEAS, SAT, ACT scores
- Professional Referral Letter
- Admission Exemption Request Form

PROCEDURE:

The annual admission process operates in two cohorts, beginning in August (fall) and January (spring, Morgantown only). Throughout each admission cycle (see Academic Calendar), applications are

reviewed until seats and waitlists are filled. It is crucial to note that admission is not guaranteed even if spots are available. The decision-making authority rests with the admission committee, and final verification of the cohort decisions is granted by the Assistant Vice President, Nursing Education.

A complete application includes the following.

- Completed admission application
- All high school and college transcripts and GED or TASC scores on file with the Center for Nursing Education (while official transcripts are necessary prior to the start of the program, the application may be deemed complete with unofficial transcripts)
- Exemption Request Form and supporting documentation (if applicable)

Competitive applicants who meet minimum requirements or successfully request an exemption for required criteria above will be invited for a virtual interview. Finalists will subsequently be invited for an in-person interview.

Applicants will be notified of the admission decision within 10 days of the final committee decision. Decision options will include acceptance, denial, admission contingent upon specific conditions, or waitlist placement. The waitlist is organized based on the admission committee's ranking, and seats are filled as they become available until the first day of the semester.

Applicant data is collected and stored via a password-protected software application and kept for at least five (5) years.

RELATED DOCUMENTS:

Admission Application

Admission Cycle Timeline

Learning Contract Form

Tuition Waiver Policy

Exemption Request Form

Transfer of Credits Policy

Course Transfer Request Form

WVU Medicine CNE Catalog & Student Handbook

Appeal, Grievance, and Formal Complaint Policy (C.GRIEV)

Developed 8/1/2024

Reviewed 6/25/2026

Revised

SCOPE: All students, faculty, and staff of the WVU Medicine Center for Nursing Education

PURPOSE:

This policy aims to preserve fairness and justice and protect the rights of CNE constituents. It is the responsibility of CNE personnel to provide due process, comprehensive documentation, and clear communication regarding policies and procedures for appeals, grievances, and formal complaints. Title IX and civil rights complaint procedures will be followed as applicable.

POLICY:

Students, faculty, and staff have the right to formally appeal any arbitrary, capricious, or discriminatory practice, procedure, policy, disciplinary action, and decisions (including admission decisions).

It is recommended that the affected parties attempt to resolve any issues or complaints prior to initiating a formal appeal, grievance, or complaint.

There will be two levels of consideration for all formal appeals, grievances, and complaints; however, if the potential result of any action or decision would result in dismissal, termination, failure of a course, a third level of appeal will include a hearing by an impartial tribunal and the opportunity for parties to be represented by legal counsel. The impartial decision-makers will be selected based on the nature of the situation and the parties involved.

If any complainant does not follow this policy or related procedures, the original decision will stand, unless there is a compelling reason for the breach of procedure. In addition, appeals, grievances, and complaints must be filed within 14 calendar days of the action, decision, or event, unless it is unreasonable to assume that the formal notification could have been submitted. Mutual respect and civility is required throughout the process by all parties involved.

Measures may be taken during the consideration period for appeals to ensure safety of the complainant or any other directly or indirectly affected parties. For example, if necessary, students may have to discontinue clinical experiences, and faculty and staff may have to suspend teaching or administrative responsibilities.

For students, the levels of consideration are:

- Level 1 – Director of Student Services and Nursing Program Director
- Level 2 – AVP, Nursing Education
- Level 3 – Impartial tribunal selected by WVU Health System Chief Nurse Executive

For faculty and staff, the levels of consideration are:

- Level 1 – AVP, Nursing Education
- Level 2 – WVU Health System Chief Nurse Executive
- Level 3 – Impartial tribunal selected by WVUH and WVU Health System Human Resources administrators

Definitions:

Due process – the legal principle that ensures fair treatment and protection of an individual’s rights. Due process guarantees that individuals are entitled to certain procedural safeguards. The key elements of due process are notice, opportunity to be heard, right to legal representation, presumption of innocence, impartial decision-maker, and right to appeal.

Arbitrary – lacking justifiable or rational basis. Examples include actions, decisions, or rules that are based on personal preference or random choice. It implies that the decision or action is not guided by principles, rules, or standards that are fair, consistent, or reasonable.

Capricious – lacking reliability, consistency, or fairness. Examples include actions or decisions that are characterized by sudden and unpredictable changes, often without reason or logic. Capricious actions can lead to confusion and instability in various contexts.

Discriminatory – unequal and unfair in treatment of individuals or groups on certain characteristics or attributes. Discriminatory practices marginalize individuals or groups due to specific factors. Legally protected characteristics include race, gender, age, religion, nationality, disability, and sexual preferences.

PROCEDURE:

A person or group must submit a formal appeal, grievance, or complaint in writing through submission of a “Appeal, Grievance, and Formal Complaint Form” to the appropriate individuals for level 1 consideration. All parties involved will be notified regarding the details submitted, and the level 1 consideration team will collect all relevant information and conduct interviews as appropriate. A decision must be sent to all parties on the official form within 14 calendar days of receipt of the complaint.

If the complainant is satisfied with the level 1 outcomes, the decision is considered final. If the outcome is not considered a resolution, the complainant has 7 calendar days to submit a level 2 appeal on the same official form and to the appropriate individual.

Level 2 decision-makers will request all level 1 documentation and will gather additional information as necessary. Interviews with the affected parties should be included at level 2, as well. A decision must be sent to all parties on the official form within 7 calendar days of receipt of the level 2 complaint.

If the complainant is satisfied with the level 2 outcome, the decision is considered final. If the outcome is not considered a resolution, the decision is considered final, unless the action or decision meets the requirements described above for a level 3 review. In that case, a complainant has 7 calendar days to send the form to the appropriate level 3 personnel for a tribunal to be selected and a hearing to be scheduled.

Level 3 decisions are considered final.

The Appeal, Grievance, and Formal Complaint Form is maintained in a confidential, password-protected file. Data that impacts faculty, staff, or student records will be maintained in secured files. A summary regarding the complaint, circumstances, and decision will be logged in the Grievance Tracking Form and will be used to inform program decision-making.

RELATED DOCUMENTS:

Appeal, Grievance, and Formal Complaint Form

Faculty and Staff Records Policy

Student Records Policy

Grievance Tracking Form

WV RN Board complaint procedures

ATI (A.ATI)

Developed 8/6/2024

Reviewed 6/25/2026

Revised

SCOPE: All enrolled CNE students

PURPOSE:

The purpose of the Assessment Technologies Institute (ATI) Policy is to establish a clear and inclusive framework that promotes the effective utilization of ATI within our educational institution. This policy aims to create an accessible and equitable learning environment where students with diverse abilities can fully engage in academic pursuits, fostering a culture of inclusivity and maximizing their potential for success. By delineating guidelines for the assessment, implementation, and remediation processes of ATI, this policy seeks to empower educators and students to collaboratively contribute to an educational landscape that values and accommodates the unique needs of every learner. Through systematic evaluation, professional development initiatives, and continuous improvement, the ATI policy aspires to prepare the student for success in program completion and NCLEX-RN testing.

POLICY:

The comprehensive ATI review program offers the following to students:

- A comprehensive, assessment-driven review program designed to enhance student NCLEX-RN success
- Multiple assessments and remediation activities
These include assessment indicators for academic success, critical thinking ability, and learning styles. Additionally, online tutorials, online practice assessments, and proctored assessments are provided and span major content areas in nursing. These ATI tools, in combination with the nursing program content, assist students to prepare effectively, helping to increase their confidence and familiarity with nursing content.
- ATI Orientation resources, such as the ATI Plan, accessed from the “My ATI” tab
It is highly recommended that students spend time navigating through these orientation materials.

ATI resources and assessments will be integrated into each student’s success plan (inclusive and individualized pathways).

Disclosure:

All products developed and offered by ATI (Assessment Technologies Incorporated) are deemed beneficial as supplemental educational activities to students. These products are integrated into each nursing course to enhance learning and educational experience. ATI has no authority or influence on the curriculum development and/or revisions at WVU CNE. All curriculum decisions are determined and implemented solely by the faculty and administration of WVU CNE.

Skills Modules:

ATI provides online skills and review modules that include written and video materials in all content areas. Students are encouraged to use these modules to supplement course work. Instructors will assign these during the course and/or as part of active learning/remediation/make-up.

Tutorials:

ATI offers unique Tutorials that teach nursing students how to think like a nurse, succeed on a nursing assessment, and develop sound clinical judgment.

ATI Tutorial Assignments: Dosage Calculation and Safe Medication Administration, Pharmacology Made Easy, and Real-Life Scenarios must be completed with a “Satisfactory” or a 90% or better. As many attempts as necessary to achieve these scores may be made PRIOR to the due date and time. For ATI Tutorial assigned, failure to complete the original assignment with the “Satisfactory” or 90% score by the stated due date and time will be evaluated as outlined in course syllabi.

Assessments:

Standardized assessments will help the student to identify what they know, as well as areas requiring active learning/remediation. There are practice assessments available to the student and standardized proctored assessments that will be scheduled during courses.

Active Learning/Remediation:

Active learning/remediation is a process of reviewing content in an area that was not learned or not fully understood as demonstrated on an assessment. It is intended to help the student review important information to be successful in courses and on the NCLEX-RN. The student’s individual performance profile will contain a listing of the topics to review. The student will remediate, using the Focused Review which contains links to ATI review modules, media clips, and active learning templates. The instructor has online access to detailed information about the timing and duration of time spent in the assessment, focused reviews, and tutorials by each student.

Content Mastery Series (CMS):

CMS is designed to provide assessment data regarding a student’s mastery of concepts in specific areas linked to the NCLEX® test plan. Subjects addressed are:

*Assessments and course placement are subject to change

Assessment*	Course	Assessment*	Course
Mental Health	NURS 104 (end)	Adult Medical-Surgical	NURS 107 (end)
Fundamentals	NURS 105 (4-week didactic point)	Community Health	NURS 108 (beginning)
Nutrition	NURS 106 (midterm)	Leadership	NURS 108
Pediatric Nursing	NURS 106 (end)	Pharmacology	NURS 108 (midterm to end)
Maternal Newborn	NURS 107 (4-week didactic point)	Comprehensive Predictor	NURS 108(end)

ATI REVIEW PRODUCTS:

During NURS 108, certain ATI Review programs are integrated to enhance the review process and nationally measure competency for NCLEX-RN. These programs include: Capstone, ATI Live Review, and Virtual ATI. Non “high stakes” scoring is included with these products to encourage effort in these supplemental reviews and to give a true measure of entry level mastery of the module topics. **A requirement of 75% completion of Virtual ATI prior to graduation.**

Test Preparation

- Students are required to take the assigned practice assessments (A & B) for admission to each proctored ATI assessment.

RELATED DOCUMENTS:

Outcome Resolution Policy
Late Assignment Policy

Audit (A.AUDIT)

Developed 8/6/2024

Reviewed

Revised 6/25/2026

SCOPE: All currently enrolled CNE students

PURPOSE:

This policy is designed to afford learners the opportunity to participate in courses, gaining valuable insights and understanding, while exempting them from the pressure of graded assessments. By establishing guidelines and procedures for course auditing, this policy aims to promote a culture of lifelong learning and inclusivity within the educational community. It recognizes the diverse motivations for seeking knowledge and underscores the importance of providing accessible avenues for personal and professional development. Through the implementation of this policy, we seek to create an inclusive and flexible educational environment that accommodates a broad spectrum of learners, fostering a culture where the pursuit of knowledge is celebrated and supported.

POLICY:

Students may apply to participate in course lectures, discussions, assignments, labs, and/or clinicals on a not-for-credit basis. The ability to participate in course exams and attendance requirements will be determined on a case-by-case basis and outlined on the Audit Request Form.

Approval of the auditing request will depend on available space in a given class and student learning needs.

Students repeating a course or returning to the program may also be required to audit course(s) as outlined in a learning contract.

Audited courses are added to the student schedule and appear on the academic transcript. Audit courses do not count as attempted or earned credits or apply to the GPA calculation.

Definitions:

Audit – participating in a course without receiving academic credit for it

PROCEDURE:

Students interested in auditing a course must email their faculty advisor. The student's success team will decide whether to approve the request and, if approved, will outline the circumstances of the audit in the student's Jenzabar file.

Background Check (C.BACK)

Developed 8/6/2024

Reviewed 6/25/2026

Revised

SCOPE: All prospective and enrolled CNE students

PURPOSE:

The CNE accepts the responsibility to protect the public and CNE faculty, staff, and students and to respect the privacy rights of students, balancing safety and privacy.

This policy aligns with clinical facility policies and requirements regarding background checks.

POLICY:

Applicants to the CNE diploma nursing program must submit the required criminal background check. The cost of the background check is the responsibility of the applicant. Any offer of admission would be contingent upon satisfactory completion of the background check and a determination that the background check is favorable. Admission may be denied or rescinded based on the results. Applicants are encouraged to disclose potential infractions prior to completion of the background check.

Clinical facilities may require additional background checks throughout the program, and the CNE will cover the cost of those requirements.

If the background check is not clear but is considered suitable for program and clinical facility purposes, the student may be counseled to submit the information to the WV RN Board for information regarding potential barriers to licensure, as an additional background check will be required upon licensure application.

Students must report to the Director of Student Services, in writing, any change in their criminal background or current status within 24 hours of occurrence (includes citations and/or charges regardless of pending or final adjudication). Students who fail to report any new citation or charge may be dismissed from the CNE nursing program via nonacademic dismissal.

RELATED DOCUMENTS:

Document Tracking Policy

Class Attendance (A.DATT)

Developed 8/6/2024

Reviewed

Revised 6/25/2026

SCOPE: All current CNE students enrolled in classroom and didactic courses.

PURPOSE:

The purpose of the class attendance policy is to foster a productive learning environment by promoting regular attendance, engagement, and participation. This policy aims to enhance students' academic success, facilitate active learning experiences, and cultivate a sense of responsibility and commitment to the educational process. Classroom absences may include missed lectures, discussions, demonstrations, or other didactic-based experiences, which can impede the student's ability to grasp essential concepts and skills. Excessive absences may lead to a decrease in academic performance, including lower grades or failure to meet course requirements.

Regular attendance is a fundamental expectation for success in our nursing program and is essential for developing the knowledge, skills, and professionalism required for a career in nursing. By adhering to this attendance policy, students demonstrate their commitment to their education and their future patients' well-being.

POLICY:

Students are expected to attend all scheduled synchronous class/didactic activities as outlined in the course syllabi.

Students must arrive on time and stay for the duration of the class for all scheduled synchronous class activities. Late arrivals disrupt the learning environment and may result in missed critical information.

Students are not permitted to record attendance for anyone other than themselves.

If a student misses 10% of total classroom hours of the course, the course coordinator will meet with the student.

If the student misses 20% or more of total classroom hours, a Conduct Referral Form will be completed, and the *Conduct and Discipline Policy* will apply. The student will be required to meet with the Student Success Coordinator.

In the event of an unavoidable absence, even if for illness, military duty, court appearance, and jury duty, students are required to notify the appropriate faculty member or clinical instructor, in writing, prior to the scheduled activity (unless unforeseen emergency).

It is the student's responsibility to arrange for missed assignments, exams, notes or materials. Make-up work will be allowed at the instructor's discretion and must be completed within a reasonable timeframe.

In the incidence of a death of an *immediate family member*, the student is excused for three (3) days of funeral leave in accordance with the WVU Health System Bereavement Policy.

Definitions:

Didactic – instruction with an emphasis on transmitting information, facts, and concepts to learners; typically referring to the theory portion of a course; may include lectures, presentations, classroom activities, and other formal and instructional approaches; in this program, does not include skills lab, clinical, and other experiential learning activities

Immediate Family member- defined as parent, spouse child, grandparent, sibling, step-parent, step-child, grandchild, mother-in-law, father-in-law, son-in-law, daughter-in-law.

PROCEDURE:

Class attendance will be recorded for all synchronous activities, including classroom sessions.

