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# Student Handbook 2023 - 2024

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## Welcome from the Director

I am pleased that you have chosen a career in nursing and delighted that you have made the decision to begin your nursing education at New River Community and Technical College School of Practical Nursing. The nursing faculty is here to help you become a practical nurse with the hope that you will cherish the profession of nursing as much as we do.

The Practical Nursing program is an eleven-month certificate course of study beginning in the fall semester of each year. The curriculum provides both theoretical and practical experience in a variety of distance education and clinical settings.

The faculty will facilitate your efforts to learn the principles and practices of nursing necessary for beginning your career as a licensed practical nurse. It is your responsibility to learn and apply your knowledge by providing excellent nursing care to patients in a wide variety of settings. It is your responsibility to conduct yourself professionally and to be accountable for your actions.

To further support your success, we also recommend that you establish a professional relationship with the faculty, maintain a positive attitude by surrounding yourself with positive people, keep your sense of humor, laugh often and always look for the good in others. Do not forget to manage your priorities wisely and balance your student/work life. Make sure that every day you (1) study enough to pass the exams, (2) take some time for yourself and (3) get some sleep! You must be at your personal best to succeed in nursing.

The full-time faculty includes JoAnna Perry, MSN, RN (Director/Instructor); Sarah Bechtel, BSN, RN (Lead Cohort Instructor, Greenbrier Valley Campus); Cassandra Sturgill, BSN, RN (Interim Lead Cohort Instructor, Raleigh County Campus); JoAnna Perry MSN, RN and, RN (Lead Cohort Instructor, Nicholas County Campus). The Practical Nursing staff members are: Tina Bryant, Administrative Associate and Clinical/Theory Instructors: Carla Sarver, BSN, RN; Michelle Johnson, BSN, RN; and John Goldizen, MSN, RN.

Again, I am glad to have you in the nursing program. If I can assist you in any way, please let me know.

I wish you much success,

*JoAnna Perry, MSN, RN*

JoAnna Perry, MSN, RN

Director, New River Community & Technical College School of Practical Nursing

## **Revisions of Handbook-Disclaimer**

The faculty of New River Community & Technical College and/or the Director of the School of Practical Nursing reserves the right to alter any/all of the policies described in this handbook. The most current edition will supersede any previous editions, unless otherwise indicated. Students will receive written notice of changes at least one (1) week prior to the policy effective date. In addition to this handbook, nursing students are subject to all external agency policies and New River Community and Technical College policies and procedures as listed in the New River CTC student handbook.

As students of New River Community and Technical College's Practical Nursing Program you are obligated to abide by the policies and procedure set forth in both the New River CTC Student Handbook and the Practical Nursing Student Handbook.

## **New River Vision Statement**

New River improves students' lives and enriches communities.

## **New River Mission Statement**

New River Community and Technical College provides accessible, affordable, quality education and workforce programs to meet the needs of the region it serves.

## **New River Social Justice Statement**

Consistent with its' comprehensive mission, and recognizing that the development of human potential is a fundamental goal in a democratic society, the New River Community and Technical College Board of Governors promotes an educational system that values cultural and ethnic diversity and understanding; that provides for the preparation of students for full and meaningful participation in the changing world; and that promotes equitable and fair treatment in every aspect of campus life and employment for all persons, regardless of race, color, national origin, sex sexual preference, sexual orientation, age religion, veteran status, or disability.

## **New River Community & Technical College School of Practical Nursing Vision and Mission Statement**

New River Community and Technical College School of Practical Nursing provides quality, state-of-the-art educational and technical experiences that will enable graduates to successfully complete the NCLEX-PN licensing examination, obtain employment as novice practical nurses in a variety of healthcare settings and progress toward advance nursing education.

## **Accreditation:**

The Practical Nursing Program is fully accredited by the West Virginia Board of Examiners for Licensed Practical Nurses. The next scheduled review will be October, 2025.

Effective February 28, 2022, the nursing program is a candidate for initial accreditation by the Accreditation Commission for Education in Nursing. This candidacy status expires on February 28, 2024.

Accreditation Commission for Education in Nursing (ACEN)  
3390 Peachtree Road NE, Suite 1400  
Atlanta, GA 30326  
(404) 975-5000  
<http://www.acenursing.com/candidates/candidacy.asp>

## **ADA Services**

Students with special needs are encouraged to contact the ADA compliance officer on their campus before the start of the semester and request accommodations. Students with documented disabilities are eligible for ADA accommodations if they meet the conditions of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Students must self-identify themselves and provide appropriate written documentation of their disability. Students qualifying for services will work closely with the ADA compliance officer to determine potential accommodations afforded to participate in the academic programs and services. Reasonable modifications in policies, practices, and procedures are affected to assure equal access to individuals with disabilities. The ADA compliance officer will prepare the “Notification of Need for Accommodation” letters for the faculty. Should a temporary disability occur during the semester, the student must provide reasonable and timely notice of a need for accommodations and services substantiated by appropriate documentation. Information provided to the Office of Disability Services is treated as confidential and is not released to anyone without the student’s prior consent. All inquiries are confidential.

## **New River Community and Technical College Student Handbook**

All policies and procedures included in the New River CTC Student Handbook apply to all students at the College including students in the Practical Nursing Program. In the Student Handbook you will find information about people on each of our campuses, information regarding services available to you in the various offices focused on student support, and a description of selected policies and procedures designed to create student success at New River CTC. You may access the Student Handbook on the College website by clicking on Current Students > Student Services > Student Resources.

The School of Practical Nursing Student Handbook is specific for the Practical Nursing program and includes the policies governing New River Community and Technical College Practical Nursing Program. Read this handbook carefully and keep it as a reference. Enrollment in the school indicates a willingness to abide by the policies in this handbook.

[Student Handbook - New River Community and Technical College](#)

## Curriculum

Program progression is dependent upon the student successfully completing each of the nursing courses with a grade of “C” (80%) or above. The Practical Nursing program requires three semesters approximately fifteen (15) weeks in duration or (11 months) to complete. Each semester builds on the knowledge and skills gained from the previous semester and is sequential in nature. The three-semester sequence of professional courses are:

### PROGRAM MODEL SCHEDULE

	Contact Hours Theory	Contact Hours Clinical/Simulation	Credit Hours
<b>Prerequisite Courses:</b>			
<b>ENG 101 Composition</b>			<b>3</b>
<b>MAST 105 Medical Terminology</b>			<b>3</b>
<b>BIOL 105 Intro to A&amp;P*</b>			<b>3</b>
<b>BIOL 106L Intro to A&amp;P Lab*</b>			<b>1</b>
<b>Total Prerequisite Hours</b>			<b>10</b>
<i>*The student who may be planning on advancing into an LPN to RN program may consider substituting BIOL 105/106L with BIOL 231/233L AND BIOL 232/234L. If this pathway is chosen both (A&amp;P I and II) courses must be completed before entering the LPN program.</i>			
<b>Semester I - Fall</b>			
LPNU 105 Foundations of Nursing	<b>150</b>	<b>143</b>	<b>8</b>
LPNU 116 Geriatrics	<b>30</b>	<b>72</b>	<b>2</b>
LPNU 118 Introduction to Practical Nursing	<b>45</b>		<b>1</b>
LPNU 126 Prin. of Nutrition for Nursing	<b>15</b>	<b>25</b>	<b>1</b>
<b>Total Hours Semester I</b>	<b>240</b>	<b>240</b>	<b>12</b>
<b>Semester II - Spring</b>			
LPNU 120 Adult Medical Surgical Nursing I	<b>135</b>	<b>163</b>	<b>7</b>
LPNU 122 Maternal Nursing for PN	<b>30</b>	<b>32</b>	<b>2</b>