Faculty and program administrators will monitor attendance regularly and follow up with students who exhibit a pattern of excessive absences.

RELATED DOCUMENTS:

Conduct and Discipline Policy

Conduct Form

WVU Medicine Bereavement Policy V. 130S

Clinical Attendance (A.CATT)

Developed 8/6/2024

Reviewed

Revised 6/25/2026

SCOPE: All current CNE students enrolled in skills lab, simulation, and clinical coursework

PURPOSE:

The purpose of our clinical attendance policy is to ensure the highest standards of patient care, professional development, and ethical conduct among our healthcare students. This policy aims to instill a sense of responsibility, reliability, punctuality, and critical attributes for healthcare professionals. Clinical experiences are an integral component of the nursing program curriculum, providing students with hands-on learning opportunities essential for developing clinical competence and professional skills. Regular attendance is vital for achieving the learning objectives and ensuring patient safety. Through clinical experiences, students acquire hands-on experience, apply theoretical knowledge in real-world settings, and develop the necessary skills and competencies required for their future roles. By adhering to this policy, students demonstrate commitment to the healthcare profession, contribute to a positive learning environment, and ultimately enhance the quality of care they will provide to patients. This policy reflects our dedication to producing competent, compassionate, and reliable healthcare leaders who prioritize patient well-being and uphold the highest standards of professional integrity.

POLICY:

Each student is expected to be prepared and attend ALL clinical activities to achieve the outcomes of each course. If extenuating circumstances exist, the student must meet with their clinical instructor, course faculty member, and/or the Nursing Program Director.

The WVU Medicine CNE clinical attendance policy is consistent with WVU Medicine attendance policies with slight differentiation to ensure the student achieves course and program outcomes.

Students must arrive on time and stay for the duration of all clinical sessions. Tardiness is disruptive to patient care and will not be tolerated. Shall a student be tardy, as defined, for any reason they must call the clinical instructor prior to the start of the experience. Two or more late arrivals will result in a clinical absence.

Students must come prepared for each lab, simulation, and clinical session, including reviewing relevant patient information, care plans, and any assigned readings or pre-lab materials.

Two (2) 'no call, no show' events will result in an unsatisfactory rating in the relevant and corresponding clinical outcome evaluation measures.

Make-up for all clinical experiences (as defined below) will not be permitted based on limited resources, defined number of student seats, and the inability to replicate clinical experiences. Make-up work to meet the clinical outcomes may be required, if appropriate.

Failure to adhere to attendance policies in clinical rotations may result in removal from the clinical site, jeopardizing the student's ability to complete program requirements.

Consequences of Clinical Absences:

If a student misses one (1) clinical experience in the entirety of the course, the course coordinator will meet with the student.

If the student misses more than one (1) clinical experience, a Conduct Referral Form will be completed, and the *Conduct and Discipline Policy* will apply. The student will be required to meet with the Student Success Coordinator.

If the student receives two (2) 'no call, no show' in the course it will result in unsatisfactory clinical outcome evaluation.

Definitions:

Clinical Experience - Skills lab, simulation, direct clinical experience, indirect clinical experience, or pre- and post- clinical conferences.

Tardiness - Arriving late or unprepared to safely care for patients but within 30 minutes from the start of the experience (after 30 minutes it is considered an absence)

No call, No show is defined as a student failing to report to a clinical experience without notification to the clinical instructor.

PROCEDURE:

In the event of illness or emergency preventing attendance, students must notify their clinical instructor and the unit at least one hour prior to the start of the experience (unless an unforeseen emergency).

RELATED DOCUMENTS:

Conduct and Discipline Policy

Conduct Form

WVUHS Time & Attendance Policy V.111S

Conduct and Discipline (C.COND)

Developed 8/6/2024

Reviewed

Revised

SCOPE: All active CNE students

PURPOSE:

CNE faculty and staff assume that CNE students desire to become leaders in the nursing profession. Nevertheless, circumstances and missteps may arise where a correction in comportment is required. This document outlines policies and procedures related to conduct code violations and breach of CNE professionalism standards (Professional Identity Comportment Policy). It is the responsibility of CNE personnel to protect student rights, ensure due process, and set standards for a safe and equitable learning environment.

POLICY:

Conduct code violations include committed and/or assisted behaviors that can be harmful or illegal in nature, such as (but not limited to):

- Academic Dishonesty, including plagiarism
- Title IX violations (subject to Title IX policy)
- Harassment
- Prohibited drug or alcohol related conduct
- Violence or threat of violence
- Theft
- Interfering with the right of others to an education
- Hazing
- Bullying and cyberbullying
- Endangerment
- Prohibited electronic activity
- Reckless behavior
- Disorderly, lewd, indecent, obscene, or sexually harassing conduct or expression
- Possession of deadly weapons in restricted areas
- Unauthorized entry or use of keys or access devices
- HIPAA/FERPA violation

Professionalism standards are related to the nursing profession role standards, program requirements, and educational environment expectations. In situations where professional standards are used to evaluate a student's clinical performance or course grade, the behaviors will be reflected in the evaluation, will be considered academic in nature, and will not be subject to the Conduct and Discipline Policy. Professionalism standards include, but are not limited to:

- Attendance and punctuality
- Professional interactions
- Dress code
- Adherence to policies and procedures
- WV law and scope of practice for RNs
- Human error and/or at-risk behavior

Students who engage in illegal or immoral acts, violate policy or professional standards, or exhibit unprofessional conduct will be subject to sanctions as outlined in this Conduct and Discipline Policy and commensurate with the severity of the infraction.

CNE publications, orientations, and other notifications serve as a verbal warning regarding expectations and potential consequences. First and subsequent offenses and additional warnings shall be subject to this policy and documented using the Conduct Referral Form.

The West Virginia RN Board requires that the program report misdemeanors or felonies and that applicants for licensure undergo a criminal background check and explain any criminal incident. Depending on the Board's action, applicants for licensure may be barred from taking the NCLEX-RN, disciplinary action may be applied, and/or the nursing license may be restricted.

Students may be removed from the learning environment or dismissed from the experience if a violation interferes with the ability to meet immediate classroom, clinical, or safety outcomes of the accused student or other involved parties. In this instance, the AVP, Nursing Education must be notified that the student was removed, and a notation of the removal and rationale should be included on the Conduct Referral Form.

Definitions:

Sanctions – measures or actions taken by CNE administration to impose penalties or restrictions on an individual or group to enforce compliance with rules, laws, policies, and standards; may include, but are not limited to, warning, educational requirements, behavioral requirements, admission revocation, and non-academic dismissal.

Preponderance of evidence – evidence which is of greater weight or more convincing than the evidence offered in opposition to it; indicates that the facts sought to be proved are more probable than not

Comportment: The way in which a person carries themselves or behaves, especially in terms of demeanor, posture, and overall conduct; how someone presents themselves to others and interacts with their surroundings; often seen as a reflection of one's values

PROCEDURE:

CNE faculty, staff, or students will complete a Conduct Referral Form to indicate a student has allegedly failed to uphold the code of conduct and/or professionalism standards. If appropriate, the person

submitting the referral may notify the student of the possible infraction prior to submitting the referral form.

The Conduct Referral Form will be sent via email to the Director of Student Services within 48 hours of the infraction or of becoming aware that it occurred. If the form is submitted beyond the 48-hour time frame, rationale for the delay should be included on the form.

The Director of Student Services will notify the accused student of the details of the referral, followed by a virtual or in-person meeting to obtain the student's response to the accusation(s). The student will sign the Conduct Referral Form, indicating acknowledgment only. If the student refuses to meet with the Director of Student Services or sign the referral form, a notation should be included regarding the circumstances surrounding the missing student response.

The Director of Student Services will consult virtually, in-person, or via email with all parties involved to collect comprehensive information regarding the referral.

If the Director of Student Services determines that the student is likely not responsible of a violation of the code of conduct, professionalism standards, or Professional Identity Comportment Policy, the Director of Student Services will document the outcome on the Conduct Referral Form, send a copy to the student, and report the findings to the AVP, Nursing Education. Other CNE personnel should be notified on a need-to-know basis.

If it is determined that the student is likely responsible of a violation, the Director of Student Services will consult with the AVP, Nursing Education and the student to explore an agreed resolution. Any agreed resolution would be documented on the Conduct Referral Form and signed and dated by the AVP, Nursing Education and the student. An agreed resolution shall be final. If the student submits a written objection to the resolution within 24 hours of signing it, the resolution would be null and void. If an agreed resolution cannot be reached, the Nursing Program Director will lead and convene a conference of six other CNE personnel that are not otherwise involved in the incident within 14 calendar days of identifying that an agreed resolution is not an option. The student will be notified regarding the date, time, and location of the scheduled conference, reports or materials considered, and anticipated speakers/witnesses. All parties will have the opportunity to present evidence, respond to all details, speak to potential sanctions, and have a personal or legal representative present. All information that will be presented during the conference must be disclosed within 48 hours of the conference. Anyone whose presence is deemed unnecessary or obstructive to the conference, will be required to leave. If the accused student does not appear for the conference, the proceedings will continue without inferences regarding the reason for the absence or its relationship to the student's responsibility. Cell phones and other electronic devices are not permitted in the conference; however, the conference will be recorded.

The Nursing Program Director will meet privately with the CNE personnel panel to establish responsibility based on the preponderance of evidence and a majority of the panel. If the student has been found responsible, the panel can request additional information to determine sanctions.

The Nursing Program Director will complete the Conduct Referral Form with the outcome and sanctions and will send a copy to the student and the AVP, Nursing Education. Other CNE personnel will be notified on a need-to-know basis only.

The outcome may be appealed by any of the parties involved in accordance with the Appeal, Grievance, and Formal Complaint Policy.

The Director of Student Services will maintain a record of conduct referrals, related documents, and outcomes. A copy of the referral form will be included in the student's record.

RELATED DOCUMENTS:

Professional Identity Comportment Policy

Conduct Referral Form

Appeal, Grievance, or Formal Complaint Policy

WVU HS Breach of Confidentiality Policy

Confidentiality (C.CONF)

Developed 8/6/2024

Reviewed 6/25/2026

Revised

SCOPE: All WVU Medicine Center for Nursing Education faculty, staff, and students.

PURPOSE:

The purpose of our confidentiality policy is to set clear and transparent expectations pertaining to confidentiality for all Center for Nursing Education (CNE) faculty, staff, and students. We believe in the importance of a safe space for learning and growth. We believe that fostering a culture of support and confidentiality empowers students to learn with an increased awareness that their time in the classroom, simulation lab, and clinical experiences is considered by CNE as confidential. Faculty and staff are entrusted with student information on a need-to-know basis. Faculty, staff, and students may hear/learn protected information about other students and/or patients in the clinical settings. Due to the unique affiliation of the CNE as both a school and part of WVU Medicine, laws pertaining to the Health Insurance and Portability and Accountability Act (HIPAA) and to the Family Educational Rights and Privacy Act (FERPA) apply.

POLICY:

All CNE employees, contractors, and students are responsible for signing the CNE Confidentiality Form upon hire and/or admission to the CNE diploma program. If a faculty, staff, and/or student breaks the confidentiality policy, the Conduct and Discipline Policy (students) and the employee disciplinary process (faculty, staff) will apply. The CNE adopts the WVU Medicine Breach of Patient Confidentiality policy in addition to this policy for any instances related to patient confidentiality.

If you notice a breach of confidentiality or if you breach confidentiality, you are responsible for immediately notifying the Director of Student Services, the Nursing Program Director, or the Assistant Vice President, Nursing Education.

Definitions:

Protected health information - includes any individually identifiable information, in any format, that relates to an individual's past, present, or future physical or mental health or condition; the provision of health care to an individual; or the past, present, or future payment for the provision of health care to an individual.

HIPPA - <https://www.hhs.gov/hipaa/for-professionals/privacy/laws-regulations/index.html>

FERPA - <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

RELATED DOCUMENTS:

WVU Health Systems Breach of Patient Confidentiality Policy VIII.110S

FERPA Release Policy

FERPA Release Form

CNE Confidentiality Form

WVU Health Systems Safeguards for Protected Health Information (37535_1)

WVU Health Systems Telephone Questions Regarding PHI Release Information Blocking

WVU Health Systems De-identification of Protected Health Information (PHI) (30038-9)

Copy and Printing Policy (AD.COPY)

Developed 9/9/2024

Reviewed

Revised 6/25/2026

SCOPE: All faculty, staff, and students utilizing copy and print resources within the Center for Nursing Education

PURPOSE:

The Center for Nursing Education (CNE) is committed to fostering a culture of equity, sustainability, and security in our copy and printing practices. This policy aims to ensure responsible use of copy and print resources while promoting equitable access and minimizing environmental impact while safeguarding sensitive information.

POLICY:

All members of the CNE community, including faculty, staff, and students are granted access to copy and print resources for academic and administrative purposes. Accommodations will be made to ensure accessibility for individuals with disabilities or unique needs. Access to certain devices may be restricted to authorized personnel as determined by CNE administration, and users must log in using their assigned credentials. Copy and print resources are strictly for academic and administrative activities related to CNE; personal use is prohibited. Users are encouraged to adopt sustainable practices, such as printing double-sided and in black and white, utilizing electronic formats for distribution and storage, and minimizing unnecessary printing. Faculty and staff are responsible for monitoring print volumes within their departments to ensure efficient resource use. Sensitive information, including personally identifiable information, consumer financial information, employment records, and student records must not be left unattended at printers, and secure disposal methods must be employed for confidential documents (faculty and staff). Students are not permitted to print sensitive information, and all print jobs must be password-protected and “locked” through print settings. Compliance with these policies supports a culture of responsibility, sustainability, and security in the use of CNE’s copy and print resources.

CNE administration reserves the right to terminate copying and printing privileges for individuals and/or groups based on data.

PROCEDURE:

1. Implementing Sustainable Practices:
 - a. Default Settings:
 - i. Configure print settings to default to double-sided and black and white printing. Print in color only when absolutely necessary.
 - b. Electronic Formats:
 - i. Distribute and store documents electronically whenever possible to minimize paper use.
 - c. Minimizing Waste:

- i. Preview documents before printing to avoid errors and unnecessary reprints.
Print only necessary sections of documents.
- 2. Ensuring Security of Printed Materials:
 - a. Prompt Retrieval:
 - i. Users must promptly collect printed materials to prevent them from being left unattended. Confidential or personal data should be locked and password protected through printer settings.
 - b. Secure Disposal:
 - i. Sensitive documents must be shredded or disposed of in secure bins designated for confidential waste.
- 3. Handling Accessibility Accommodations:
 - i. Follow the Accommodations Policy.
- 4. Reporting and Addressing Violations:
 - a. Incident Reporting:
 - i. Any violations of the copy and print policy must be reported to the administration immediately.
 - b. Consequences:
 - i. Violations may result in disciplinary action, including revocation of access privileges and other penalties as determined by the administration.

RELATED DOCUMENTS:

Accommodations Policy

Confidentiality Policy

Document Tracking (C.CLDOC)

Developed 8/6/2024

Reviewed 6/25/2026

Revised

SCOPE: All prospective and current students/applicants Center for Nursing Education.

PURPOSE:

The purpose of this policy is to establish a standardized process for tracking documents within the nursing school to ensure the accuracy, security, and accessibility of important records. This policy aims to maintain the integrity and confidentiality of documents while facilitating efficient retrieval and management. Documentation of specific items are required for clinical placement. Compliance with this policy is mandatory to ensure the safety and well-being of patients, healthcare team members, and the students themselves.

POLICY:

All documents, whether physical or electronic, must be tracked from creation or receipt through to final approval to ensure accountability, security, and accessibility.

Students are not permitted to attend clinical experiences until all required documents have been *approved*.

Health Requirements:

Proof of immunization or immunity for the following diseases is required:

- Measles, Mumps, Rubella (MMR)(prior to admission)
 - Two-dose series or positive antibody titer for all three components is required.
 - If the titer is negative/low/equivocal, the student must repeat the two-dose series as recommended by healthcare provider.
- Varicella (Chickenpox) (prior to admission)
 - Two-dose series or positive antibody titer.
 - If titer is negative/low/equivocal, the student must repeat the two-dose series OR BOOSTER dose as recommended by HCP.
 - History of disease does not meet this requirement.
- Hepatitis B (prior to admission)
 - Positive Surface Antibody titer lab report is required. Antigen test will not be accepted.
 - If titer is negative/low/equivocal, the student must repeat three dose series. If the repeat titer is negative, the student must submit the declination form indicating non-conversion.
- Tetanus, Diphtheria, Pertussis (Tdap) (prior to admission)
 - Proof of a Tdap vaccination within the past 10 years.
- Tuberculosis (TB) (prior to admission)

- A documented negative Purified Protein Derivative (PPD) two-step documentation of a negative skin test within the **last 12 months** OR QuantiFERON/interferon-gamma release assay (IGRA) blood testing OR T-spot OR a copy of the most recent chest x-ray in the event of a history of a positive tuberculosis (TB) test.
- Tuberculosis (TB) (annual)
 - The annual tuberculosis questionnaire to be completed and uploaded by the student.
- Influenza (prior to admission, annual)
 - Documentation of proof of administration of the influenza vaccine between September 1 and November 1.
 - Exceptions for the January admission cohorts will be granted prior to admission.
- Students with findings that may disqualify them from clinical participation will be reviewed on a case-by-case basis.

Confidentiality:

All health and background screening records will be maintained in a confidential manner in compliance with HIPAA and institutional policies.

Access to these records will be limited to authorized personnel only on a need-to-know basis.

Other Requirements:

The following requirements will be tracked within the designated software:

- Urine Drug Screen (See the Drug and Alcohol Screening Policy)
 - To be completed through Universal, must be completed within 30 days prior to the documentation deadline. (Between 6/1-7/1 for fall admission cohorts, 11/1-12/1 for spring admission cohorts.)
- Background Check (See the Background Check Policy)
 - To be completed through Universal, must be completed within 30 days of documentation deadline. (Between 6/1-7/1 for fall admission cohorts, 11/1-12/1 for spring admission cohorts.)
- CPR
 - Must be Basic Life Support (BLS) for Health Care Provider, issued by any American Heart Association (AHA).
 - If expires prior to the end of the program, students must renew and resubmit proof of BLS.
- Driver's License/State Issued Photo ID
- Proof of health insurance

Documents:

The following documents will be tracked within the designated software:

- Handbook Acknowledgment Signature Form (on admission by end of 1st week of classes, annual)
- Photo Release Form (on admission by end of 1st week of classes)
- Clinical facility competency modules (CBLs) (upload CBL transcripts) (prior to 1st day of clinicals as often as required by the facility)

- Confidentiality Form (on admission by end of 1st week of classes)
- Other academic and clinical documents requiring tracking (refer to instructions on immunization tracking site)

Compliance and Follow-Up:

Students are responsible for ensuring their health records are up-to-date, providing updated documentation as required, and verifying approval of each document.

The nursing program will conduct regular audits to ensure compliance with health requirements and required documentation.

Non-Compliance:

Students who fail to meet the health requirements or submit necessary documentation by the specified deadlines will be prohibited from participating in clinical activities and will be referred to the Conduct and Discipline Policy.

Definitions:

Document: Any recorded information or material, regardless of form or medium (e.g., paper, electronic files, emails), created, received, and maintained as evidence or information.

Tracking: The process of monitoring the location, status, and history of a document.

PROCEDURE:

- Submission of Documentation:
 - Students must submit all required documents stated above by the specified deadline.
 - Documentation must be submitted by the deadlines specified by the nursing program.
 - Fall cohort: July 1
 - Spring cohort: December 1
 - All documents will be uploaded and housed in the defined software company (Exxat and Universal) utilized within the program.

RELATED DOCUMENTS:

Background Check Policy

Conduct and Discipline Policy

Drug and Alcohol Screening Policy

Dress Code (C.DRESS)

Developed 8/6/2024

Reviewed 6/25/2026

Revised

SCOPE: All currently enrolled students when attending ALL classroom, clinical activities, and any other school-related activities.

PURPOSE:

The dress code policy is designed to ensure that all nursing students comply with facility requirements and present themselves in a professional manner that reflects the standards of the nursing profession. Proper attire fosters a respectful and safe environment conducive to learning and patient care.

POLICY:

Identification badge:

- Identification badges must always be worn during clinical rotations, simulations, and on campus.
- Badges should be clearly visible and not obstructed by clothing or accessories.
- See Identification Policy for more specifics regarding badges.

Tattoos:

- WVU CNE reserves the right to require coverage of any tattoo deemed unprofessional or inappropriate. Offensive tattoos and those that are unprofessional in appearance or deemed inappropriate for the clinical setting related to depictions of: weapons, violence, nudity, profanity, drugs and/or alcohol, or any culturally insensitive material. These are not permitted and must be covered while in uniform both inside and outside of the classroom.

Fingernails:

- Artificial nails are prohibited in clinical experiences, and students should keep their natural nails in good repair, no longer than a quarter inch (1/4") past the end of their fingers. If nail polish is worn, it must be a standard lacquer polish and free of chips and cracks. All other nail applications are considered artificial. Artificial nails are defined as any nail that is attached to the natural nail including press-on nails, acrylic nails, nail tips, nail wraps, gel nails, etc. Nail jewelry is not permitted.

Dress Code: Theory:

Students have the ability dress more casually in the classroom setting; however, professionalism must be maintained at all times.

The following items are not permitted:

- Skirts/dresses shorter than three inches (4”) above the knee
- Shorts and skorts shorter than three inches (4”) above the knee
- Bare midriff tops, tank tops, muscle shirts, open back shirts, halter tops
- Strapless dresses or tops
- Spaghetti string dresses or tops, camisoles
- Tee shirts with obscene pictures or wording or that contain tobacco, alcohol, or drug advertisements
- Any outfit revealing undergarments

Dress Code Clinical:

All students entering and enrolled in the WVU CNE nursing program will be given uniforms for clinical activities, including simulation and skills labs. Clinical sites may include additional dress requirements.

The WVU CNE uniform will consist of:

- Program-provided scrub top, bottom, and lab coat.
- Jewelry:
 - a plain wedding band (no stones)
 - one pair of small (no dangling) stud earrings worn in the ear lobe(s) only
 - a watch
 - no jewelry may be worn or any piercings (tongue, brow, nose, etc.)
- Hair
 - Hair should be kept neat, clean, and pulled back as required or directed.
 - Beards and mustaches must be properly trimmed, well maintained, and clean.
- Light-scented cologne, perfume, lotion or aftershave is permitted. Avoid strong perfume and cigarette odor because some patients and staff members may be sensitive.
- Only white or black socks (above ankle with no designs) and non-cloth, skid proof, **white or black** shoes are to be worn. Shoes and shoelaces must be clean and well-kept at all times. Shoes should be as plain as possible with no decoration or added color. Shoes must enclose the entire foot, heel included, and have no openings.

When pre-planning or participating in events in the hospital outside of regular clinical hours and without engaging in patient care, students may wear their uniforms or business casual attire with a lab coat and badge.

Definitions:

Artificial nails- any nail that is attached to the natural nail including press-on nails, acrylic nails, nail tips, nail wraps, gel nails, etc.

Business casual attire – dress pants, khaki pants, blouse or polo, dress shoes or loafers; avoiding jeans, t-shirts, sneakers, and shorts.

RELATED DOCUMENTS:

WVU Health System Dress and Appearance Policy V. 250S

Identification Policy

Drug and Alcohol Screening (C.DRUG)

Developed 8/6/2024

Reviewed 6/25/2026

Revised

SCOPE: All prospective and active CNE students.

PURPOSE:

The CNE accepts the responsibility to protect the public and CNE faculty, staff, and students and to respect the privacy rights of students, balancing safety and privacy.

This policy aligns with clinical facility policies and requirements regarding drug and alcohol screening.

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

POLICY:

Students are required to submit a urine drug screen during the month prior to the first day of class attendance and annually through the document tracking software utilized by the CNE. Students are required to comply with clinical facility policies, which may include random drug screening.

Any positive alcohol or drug screen may result in admission retraction (admission screening) or conduct referrals (post-admission screening or for-cause testing). Refusal of a blood alcohol, urine alcohol, or urine drug screen will be treated as a positive drug screen result, and a repeat specimen collection for a positive result is prohibited. Students are required to repeat urine screenings with a negative but dilute result within a timeframe established by CNE personnel.

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

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

On-campus and off-campus incidents involving alcohol or prohibited substances may, based on the Conduct and Discipline Policy, result in a violation pursuant to this policy. All incidents resulting in a

plea of guilty or conviction for an alcohol or drug offense will be considered a violation. Determination of whether an incident involving alcohol or prohibited substances is a violation will be made on a case-by-case basis; nevertheless, to the extent possible, the CNE will make determinations that are consistent with past practices and a thorough review of current circumstances. In the event that the CNE deems an on-campus or off-campus incident involving alcohol or prohibited substance to be a violation, the violation will be treated as a positive alcohol or drug screen.

Students may be subject to for-cause blood alcohol, urine alcohol, and/or drug screening if reasonable suspicion for drug screening is found. Reasonable suspicion requires some level of objective information to believe that drugs or alcohol are involved beyond a hunch. Reasonable suspicion of substance use is considered in the presence of the following factors.

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

Under no circumstances will a student be allowed to drive home or return to class or clinical if there is reasonable suspicion of use of a prohibited substance.

Students may not be permitted to begin or return to the clinical rotation until drug screen results are available. It is the student's responsibility to ensure that drug testing is completed in a timely manner.

Bystanders and those affected by drug or alcohol overdose may be safe from discipline and prosecution if they seek medical assistance in an emergency in accordance with WV Code Chapter 16, Article 47.

Definitions:

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

Guidelines:

PROCEDURES

See the Document Tracking Policy for instructions regarding obtaining and uploading drug screen results.

Students are responsible for the cost of pre-admission and for-cause drug screening. Annual and random drug screens required by the program and/or clinical facilities will be covered in CNE tuition and fees.

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

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

RELATED DOCUMENTS:

Document Tracking Policy

Conduct and Discipline Policy

WV Code Chapter 16, Article 47

Emergency Preparedness (E.EMERGM)- Morgantown

Developed 8/6/2024

Reviewed 6/25/2026

Revised

Morgantown

SCOPE: This policy applies to all students, staff, faculty, and visitors within the Center for Nursing Education, Morgantown location. It covers preparedness for various emergencies, including, but not limited to, fires, medical emergencies, natural disasters, utility failures, and security threats.

PURPOSE:

The purpose of this emergency policy is to ensure the safety and protection of students, staff, faculty, and visitors at the Center for Nursing Education in the event of an emergency. This policy outlines the roles, responsibilities, and actions to be taken during emergencies to minimize harm and disruption. It is aligned with WVU Innovation Corporation policies to ensure a coordinated and effective response to emergencies.

POLICY:

A. Emergency Escape Procedures and Routes

- Evacuation Command: WVUIC determines if the facility (campus) is to be evacuated. Upon receiving the evacuation command, all personnel must proceed to the nearest exit and gather at the designated Muster Point.
- Critical Shutdown: If safe, critical operations and equipment should be shut down orderly unless otherwise instructed by WVUIC.

B. Procedure to Account for Personnel

- Muster Point: All personnel will gather at the Muster Point after evacuation. The Emergency Response Coordinator (ERC) will use the "Electronic Visitor Log" to account for non-WVUIC personnel.
- Reporting: The ERC will report the status of personnel accounting to the first arriving emergency officer.

C. Means of Reporting Emergencies

- Notification: Any suspected emergency must be reported to security immediately. WVUIC will assess and, if necessary, contact external emergency services by calling 911.

D. Fire Emergencies

- Alarm Activation: Activate the nearest fire alarm.
- Evacuation: Follow designated evacuation routes to exit the building. Do not use elevators.
- Assembly: Assemble at the designated Muster Point and do not re-enter until cleared by authorities.
- Fire Response Plan: Follow WVUIC's "RACE" protocol: Rescue, Activate, Contain, Extinguish/Evacuate.

E. Medical Emergencies

- Minor Injuries: Treat minor injuries with available first aid supplies.
- Serious Conditions: Report immediately to security or WVUIC. Do not transport yourself; call 911 for severe conditions requiring advanced medical assistance.
- Complete an Incident Reporting Form after treatment.

F. Severe Weather Emergencies

- Tornadoes: Shelter in designated areas; return to work only after the threat passes.
- Flooding: Evacuate from low-lying areas if flooding is imminent. Entry to affected areas is restricted until deemed safe.
- Heavy Snowfall: Monitor conditions; operations may be suspended if necessary. See the CNE Weather Conditions Policy.

G. Active Shooter/Intruder

The Run, Hide, Fight Protocol provides a clear course of action to follow if confronted with an active shooter or intruder situation. Here are detailed steps and additional information:

- Run:
 - Evacuate: If there is a clear and accessible escape route, evacuate the premises immediately.
 - Leave Belongings: Leave personal belongings behind to avoid slowing down your exit.
 - Keep Hands Visible: Ensure your hands are visible to law enforcement officers to avoid being mistaken for the threat.
 - Assist Others: Help others escape, if possible, but do not allow those who refuse to leave to slow down your escape.
 - Do Not Attempt to Move Wounded Individuals: Instead, report their location to emergency responders as soon as it is safe to do so.
- Hide:
 - Find a Safe Location: If evacuation is not possible, hide in a location out of the shooter's view. Choose a spot that provides cover from gunfire (e.g., behind a locked and solid door).
 - Lock and Block: Lock doors, blockade the door with heavy furniture, turn off lights, and remain silent.
 - Silence Devices: Silence your cell phone, including vibrate mode, and remain quiet to avoid drawing attention.
 - Stay Hidden: Remain hidden until law enforcement gives an all-clear signal.
- Fight:
 - As a Last Resort: Fight only if your life is in imminent danger and you have no other option.
 - Commit to Your Actions: Use any available objects as improvised weapons (e.g., fire extinguishers, chairs) and act aggressively.
 - Incapacitate the Shooter: Aim to incapacitate the shooter through distraction, disarmament, or physical intervention.
- Communication with Law Enforcement:
 - When Safe, Call 911: Provide your location, the number of shooters, description of the shooter(s), number and type of weapons seen, and the number of potential victims.

- Follow Instructions: Follow all instructions from law enforcement, keeping hands visible and avoiding sudden movements.
- Do Not Approach Law Enforcement: Allow them to handle the situation. Your primary responsibility is to stay safe and provide information when requested.
- After the Incident:
 - Remain in Place: Stay in your location until law enforcement officers advise it is safe to move.
 - Seek Medical Attention: If needed, seek medical attention immediately after the area is secured.
 - Counseling Services: Access counseling and support services offered by the Center for Nursing Education to cope with the aftermath of the incident. Call 911 for emergency psychological support.

H. Utility Loss

- Reporting: Report any loss to WVUIC security immediately. Follow instructions on altered operations or evacuation as directed by WVUIC.

I. Roles and Responsibilities

- Emergency Response Coordinator (ERC): Oversees emergency actions, coordinates with emergency personnel, and communicates status updates.
- Security: Main contact for incidents and responsible for initiating emergency protocols.
- Staff and Faculty: Ensure they are familiar with emergency procedures and assist in evacuations and safety measures.
- Students and Visitors: Follow instructions from faculty, staff, or emergency personnel. Be familiar with emergency procedures and associated exits and locations.

RELATED DOCUMENTS:

Firearms Policy

Incident Reporting Policy

Weather Conditions Policy

WVU Innovation Corporation Emergency Plan

Facilities (AD.FACIL)

Developed 8/6/2024

Reviewed 6/25/2026

Revised

SCOPE: All faculty, staff, students, and visitors using the CNE facilities.

PURPOSE:

CNE staff aim to ensure proper use, maintenance, and security of the facilities to create a safe, efficient, and healthy environment.