	<b>Contact Hours Theory</b>	<b>Contact Hours Clinical/Simulation</b>	<b>Credit Hours</b>
LPNU 124 Clinical Pharmacology/Nursing I	<b>30</b>	<b>10</b>	<b>1</b>
LPNU 127 Clinical Nutrition for Nurses	<b>15</b>	<b>25</b>	<b>1</b>
LPNU 128 PN: Practice, Issues and Trends I	<b>30</b>	<b>10</b>	<b>1</b>
<b>Total Hours Semester II</b>	<b>240</b>	<b>240</b>	<b>12</b>
<b>Semester III - Summer</b>			
LPNU 125 Clinical Pharmacology/Nursing II	<b>30</b>	<b>10</b>	<b>1</b>
LPNU 130 Adult Medical Surgical Nursing II	<b>135</b>	<b>101</b>	<b>6</b>
LPNU 132 Mental Health Nursing for PN	<b>30</b>	<b>72</b>	<b>2</b>
LPNU 134 Pediatric Nursing for PN	<b>30</b>	<b>32</b>	<b>2</b>
LPNU 138 PN: Practice, Issues and Trends II	<b>15</b>	<b>25</b>	<b>1</b>
<b>Total Hours Semester III</b>	<b>240</b>	<b>240</b>	<b>12</b>
<b>Total Program Hours</b>	<b>720</b>	<b>720</b>	<b>46</b>

## Practical Nursing Program Outcomes

Upon completion of the New River Community & Technical College–Practical Nursing Program the graduate will be able to:

1. Apply the nursing process based on physiological and psychosocial concepts, along with critical thinking, evidence-based practice, and clinical reasoning to deliver safe, effective nursing care in diverse settings to patients across the lifespan.
2. Demonstrate nursing care that is responsive to differing values, cultures, beliefs, nationalities, and lifestyles.
3. Integrate information technology in clinical decision making to support safe processes of nursing care.
4. Use therapeutic communication skills to collaborate with patients, families and other health team members.
5. Exhibit professional behaviors and practice consistent with the role and identity of the practical nurse in all clinical settings.
6. Participate in professional self-evaluation processes to ensure progressive and optimum clinical performance.

## Admission Criteria

Acceptance into the New River Community & Technical College –Practical Nursing Program is based on the candidates meeting eligibility requirements as outlined below. It is recommended that candidates begin the application process no later than October of the year prior to admission (Oct. 2022 for Class beginning Aug. 2023).

\*It is the policy of New River Community and Technical College and the Practical Nursing Program to provide equal opportunities to all prospective and current members of the student body, faculty, and staff on the basis of individual qualifications and merit without regard to race, sex, religion, age or national origin. This nondiscrimination policy also applies to all educational programs, admissions, employment, and other related activities covered under Title IX which prohibits sex discrimination in higher education.

New River Community and Technical College also neither affiliates with nor grants recognition to any individual, group, or organization having policies that discriminate on the basis of race, sex religion, age or national origin. Information on the implementation of the policy and/or the Title IX Amendment should be addressed to: Affirmative Action Officer, New River Community and Technical College, 280 University Drive, Beaver WV, 25831.

## Eligibility Requirements

To be eligible for admission into the Practical Nursing Program applicants must meet the following criteria:

- **Have a \*High School Diploma or Equivalent (USA GED). \*Nicholas County High School Students participating in the High School Pilot Program are required to be a Nicholas County High School Student in good standing and enrolled as a High School Senior in the 12th grade in the Fall of 2023. Students must be 18 years of age by July 1, 2024.**
- **Have a 2.0 Cumulative GPA.**
- **Have completed English 101 with a minimum final grade of “C” or better.**
- **Have completed BIOL 105 and 106L with a minimum final grade of “C” or better.**
- **Have completed MAST 105 with a minimum final grade of “C” or better.**
- **Have a pre-nursing admission exam composite score of 60% or higher on the Advance Technology Institute Test of Essential Academic Skills (ATI TEAS) PN Preadmission Exam within the last three years. The score of the most recent ATI TEAS Exam will be the score considered for admission.**
- **Complete and submit a New River CTC admission application and a Practical Nursing Program admission application by the established deadline.**
- **Submit unopened, sealed official transcripts from any high school, college, or university attended in the past to the Admissions Office by the established deadline.**

Applicants exceeding academic standards and course requirements will be given first priority for selection. The selection rubric can be found at the end of the Practical Nursing Program Student Handbook.

## Other Requirements

All admissions to the School of Practical Nursing are provisional and contingent upon successful completion of the following by **Friday of the first week of classes**.

- a. **Criminal background checks** are mandatory (students are responsible for all fees associated with this background check). Applicants are aware that information about background checks will be forwarded to health agencies prior to clinical rotations. Health care agencies have the option to refuse to accept an applicant for a clinical rotation based on positive findings.

**\*\*Enrollment of students with law violations:** W. Va. Code §30-7A-10 states that the West Virginia State Board of Examiners for Licensed Practical Nurses may refuse to admit an applicant for the licensure examination, or may revoke, suspend, or otherwise discipline a license based upon satisfactory proof that the person” ... (2) is convicted of a felony...; (5) is guilty of professional misconduct as defined by the Board...” The Board’s Legislative Rules, 10 C.S.R. 2, state that the Board can take disciplinary action against an applicant or licensee who “...12.1. e.11. was convicted of a felony or misdemeanor with substantial relationship to the practice of practical nursing in a court of competent jurisdiction...” <http://www.lpnboard.state.wv.us/10-01.pdf>

Each applicant to the practical nursing program shall submit to fingerprint criminal history records check prior to acquiring full admission to the Practical Nursing program. The background check will be conducted through the New River CTC - School of Practical Nursing selected vendor. Students will receive additional information regarding the vendor and the process from the School of Practical Nursing after admission. The Director of the New River CTC School of Practical Nursing will be notified of any positive findings from the records checks.

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

A copy of all documentation indicating conviction of a crime received by the nursing program from any law enforcement agency will be forwarded to the West Virginia State Board of Examiners for Licensed Practical Nurses by the program director with the application for licensure.

Any applicant to the New River Community and Technical College - School of Practical Nursing who has ever been convicted of a felony or misdemeanor should contact the Board office to discuss the potential impact of the prior conviction(s) on his/her application and the licensure process. Applicants to the Board with prior convictions may experience a delay in the processing of their applications while all documentation relating to this matter is reviewed by the Disciplinary Review Committee of the Board for a determination as to issuance of a temporary permit or license, and what restrictions may apply if issued.

\*\* W. Va. State Board of Examiners for LPNs, "Admission of Students with Law Violations" August. 1, 2010. <http://www.lpnboard.state.wv.us/10-01.pdf>

- b. Students admitted to the program must pass a physical examination with laboratory testing before the first day of class. Forms will be given to students upon admission. Students are responsible for having the physical exam completed by the doctor of their choice and for all costs associated with the examination. The physical examination must include selected laboratory tests (CBC, Serology, and PPD – 2 step) and proof of the following immunizations and/or demonstrate immunity through blood titers: MMR; Polio Vaccine; Varicella; Hepatitis B; and, have received a Tetanus immunization within the last 7 years. Students and faculty are also **required** to obtain a Flu vaccination each fall when scheduled (generally October/November). If a student cannot receive the flu vaccination because of medical reasons, additional laboratory and immunizations may be required by policies of the clinical facilities.
- c. **\*\*\* DRUG TESTING AS CRITERIA FOR ADMISSION**  
The applicant understands and agrees that he/she shall submit to drug/alcohol screening as a part of the admission criteria for New River Community and Technical College School of Practical Nursing. If drug/alcohol screening is performed on a urine sample rather than a blood sample, the individual shall provide the sample under observation. Appropriate chain of custody procedures shall be followed. The results of the drug screening must be reported directly to the director of New River CTC School of Practical Nursing by the laboratory performing the test. Student drug/alcohol screening will be performed by a vendor contracted by the school of practical nursing and no results from any other laboratory will be accepted.

A Receipt of positive results of a drug/alcohol screen for any substance for which the student has NO legal, valid prescription or for a non-prescription substance not declared prior to the screen, shall be grounds for revocation of admission to the practical nursing program.

Any individual who is on Methadone/Suboxone maintenance must disclose this to the Director of the School of Practical Nursing at the time of application. This individual will be instructed to contact the LPN Board office to discuss implications of participation in Methadone/Suboxone maintenance on enrollment and progress through the LPN program, as well as implications with regards to disciplinary action by the Board at the time that the individual may request licensure by examination. Factors to be considered with regards to these individuals' acceptance into the program include the nature of the drug addiction which led to the Methadone/Suboxone maintenance, acceptance of these individuals by the clinical agencies for clinical experience, as well as the opinion of the individual's treating physician with regards to his/her ability to function in the capacity of a student practical nurse.