POLICY:

Facilities must be used solely for intended purposes. Users are responsible for maintaining cleanliness and organization in all areas. Only authorized personnel are permitted to access the facilities. Identification badges must be worn at all times within the premises. Follow all safety protocols, including emergency evacuation procedures. Report any suspicious activity or security concerns to security personnel immediately. Report any maintenance issues or damage to the administration immediately. Unauthorized repairs or modifications to the facilities are prohibited. All facility users are responsible for cleaning up after use and returning furniture, equipment, and settings to their original location/position.

PROCEDURE:

Access Control

Obtain identification badges from the administration office.

Visitors must sign in at the main office and have permission to be in the facility.

Students are not permitted to bring visitors onsite after hours without prior approval from CNE administration.

Classrooms and Lecture Halls

Do not rearrange furniture without prior approval.

Food and drinks are allowed, within reason, except during testing. CNE administration reserves the right to discontinue the use of food and drinks if necessary.

Simulation Unit, Skills Unit, and Interactive Lab

Follow all lab safety guidelines and wear appropriate protective gear.

Dispose of hazardous materials in designated containers.

Food and drinks are allowed, within reason, but only at student worktables. Food and drinks are not permitted in simulation patient rooms, at any bedside, or in the presence of equipment. CNE administration reserves the right to discontinue the use of food and drinks if necessary.

Library

Maintain a quiet environment conducive to study.

Food and drinks are allowed, within reason. CNE administration reserves the right to discontinue the use of food and drinks if necessary.

Common Areas

Respect the shared nature of these spaces; do not monopolize seating or equipment.

Students are not permitted to gather in large number in hallways. The noise level is a distraction for those engaging in learning activities or testing.

Report any spills or hazards to the administration.

Student Lounge

Keep noise levels reasonable to respect other users.

Clean up after yourself and dispose of trash in the provided bins.

Practice responsible use of the food and hygiene pantries (available free of charge).

Laundry Facility

See the Laundry Policy.

Gym

See the Wellness Center Policy.

Decompression Lab

See the Wellness Center Policy.

Showers

Showers are available for use by all authorized personnel and CNE students.

Maintain facility cleanliness.

Do not leave personal items in the shower area.

Report any maintenance issues to the administration immediately.

RELATED DOCUMENTS

Firearms Policy

Smoke-free Campus Policy

Laundry Policy

FERPA Release (SS.FERP)

Developed 8/6/2024

Reviewed 6/25/2026

Revised

SCOPE: All current and previous CNE students.

PURPOSE:

The purpose of the FERPA Release Policy is two-fold: to define what information is protected under the Federal Educational Rights and Privacy Act (FERPA) and to outline the Center for Nursing Education's method of ensuring that students understand those rights along with how to grant access to the protected information to people of their choosing.

POLICY:

Current and previous CNE students have the right to privacy of student records. Students can decide who has access to information protected under FERPA. Parents have access to student records until a student turns 18 years old. Once a student is 18 years old, student records are protected and require a release form to allow partial or complete access to parents and/or others as determined by students. The CNE reserves the right to share information with some agencies as allowed under FERPA, these include school staff and/or faculty who have a legitimate educational reason, other schools if a student requests information to be sent, auditors or evaluators, accrediting bodies, judicial orders or lawfully issued subpoenas, officials in cases of health and safety emergencies, and state and local authorities, within a juvenile justice system, pursuant to specific state law (Department of Education, FERPA). Some directory details are not automatically protected by FERPA but may already be protected under the Confidentiality Policy, these include a student's name, address, phone number, date and place of birth, honors and awards, and dates of attendance. Students can request non-disclosure of directory information.

Definitions:

FERPA - <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Guidelines:

The FERPA Release Policy is a common policy required by any institution that offers federal financial aid.

PROCEDURE:

Students may at any time complete or alter a FERPA Release Form. Each form and/or change to a form requires the student's signature and an official picture identification (ex. Driver's license). Students will identify a security word on the FERPA Release Form that they are responsible for sharing with anyone granted access to their records. If a student changes the form to remove a person from having access to their records or adjusts the access they are granted, that change goes into effect as soon as the form is

updated. Staff and faculty must verify that someone requesting access to a student's record is permitted access via a completed FERPA Release Form.

Staff and faculty are permitted to share general information that pertains to CNE policies and procedures without sharing individual student information.

RELATED DOCUMENTS:

FERPA Release Form

Confidentiality Form

WVU Health Systems Breach of Confidentiality Policy

Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the Center for Nursing Education (CNE) receives a request for access. A student should submit to the Office of Student Services a written request that identifies the record(s) the student wishes to inspect. The will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask CNE to amend a record should write to the Office of Student Services to clearly identify the part of the record the student wants changed and specify why it should be changed.

If CNE decides not to amend the record as requested, the Office of Student Services will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. If CNE denies the request for amendment, the student will be informed of their right to a formal hearing. Following the hearing, CNE will provide a written decision. If the decision is in favor of the student, the record will be amended. If not, the student has the right to place a statement in their record commenting on the contested information.

3. The right to provide written consent before CNE discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

CNE discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by the CNE in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official may also include a volunteer or contractor outside of the CNE who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney,

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auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for CNE.

See the list below of the disclosures that postsecondary institutions may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student —

- To other school officials, including teachers, within CNE whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(I) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State- supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))

- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as “directory information” under § 99.37. (§ 99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
- To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

Firearms (AD.WEAP)

Developed 8/6/2024

Reviewed 6/25/2026

Revised

SCOPE:

All students, faculty, staff, visitors, and contractors within the premises of the Center for Nursing Education, including classrooms, laboratories, offices, common areas, and parking facilities.

PURPOSE:

The purpose of this policy is to ensure the safety and security of all individuals at the Center for Nursing Education by prohibiting the possession, use, or storage of firearms, ammunition, or other dangerous weapons on its premises. This policy aligns CNE policy with that of WVU Medicine facilities.

POLICY:

The possession, use, or storage of firearms, ammunition, or other dangerous weapons is strictly prohibited on all CNE premises.

Prohibited Items:

1. All types of firearms, including but not limited to handguns, rifles, shotguns, and any other projectile weapons.
2. Ammunition, explosives, or any components that can be used to create firearms or explosives.
3. Other dangerous weapons including but not limited to knives (except those used for academic purposes and provided by the CNE), stun guns, tasers, and martial arts weapons.

Exceptions:

1. Authorized law enforcement personnel performing official duties are exempt from this policy.
2. Any other exceptions must be pre-approved in writing by the CNE AVP, Nursing Education and the safety administration.

Reporting Violations:

1. Any individual who observes someone in possession of a firearm or other dangerous weapon on Center premises should immediately report it to security or the Administrative Office.
2. In case of an immediate threat, individuals should call 911 and then notify campus security.

Safety and Security Measures:

1. The Center will maintain clear signage throughout the premises indicating the prohibition of firearms.
2. Regular training and drills will be conducted for students, faculty, and staff on how to respond to potential threats involving firearms.
3. Campus security will conduct routine patrols and inspections to enforce this policy and ensure the safety of the Center's environment.

Violations of this policy will be referred to the Conduct and Discipline Policy and may result in suspension, program dismissal, and/or restricted access to the facilities. Legal actions may also be pursued per applicable laws and regulations.

RELATED DOCUMENTS

Conduct and Discipline Policy

Functional Standards (SS.FUNCT)

Developed 8/1/2024

Reviewed 6/25/2026

Revised

SCOPE: All Center for Nursing Education students

PURPOSE:

The Center for Nursing Education is committed to diversity and inclusion in the educational preparation of healthcare professionals. CNE personnel strive to provide quality opportunities to students with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, as well as students with functional limitations.

Students will be required to meet program outcomes, clinical facility requirements, WV state code for nursing programs, and the following functional standards independently with or without reasonable accommodations.

POLICY:

It is essential that students be able to perform a number of physical and cognitive activities in the classroom, clinical, and learning laboratory components of the program. It is required that students report any potential issues regarding meeting these outcomes at the time of admission to avoid problems with clinical placement and progression in nursing courses. Students cannot attend clinical if there are limitations in the ability to safely provide care to assigned patients. Students are encouraged to reach out to program administrators if they are unsure whether or not they have a qualified disability or are able to meet the functional standards. Reasonable accommodations cannot be implemented retroactively.

The Student Life Counselor, Student Success Coordinator, and clinical agencies collaborate with students with disabilities regarding options available for academic and nonacademic accommodations. Students are not required to disclose their disability; however, registration is required to seek reasonable accommodations.

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

Outcomes and Standards

Patient-centered Care

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

Communication

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

Affect and Professionalism

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

Cognition, Critical Thinking, and Clinical Judgment

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

RELATED DOCUMENTS:

Accommodations Request Form

Accommodations Policy

Grading (A.GR)

Developed 8/6/2024

Reviewed 6/25/2026

Revised

SCOPE:

All enrolled students

PURPOSE:

The purpose of our grading policy is to establish a fair, transparent, and consistent system for assessing and evaluating students' academic performance. This policy aims to provide a student-centered framework that defines the criteria, methods, and standards used to assign grades, ensuring balance, accuracy, and equity in the evaluation process. Our grading policy seeks to uphold the academic integrity of the program by promoting objective and evidence-based evaluations. The policy is designed for student success with confidence and motivation but with high expectations. Defined passing level at industry standard.

POLICY:

- GPA Calculation: GPA is computed by multiplying the number of credits in each course by the points for the letter grade achieved and then dividing by the number of credit hours for all courses attempted.
- Grading Scale (with rounding rules applied)
 - o A: 89.95%-100% (4 grade points)
 - o B: 79.95%-89.94% (3 grade points)
 - o C: 74.95%-79.94% (2 grade points)
 - o F: <74.94% (0 grade points)
- Rounding rules: Student category and final grades are calculated to the nearest hundredth and are rounded to the nearest tenth. The grading scale reflects the rounding rules. There is no rounding for individual assignments or tests.
- There are no extra credit points given in nursing courses.
- Students may request an incomplete grade at the end of a grading period if they are passing the course at that time and if the circumstances which are causing the student to request the incomplete grade are beyond the student's control, preventing the student from completing required coursework by the last scheduled day of class. If approved, the requirements for the incomplete will be outlined on the Incomplete Grade Request Form.
- All nursing courses are divided into 4 evaluation categories.
 1. Didactic and standardized exams (knowledge) (based on above grading scale, "C" or above to pass the class)
 2. Application assignments (knowledge) (based on above grading scale, "C" or above to pass the class)

3. Lab (skills) (evaluated on a pass/fail basis, “pass” required to pass the class)
4. Clinical competency (abilities) (evaluated on a pass/fail basis, “pass” required to pass the class).

Definitions:

Extra credit points- points offered for completing additional, optional assignments or learning engagements with the understanding the points will enhance the students’ grade; any addition of point earned without also increasing the points possible by the same amount

PROCEDURE:

In order to receive an incomplete grade, the student must meet with their course instructor and faculty advisor, complete an Incomplete Grade Request Form, and have the grade approved by the nursing program director. Incompletes must be resolved within 6 months, or the grade reverts to the grade the student would have received at the end of the semester (unless a LOA was granted).

RELATED DOCUMENTS:

Progression Policy

Incomplete Grade Request Form

Graduation (A.GRAD)

Developed 8/1/2024

Reviewed

Revised

SCOPE:

All students eligible for graduation

PURPOSE:

This policy serves as a guide to ensure consistency, fairness, and transparency in the graduation process. It defines the specific academic, curricular, and administrative criteria that students must fulfill to be eligible for graduation, emphasizing the attainment of the institution's educational objectives and standards.

POLICY:

Students must fulfill all academic and financial requirements related to their enrollment in the WVU Medicine Center for Nursing Education (CNE) in order to be eligible for graduation.

Students with a GPA of 3.5 or higher in CNE nursing courses will receive a "with distinction" notation on the transcript.

PROCEDURE:

- At the beginning of the semester in which the student plans to graduate, the faculty academic advisor and student meet to complete the Graduation Checklist.
- Students complete the RN Board Nurse Portal registration and RN application.

RELATED DOCUMENTS:

Graduation Checklist

Identification (AD.BADGE)

Developed 8/6/2024

Reviewed

Revised 6/25/2026

SCOPE: All individuals who enter a Center for Nursing Education instructional site, including students, staff, faculty, visitors, contractors, vendors, and any other personnel accessing the facilities.

PURPOSE:

The purpose of this Identification Policy is to promote the safety, security, and positive identification of all individuals at CNE instructional sites. This policy establishes requirements for identification badge use, visitor management, and access procedures while recognizing that security protocols may vary by site.

POLICY:

A. Badge Display

- **Mandatory Display:** All CNE employees and students must always wear their CNE-issued photo identification badges while on the premises of the Center for Nursing Education.
- **Badge Placement:** Identification badges should be worn above the waist, preferably on the chest or collar area, where they can be easily seen and identified by security and other personnel.
- **Badge Integrity:** Identification badges must not be altered, defaced, or covered in any way that obscures the identifying information.

B. Issuance of Badges

- **Staff, Faculty, and Students:** Badges will be issued to all staff, faculty, and enrolled students during orientation or upon employment.
- **Access Credentials:** At locations where badge access is utilized, the identification badge may also function as an access credential for designated areas.
- **Visitors:** Visitor badges may be obtained in the main office. Visitors must be escorted by an authorized staff or faculty member while on the premises. The escort is responsible for the visitor's whereabouts and ensures they follow all security protocols.

PROCEDURE:

A. Site Access

- All individuals must comply with the security and access procedures established for the instructional site they are visiting.
- Depending on the location, site procedures may include presenting identification, checking in at a reception desk, signing a visitor log, or following other access requirements.

- Individuals are expected to cooperate with site personnel responsible for facility access and security.

B. Visitor Procedures

- Visitors must state the purpose of their visit and follow the site's visitor management procedures.
- If a visitor badge is required at the instructional site, it may be checked out through the main office or designated reception area.
- Visitors must remain with their CNE host when required and comply with all applicable facility policies and safety requirements.

C. Lost or Damaged Identification Badges

- Lost, stolen, or damaged identification badges must be reported to CNE administration as soon as possible.
- A replacement badge will be issued by human resources, and the original badge will be deactivated of electronic access. A replacement fee may be assessed as appropriate.

D. Compliance and Enforcement

- All students, faculty, staff, contractors, vendors, and visitors are required to comply with this policy.
- Failure to follow these guidelines may result in restricted access to the facility, disciplinary actions for staff and students, or denial of entry for visitors and contractors.
- Authorized CNE personnel and site personnel responsible for facility security may verify identification and enforce applicable access procedures.

E. Exceptions

- Any exceptions to this policy must be pre-approved by the Center for Nursing Education administration in coordination with the leadership of the instructional site, when appropriate.

Incident Reporting (C.INCID)

Developed 8/6/2024

Reviewed 6/25/2026

Revised

SCOPE: All CNE students, faculty, staff, and visitors

PURPOSE:

The purpose of this procedure is to ensure that all incidents involving CNE students, faculty, staff, and visitors are reported promptly, investigated thoroughly, and corrective actions are implemented to promote safety, security, and equity for all individuals.

POLICY:

Incidents involving CNE students, faculty, staff, and visitors are to be reported within 24 hours of the occurrence or of obtaining knowledge of the occurrence. If the incident is not reported within 24 hours, rationale for the delay should be included in the documentation.

Reportable incidents include, but are not limited to, student injuries or severe illness events, medication and treatment errors, patient adverse events, and equipment failures. Near misses also require incident documentation.

CNE administration will conduct a thorough investigation regarding the event(s), analyze trends, and make changes as necessary according to the presented data.

Definitions:

Incident: Any event that results in injury, illness, property damage, public safety and security risk, or inequitable treatment. To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please contact the Title IX Coordinator.

Reporter: The individual who identifies and reports the incident. Anyone can report an incident, including the alleged victim, a third party, or a community member.

PROCEDURE:

Immediate Response

1. **Ensure Safety:** Prioritize the safety of individuals involved. Provide first aid if necessary and call emergency services (911) if required.
2. **Contact Medical Professionals:** If the incident requires medical attention, contact the nearest medical professional if available, and call 911 immediately.
3. **Secure the Area:** Prevent further incidents by securing the area and shutting down any involved equipment.
4. **Notify Supervisor/Instructors:** Inform the immediate supervisor or instructor about the incident.
5. **Contact Security:** If the incident is security-related, contact WVU IC or facility security immediately.

Reporting the Incident

1. Complete the Incident Report Form:
 - Obtain the CNE Incident Report Form from the administrative office.
 - Fill out the form with accurate and detailed information, including date, time, location, persons involved, and a description of the incident.
 - Attach any supporting documentation, such as photographs, witness statements, and medical reports.
 - Complete required clinical facility forms and documentation.
2. Submit the Form:
 - Submit the completed forms and documentation to the Director of Operations or designated personnel within 24 hours of the incident.

RELATED DOCUMENTS

Incident Report Form

WVUH incident reporting policies

Laundry (AD.LAUND)

Developed 8/6/2024

Reviewed

Revised 6/25/2026

SCOPE: All nursing students, faculty, staff, and administrators utilizing the Center for Nursing Education's (CNE) laundry facilities

PURPOSE:

Providing laundry facilities and supplies is aimed at increasing access to clean, hygienic, and properly maintained uniforms and linens, thereby promoting a professional environment and preventing the spread of infections. Additionally, CNE aims to support the personal laundry needs of our community in a sustainable, equitable, and cost-effective manner. This policy also aims to regulate the use of laundry facilities in the interest of resource management and fiscal responsibility. Sustainability and equity are core principles guiding our laundry practices.

POLICY:

The CNE provides 24/7 access to laundry facilities for all students, staff, and faculty to utilize, free of charge and at their own risk.

Students, staff, and faculty may use the laundry facilities for personal laundry needs within reason, including washing their personal clothes and scrubs for the program. The machines are only to be used for laundering clothes and linens and items soiled by humans.

Users are encouraged to follow sustainable practices, such as using cold water cycles, full loads, and eco-friendly supplies.

Any damage to the laundry facility should be reported to the Director of Operations immediately or program assistants. Tampering with or attempting to repair machines without authorization is prohibited.

The following guidelines must always be followed.

1. No sitting on counters or machines.
2. Do not overload the washer or dryer.
3. Make sure the machines and workspace are clean following use.
4. Remove clothes promptly.
5. Laundry left overnight may be discarded.
6. CNE is not liable for any loss or damages.
7. Only use the required supplies for each load.
8. Do not remove laundry supplies from the laundry room.
9. Alert the Director of Operations of any issues.

10. Sign in with each use of the machines. Be courteous and don't monopolize the machines.
11. Only use the materials provided by the CNE for cleaning (detergent, dryer sheets, bleach).

CNE administrators reserve the right to restrict or terminate access to the laundry facilities based on data collected.

Definitions:

Sustainability – responsible use of resources, protection of the environment, and the promotion of social and economic well-being; ability to meet the needs of the present without compromising the ability of future generations to meet their own needs

PROCEDURE:

Users will need to sign the sheet in the laundry room to utilize the laundry facility.

Read the directions carefully on the equipment and supplies and seek assistance if needed. Machines must be operated according to the instructions provided.

Leave of Absence (SS.LOA)

Developed 8/1/2024

Reviewed 6/25/2026

Revised

SCOPE: Current Center for Nursing Education students requesting a leave of absence from the program.

PURPOSE:

The purpose of our Leave of Absence (LOA) Policy is to provide a structured framework that allows students to temporarily interrupt their academic pursuits for compelling reasons while maintaining a clear path for their eventual return. This policy is designed to accommodate various personal, medical, military service, or professional circumstances that may necessitate a temporary break from academic responsibilities. By outlining the procedures and expectations associated with requesting and granting leaves of absence, we aim to ensure fairness, consistency, and transparency in addressing the diverse needs of our student body. This policy seeks to support students in navigating life challenges without compromising their academic standing, fostering an environment that prioritizes the well-being and success of our students.

POLICY:

To request a leave of absence from our program, students are required to meet with both their faculty advisor and financial aid counselor to discuss their individual circumstances and explore potential implications. It is important to note that a leave of absence is not granted solely for academic reasons; instead, it is intended for situations involving extenuating health or personal circumstances that significantly impact a student's ability to continue their studies.

A leave period must be no more than two consecutive semesters. A student who fails to return after the leave period is automatically withdrawn from the program and must reapply for admission when ready to return. It is important to understand that the institution reserves the right to deny a leave of absence request or may stipulate the need for a learning contract or a demonstration of competency as a condition for the student's return. These policies are implemented to ensure a fair and consistent approach to leave of absence requests, considering both the individual needs of the student and the overall integrity of the academic program.

PROCEDURE:

To initiate a Leave of Absence (LOA), students are required to submit a written request to the Nursing Program Director. The request is then subject to approval by the Center for Nursing Education (CNE)

administrative team. Once a decision has been reached, students will be notified through a formal letter outlining the outcome of their request. In preparation for the return from the LOA, students must complete a LOA checklist. All documentation, including the initial request, the decision, and the completed checklist, is securely placed in the student's file and recorded in the student information system (SIS) for comprehensive record-keeping and future reference.

RELATED DOCUMENTS:

Readmission Policy

Withdrawal Policy

Learning Contract

LOA Checklist

Lockers (AD.LOCK)

Developed 8/6/2024

Reviewed 6/25/2026

Revised

SCOPE: All enrolled students and employees of the Center for Nursing Education (CNE) who utilize the locker facilities provided by the CNE.

PURPOSE:

The purpose of this policy is to provide guidelines for the assignment, use, and maintenance of lockers at the CNE. The lockers are intended for the limited secure storage of personal belongings at the CNE.

POLICY:

Lockers are available to all enrolled students, staff, faculty, and administrators of the CNE. Those seeking a locker assignment must register with one of the program assistants or the Director of Operations. They may select any open and available locker. Lockers may be utilized for the duration of the program or employment. Users are responsible for securing their belongings, locking the locker, and maintaining the condition of the locker. Any damage to the locker must be reported immediately, and users will be held responsible for any damage beyond normal wear and tear.

The CNE is not responsible for lost, stolen, or damaged items, and administrators reserve the right to restrict or prohibit the use of lockers in general or for an individual user.

Perishable food items are to be stored in the provided refrigerators, and not in the lockers. Non-perishable items are to be stored in airtight containers. The storage of flammable, dangerous, or illegal substances is strictly prohibited. Storing illegal items, including drugs and stolen goods, is forbidden. Offensive images and language are not allowed, including materials that are discriminatory and pornographic.

Users should not share their locks with others. Only the assigned user is permitted to access their locker, and unauthorized access or tampering with another person's locker is prohibited.

Users must clear out their lockers by the last day of the program or employment period. Any items left in lockers after this date will be considered abandoned and disposed of by the CNE.

PROCEDURE:

1. Eligibility and Selection:
 - a. Enrolled students, staff, faculty, and administrators of CNE may select any open and available locker.
 - b. Once a locker is chosen, users must register the locker number with the administrative office.
2. Maintenance and Inspections:
 - a. Cleanliness:

- i. Regularly check and clean your locker to ensure it remains free of trash and offensive odors.
 - b. Damage Reporting:
 - i. Report any damage to your locker immediately to the administrative office.
 - ii. Users will be held responsible for any damage beyond normal wear and tear.
- 3. Security:
 - a. Locks:
 - i. Locks are to be provided by the user.
 - ii. Do not share your lock or key with others.
 - b. Access:
 - i. Only the assigned user is permitted to access their locker.
 - ii. Report any unauthorized access or tampering with another person's locker to the administrative office.
- 4. Handling Violations:
 - a. If a policy violation occurs, locker privileges may be revoked, and disciplinary action and/or financial penalties may be imposed in alignment with the Conduct and Discipline Policy.
 - b. Users can appeal decisions in accordance with the Appeal, Grievance, and Formal Complaint Policy.
- 5. End of Term Procedures:
 - a. Clearing Lockers:
 - i. Remove all items and clean your locker by the last day of the academic term unless you are continuing as a student or CNE employee. If you remain enrolled or employed at the CNE, you may continue using the same locker for the duration of your program or employment.
 - ii. Any items left in lockers after this date will be considered abandoned and disposed of by the CNE.
 - b. Returning Keys/Locks:
 - i. If applicable, CNE-provided locks and keys are to be returned at the end of locker use.
 - ii. Failure to return CNE-provided locks and keys will result in a replacement fee.

RELATED DOCUMENTS

Conduct and Discipline Policy

Appeal, Grievance, and Formal Complaint Policy

Netiquette and Communication (C.COMM)

Developed 8/6/2024

Reviewed

Revised

SCOPE: Center for Nursing Education faculty, staff, and students

PURPOSE:

This policy establishes guidelines for appropriate online behavior and communication for faculty, staff, and students at the Center for Nursing Education. This policy aims to promote respectful, effective, and professional digital interactions to support a positive and productive learning environment.

POLICY:

All members of the Center for Nursing Education, including faculty, staff, and students, must adhere to established netiquette and communication standards. This policy applies to all forms of communication, including in-person, emails, discussion boards, video conferences, social media, and other online platforms used for educational purposes. Bullying and cyberbullying are strictly prohibited.

General Guidelines

Expected Response Time: All faculty, staff, and students are expected to respond to communication within 24 hours (during business days). Exceptions may occur during times of increased activity, such as communications with the admissions personnel during a busy admission cycle.

Respectful Communication: All interactions should be conducted with respect and consideration for others. Offensive, derogatory, or discriminatory language is strictly prohibited. All faculty, staff, and student contact information should be used responsibly.

Professional Tone: Communication should maintain a professional tone. Avoid using slang, overly casual language, or inappropriate humor.

Clarity and Conciseness: Messages should be clear and concise. Ensure that communication is easily understood and free from ambiguity.

Proper Grammar and Spelling: Use correct grammar, spelling, and punctuation in all communications. Proofread messages before sending.

Email Communication

Use a clear and relevant subject line for all emails. Begin emails with a proper salutation and close with an appropriate sign-off, including your name and contact information. Respond to emails within a reasonable timeframe, within 24 hours during weekdays, excluding holidays and personal time off. An out-of-office response should indicate when you are expected to return email communications. Be mindful of the confidentiality of information shared via email. Choose "reply all" feature only if you have a question that other contacts in the thread might have as well, your response has a direct effect on the

others, or you are scheduling a meeting with the group. Please refrain from utilizing email contacts of the Center for Nursing Education to send spam messages.

Discussion Boards and Forums

Stay on topic. Ensure that posts are relevant to the discussion topic. Avoid deviating from the subject matter. Provide constructive and respectful feedback in response to others' posts. Avoid negative or inflammatory comments. When referencing external sources, provide proper citations acknowledging the original authors.

Video Meetings

Join video meetings on time. Notify the host if you will be late or unable to attend. Ensure that your background is appropriate and free from distractions (blur, if appropriate). No people should be in the background. Dress in a suitable way for the setting. Mute your microphone when not speaking to avoid background noise. Use the camera to maintain engagement and professionalism. Actively participate in discussions and activities during the video meetings. Avoid multitasking or engaging in unrelated activities.

Social Media

Maintain professionalism in social media interactions. Avoid posting content that could be perceived as unprofessional or offensive. Remember, you are representing yourself and the Center for Nursing Education. Respect the privacy of others. Do not share personal information or images without consent from others. When representing WVU Medicine and the Center for Nursing Education on social media, you should adhere to the branding and communication guidelines.

Compliance

All faculty, staff and students must adhere to this policy. Non-compliance may result in disciplinary action in alignment with the Conduct and Discipline Policy.

Definitions:

Civility – promoting positive interactions, a sense of community, and mutual respect through respectful, polite, and courteous behavior and speech; treating others with kindness and consideration, even in the face of disagreement and conflict

RELATED DOCUMENTS:

WVUHS Branding and Communication Guidelines

Conduct and Discipline Policy

Confidentiality Policy

Non-academic Dismissal (C.CDIS)

Developed 8/6/2024

Reviewed 6/25/2026

Revised

SCOPE: All current CNE students (active and inactive) who may be or have been dismissed from the nursing program for non-academic reasons

PURPOSE:

This policy outlines circumstances surrounding a non-academic dismissal. It does not relate to or cover academic dismissals, admission decisions, or progression policies.

POLICY:

Non-academic dismissals must be processed in accordance with the Conduct and Discipline Policy when students violate professionalism standards and requirements.

CNE personnel understand the effects of a program dismissal on a student's finances, career trajectory, and personal circumstances. A dismissal is considered the most severe sanction and a last resort for most situations. Students also have the opportunity to appeal a dismissal in accordance with the Appeal, Grievance, and Formal Complaint Policy.

Students who are dismissed from the CNE nursing program for non-academic reasons are not eligible for readmission, will receive a dismissal notation on the official transcript, and will not be provided a letter of good standing if requested.

Students who are dismissed will have access to advisors that can help with navigating financial aid and repayment implications and exploring transition options.

RELATED DOCUMENTS:

Appeal, Grievance, and Formal Complaints Policy

Conduct and Discipline Policy

Professional Identity Comportment Policy

Outcome Resolution Period Policy (A.RES)

Developed 8/1/2024

Reviewed

Revised 6/25/2026

SCOPE: Students enrolled in courses that offer an outcome resolution period who have outcome achievements outstanding in class, clinical, and/or lab at the end of the 2nd period of a given semester.

PURPOSE:

The purpose of the outcome resolution period and the associated policy is to provide a supportive and inclusive framework for remediation that addresses the diverse learning needs of students and ensures additional opportunities for student success.

Faculty aim to identify and intervene promptly when students face challenges in meeting academic, skill, and clinical benchmarks. By fostering a culture of personalized support and continuous improvement and empowering students, it is hoped that students can overcome obstacles, bridge knowledge gaps, and reach their full potential.

POLICY:

Students required to participate in the outcome resolution period in a course are those for which any of the following is true:

- Course exam average below a C (74.95%) at the end of the 2nd period of the semester
- Any ATI CMS proctored exam score of level 1 or lower during the course of the semester
- Incomplete skill outcome competency
- Unsatisfactory rating in any clinical evaluation category at the end of the 2nd period of the semester

The outcome resolution plan and activity will cover all course concepts and competencies but will be tailored to the student's individual gaps in knowledge, skills, attitudes, and/or abilities. Resolution may require additional clinical experiences, skills remediation, and/or focused content review.

Students who are successful in completing the outcomes and competencies will receive their original total course grade. Students who are not able to resolve outcome gaps by the end of the outcome resolution period will be assigned the course grade they would have received without the outcome resolution period and will be subject to all other policies.

PROCEDURE:

At the end of the 2nd period of the semester, an individualized Outcome Resolution Agreement will be created by the faculty member with consultation of the Student Success Coordinator and the support team assigned to the student. The agreement will outline what the student needs to achieve to meet the outstanding competencies and the resources available to facilitate success.

RELATED DOCUMENTS:

Course Syllabus Outcome Resolution Addendum

Preceptor (A.PREC)

Developed 8/6/2024

Reviewed

Revised 6/25/2026

SCOPE:

All currently enrolled CNE students

PURPOSE:

Program preceptorships at WVU Medicine CNE was designed to be an integral and required part of the student's clinical learning process. It provides the students the ability to maintain a balance between nursing theory and practice. This opportunity allows the students to apply their nursing theory to real-world clinical practice while preparing for their professional licensure.

POLICY:

This preceptorship experience is designed to provide each student with the opportunity to work with an experienced registered nurse to prepare for transition into nursing practice. Preceptorships will be utilized throughout the program.

1. The student may not do the preceptorship experience on a unit where they are currently employed.
2. The student may not do the preceptorship experience during compensated work time unless through the formal apprenticeship program.
3. The faculty will make every attempt, but cannot guarantee, to assign a student to a facility in which the student has had previous clinical experience so that all general orientation and immunization requirements are currently met. The orientation and immunization requirements will need to be met regardless and do not count toward the preceptorship hours.
4. All clinical hours must be completed within a facility with which CNE has a valid, current contract or affiliation agreement.
5. The experience will address achievement of the course learning outcomes.