**\*\*\*DRUG TESTING OF STUDENTS FOLLOWING ADMISSION**

- d. Students are required to submit to random drug and alcohol screening during the course of their academic program. Screening may be requested at any time by the nursing faculty, with or without reason. Students are required to follow the urine collection procedure, as outlined for submitting the sample. The screen will be performed in accordance with proper chain of custody procedures. Failure to provide a sample or to follow the required procedures may result in suspension or dismissal from the program. Random screening tests will be performed at the expense of the college.

In addition, the faculty has the right to request the student submit to testing if reasonable cause exists. The student shall agree to submit to drug and alcohol screen testing to determine whether alcohol, and any controlled substances, or other substances, which are mood altering in any way, are present in his/her blood and/or urine. Said testing shall be performed as soon as possible, following proper chain of custody procedures.

**DRUG TESTING PURSUANT TO PROBABLE CAUSE SHALL BE AT THE EXPENSE OF THE STUDENT. FAILURE TO SUBMIT TO SUCH A REASONABLE REQUEST SHALL BE *PRIMA FACIE* EVIDENCE OF THE PRESENCE OF THE AFORMENTIONED SUBSTANCES AND SHALL BE GROUNDS FOR IMMEDIATE DISMISSAL FROM THE NURSING EDUCATION PROGRAM.**

Any student who is prescribed any narcotic medication or medication that may be mood-altering in any way shall cause his/her physician to document the prescription of said medication. The student shall furnish document to the Nursing Program Director the next instructional day following receipt of said prescription. At no time, shall the student engage in direct patient care in a clinical agency while he/she is under the influence of a narcotic drug or other mood-

altering medication without having both (1) a written statement from his/her attending physician indicating the student's ability to perform nursing functions is not impaired and (2) an evaluation by the Nursing Program Director or designee to confirm the student's functional ability is intact.

Any student who uses a non-prescription substance that contains alcohol, can cause drowsiness or impair one's ability to perform safely all required nursing functions shall (1) inform the Nursing Program Director or designee on any instructional day that the substance is used and (2) submit to any alcohol/drug screening if his/her ability to perform nursing functions is impaired in any way, as determined by the Nursing Program Director or designee.

Any student on Methadone maintenance shall agree to random drug/alcohol screening at their own expense, which may be on a more frequent basis than for other individuals enrolled in the program. Any drug/alcohol screening for these students whether at the time of admission or after enrolling, shall specifically test for Methadone and differentiate positive results for opiates and other substances. Furthermore, the Director of Nursing Education on a month basis verifies the student's safety as a nursing student. Any individual on Methadone maintenance will cause the result of any alcohol/drug screen that is positive for any substance other than methadone that was not declared prior to the screen test shall be grounds for immediate dismissal from the nursing education program.

**RECEIPT OF A RESULT INDICATING THE PRESENCE OF (1) OF ANY AMOUNT OF ANY SUBSTANCE FOR WHICH THE STUDENT DOES NOT HAVE A LEGAL, VALID PRESCRIPTION OR (2) OF ANY NON –PRESCRIPTION SUBSTANCE NOT DECLARED PRIOR TO THE SCREENING TEST SHALL BE GROUNDS FOR IMMEDIATE DISMISSAL FROM THE PROGRAM.**

- e. Successful completion of Basic Cardiac Life Support for Healthcare Providers certification must be obtained prior to admission to the nursing program and maintained while in the Practical Nursing Program. Students not in compliance with this requirement must contact the Program Director and cohort instructor.

## Financial Aid

Many forms of financial aid are available for students attending New River Community & Technical College. Students are encouraged to contact the financial aid officer assigned to the student's home campus at the time they apply for

college admission. Students are encouraged to explore the possibility of applying for scholarships available through the New River Foundation.

## Cost of the Practical Nursing Program

Tuition per semester	\$2,579
Practical Nursing Program Fee	\$1,542 (fall and spring semesters only)
Distance Learning Fee	\$ 35 per credit hour
Student Uniforms	\$ 220 (approx.)
Books and supplies	\$1,800 (approx.)
Drug Screen, Background Check	\$ 100 (approx.)
Application for Licensure Fee	\$ 85
NCLEX PN Testing Fee	\$ 200

This amount does not include the cost of scissors, name badge, watch, shoes, hosiery, transportation, and other incidental costs while in the program. Expenses are estimates only and actual costs may vary.

## Tuition Refund

Students withdrawing from the college before or during a semester will be refunded tuition in accordance with college policies. See the college handbook for specific details.

## Library Services

Library services are available from the New River Community and Technical College Library located in Lewisburg, WV. Services are also available at the Summersville Public Library adjacent to the Nicholas County Campus and through the West Virginia public library system. All New River students also have access to a wide variety of internet resources. Computers are available at each site for student use. Students are reminded that many professional articles and other materials are available on the Internet. When possible, copies of required reading material, not contained in required nursing textbooks, will be made available at class sites for student review. Students are reminded that copying of copyright material is prohibited.

To access online Library services from New River CTC's home page, go to Current Students<Library Services>Find Articles>Nursing Resource Center <password: newriverctc> or WV Info Depot Ebsco <user id: west> <password: virginia>.



## Graduation Requirements

To graduate from the Practical Nursing Program, the student must meet the following criteria:

- Satisfactory completion of all pre-requisites.
- Completion of all nursing theory courses with a grade of “C” (80%) or above and a “Passing” evaluation in all clinical courses.
- All financial obligations to New River Community and Technical College and the Practical Nursing Program must be met, including: fees, class dues, graduation and pinning costs.
- Completion of all computerized, standardized tests as scheduled, including remediation for any score less than established standards.
- Attendance at the live three-day ATI review is mandatory.
- Completion of 50% of the virtual ATI (VATI) is mandatory.

## Withdrawal Policy

There are various reasons for withdrawal from the Practical Nursing Program. It is possible that a student may discover that nursing is not for them or that it is not the “right” time, due to personal problems, illness or financial considerations. Any student considering withdrawing from the program is encouraged to discuss the reasons with their instructors. To withdraw, the student should arrange a conference with the lead cohort instructor and/or the Director of the School of Practical Nursing, submit a written resignation letter stating the reason(s) for leaving the program and drop all practical nursing courses. Students may withdraw from the Practical Nursing program and choose to continue as a New River student to pursue another program. Students not wanting to continue with classes at New River must complete the college withdrawal procedures. **Students withdrawing from the program may be eligible for readmission to the program within two years (Refer to Readmission Policy).**

## Dismissal Policy

A verbal warning may be given at any time regarding unsatisfactory classroom and/or clinical performance, appearance, attitude, or conduct. A verbal warning will be documented using the counseling form and placed in the student’s file. After one verbal warning is given, a written warning is completed.

A written warning is given to the student by the faculty member issuing the warning, indicating the violation. The student signs a copy of the written warning and is placed on probation. The student, lead cohort instructor, and/or the director meet and outline the changes that must occur within a stated time frame and write an improvement plan. If improvement is not demonstrated, the student will be dismissed from the practical nursing program.



**Students are subject to immediate dismissal for the following offenses including, but not limited to:**

- A grade below “C” (80%) in any course upon completion of the course.
- Two unsatisfactory clinical evaluations and failure to demonstrate improvement as described in the written clinical improvement plan.
- Insubordination – disobedience, malicious gossip, refusing to follow the direction of the instructor, using profane language or belligerence in relationships with faculty, fellow students, hospital personnel, or patients, and/or verbal or physical abuse.
- Under the influence of unauthorized drugs or failure to notify the faculty of the need to take medically prescribed mood/behavioral altering drugs, possession or under the influence of alcohol, narcotics, marijuana, tranquilizers, stimulants, or controlled substances on school or agency property. Refusal to undergo requested alcohol and/or drug testing shall constitute grounds for immediate dismissal. Students taking prescribed drugs that impair judgment and/or reaction time shall not present themselves for patient care.
- Dishonesty – Cheating on an exam or assignment in a deliberate attempt to receive credit he/she did not earn, posting exam questions/answers via email or social media without permission from instructor(s) and/or director, stealing or obtaining exam(s) for self or sharing with other students prior to or after an exam, falsifying written or verbal information, lying to an instructor, team leader or charge nurse, copying or reproducing electronically a patient’s chart, assignments, exams or reviews and/or theft of any property of the college, faculty, students, clinical facility, patients, and clinical staff is grounds for immediate dismissal.
- Personal violence and unauthorized possession of weapons, including pocketknives, blunt objects, or guns on premises.
- Engaging in unsafe practices, including physical, biological, or emotional factors such as failure to recognize errors in aseptic technique or medication administration, failure to seek help when needed, performing actions without supervision, inappropriate use of equipment, lack of proper protection of a patient, making a patient fearful, giving incorrect information, or unstable emotional behavior.
- Breach of confidentiality or other unethical conduct, breaking confidentiality regulations (HIPAA) as determined in each clinical area or improper exploitation of a patient. This includes lunches, breaks, or in smoking areas and divulging information to another.
- Repeated minor violations of policies/procedures and/or rules as stated in the Practical Nursing Student Handbook.
- Nonpayment of tuition and fees unless prior arrangements are made with the business office for late payment.
- Failure to abide by the policies set by each affiliating agency.
- Absences in excess of three days per semester as outlined in the attendance policy.

- Declaration of incompetency by authorities or through medical evidence.
- Failure to disclose information, which may prevent the student from taking the state licensure examination such as, arrests, convictions, or addiction. *During your enrollment in the PN program should you be charged with a felony or misdemeanor and/or awaiting a court appearance, you are required to notify the program director of the incident immediately. The program director will notify New River CTC administration, the WV LPN board of Nursing, and clinical sites to determine if the student will be permitted to continue in the program. Failure to notify the program director may lead to dismissal from the practical nursing program.*

The Practical Nursing Program will follow “*Program Dismissal of a Student*” when dismissing a student from the nursing program. A copy of this Procedure can be found in the back of the Practical Nursing Program Student Handbook.

## Readmission

Students applying for readmission to the Practical Nursing Program must submit a letter requesting readmission to the Director of the Practical Nursing Program. The Director and/or a full-time nursing faculty member(s) will schedule a conference with the student to discuss the request. Acceptance will be on a “space available” basis. Priorities for readmission are as follows:

- The academically and clinically satisfactory student who has withdrawn due to pregnancy, illness and/or other personal reasons.
- The student who did not achieve a “C” in a nursing course.
- The student who did not achieve a “passing” evaluation in a clinical laboratory course.

Students seeking readmission will be expected to demonstrate knowledge of skills and theory gained in previous nursing courses for which they have received credit. Students will be requested to successfully complete a clinical skills evaluation and Content Mastery Exam(s) covering material from previously completed nursing courses. Successful completion of readmission tests/evaluations/clinical course is defined as a “satisfactory” rating on all tested skills, and a minimum grade of 80% on written examinations. \* The student will be responsible for any costs associated with readmission testing. It is the student’s responsibility to contact the Director of the Practical Nursing Program and the Lead Cohort Instructor to schedule readmission exams, clinical skills evaluations, and a clinical site rotation schedule the semester prior to readmission.

## Transfer/Advanced Standing Policy

The instructor/student ratio is limited in clinical areas; therefore, a student will be permitted to enter the program only if, the student to teacher clinical ratio (1:10) is adequate. Transfer students must complete a minimum of 2 semesters in the New

River Community & Technical College Practical Nursing Program. Acceptance of transfer students and evaluation of previous courses for academic credit will be at the discretion of the faculty and program director. Transfer students must have completed all New River CTC practical nursing pre-requisite courses or the equivalent, prior to acceptance in the Practical Nursing Program. Acceptable candidates include students from other schools of practical nursing or professional nursing schools. An individual may be considered for transfer if the following criteria are met:

- Previously enrolled in an accredited nursing school within the past two years.
- Maintained an overall grade point average of 2.0 or better in all nursing courses.
- Maintained a satisfactory/passing score in all clinical components of the nursing courses.
- Submits official transcript(s) for all previous academic and clinical work from the last nursing school and/or all institutions attended, three letters of reference, including one from a full-time instructor, familiar with the student's work, from the school of nursing previously attended, as well as a physical exam completed within the year of admission.
- Demonstrates proof of a previous criminal background check on file at the previous school of nursing attended, and/or the State Board of Examiners for LPNs or the State Board of Examiners for RNs. Students transferring from out of state will need to demonstrate proof of a criminal background check from the previous school of nursing and/or state regulatory board for Practical Nursing or Professional Registered Nursing.
- Demonstrates knowledge of the principles and practices of Practical Nursing by satisfactorily completing:
  - A performance test in skills basic to the nursing program, which have been completed by the current nursing class.
  - At the discretion of the lead cohort instructor and/or the program director, candidates for transfer into the New River Practical Nursing Program may be required to complete written examination(s) or standardized content mastery exams for courses taken prior to transferring to New River Practical Nursing Program with a minimum grade of "C" (80%). Students will be responsible for any cost associated with testing.
- Completion of all courses required for graduation from New River Community and Technical College Practical Nursing Program with a final grade of "C" or above.

## **Nursing Ethical Standards and Professional Responsibilities**

Members of the nursing profession, whether students or graduates, are highly trusted and respected by the public and other health care professionals. As a student of nursing, you are required to practice within the American Nurse's

Association's (ANA) Code of Ethics and will be held accountable for your behavior in all components of the practical nursing program. The nine provisions of the ANA Code of Ethics are as follows:

**Provision 1**

The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

**Provision 2**

The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.

**Provision 3**

The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.

**Provision 4**

The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to promote health and to provide optimal care.

**Provision 5**

The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.

**Provision 6**

The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.

**Provision 7**

The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.

**Provision 8**

The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

**Provision 9**

The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principle of social justice into nursing and health policy.

### To access the ANA Code of Ethics with Interpretive Statements:

<http://nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses/Code-of-Ethics-For-Nurses.html>

### All students will join the WV Nurses Association (WVNA) as a Student Subscriber. Nursing Theory Course Grading

All grades for nursing classes are calculated using a weighted grading system.

**The minimum passing grade for all nursing courses is 80 points (80%).**

Conceptual nursing care planning/assignments are included in the Special Assignments/Homework section for the course. Each course has a total of 100 points possible allocated as follows:

Exams/Quizzes:	60points (60%)
Comprehensive Final Exam:	25 points (25%)
<u>Special Assignments/Homework</u>	<u>15 points (15%)</u>
	100 points possible (100%)

\*For courses without special assignments/homework, Exam/Quizzes are worth 75 points and the final is worth 25 points.

The number of points the student receives in each of the above categories are calculated by multiplying the student's percentage grade in the category by the number of points allotted for the category. In course categories that have more than one assignment or exam, the student's percentage grade for the category is calculated by dividing the student's total points awarded in that category by the total category points possible. The student's final grade is calculated by adding the points awarded in each category together for a final point score. (**See example calculation below.**) **There is no rounding of the final point score.**

For example, after adding all the category points the final point score is 79.8; the students final point score will be 79.

### Course Grading Example

**(Please note that in actual courses the instructor determines the number and content of exams and homework assignments and determines the point value for each)**

The following is a sample course plan constructed for the purpose of demonstrating how points are awarded and grades determined:

3-unit exams each worth 50 points (150 points possible category points)

2 homework assignments: one worth 25 points and one worth 35 points (60 possible category points)

Final exam (100 category points)

Student grading for this sample course plan:

<b>Exams</b>	#1	#2	#3	Total Pts.	121/150 x 60 = 48.4
Student Pts.	38/50	40/50	43/50	121/150	
Student %	76%	80%	86%	80.666%	

<b>Homework</b>	#1	#2		Total Pts.	50/60 x 15 = 12.5
Student Pts.	22/25	28/35		50/60	
Student %	88%	80%		83.33%	

<b>Final Exam</b>					88/100 x 25 = 22
Student Pts.	88/100				
Student %	88%				

Course Grade	Exams	Homework	Final Exam	Total Points	Course grade: 82 Pts = 82 Pts = "C"
Student Points	48	12	22	82	

Theory courses utilize the following points for determining letter grades.

92 - 100	A
86 - 91	B
80 - 85	C
73 - 79	D
72 & Below	F

Special assignments/homework may include ATI resources, clinical assignments, conceptual care plans, study guide or workbook activities and other course-specific assignments as determined by the instructor. Unit exams/quizzes may include practice NCLEX exam questions, journal assignments, diet studies and other course-specific testing as determined by the course instructor.