Preceptor Responsibilities

The clinical preceptor serves as a resource, mentor, and guide in the clinical setting. The preceptor's role with a given student will be determined by the course outcomes and the student's skill level. The preceptor assumes the following responsibilities:

The preceptor must:

- Be a licensed RN with a minimum of 1 year of experience; a BSN is preferred but not required.
- Have the recommendation and authorization of their immediate supervisor.
- Not be in the disciplinary process or have attendance issues.
- Facilitate a positive environment for learning.

- Possess strong assessment skills and learning evaluation skills.
- Have an understanding of the organization's policies and procedures.
- Possess leadership skills and accept accountability.
- Attend a mandatory one-time preceptor training class which will include role-playing and preceptor evaluation of student performance and display competency with an 80% or greater on the post-training evaluation.
- Sign the preceptor agreement.
- Review objectives of the preceptorship as provided by student.
- Provide adequate and appropriate education & direct supervision of the student while in the clinical setting.
- Delegate nursing tasks to the student, within the student's scope of practice and when both the student and the preceptor are confident of the appropriateness of such delegation. The preceptor is responsible for patient care, and these legal and ethical obligations must be considered before delegation of patient care occurs.
- Facilitate student learning and provide regular feedback to the student.
- Communicate with designated faculty any concerns and/or problems regarding the student and/or the learning experience.
- Complete the clinical evaluation forms.
- Notify the student of work schedule changes.

Student Responsibilities

Each student is expected to adhere to the policies of the clinical facility offering the preceptorship experience and to the policies of the WVU Medicine CNE. Students are expected to:

1. Contact the preceptors and finalize experience details within a week of receiving their preceptor information.
2. Focus on decisions relating to managing and prioritizing client care; acting as leader/manager of ancillary staff; interacting with other members of the client's health care delivery team; conflict management.
3. Demonstrate responsibility and accountability, including preparation for the clinical experience, reading relevant materials, and practicing skills as needed.
4. Complete nursing tasks only within the student's scope of practice, WV Nurse Practice Act, training, and confidence level, obtaining assistance as needed.
5. Maintain patient confidentiality and HIPAA standards.
6. Communicate frequently with the preceptor and faculty regarding patient care, performance feedback, and outcome achievement.

Each student will be assigned to a faculty member who will meet with the student on a regular basis on the unit to discuss the student's plan of care for the assigned patients and who will be responsible for assigning the clinical grade with the preceptor's feedback. Clinical policies related to dress code, attendance, and professionalism are to be followed as in previous courses. All missed preceptorship time **MUST** be made up with direct clinical preceptorship experiences.

Definitions:

Clinical preceptor- a registered professional nurse in good standing in the state in which he or she is providing the preceptorship with education preparation at or above the level for which the student is preparing; who may serve as a teacher, mentor, role model or supervisor in a clinical setting, shall possess competencies related to the areas of assigned clinical teaching responsibilities and has a minimum of 1 year of experience as a registered professional nurse providing direct patient care during the 5 years immediately preceding the date of the written agreement. (West Virginia Board of Examiners for Registered Professional Nurses, Title 19, Series 1)

RELATED DOCUMENTS:

WV Board of Examiners for Registered Professional Nurses, WV Title 19, Series 1

WV Nurse Practice Act

Professional Identity Comportment (C.POSI)

Developed 8/6/2024

Reviewed

Revised

SCOPE: All current CNE students

PURPOSE:

This policy outlines the professionalism standards for CNE students and for nursing practice. Specifically, it identifies ways that CNE students can uphold the principles of leadership, ethics, social justice, and legal guidelines.

POLICY:

All CNE students are expected to uphold and demonstrate professional and personal moral standards as defined and described in the following documents:

- West Virginia Code and Legislative Rules; Section 30-7 and Title 19
- American Nurses Association Standards of Practice
- American Nurses Association Code for Professional Nurses
- American Nurses Association Code of Ethics
- CNE Catalog and Student Handbook

Students are expected to, (1) abide by federal, state, and local statutes and ordinances, both on and off campus; (2) refrain from behavior that is incompatible with the responsibilities and values of the nursing profession; and (3) follow the specific rules of conduct established in the above documents and in CNE policies and procedures.

Expectations for CNE students include, but are not limited to:

- Behaviors consistent with the WVUM standards of behaviors: compassion, communication, competence, and commitment
- Demonstration of respect for human dignity toward peers, faculty, staff, and healthcare professionals
- Judgment, skill, and positivity in attitude and action
- Ability to respond to feedback, recognize the opinions and expertise of others, embrace change, engage in personal and professional growth, and contribute to the goals of the team
- Integrity, maturity, self-discipline, courtesy, honesty, ethics, responsibility
- Consistent compliance with professional standards and policies
- Responsible use of electronic and social media
- Contribution to safe and effective educational and patient care environments
- Accountability to self, society, and the profession
- Integration of diversity, equity, and inclusion into professional identity and comportment

Students are not permitted to:

- Perform any nursing skill without the supervision and/or approval of the instructor

- Reveal or disclose patient health information or other personally identifiable information to anyone without a need to know or inappropriately access electronic information
- Exhibit incivility, discrimination, or defamation
- Engage in irresponsible, unsafe, careless, or harmful practices
- Fail to report an error or incident
- Inaccurately or incompletely document information, reports, or records

If a student is charged with a criminal offense, they are obligated to report this in writing to the AVP, Nursing Education immediately but no later than 24 hours following the charge. Withholding disclosure of a criminal charge may result in a non-academic dismissal from the nursing program.

Definitions:

Comportment – The way in which a person carries themselves or behaves, especially in terms of demeanor, posture, and overall conduct; how someone presents themselves to others and interacts with their surroundings; often seen as a reflection of one’s values

RELATED DOCUMENTS:

West Virginia Code and Legislative Rules; Section 30-7 and Title 19
 American Nurses Association Standards of Practice
 American Nurses Association Code for Professional Nurses
 American Nurses Association Code of Ethics
 CNE Catalog and Student Handbook
 Non-academic Dismissal Policy

Progression (A.PROG)

Developed 8/1/2024

Reviewed

Revised

SCOPE:

All currently enrolled students

PURPOSE:

The purpose of our progression policy is to establish clear and transparent guidelines for student advancement through the WVU Center of Nursing Education program, ensuring a structured and supportive framework that promotes successful learning outcomes. This policy aims to outline the criteria and expectations for students to progress through the nursing program. By setting clear benchmarks, monitoring academic performance, and providing necessary interventions when needed, the progression policy seeks to maintain high academic standards and foster an environment conducive to student success. Additionally, this policy serves to enhance the overall educational experience by encouraging students to stay on track, make informed decisions about their academic pathways, and actively engage in their learning process. Ultimately, the progression policy is designed to guide students toward timely completion of their programs while upholding the quality and integrity of our educational offerings.

POLICY:

- Continuous enrollment is required to maintain active student status. Failure to enroll without a leave of absence will result in a program withdrawal, and the student would have to reapply to return.
- Students must receive the following grades to progress in the nursing program.
 - Required general studies – ‘C’ or better
 - Nursing final course grade – ‘C’ or better
 - Nursing course exam category grade – ‘C’ or better
 - Nursing course lab and clinical competency category grade – Pass (Satisfactory)
- Students may only have two (2) attempts to successfully complete a nursing course.
 - A course withdrawal is considered one attempt.
- Students must follow their progression plan.
 - Requests for a revised progression plan are made to the faculty advisor and Nursing Program Director and must be approved by the CNE administrative team. Course sequencing and prerequisite rules must be followed, and no prerequisite overrides will be administered.

RELATED DOCUMENTS:

Student Progression Plan

Readmission Policy

Readmission Policy (SS.READM)

Developed 8/6/2024

Reviewed 6/25/2026

Revised

SCOPE:

Previous Center for Nursing Education students requesting readmission to the program after either an academic dismissal, withdrawal, or leave of absence.

PURPOSE:

The Readmission Policy of WVU Medicine CNE aims to provide a fair and transparent process for students seeking to return to their studies after a period of absence or an academic dismissal. By establishing clear criteria and procedures, the institution seeks to support student success, maintain academic standards, and promote the overall well-being of the academic community. The readmission policy serves as an important tool for promoting academic integrity, supporting student success, and responsibly utilizing the resources of the WVU Medicine Center for Nursing Education and its students.

POLICY:

Readmission to the CNE is not automatic. In addition, any student who has been dismissed for conduct violations, including violations of academic integrity, is not eligible for readmission. Students who withdrew from the institution must have completed all required exit procedures, including exit meetings and surveys, to be eligible for readmission. Failure to fulfill these requirements may result in ineligibility for readmission.

All applicants for readmission are entered into the applicant pool for consideration and are required to update all required application documentation. The Admission Committee will review each application using the current admission cycle rubrics. Readmission is based on cohort space and qualifications of the candidate related to the admission criteria and rubrics.

Students seeking readmission must meet the following eligibility criteria as outlined in their exit survey:

- Be in good standing with the CNE, having resolved any financial or disciplinary holds.
- Demonstrate a commitment to addressing the issues that led to their withdrawal or dismissal.
- Meet any specific conditions outlined in their learning contract, if applicable

Depending on the circumstances of the student's absence and academic progress, the institution may require students to demonstrate competencies, audit classes, or repeat classes as a condition of readmission. This ensures that students are adequately prepared to resume their studies and make progress toward their academic goals.

If readmitted, students may be required to:

- Enter into a learning contract upon their return, outlining specific expectations, goals, and support mechanisms to facilitate their academic success
- Complete specific courses or training to address previous deficiencies.

- Adhere to an individualized academic or clinical performance plan.
- Attend academic advising or counseling sessions regularly.
- Meet any additional conditions as deemed necessary by the Admission Committee.

PROCEDURE:

Students seeking readmission must complete a new application and update all application documents. Transcripts do not need to be resent if already accurate and on file with the CNE. Readmission requests are considered during the admission cycle consideration period.

Students seeking readmission must fulfill all applicable admission requirements, such as background checks, drug tests, or any other requirements mandated by the institution or relevant regulatory bodies.

Applicants will be notified of the admission decision in writing, typically within a specified timeframe after the application deadline. Admitted students will receive detailed information regarding enrollment procedures and any additional requirements.

If readmitted successfully, the advisor and Student Success Coordinator will establish a learning contract and student progression plan.

Students who wish to appeal a readmission decision may do so by initiating an appeal to the CNE administrative team (See the Appeal, Grievance, and Formal Complaint Policy). The appeal must include relevant documentation or information supporting the student's request for reconsideration.

RELATED DOCUMENTS:

LOA Policy

Withdrawal Policy

Admission Policy and Procedure

Appeal, Grievance, and Formal Complaint Policy

Student Progression Plan

Refund Policy (SS.REF)

Developed 8/1/2024

Reviewed

Revised 6/25/2026

SCOPE: Current Center for Nursing Education students.

PURPOSE:

The Refund Policy serves to provide procedures for students who are no longer enrolled, withdraw, or are dismissed by the WVU Center for Nursing Education for any reason. It outlines the procedures governing charged student tuition in the event of a withdrawal from a course or program during an enrollment period.

POLICY:

Charged tuition reflects the amount of indebtedness.

If withdrawal occurs:

Days 1-7	No charged tuition
Weeks 2-4	25% charged tuition*
Before Midterm	50% charged tuition*
Midterm and After	100% charged tuition*

**a notation will be placed on transcript*

PROCEDURE:

To initiate a withdrawal, students must follow the procedures explained in the withdrawal and progression policies. Students must furnish their current physical mailing address and a permanent email address to receive notifications regarding charged tuition. The calculation of charged tuition will adhere to the policy outlined above and will be specified on the student invoice.

All refunds will be calculated using the student's last day of class attendance. The last day of class attendance is defined as the last day the student had academically-related activity, as evidenced by posted attendance. If a student withdraws without written or verbal notice after classes have started, termination shall be effective on the student's last date of attendance as determined by the CNE.

This refund policy relates to tuition charged and student indebtedness. It does not reflect refund payment requirements for grants, loans, and external funding.

RELATED DOCUMENTS:

Progression Policy

Withdrawal Policy

Registration (SS.REG)

Developed 8/6/2024

Reviewed 6/25/2026

Revised

SCOPE: All active CNE students and newly admitted students

PURPOSE:

The purpose of this registration policy is to establish clear guidelines and procedures for students to enroll in courses each academic term. The policy supports both the academic success of students and the effective management of our program and resources.

POLICY:

Only students who are currently enrolled or accepted for enrollment at the Center for Nursing Education are eligible to register for courses. Students must meet any prerequisites or requirements specified for individual courses outlined in the curriculum document, student progression plan, and progression policy.

Registration periods for each academic term will be announced in advance by Student Services. Registration will occur online through the Student Information System, or in person at designated registration locations.

Prior to registering for courses, students must meet with their assigned faculty advisor to discuss their academic plan. Failure to meet with the assigned faculty advisor will result in an inability to register for courses.

If a student needs to make changes to their course schedules, including adding, dropping, or withdrawing from courses, they must meet with their assigned faculty advisor. Not registering for courses in the allotted time frames may signify withdrawal from the program.

RELATED DOCUMENTS

Student Progression Plan

Progression Policy

Withdrawal Policy

Leave of Absence Policy

Smoke-free Campus (AD.SMOK)

Developed 8/6/2024

Reviewed 6/25/2026

Revised

SCOPE: All faculty, staff, students, and visitors on the CNE WVU IC premises, including facilities, common areas, and parking lots.

PURPOSE:

The Center for Nursing Education is committed to creating a healthy, safe environment for our employees, students, visitors, volunteers, vendors, contractors, and others. As a leading institution in nursing education, we aim to model good health practices and promote a smoke-free lifestyle for all those we serve. This smoke-free campus policy, applicable to all property owned, operated, or leased by the Center for Nursing Education, clearly demonstrates our commitment to health and aligns our practices with our mission.

POLICY:

The use of tobacco products, medical cannabis, or other natural plant products intended for inhalation is prohibited in any form on any property of the CNE.

Definitions:

Tobacco Products: Any product containing or derived from tobacco or nicotine, including but not limited to cigarettes, cigars, pipes, hookahs, smokeless tobacco, chewing tobacco, dip, snuff, vapor products, electronic smoking devices, and any other product intended for smoking or the simulation of smoking. This does not include any cessation product specifically approved by the U.S. Food and Drug Administration for use in treating nicotine or tobacco dependence.

Smoking: Inhaling, exhaling, burning, aerosolizing, vaporizing, nebulizing, or carrying any lighted or heated tobacco, natural plant product, or electronic smoking device intended for inhalation, in any form.

Electronic Smoking Device: Any electronic cigarette, electronic cigar, electronic cigarillo, electronic pipe, or similar product or device, and any vapor product or aerosol cartridge or other container of nicotine or cannabis in a solution or other form intended for use with or in an electronic smoking device.

PROCEDURE:

Notification of Smoke-free Campus:

Signage indicating the smoke-free policy is visible at campus entrances, building entrances, and parking areas. Supervisors are responsible for notifying their employees of this policy and assisting with enforcement. Students and visitors are made aware of this policy upon admission, and efforts should be made to inform them and their families before their arrival for any purpose. Other departments overseeing vendors, contractors, volunteers, or students are also responsible for communicating this policy.

RELATED DOCUMENTS

Conduct and Discipline Policy

Student-Issued Computers (SS.COMP)

Developed 8/6/2024

Reviewed 6/25/2026

Revised

SCOPE: All prospective, enrolled, former CNE students

PURPOSE:

This policy outlines the guidelines, procedures, and expectations for the issuance, use, maintenance, and return of laptops provided to students enrolled in CNE.

POLICY:

Laptop computers are provided by the CNE for all active students at admission to support instructional objectives, limit financial barriers, and promote educational excellence. CNE reserves the right to monitor and review all activities conducted on these devices. Laptops provided to students by CNE are the property of the institution while the student is enrolled. By accepting a laptop from CNE, students acknowledge that they have read, understood, and agree to abide by the provisions outlined in this policy.