## Clinical Performance Evaluation

Some nursing courses will also include a clinical component. All Clinical Performance is evaluated as:

- 2 - Functions as expected for the clinical level. The clinical objective has been met by the student.
- 1 – Unable to perform skills or has knowledge deficit in areas expected for clinical level. Self identifies weaknesses and practices safely with guidance. The clinical objective has been minimally met by the student. Student exhibits a beginning understanding of expectations as outlined, but student shows evidence of need to improve in specified area before reaching the passing criteria.

- 0 – Unable to identify weaknesses or areas of knowledge deficit. Performs unsafe practice. The clinical objective has not been met by the student. Students receiving a clinical evaluation of 0 for any reason are required to meet with their clinical instructor, as stated in this policy (subsection, Clinical Performance Evaluation All Semesters; paragraph # 3).
- N/A – No opportunity available to meet the clinical objective.

To receive a Clinical Passing grade the student's final Clinical Performance Evaluation must be an overall "2".

The clinical instructor will give a verbal performance evaluation regarding clinical performance each clinical week. Each student will also receive a written midterm and final clinical performance evaluation. Clinical Instructors may give written clinical evaluations more frequently if the instructor wishes to do so. Midterm and final clinical performance evaluations will be based upon data from the previous verbal or written performance evaluations and input from all clinical instructors supervising the student in the clinical area for the evaluative timeframe. In order to receive a Clinical Passing grade, the student must receive an overall final Clinical Performance Evaluation of 2.

Students are required to sign all written clinical performance evaluations and are expected to write comments regarding their own evaluation of their clinical performance. Student signatures on clinical evaluations indicate the student received the evaluation, it does not signify that the student agrees with the evaluation. If a student disagrees with the clinical instructor's clinical performance evaluation, verbal or written, the student is to document, in writing, their specific disagreement including their rationale, on the clinical evaluation form in the comments section. Students may also request a copy of the completed evaluation form from the instructor and submit it to the Director within 48 hours. The Director will investigate and discuss the areas of disagreement with the student and the clinical instructor. Written documentation of the outcome of any discussions will be placed in the student's record.

Students receiving a "0" or a "1" for any of the criterion objectives or categories on the written clinical performance evaluation tool will be advised by the clinical instructor. The clinical instructor must provide the student with details that support the evaluation and recommendations for improvement. If the student receives an **overall** "0" or "1", the student will be counseled by the clinical instructor and given written improvement instructions. If the student receives a second (2<sup>nd</sup>) **overall** written clinical performance evaluation of "0" or "1", the student will be placed on clinical probation and the clinical instructor(s) will notify the lead cohort instructor. The lead cohort instructor will arrange to meet with the student and the clinical instructor(s). During this meeting, a clinical performance improvement plan, with a time line for demonstrating satisfactory performance, will be written and signed by the student, clinical instructor(s), lead cohort instructor, and the program director. A copy of the performance improvement plan will be placed in the student's file. A



student unable to demonstrate performance improvement, as written in the clinical performance improvement plan, and evaluated at a level of 2, will be dismissed from the practical nursing program.

Any student's clinical performance evaluated by the clinical instructor, at any time, as jeopardizing patient/client safety or violating HIPAA standards will immediately result in a written clinical performance evaluation of 0 and the student will be placed on clinical probation and/or immediately dismissed from the nursing program. The clinical instructor will notify the lead cohort instructor and the director of the practical nursing program of the violation. Within 24 hours of the occurrence, using the Unusual Occurrence form/Student Counseling Form, the clinical instructor will write a detailed report of the situation and submit a copy of the written clinical performance evaluation, including the written specific description of the violation, to the student's lead cohort instructor and the practical nursing program director. The director and the lead cohort instructor will investigate the violation and determine follow-up actions. Any violation of HIPAA standards may subject the student to immediate dismissal from New River Community and Technical College School of Practical Nursing.

## **Graded Assignments – Behavioral Expectations**

### **Plagiarism**

Electronic or other means of copying material directly from a book, article, internet source and/or copying another student's work for a graded assignment is considered plagiarism, a form of cheating, and will not be tolerated. Students who knowingly allow other students to copy their work will also be considered to be cheating and subject to disciplinary action.

The following behavioral expectations will be enforced for all theory and clinical course graded assignments, including, but not limited to: nursing care maps (care plans), papers (essays, research, etc.), projects, homework, and take-home quizzes. Failure to abide by these expectations, will be cause for disciplinary action including, but not limited to, verbal or written warning, score of zero (0%) on the assignment in question, and/or dismissal from the nursing program.

### **Submission Guidelines**

- All assignments will be submitted to the lead classroom/clinical instructor on the date and time established when the assignment was announced.
- Ten (10) points will be deducted from the student's total score for each day an assignment is late up to (3) days at which time the student will receive a zero.
- Written assignments are to be submitted in a paper/plastic report folder, unless otherwise specified by the instructor making the assignment.



- Assignments may be neatly handwritten, or typed – if an instructor cannot read the assignment, it will not be graded. Black ink/pencil must be used when submitting a handwritten assignment.
- Patient assessments, nursing care maps, drug sheets and laboratory sheets must be the product of the student's individual work. Students may write these documents in pencil or black ink or type them at the instructor's request. No copying or pasting from student resources such as care plan books, lab manuals or drug guides will be tolerated. If an instructor cannot read the assignment, it will not be graded.
- Torn, wrinkled, or soiled assignments will not be accepted for grading.
- All written assignments must be grammatically correct and words must be correctly spelled. Professional documentation included in the written assignment must be in the approved format – Nurses Notes, flow sheets, medication sheets, assessment forms, etc.

## Conceptual Nursing Care Planning (CNCP)

- All components of the CNCP must be submitted using the approved New River Community and Technical College Practical Nursing Program format. Each component of the CNCP will be graded using nursing faculty approved rubric. Criteria will change each semester as students develop their nursing theoretical knowledge bank and improve their critical thinking skills.
- The number and type of required CNCPs are listed in the clinical course syllabus for each semester.
- Students are required to keep all graded CNCPs in a three (3) ring binder throughout the complete curriculum. CNCP binders may be reviewed at least one time each semester by the nursing faculty.
- CNCPs are considered graded assignments and are subject to all the behavioral expectations outlined in this document.
- Revealing patient identifying information and/or violating patient confidentiality publicly in a CNCP is considered a HIPAA violation and students may be subject to immediate dismissal from the program. Only patient initials may be used for identification (no room numbers; nicknames; DOBs; patient or medical record numbers) are to be included on any component of the CNCP.
- Students will receive additional information and instruction regarding CNCPs in theory and clinical courses.

## Testing Policies

### Guidelines for Testing and Testing Review

The following behavioral expectations will be enforced during all written/electronic exams, quizzes, and final examinations. Failure to abide by these expectations,

will be cause for disciplinary action including, but not limited to: verbal or written warning, score of zero (0%) on the test in question, and/or dismissal from the nursing program.

## Testing

Prior to test distribution, the student will remove all materials, with the exception of pencils, handheld calculators (when permitted by instructor) from the top of his/her desk. Prior to test distribution or online testing, the student will close and secure all textbooks, notebooks, notes of any sort, purses, and backpacks.

A cell phones, personal computers, laptops, tablets, smart watches etc. will be turned off and placed in the student's backpack/purse. All students will be required to use the Respondus Lockdown Browser for exams administered electronically. Students may not use calculators "built" into their cell phone, personal computer, laptop, tablet etc. during a test. Students may use the built-in calculator provided for proctored computerized specialty exams only. Students are prohibited from purchasing or obtaining test banks or instructor resources for any course. The use of these products is considered an act of academic dishonesty. See below detailed responsibilities for preparing, during and after completing exams.

## Preparing for the Exam/Student Responsibility

- All students will be required to use the Respondus Lockdown Browser for all exams.
- Ensure that Respondus Lockdown Browser has been downloaded and updated on your PC, if testing outside of the testing lab at least two days before the date of the exam.
- Prior to test distribution or login, the student will remove all materials, **(except those permitted by instructor)** from the top of his/her desk.
- Prior to test distribution or login, the student will close and secure all textbooks, notebooks, notes of any sort, purses, and backpacks.
- Prior to test distribution, all cell phones, personal computers, laptops, tablets, smart watches etc. will be turned off and placed in the student's backpack/purse or **face down under** the student's chair or desk.
- Clean, blank paper may be allowed during an exam if permitted by the instructor. All scratch paper must be returned to the proctor or instructor upon completion of the exam.
- Students must **close and restart** computers before logging into the proctored test environment. All other programs and/or windows on the testing computer **MUST** be closed prior to logging into the proctored test environment and must remain closed until the exam is completed.