Upon successful completion of their program, students may retain ownership of the laptop, subject to compliance with the terms outlined in this policy. Graduates are entitled to keep the laptop as a personal educational resource upon graduation or withdrawal from the program. If a student withdraws from the program and returns to the program, another computer will not be issued, and either the original laptop is to be used or the student will have to purchase a new CNE-issued computer.

Students must use CNE-provided computers for all testing, and computers are to be used primarily for academic purposes, including accessing educational resources, completing assignments, and participating in online courses. Limited personal use is permitted if it does not interfere with academic responsibilities or violate CNE policies. Activities such as accessing inappropriate content, cyberbullying, gaming (unless educational), and illegal activities are strictly prohibited. Students are not permitted to install programs not approved by IT personnel.

Students must adhere to CNE's policies regarding academic integrity and responsible use of technology. Accessing inappropriate or unauthorized materials, including explicit content, illegal software, or copyrighted materials without permission, is strictly prohibited. While CNE respects the privacy of students, there is no expectation of privacy when using school-issued devices. CNE may monitor the use of student-issued computers, including internet usage, emails, and stored files, to ensure compliance with CNE policies. Sharing login credentials or allowing unauthorized individuals to use the laptop is strictly prohibited.

Students are responsible for the security, care, and maintenance of their CNE-issued computers. Students may be responsible for repair or replacement costs due to loss, theft, damage, negligence, or misuse.

PROCEDURE:

Issuance of Computers:

- All students enrolled in CNE are eligible to receive a computer on admission.
- Computers will be distributed at the beginning of a student's program, and tracking numbers will be recorded by IT personnel.
- Students will be required to sign a Laptop Agreement Form, acknowledging receipt of the device and agreeing to abide by the terms of this policy.
- A new computer will not be issued if a student withdraws and then returns to the program.

Maintenance and Care:

- Any damage, security concerns, or technical issues must be reported immediately to the CNE Office of Student Services and/or IT personnel.
- Laptops must be kept in a secure location when not in use.
- Students must maintain the security of their laptops by using strong passwords and keeping the device updated with security software.

Return of Computers:

- Upon completion of the program or withdrawal from CNE, students are not required to return the laptop.
- In the event of loss, theft, or irreparable damage to the laptop, students will be responsible for the replacement cost.

RELATED DOCUMENTS

Laptop Agreement Form

Technology Standards and Restrictions Policy

Student Organization (SS.ORG)

Developed 8/6/2024

Reviewed 6/25/2026

Revised

SCOPE: Enrolled Center for Nursing Education (CNE) students participating in student organizations

PURPOSE:

The purpose of this policy is to establish guidelines for the formation, operation, and management of student organizations within the nursing program. This policy aims to promote student engagement, professional development, and academic excellence by providing a structured framework for student organizations.

POLICY:

Student organizations within the Center for Nursing Education must operate in a manner that supports the educational mission of the program and adheres to the standards of professional conduct expected of nursing students as outlined in the CNE Catalog and Student Handbook, Positive Image Comportment Policy, and Conduct and Discipline Policy. All student organizations must be approved by the nursing program administration and comply with this policy. Student organizations may not exclude students from membership based on sex, gender, marital status, pregnancy, race, color, ethnicity, national origin, age, disability, religion, sexual orientation, gender identity or expression, veteran status, or any other legally protected characteristic.

PROCEDURE:

Formation of Student Organizations

Application: Students wishing to form a new organization must present a written proposal to the Student Life Counselor. The proposal must include the organization's name, mission statement, objectives, proposed activities, a list of founding members, and recommendations for a faculty advisor.

Approval: The Student Life Counselor will review the application based on the alignment with the program's mission and goals. The proposal may be denied, returned for revision, or forwarded to the CNE administrative team for final approval.

Governance

Bylaws: Each organization must develop and maintain a set of bylaws outlining its governance structure, including roles and responsibilities of officers, election procedures, and meeting protocols. Bylaws must be submitted to the faculty advisor for approval.

Any exchange of money or valuables must be approved and overseen by the faculty advisor. At least two organization members must be responsible for managing and documenting the finances. Student organizations are not permitted to open organization bank accounts.

Meetings and Activities

Meetings: Organizations must hold regular meetings to plan and review activities. Meeting minutes must be recorded and made available to all members and the nursing program administration.

Activities: Organizations are encouraged to plan activities that promote professional development, community service, academic support, and social interaction. All activities must be approved by the faculty advisor and align with the organization's mission.

RELATED DOCUMENTS:

CNE Catalog and Student Handbook
Positive Image Comportment Policy
Conduct and Discipline Policy

Student Records (SS.SREC)

Developed 8/6/2024

Reviewed 6/25/2026

Revised

SCOPE: Current and Former Center for Nursing Education students.

PURPOSE:

The Student Records Policy serves to provide clear guidelines and procedures concerning records of students who are currently or formerly enrolled in the WVU Medicine Center for Nursing Education. It outlines the procedures governing the information and how it is stored and shared.

POLICY:

Center for Nursing Education is committed to maintaining the confidentiality and accuracy of student records. Student records are collected, maintained, and disclosed in accordance with the Family Educational Rights and Privacy Act (FERPA) and other applicable laws and regulations. This policy grants eligible students the right to access their educational records, request corrections to inaccurate or misleading information, and challenging the content of their records.

Guidelines:

Confidentiality and Security

Student records are considered confidential and will be securely stored and protected against unauthorized access. Only authorized personnel with legitimate educational interests are permitted to access student records. Course-specific records will be maintained until the student graduates, transcripts will be stored indefinitely, and all other records will be stored for 5 years following graduation.

Access to Records

Students have the right to inspect and review their educational records within 45 days of submitting a written request. Requests for access should be directed to the Director of Student Services. Students will be notified of the time and place where they may inspect their records.

Amendment of Records

Students have the right to request amendments to their educational records if they believe the information is inaccurate, misleading, or violated their privacy rights. Request for amendments should be submitted in writing to the Director of Student Services, clearly identifying the part of the record they want changed and why it is inaccurate or misleading. The institution will review the request and inform the student of its decision. If the request is denied, the student has the right to a formal hearing, pursuant to and in compliance of the Regulations of the Family Educational Rights and Privacy Act of

1974, to challenge the content of such educational records to ensure the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students.

Disclosure of Records

The Center for Nursing Education will not disclose personally identifiable information from a student's records without prior written consent from the student, except as permitted by FERPA. FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State

Students may provide written consent to release information to specified third parties. Students have the right to revoke any previously granted consent to release their records at any time. Revocations must be submitted in writing to the Office of Student Services and will be effective upon receipt, and not affect disclosures made prior to the revocation. Revocation Release Forms can be obtained from the Office of Student Services.

Annual Notification

Students will be notified annually of their rights under FERPA through the institution's official communication channels, such as the CNE Catalog and Student Handbook, website, or email. The notification will include information on the right to inspect and review records, the right to request amendments, and the right to consent to disclosures of personally identifiable information.

PROCEDURE:

Requesting Access to Records

Current or former enrolled students may request access to the following records: admissions, academic records, health, accounting/financial, financial aid, and disciplinary, by contacting the Director of Student Services. The student must provide a signed, written request to the records, and if requested, provide photo identification. Access is to be granted no more than 45 days from the date of request.

Granting Access to Records

Students must complete the FERPA release form, which can be obtained from the Office of Student Services or online.

Requesting Amendments to Records

The student has the right to have records corrected that they believe are inaccurate, misleading, or in violation of their privacy rights. Students must submit a written request to the Director of Student Services, identifying the part of the record they want changed and explaining why it is inaccurate or misleading. The Director of Student Services will review the request and make a decision within a reasonable timeframe. If CNE denies the request for amendment, the student will be informed of their right to a formal hearing. Following the hearing, CNE will provide a written decision. If the decision is in favor of the student, the record will be amended. If not, the student has the right to place a statement in their record commenting on the contested information.

RELATED DOCUMENTS:

FERPA Release Policy

FERPA Release Form

Family Educational Rights and Privacy Act (FERPA) <https://studentprivacy.ed.gov/faq/what-ferpa>

Technology Standards and Restrictions (SS.TECH)

Developed 8/6/2024

Reviewed 6/25/2026

Revised

SCOPE: Enrolled Center for Nursing Education students

PURPOSE:

The purpose of this policy is to establish clear standards and restrictions for the use of technology by students at the Center for Nursing Education (CNE). This policy aims to ensure the responsible, secure, and effective use of technology resources to support academic achievement, protect institutional data, and maintain a safe digital environment.

POLICY:

All students must adhere to the established technology standards and restrictions. This policy applies to all technology resources provided by CNE, including but not limited to computers, networks, software, and online services. The institution reserves the right to monitor and enforce compliance with this policy to ensure the integrity and security of its technology resources.

Access and Usage:

All enrolled students are eligible to use CNE's technology resources. Students must use their assigned user accounts and password to access technology resources. Sharing of account credentials is prohibited. Students are provided with internet access for educational purposes. Usage must comply with WVU Computer Use Policy.

Technology Standards:

Students must use CNE-approved hardware devices when accessing resources. Only approved software may be installed on student issued computers. Software must be kept updated with the latest security patches.

Restrictions:

Students may not attempt to gain unauthorized access to any system, account, or data. Engaging in activities such as hacking, distributing malware, or launching cyber-attacks is strictly prohibited. Limited personal use of technology resources is permitted if it does not interfere with academic responsibilities or violate any policies. Accessing, downloading, or distributing content that is illegal, offensive, or violates CNE policies is prohibited.

Compliance and Monitoring:

CNE reserves the right to monitor all use of its technology resources to ensure compliance with this policy. Audits can be conducted to assess compliance with technology standards and restrictions.

Students must report any suspected violations of this policy to the IT department of CNE leadership team.

Consequences of Non-Compliance:

Violations of this policy may result in disciplinary action, including suspension of technology privileges, academic penalties, or other sanctions. Illegal activities involving institutional technology resources will be reported to law enforcement authorities and could result in legal action.

RELATED DOCUMENTS:

Student-Issued Computers Policy
Laptop Agreement Form
WVUH Computer Use Policy
Conduct and Discipline Policy

Testing Policy (A.TEST)

Developed 8/6/2024

Reviewed 6/25/2026

Revised

SCOPE: All enrolled Center for Nursing Education (CNE) students

PURPOSE:

The purpose of the testing policy is to establish a fair, ethical, transparent, and conducive assessment environment that promotes academic integrity, supports meaningful learning outcomes, and ensures a consistent evaluation process for all students. This policy aims to foster a culture of academic honesty, deter cheating or unethical behavior, and uphold the credibility and value of assessments. By adhering to this policy, students are provided with an equitable opportunity to demonstrate their understanding of course content, and instructors can accurately evaluate individual academic progress. This policy reflects our commitment to maintaining the integrity of the educational experience, fostering a positive academic culture, and preparing students for success in their academic and professional pursuits.

POLICY:

General Testing

- Exams will be scheduled and communicated to students at the beginning of each semester.
- Exams will be conducted on campus or at a designated location with a proctor.
- Exams will start and end at the scheduled times. Students will not be permitted entry into the test room once the exam has started.
- Students must have their WVU Medicine identification badge to enter the exam room.
- No electronic devices are allowed in the exam room.
- Any form of cheating, collaboration, plagiarism, or academic dishonesty will result in disciplinary action as per the institution's academic integrity policy.
- Proctors, including electronic proctoring, will monitor the exam room and report any suspicious behavior.
- Online exams will utilize proctoring software to monitor for academic dishonesty.
- Exam content will be kept confidential and secure at all times.
- Unauthorized sharing or dissemination of exam materials is strictly prohibited.
- Students are not permitted to leave the exam room during testing, except for emergencies.
- Grades will be posted in the course site within 24 hours of the completion of the last submission of the exam
- Students must stay in their seats until dismissed by the proctor.
- Testing accommodations and auxiliary services will solely be available to students with documented disabilities through Student Services. Each semester, a written plan and agreement for testing at the Center for Nursing Education (CNE) will be tailored to the needs of eligible students, and both parties will review and sign the agreement form.

- Any exception to this policy must be approved by CNE administration at the Director level or above.

Virtual Testing

- For online exams, students must ensure a stable internet connection and adhere to proctoring requirements.
- The student must select a private area appropriate for testing. Other people are not allowed in the room you are testing in. Proper supervision of children should be arranged prior to testing.
- Students must be prepared to provide a scan of the testing environment.

On-site Testing

- Ear plugs, scratch paper, and pencils will be provided for testing.
- When a student completes an exam, they will raise their hand to verify completion with the proctor, close their computer, and wait until they are dismissed by the proctor.
- Students who have repeated or unresolved technical problems will have to exit the exam and take the scheduled make up exam.

Permitted Items for On-site and/or Virtual Testing:

- Ear plugs
- Scratch paper
- Pencils

Prohibited Items for On-site and/or Virtual Testing

- Food, beverages, or tobacco products
- Hats or hoods (unless worn as a religious requirement)
- Any other unauthorized testing aids
- Cellular phones, smart-phones, or wireless communication/listening devices (e.g., iPad, recorders)
- Dictionaries, books, pamphlets, or reference materials, unless otherwise provided
- Digital watches (wrist or pocket), alarm watches, or wristwatch cameras
- Flash/thumb drives

PROCEDURE:

Prior to the exam:

- All belongings must be placed in the student's vehicle or locker.
- Students must be seated and logged into Blackboard at least 10 minutes prior to the exam beginning. Students will not be permitted to enter the classroom after the exam begins.
- After entering the classroom, the room must remain quiet. Students are not to be studying or discussing material to be tested, even if the exam has not been started.

During the exam:

- Scratch paper and pencils will be provided by the proctor. Students will have access to a calculator on their test site. Only these will be permitted to be used during the exam.
- Students may use ear plugs and scratch piece of paper if they so choose.
- If a student has technical issues, they are to raise their hand and quietly wait for the proctor to come to the student.
- Questions regarding content and clarification if questions are not permitted. Students may write questions and comments for the instructor on the scratch paper.
- When the students complete their exam, the student is to raise their hand to verify completion with the proctor, close their computer, and wait until they are dismissed by the proctor.
- All scratch paper and pencils are to be submitted to the proctors prior to exiting the testing room.
- Once a student has exited the testing room, readmittance is not permitted until all students have concluded testing.

After the exam:

- Faculty and CNE administration will analyze the exam submissions and statistics for accuracy.
- Faculty may schedule a review session to discuss frequently missed concepts. Students will not be permitted to see the test questions again in a group setting.
- Students may schedule appointments with the faculty or the Student Success Coordinator to review their individual submission in a secure environment.
- All review sessions are to be conducted with professionalism and civility. It is not an opportunity to argue a point with the instructor.

Missed Exam:

- Attendance is required for every exam. In the case of emergencies, the student must report the absence at least one (1) hour prior to the start of the exam.
- The student must make arrangements with faculty to take the exam immediately upon their return.
- Alternate versions of the exam will be used for make-up exams.

Appeal of a Test Question:

- If a student has credible evidence that a test question was scored in error, the student may submit a Test Question Appeal Form to the course faculty within 2 calendar days of the exam. An appeal may also be submitted immediately following an individual review session.
- The document must be fully completed prior to submission with an evidence-based rationale for the answer chosen. Examples of evidence-based source include textbooks, faculty presentations, or peer reviewed articles.
- Submit the document in person or by email to the instructor.
- Two faculty members will review the appeal and grant a decision.

RELATED DOCUMENTS

Test Question Appeal Form

Accommodation Request Form
Academic Integrity Policy

Title IV and Financial Aid (SS.FIN)

Developed 8/6/2024

Reviewed

Revised 6/25/2026

SCOPE: Center for Nursing Education students requesting financial aid and accepting a tuition waiver.

Please note: At the time of this policy's development and revision, the CNE was in its final stages of Title IV eligibility approval. Formal approval will be required to participate in federal student financial aid programs at which time the financial aid policy will be revised and distributed to all students.