## Throughout the testing period, the student:

- May not use calculators “built” into their cell phone, personal computer, laptop, tablet etc. during a test.
- May use the built-in calculator provided by Respondus, and by ATI for the specialty exams.
- Will not refer to any type of notes including opening of another internet window.
- Will not communicate with another student in any manner. This includes verbal, written, electronic, sign, or signal communication.
- Will not look at another student’s test/answer sheet/computer screen, and/or share test answers with another student.
- Will not employ any electronic or other means of obtaining answers from a second party.
- Will not be permitted to leave the classroom/testing environment during a testing period for any purpose without instructor permission.
- Will be sure the desk or table is cleared of all other materials. This means the removal of all books, papers, notebooks, calculators, etc. unless specifically permitted in posted guidelines for that particular examination.
- No other computer monitors, screens or tablets should be on during the exam.
- No watches (any type) are allowed to be worn during the testing period.
- No use of headsets, ear plugs (or similar audio devices) are permitted. This includes Bluetooth\_earbuds.
- No writing should be visible on the desk or walls.
- Will not look away from the computer screen while testing, nor turn their head from side to side.
- Will not copy, save or share test questions during or following the exam.  
**Screenshots of test information are strictly prohibited.**

## Upon completing a test, the student will:

- Ensure his/her name is on the test and answer sheet if using a paper test.
- Submit both the test answer sheet and the test to the instructor if using a paper test.
- Upon completion of the electronic exam; submit the exam, review incorrect questions and answers if permitted, remain in the classroom without disturbing other students until the instructor has released them from the testing area, leave all testing materials and scratch paper in the testing area.
- If completing a test analysis, arrange this process with the instructor before the exam. The student must show the instructor the test analysis form before and after completing the exam by holding the form up to the camera.

A student who is absent when a test or quiz is scheduled must contact the course instructor and arrange for a make-up date. It is the student's responsibility to arrange for a make-up exam. Make-up exams are not given during scheduled class or clinical hours. Each course syllabus contains an exam and quiz policy specific to the course. Exams must be made-up prior to the next scheduled class period the following week. Students missing more than two tests in any one course may not be allowed to make-up additional tests. Each situation will be evaluated on an individual basis.

Final Examinations may not be made up unless the student has qualified for an absence under the \*extenuating circumstances absence policy statement\*.

\*Consideration may be given for extenuating circumstances defined as serious personal or immediate family illness requiring hospitalization or emergency care, death, unavoidable court appearances, and acts of God. Immediate family members are defined as the student's spouse, children, parents, grandparents, and siblings. Students will not be given consideration for extenuating circumstances unless the student contacts the lead cohort instructor within twenty-four (24) hours of the occurrence.

## Test Review

Students will be given opportunities to review incorrect questions and answers of each exam/quiz for the purpose of clarifying course information and concepts as part of the learning experience.

**During exam reviews, students may view incorrect questions on the exam and complete an exam analysis form.** Students may discuss answers/and/or reasoning for answers with the instructor.

Students will not:

- Copy exam questions from the exam including but not limited to screen shots, saving images of the exam, and printing exam questions.
- Neglect to return the test form to the instructor following test review.

If the student believes an error in grading has occurred, he/she will contact the instructor either via email/in person within three days of the exam.

## Test Remediation

Any student receiving less than 80% on any exam may be required to meet with the instructor for the course and review reasons for each incorrectly answered exam item. The instructor may require a student receiving less than 80% on an exam to complete assignments pertaining to the tested course content. These assignments may include but are not limited to ATI PN Case Studies and Practice Exams, Adaptive Quizzing, Practice NCLEX Questions, and Study Guides.

## Collaborative Testing

Collaborative testing opportunities may be offered during the first semester of nursing courses only and at the instructor's discretion.

- When time permits or using collaborative testing, students will work in groups of three or four to take a group test after the individual exam has been completed. Group tests will only be administered in the first semester of the program. Students earning an 86% or above on the group test will have 3 points added to their individual grade; those earning 80% - 85% on the group test will have 2 points added to their individual grade; those earning less than 80% on the group test will earn no points.
- Answers will be provided at the end of the group test.
- Students may complete a test analysis form to explain their rationale for their chosen answer. These forms will be submitted back to the faculty.
- If a student is absent from a test, collaborative testing opportunities are not available to the student.

## Math Calculation Exam

All students will be administered a math and dosage calculation exam in LPNU 105: Foundations of Nursing and LPNU 128: PN: Practice Issues and Trends I. Any student not achieving an 80% on any of the two exams will be required to remediate. **All students will be administered a math and dosage calculation exam in LPNU 124: Clinical Pharmacology/Nursing I for progression. The student will have three attempts to achieve an 80% on the LPNU 124 math/dosage calculation exam. If the student fails to achieve an 80% by the third attempt, the student will be dismissed from the practical nursing program.**

## Analyzing Test Results

Testing statistics are available through ATI and Brightspace D2L test item analysis functions.

1. The faculty who wrote the test is responsible for analyzing test results.
2. The following will be considered during the test analysis:
  - a. Item analysis:
    - i. Level of achievement on mastery items: attempt to have 100%
    - ii. Difficulty level: attempt to have 50% on non-mastery items.
    - iii. Discrimination level: the following are used as a guideline:
      1. 0.30 and above: excellent item
      2. 0.20-0.29: good item
      3. 0.15 – 0.19: acceptable item
      4. 0.10 – 0.14: marginal item

5. 0.09 and below: poor item (should be reviewed and probably edited)
- iv. Determine what action will be taken if the stats are unacceptable. Faculty may:
  1. Give credit for more than one choice.
  2. Nullify the test item by giving credit for all choices.
  3. Delete the test item from the exam and recalculate with one less total item.
3. These statistics will be used to determine the validity and reliability of the exam. Items and exams without acceptable statistics will be reviewed and revised before using them in subsequent classes.

## Test Blueprinting

### Overall Planning for Faculty

1. Determine the number of items on each exam. Tests should be as long as possible to increase the validity of the exam. (Students will be given one minute per test item for lower-level questions [knowledge/comprehension] and 1.5 minutes per test item for higher level questions [application/analysis]. Consider this time limit when determining number of questions.)
2. Each course will have a cumulative final exam.
3. When writing the exam, determine the content that will be considered mastery information for each test determine which items are mastery items reflecting that content. This is determined BEFORE the test is administered.
4. Determine the percent of questions for each course/level of the program that will be written at the application/analysis levels.
5. Address each of the categories of the NCLEX and course student learning objectives in each course (this is to ensure that all categories are tested throughout the program).

### Writing Test Items

1. A test blue print will be used for 50% of theory tests. The blue print will be completed by faculty while developing the test.
2. All theory class tests will be comprised of multiple choice and NCLEX style (NGN) questions
3. Questions will be written as application/analysis items using the four criteria for a critical thinking test item.
4. Questions will include rationales for the key and distracters for all items.
5. All items are reviewed to eliminate test wise items.
6. All items are reviewed using specific item writing guidelines.
7. Each option will begin with an upper case and end with a period.
8. Items will refer to "The nurse" and "a client". Names will not be used for the patient.

9. Important words in the stem will only be bolded or otherwise highlighted in the first semester while students are learning to work through nursing exams.