PURPOSE:

The Center for Nursing Education (CNE) will participate in federal student financial aid programs, upon approval. The CNE is committed to complying with all relevant regulations and requirements associated with Title IV funding. The CNE strives to maintain transparent and compliant approach to financial aid, fostering a supportive environment for students seeking assistance to meet their education expenses. This policy aims to ensure equitable distribution of financial aid assistance to eligible students while maintaining compliance with federal regulations.

POLICY:

Once the CNE is approved for federal funding, students who accept tuition waivers from the CNE will be required to complete a FAFSA form and apply for grants. See the Tuition Waiver Policy. Tuition waivers will be applied after all financial aid has been awarded.

Determination Of Awards:

Most aid dollars are awarded based on a congressional formula, called "need analysis", which measures each family's ability to pay educational expenses. The formula considers factors such as family income and assets, family size, non-discretionary family expenses, retirement needs, student earnings and savings, and the number of household members in college. The U.S. Congress, not the CNE, establishes the formulas used for measuring a family's ability to contribute to educational expenses. Only Congress can make changes to the formula. If students are enrolled in general studies courses at another institution, they should adhere to that institution's financial aid policies.

Eligibility:

A student's eligibility for financial aid is generally based on financial need. Students seeking Title IV federal financial aid must complete the Free Application for Federal Student Aid (FAFSA) annually. Financial need is defined as the difference between the student's Cost of Attendance (COA) budget and the Expected Family Contribution (EFC), as calculated using the Congressional formulas. The financial aid office will review FAFSA submissions and determine eligibility based on federal regulations and the school policies. If CNE is approved to offer G.I. Bill educational benefits, please contact the U.S. Department of Veteran Affairs at (888) 442-4551 to determine eligibility or entitlement.

Student Rights and Responsibilities:

All student rights and responsibilities will be determined following the federal recommendations.

Students who receive financial aid and subsequently withdraw or stop attending classes may be obligated to repay a portion of the financial aid they received. The Return of Title IV Funds Policy, established under the reauthorized Higher Education Act of October 7, 1998, governs this process.

This policy operates on the principle that both the school and the student are entitled to retain only the portion of Title IV federal aid that has been earned. If a student withdraws or stops attending classes, regardless of whether any credits have been earned for the term, a portion of the aid received is deemed unearned and must be returned to the Title IV programs from which it was disbursed.

For Title IV purposes, the last date of attendance is determined by one of the following: the initiation of the formal withdrawal process, official notice of intent to withdraw (such as a letter, phone call, email, or in-person communication), the midpoint of the term, or the last documented date of participation in an academically-related activity (such as attendance in a class or lab, or submission of an assignment in an online course).

If a student attends through at least 60 percent of the term, all Title IV aid is considered earned and repayment is not required.

PROCEDURE:

Notifications:

Eligible students will receive a financial aid award letter outlining the types and amounts of aid awarded.

Award Conditions and Responsibilities:

Be sure to read the materials accompanying your award letter for conditions attached to your award. If awarded federal loan assistance, a promissory note must be signed and returned before funds will be disbursed. In addition, all students receiving the WVU Medicine CNE Tuition Waiver must review the Tuition Waiver Policy and Contract.

Financial Aid Disbursement:

Financial aid is awarded and disbursed by the financial aid office within CNE Student Services. Financial awards made for the academic year will be disbursed each semester, assuming you are registered for the number of credits on which your financial award was based, and you meet the academic progress in accordance with federal satisfactory academic progress (SAP) requirements. All financial aid from federal, Division of Rehabilitation Services, U.S. Department of Veteran Affairs, etc. will be applied first to a student's account before the WVU Medicine CNE Tuition Waiver.

RELATED DOCUMENTS:

Tuition Waiver Policy and Contract

Transfer of Credits (A.TRCR)

Developed 8/1/2024

Reviewed 6/25/2026

Revised

SCOPE:

For all Center for Nursing Education (CNE) prospective and enrolled students wishing to transfer credits

PURPOSE:

The purpose of our transfer of credits policy is to facilitate a seamless and equitable process for students seeking to transfer previously earned academic credits from other institutions. This policy aims to recognize and appropriately assess the value of prior learning experiences, ensuring that students can maximize the transferability of their credits while maintaining the academic standards and integrity of our institution. By establishing clear guidelines and criteria for credit evaluation, we aim to support students in their educational journey, promote efficiency in degree completion, and uphold the overall quality of our academic programs. This policy seeks to strike a balance between recognizing the diverse learning paths of our students and maintaining the academic rigor and coherence of our programs.

POLICY:

- Transfer credits for courses already taken must be reconciled at the time of admission.
- Students can transfer the program's required general studies credits as they progress through the nursing program as outlined in the catalog and progression plan.
- The general studies required for graduation may be taken at any college or university of choice upon completion and approval of the Course Transfer Request Form.
 - It is recommended that students who want to pursue a baccalaureate or higher degree in the future take the general studies courses from a regionally accredited institution.
- Nursing course credit will be awarded based on course content, outcome alignment, level appropriateness, accreditation status, and course equivalency. A grade of 'C' or higher is required for all required courses.
 - A maximum of three postsecondary nursing courses can be transferred into the program.
 - Nursing courses that were started more than 5 years prior to the admission date are not eligible for transfer credit.
- While transfer credits will be considered, students enrolled in a college or university at the time of application will be required to follow the same admission process as all other applicants. There are no special admission procedures for transfer students.

PROCEDURE:

- Students complete a Course Transfer Request located in our student information system. This form is located under the *Optional Admissions Forms*, accessed after a processed application.
- General studies transfer credits will be reviewed and approved by the Enrollment Manager and Nursing Program Director.

- Nursing course transfer credits will be reviewed and approved by the Director of Operations and AVP, Nursing Education.
- A list of general studies accepted at WV colleges and universities is available in the Office of Student Services and online: [Transfer Course Equivalencies](#). Taking a course that is not on the pre-approved list requires approval from the Nursing Program Director before taking the course.

RELATED DOCUMENTS:

ACEN Policy #25 “Transfer of Credit”

Course Transfer Request Form

Admission Policy and Procedure

Transfer Course Equivalencies

Tuition and Fees (SS.TUIT)

Developed 8/1/2024

Reviewed 6/25/2026

Revised

SCOPE: All enrolled and prospective CNE students

PURPOSE:

This policy was written in alignment with the goals of the Center for Nursing Education to limit or eliminate barriers to nursing education and to provide an affordable but state-of-the-art program option. The intent is to create a streamlined tuition and fees calculation.

POLICY:

Tuition is \$550 per credit equivalent. The total tuition for on-time graduation for CNE courses is \$23,100. This does not include tuition for general studies courses taken at the college or university of the student's choice. The CNE will not offer general studies courses directly. Tuition does not vary based on WV residency status.

Fees will be included in the tuition amount and will include the following:

- Tuition
- Immunizations and drug screens post-admission
- ATI learning resources
- Uniforms
- Student equipment
- Laptops
- Graduation Pins
- Required Textbooks

Out-of-pocket costs for students will include general education credits; pre-admission background check, drug screen, and immunizations; health insurance; and optional learning resources.

Students that do not complete a semester as scheduled must meet with the financial aid counselor to discuss the financial implications.

Guidelines:

Tuition Breakdown

Cost per Credit		Sem 1	Sem 2	Sem 3	Sem 4	Sem 5	Total Tuition
\$550		\$5500	\$3850	\$4400	\$3850	\$5500	\$23,100

PROCEDURE:

Students will meet with the financial aid counselor to determine options for grants, scholarships, and tuition waivers.

An invoice will be provided to each student every semester, outlining tuition cost and aid received.

Students required to pay tuition will make payments in full to the Director of Operations prior to the end of the first week of the semester to stay enrolled in scheduled classes. Financial aid payments will be made directly to West Virginia University Hospitals, Inc.

RELATED DOCUMENTS:

Refund Policy

Tuition Waiver Policy

Tuition Waiver (SS.WAIV)

Developed 8/1/2024

Reviewed

Revised 6/25/2026

SCOPE: All CNE students seeking a tuition waiver for CNE enrollment

PURPOSE:

The Tuition Waiver Policy has been written to outline the policy related to the Center for Nursing Education Tuition Waiver Agreement (Contract).

The tuition waiver and its associated requirements are designed to increase access to the nursing profession, eliminate barriers to nursing education, and increase the workforce for registered nurses in the WVU Medicine Health System.

POLICY:

Students accepting the tuition waiver must sign the associated agreement, and that contract is considered the binding document.

Waiver

The tuition waivers are for full tuition and integrated enrollment fees. A breakdown of tuition is included in the Tuition and Fees Policy.

An individualized invoice will be provided to the student each semester and will be amended, as necessary, according to the Refund Policy.

The student is solely responsible for all income taxation resulting from the tuition waiver. Each student will receive the appropriate tax form at the end of each year following program completion for the amount equivalent to the indebtedness permanently forgiven.

Graduates who have received tuition waivers for the Center for Nursing Education are not eligible for sign-on bonuses unless otherwise agreed upon and formally documented at the time of hire.

Required Commitments

- Enrollment

- Maintain continual enrollment and active student status

- Meet all program requirements for progression

- Complete the program

- Obtain RN licensure within 90 days of program completion

- Financial Aid

- Meet with the Financial Aid Counselor (as needed)

- Complete a FAFSA form

Apply for eligible aid

- **Work Commitment**

Begin employment in an open and available, direct patient care registered nurse position with WVUH, Inc. or another approved WVUM Health System hospital within 90 days of program completion

Complete 3 years of employment (from hire date) in a qualifying position at an approved WVUM Health System hospital(s).

Repayment

If the terms of the tuition waiver agreement are not fulfilled, the student will be required to pay the full accrued value of tuition according to the documented semester invoices. The value will not be prorated based on percentage of coursework or portion of the work commitment completed. Interest will not be applied unless the balance requires submission to a 3rd party collection agency.

PROCEDURE:

If financial aid is received, students will receive a tuition waiver for the difference between tuition and aid.

The student will receive 2 repayment notices and instructions prior to submission to 3rd party collection agencies.

RELATED DOCUMENTS:

Tuition and Fees Policy

WVUH, Inc. d/b/a Center for Nursing Education Tuition Waiver Agreement

CNE Refund Policy

Weather Conditions (E.WEATH)

Developed 8/6/2024

Reviewed

Revised

SCOPE: All CNE faculty, students, and staff

PURPOSE:

The Weather Conditions Policy at the Center for Nursing Education is designed to ensure the safety and well-being of all students, staff, faculty, and administration during adverse weather conditions. This policy outlines the procedures and guidelines to be followed in the event of inclement weather, including severe storms, snow, ice, extreme temperatures, and other hazardous conditions. In addition to safety, it is the CNE staff's goal that disruptions to the educational environment are minimized and that communication is clear regarding weather-related decisions and procedures.

POLICY:

The administration and faculty will monitor weather conditions through reliable sources, such as the National Weather Service (NWS) and local weather forecasts. Continuous assessment of weather conditions will be conducted to ensure timely responses to changing situations.

The decision to close the CNE facility, cancel classes or clinical experiences, delay opening, or dismiss early due to adverse weather conditions will be made by the administrative team. Decisions will be based on the severity of the weather, road conditions, and safety considerations. A state declaration of a weather emergency does not automatically close the CNE campus.

Students, staff, faculty, and administration are advised to be cautious and make their own judgments before venturing out into possibly dangerous driving conditions. If anyone feels they are unable to travel safely or believe arrival will be delayed, the immediate supervisor or instructor responsible for teaching the experience that will be affected must be notified as soon as possible with confirmation that the message was received. If the experience was with a preceptor, the preceptor must be notified in addition to the instructor.

Announcements regarding closures, delays, or early dismissals will be made as early as possible. Notifications will be sent via email, text messages, and the Center's official website and social media channels. Local news outlets may also be used to disseminate information. Efforts will be made to communicate decisions in a timely manner.

Wellness Center Policy (AD.WELL)

Developed 8/6/2024

Reviewed 6/25/2026

Revised

SCOPE: CNE faculty, staff, and students in the WVU Innovation Corporation.

PURPOSE:

The Wellness Center at the Center for Nursing Education is dedicated to promoting the health and well-being of our students, staff, and faculty. The Wellness Center facilities are open 24/7 and include the Performance Lab, a fully equipped gym for exercise, wellness activities, and physical fitness, and the Decompression Lab, a single-use room for meditation, relaxation, and as a mother/lactation room.

POLICY:

Performance Lab Policy

Access is limited to current students, staff, and faculty of the Center for Nursing Education. The Exercise Lab is open 24/7. Appropriate athletic attire and footwear must be worn at all times. Sandals, open-toed shoes, and bare feet are not permitted. Equipment must be used as intended, in a controlled and safe manner. Time on cardio machines is limited to 30 minutes during peak hours. Users must re-rack weights and return all equipment to its designated place after use. Equipment must be sanitized after each use with the provided sanitizer. Users should consult their physician before beginning any new exercise regimen. Spotters are recommended for all lifters. No food or beverages, except water in closed containers, are allowed. Report any malfunctioning equipment or injuries to staff immediately. Respect others by maintaining a quiet and focused environment. Use headphones for personal music. Avoid using cell phones in the exercise area. Outside personal trainers are prohibited.

Decompression Lab Policy

Access is restricted to current students, staff, and faculty of the Center for Nursing Education. The Decompression Lab is open 24/7 and is intended for one person at a time. The room is a quiet zone. Users are expected to maintain a low noise level. Sessions are limited to 30 minutes to ensure availability for all users. Respect the privacy and space of others. Any disruptive behavior will result in immediate removal from the room and potential revocation of privileges.

Withdrawal (SS.WD)

Developed 8/6/2024

Reviewed 6/25/2026

Revised

SCOPE: Current Center for Nursing Education students requesting a withdrawal from nursing course(s) or program.

PURPOSE:

The purpose of our Withdrawal Policy is to establish clear guidelines and procedures for students who find it necessary to discontinue their enrollment in both courses and program for various reasons. This policy is designed to provide a structured framework that ensures transparency, fairness, and consistent application of procedures for student withdrawals. By delineating the steps involved in the withdrawal process, we aim to support students in making informed decisions about their educational journey. Additionally, the policy addresses the implications of withdrawals on academic standing, financial considerations, and the process for potential reentry into the program. Ultimately, this policy seeks to foster a supportive environment for students while maintaining the integrity of the educational program.

POLICY:

Approval from both the advisor and Nursing Program Director is required for course withdrawal. Failure to obtain approval would result in the course withdrawal being treated as a program withdrawal, necessitating the student's withdrawal from all nursing courses. Course withdrawal requires a formal change in the student's progression plan.

In the event of a program withdrawal, a student is afforded the flexibility to withdraw for any reason. However, to facilitate a streamlined return, the student must adhere to the application and readmission process outlined in the Admission Policy and Readmission Policy. Additionally, as part of the withdrawal procedure, the student is required to complete an exit survey and may need to participate in meetings with both their faculty advisor and financial aid counselor. These steps aim to ensure a thorough understanding of the reasons for withdrawal and the associated financial implications, while also providing the necessary support and guidance for a seamless transition back into the program if the student chooses to return in the future.

PROCEDURE:

These structured procedures are in place to ensure a comprehensive understanding of the withdrawal circumstances and to provide necessary support and guidance during this process. To initiate either a course or program withdrawal, a student must adhere to the following procedures:

Course Withdrawal

The first step involves submitting a written request to their faculty advisor. Additionally, a meeting with the financial aid counselor may be needed to address any financial implications, impact on student academic standing, and ability to complete the program. Students will also need to meet with the Student Success Coordinator for revision of the progression plan.

Program Withdrawal

The first step involves submitting a written request to their faculty advisor, outlining the reasons for withdrawal. Subsequently, the student is required to complete an exit survey in collaboration with their faculty advisor, providing valuable insights into their decision. Additionally, a meeting with the financial aid counselor may be necessary to address any financial implications and explore available options.

RELATED DOCUMENTS:

Admission Policy and Procedures

Readmission Policy

Exit Survey

Student Progression Plan