## ATI Testing and Remediation Policy

All students enrolled in the Practical Nursing Program will take assigned ATI specialty exams (practice, capstone, and comprehensive) during and at the end of selected courses and at the end of the program. Assessment Technologies Institute (ATI) exams will be administered at designated time periods within each course throughout the program as described below:

PN Fundamentals: LPNU 105 or 128  
PN Maternal Newborn: LPNU 122  
PN Medical Surgical: LPNU 130  
PN Nursing Care of Children: LPNU 134  
PN Dosage Calculation: LPNU 125  
PN Pharmacology: LPNU 125  
PN Mental Health: LPNU 132  
PN Management: LPNU 138  
PN Capstone Comprehensive LPNU 138  
PN Comprehensive Predictor LPNU 138

1. Each ATI exam must be completed in the designated time period as deemed by the faculty allowing for at least 1.5 minutes/question.
2. The Adjusted Individual Percentage Score (percent correct) or the ATI Conversion Score (below a – d) which ever one is higher will be recorded as an exam score in the corresponding course.
  - a. Proficiency Level Below 1: 60 (remediation required)
  - b. Proficiency Level 1: 72 (remediation required)
  - c. Proficiency Level 2: 80 (no remediation required/optional)
  - d. Proficiency Level 3: 90 (no remediation required/optional)
3. The benchmark score for the exams is Proficiency Level 2.
4. If the student does not achieve Proficiency Level 2 or 3 on the proctored ATI exam, he/she will be required to complete remediation. The student must spend a minimum of three (3) hours in ATI remediation, and submit a remediation plan, including areas of strengths or weaknesses and plan for improvement to faculty of the course.
5. Students will be given a time period of one (1) week to complete the remediation hours and plan.
6. Once remediation is completed and documented, 10 points will be added to the total Adjusted Individual Percentage Score or the ATI Conversion Score and adjusted in the gradebook.
7. Students who achieve a Proficiency Level of 2 or 3, may also complete remediation and receive up to 10 points on their exam score not to exceed 100 points.



## Non-Proctored Assessment Tests (Practice Exams)

- Non-proctored assessments A and B will be taken prior to the proctored test.
- Remediation for areas identified in focused review materials must be completed to earn the practice assessment points on the rubric.
- Students will complete an active learning template (ALT) for each topic identified as a gap.
- ALT's are to be **hand written** and students need to identify **three critical points** on each template.
- ALT's must be completed by the date listed on the course calendar and/or verbalized by their instructor to achieve points.
- Students must complete the active learning templates (ALT's) and identify three critical points to **remember for each ALT assessment**.
- Students will not be permitted to take the related proctored exam without evidence of successful completion of the non-proctored testing and [remediation in the content areas](#).

## Proctored Assessment Tests

The benchmark for the New River CTC Nursing Program is Level 2 Proficiency\*. Proficiency Levels are re-evaluated annually by ATI®.

Performance Level	Description of Performance Level	Remediation
Below Level 1	<ul style="list-style-type: none"><li>• Does not meet NCLEX-PN® standards</li><li>• Does not meet benchmark</li></ul>	Required
Level 1	<ul style="list-style-type: none"><li>• Just meets NCLEX-PN® standards</li><li>• Does not meet benchmark</li></ul>	Required
Level 2	<ul style="list-style-type: none"><li>• Expected to minimally meet NCLEX-PN® standards</li><li>• Minimally meets New River CTC benchmark</li></ul>	Optional/Not Required
Level 3	<ul style="list-style-type: none"><li>• Expected to exceed NCLEX-PN® standards</li><li>• Exceeds New River CTC benchmark</li></ul>	Optional/Not Required

All students must remediate using their focused reviews. These reviews are created based upon the questions the student missed during the proctored exam. Students must meet the benchmark of an individual score at Level 2 or higher on all proctored exams. Levels of achievement are determined annually by ATI® and will appear on the student's performance profile at the end of the exam.

## Comprehensive Predictor

- The Comprehensive Predictor is given during third semester. New River CTC nursing faculty has established a benchmark of 90% or above passing predictability on this assessment.



- **All students must remediate areas identified by focus review and students scoring lower than 90% probability to pass are required to retake the proctored test.**

## ATI Proctored Grading Rubric

The following rubric is utilized by New River Practical Nursing courses with an ATI exam component.

- The first column represents the raw grade that is awarded per the ATI Level achieved by the student.
- The second column represents the points for remediation that will be added to the raw ATI score. **\*See note in red below.**
- The third column represents the total points that will be awarded for students who have completed the remediation.

Proficiency level on ATI Proctored Assessments	Points Awarded for Achievement on ATI Proctored Exams	Points Awarded for Evidence of Completion of Remediation on Missed Topics	Total Points Awarded
Proficiency Level 3 on the content mastery series	<b>90</b>	<b>10</b>	<b>100</b>
Proficiency Level 2 on the content mastery series	<b>80</b>	<b>10</b>	<b>90</b>
Proficiency Level 1 on the content mastery series	<b>72</b>	<b>10</b>	<b>82</b>
Proficiency Level below level 1 on the content mastery series	<b>60</b>	<b>10</b>	<b>70</b>

**\*Note- to be eligible for the 10 points, students are required to submit all remediation (3-critical points and ALL required focused review time). If the remediation is incomplete or late for any of the ATI practice or proctored exams in the associated course, the student forfeits the 10 points and will receive the base grade.**

## Testing Violation Policy-Consequences

- Students are required to adhere to the protocol as listed above. Each exam and quiz are reviewed for policy violations. A student who receives multiple flags may be suspected of academic dishonesty and dismissed from the nursing program.
- Any minor and major violation may result in several consequences ranging from student warnings to a reporting of possible academic dishonesty to the Dean and VP of Academic Affairs, which could result in probation or dismissal from the program.
- If a student deviates from the terms of this policy during the exam, as soon as the student completes the exam, they must email the instructor explaining the nature of the policy violation. Failure to do so could result in an allegation of academic dishonesty.

## Practical Nursing Tutoring

Tutoring class content and clinical skill remediation is provided by the practical nursing faculty. Instructors are available for individual and group tutoring during posted office hours and students may arrange for tutoring at other times as faculty are available.

It is the responsibility of the student to identify their need for tutoring and to request from their cohort instructor tutoring opportunities. Students may also contact the Student Success Center on their campus for assistance as needed.

## Attendance Policies

**Absences will not exceed 3 days per semester for all components of the program including clinical and theory courses. If the student is absent more than two consecutive days, a doctor's excuse and a medical clearance form for return to class or clinical must be obtained.** A conference with the program director and instructors may be requested by the student at risk for exceeding 2 absences. As long as the student is in good academic standing and is maintaining passing grades in all courses, consideration may be given for extenuating circumstances. Extenuating circumstances are defined as serious personal or immediate family illness requiring hospitalization or emergency care, death, unavoidable court appearances, and acts of God. Immediate family members are defined as the student's spouse, children, parents, grandparents, and siblings. Students will not be given consideration for extenuating circumstances unless the student contacts the lead cohort instructor within twenty-four (24) hours of the occurrence. **At no time should a student attend any class, clinical, or skills lab if they have a fever, sore throat, cough, loss of taste or smell, headache, malaise, nausea, vomiting, or diarrhea. The student will need to inform their instructor if they have had or been in close contact (exposed) to the COVID 19 virus. The New River CTC Practical Nursing Program will follow the**

**campus guidelines as outlined by the CDC and governing bodies of the school.**

## **Clinical Course Attendance**

**According to the WV State Nurse Practice Act regulations governing Practical Nursing Education, attendance at every clinical experience is mandatory.** Tardiness or absence on a clinical day puts the student at a disadvantage for meeting course objectives and ultimately passing the course. In extremely unusual circumstances (student illness/family emergency) a student may not be able to be present for a clinical experience. Should a student not be able to attend a clinical experience, the student is required to:

- Notify the assigned clinical instructor by email **and** by calling the office of the Lead Cohort Instructor and leaving a voice message at least 2 hours prior to the clinical start time. If the student is unable to contact the clinical instructor, the student is to notify the lead cohort instructor by calling the office phone number provided and leave a voice message. Notification of an absence by another Practical Nursing student is not acceptable and will not be considered as notification.

The clinical instructor will notify the Administrative Secretary of any clinical absence at the end of the day by email and using **Absences** in the subject line of the email.

No student will leave the assigned clinical patient care area/unit/site without notifying the clinical instructor and receiving permission. This includes, but is not limited to, transporting patients for procedures, therapy, or discharge; taking a break or for a meal; visiting facility library or education session; or, for personal reasons. Failure to abide by this policy will result in a written clinical performance evaluation of 0. Students receiving two (2) clinical performance evaluations of 0 for leaving the clinical care area/unit/site without notifying the clinical instructor and receiving permission, throughout the program, will be placed on probation. A third (3<sup>rd</sup>) violation of this policy will result in immediate dismissal from the practical nursing program.

## **Nursing Theory Course Attendance**

The Practical Nursing program is an intense eleven-month program of study that requires regular attendance. Students are held to the same professional standards as those expected within the work environment. Therefore, students are expected to arrive on time to all classes (lecture, lab sessions, and clinical). Failure to do so may result in poor performance in theoretical knowledge and/or clinical application of material. Students are expected to make reasonable decisions about their own attendance and will be responsible for any poor test, missed quizzes, in-class assignments, or clinical performance due to their decision to miss class. If a

student anticipates that he/she will miss a classroom or clinical experience, the student must notify the instructor in advance. If the student is ill, the student must notify the instructor as soon as possible. It is the student's responsibility to maintain their own attendance hours.

\*\*Always have a backup plan for daycare, transportation, and work.

If it is necessary for a student to be absent from class, the student must telephone or email the lead cohort instructor at least one (1) hour prior to the class, to notify the instructor of the need to be absent and the reason for the absence. If you must leave classroom lecture you must notify the instructor verbally or in email. It is the student's responsibility to contact the instructor for handout material relative to the class and to obtain notes for the class from fellow students. Skills lab assignments and skill evaluations are mandatory. A student missing a skills lab is responsible for contacting the instructor of the skills lab and arrange to make up the assignments and evaluation sessions. Skill lab absences may not be made up during scheduled class or clinical hours.

A student who is absent when a test or quiz is scheduled must contact the course instructor and arrange for a make-up date. Make up exams are not given during scheduled class or clinical hours. Each course syllabus contains an exam and quiz policy specific to the course. Students are required to follow the details of the course exam and quiz policy. Students missing more than two tests in any one course may not be allowed to make-up additional tests. Each situation will be evaluated on an individual basis.

Students, with family responsibilities, should complete arrangements for unexpected events (minor illness of child or spouse; early school dismissal, etc.), enabling the student to be present for class and clinical. Any other event(s) that are occurring or may occur (pandemic, etc.) should have pre-arrangements established to avoid interruptions with classroom, online and clinical assignments. Appointments with physicians, dentists, employers, children's teachers or others must be made outside of class time.

## **Tardiness Policy**

Any student arriving less than 10 minutes after the scheduled starting time for any New River School of Practical Nursing class or clinical will be considered tardy and subject to the following tardiness policy. Three (3) incidences of being tardy will be counted as one (1) absence. Tardiness will be determined by the following criteria:

## Class/Lecture/Skill Lab Tardiness Criteria

A student will be considered tardy for **class** as follows:

- Arrival for class less than 10 minutes after the scheduled class starting time.
- Arrival for class less than 10 minutes after the previously established end of any “stretch” break and/or meal break.
- Leaving class or skills lab 10 minutes early without express permission of the class/skills lab instructor.

## Clinical Experiences Tardiness Criteria

A student will be considered tardy for **clinical** as follows:

- Arrival in the assigned clinical area after the scheduled clinical start time.
- Arrival in the assigned clinical area after the end time of assigned meals and/or other breaks.

Students leaving class or clinical early, without specific direction or permission of the instructor to do so, will be counted tardy for the assigned activity. Students leaving more than 10 minutes early will receive an absence for the class or clinical.

## Dress Code Policy

Appearance is regarded as part of professional conduct. Students in the Practical Nursing program will adhere to the following dress code policies in classroom and clinical areas.

### Classroom

Students are expected to be clean and well-groomed at all times. Deodorant is a necessity. Very short shorts or skirts, tight pants/jeans and halter and/or sleeveless tops and/or tops that bare the back or the abdomen are considered inappropriate attire for the classroom. Shoes must be worn in the classroom. Clothing suggestive of violence, alcohol, drugs or have sexual overtones is not permitted. Students violating the classroom dress code will be dismissed from class until the violation is corrected.

### Online

Student may not listen to lecture in bed or lounging environment. Desk, tables, or laptop desk should be used for viewing and listening to lectures. Proper attire is expected as it is in the classroom. You will be required at intervals to participate in individual and panel discussions with other students and your instructor.

## Clinical

Uniforms are to be worn during all clinical and simulation experiences unless the clinical instructor notifies students of other standards. The school uniform consists of a scrub top and pants with the approved school emblem sewn on the left upper sleeve of each scrub top. A white shirt may be worn under the uniform top. Pants must be altered so that the hem falls at the top of the shoe and does not touch the ground. The lab coat and clinical uniform must be purchased from school-approved vendors unless permission is given for purchase elsewhere. Uniforms must fit appropriately, be clean and wrinkle free. Nude or white colored underwear must be worn and colors must not show through the pants or top.

White socks and/or white hosiery are required. Clean, white shoes that meet the following safety guidelines are to be worn. Clinical shoes cannot have canvas tops, open toes, shoe soles exceeding two inches in height or be “clog” style. Tennis shoes may be worn if they meet the above requirements and do not have bright colored stripes or decorations. Deodorant is a necessity. Perfume and cologne are not allowed during clinical rotations.

Students are required to wear a watch with a sweep second hand and their New River Community and Technical College School of Practical Nursing picture identification badge during all clinical experiences. Smart watches with the sweep secondhand App are not permitted. Bandage scissors, pen lights, writing materials and stethoscopes are considered part of the uniform. If desired, buttoned lab coats may be worn over the scrub uniform when performing patient care activities.

Hats, scarves, sweat bands, ball caps, sweaters, and coats/jackets are not to be worn in any patient care area of any clinical facility.

Hair must be clean, neat, and conservatively styled. Hair shall not come below the top of the collar in the back, including ponytails. Hair must be kept from falling forward over the student’s face. If hair is worn up, ponytails and buns must be neatly styled. Hairpins must be inconspicuous, and bands or other devices used to style hair must be conservative in color and style. If a student wears a beard or sideburns, either/or must be clean and neatly barbered.

Nails must be short and trimmed to avoid injuring patients. Nails must be natural without polish. Acrylic or artificial nails are not permitted. Cosmetics may be used in moderation; no perfume may be worn.

Tattoos on exposed skin surfaces will follow organizational policies.

Makeup should be light. No heavy or thick makeup, mascara, eyeliner, and/or eye shadow will be permitted.

No jewelry, other than a smooth wedding band, if applicable, and watch with a sweep second hand, is to be worn with the uniform. One post earring may be

worn in each ear lobe, no earrings or gauges are to be worn in any other visible parts of the body, including but not limited to any other part of the ear, the nose, eyebrow, face, and/or tongue. Body alterations, modifications or mutilations are not permitted if they are visible or may be observed by the patient population. Students reporting for a clinical experience in violation of any of the above requirements will be dismissed from the clinical area and considered absent.

Students are not to appear in public restaurants or other public establishments smoking or consuming alcohol while in uniform.

## **Dress attire for collection of clinical information and other facility activities**

On occasion, students will be required to be in a clinical facility for non-patient care activities such as facility tours, obtaining patient assignments/information, and attending education activities. During these activities, students are required to wear their lab jacket with the student emblem sewn on the upper left sleeve and their clinical identification badge clearly displayed. Conservative street clothes or the alternative student uniform may be worn under the lab coat. Shoes must be conservative, no shoes with open toes or heels greater than 2 inches in height are to be worn.

## **Clinical Laboratory Course Group Assignments**

A ratio of no more than 10 students per clinical instructor will be maintained in clinical courses. Clinical instructors are assigned to provide clinical experiences in several clinical sites each semester while students are assigned to a specific clinical group. The clinical groups rotate between clinical facilities throughout the semester providing students with opportunities for experiences with different clinical instructors and health care settings. **Some travel will be required during each semester for specialty clinical rotations and simulation labs.** Clinical group assignments are changed each semester and will not be altered during a semester without specific written approval of the clinical instructors, the clinical coordinator and the lead cohort instructor.

In rare instances a student may be assigned to a clinical facility in which they are employed. It is the responsibility of the student to notify the clinical instructor on the first day of the clinical course if such an assignment has been made.

Each nursing clinical instructor must quickly identify the strengths and weaknesses of each student and students must also identify their own strengths and weaknesses when providing patient care. Thus, it is important that a positive and trusting relationship between students and instructors be established early in the course. Rarely, difficulties between an instructor and a student may arise. It is expected that the student and the instructor will attempt to resolve the difficulty in a professional manner. If no resolution, satisfactory to both the student and the



instructor can be achieved, the cohort lead instructor and the director of the nursing program will be consulted. If satisfactory resolution cannot be achieved after consulting with the cohort lead instructor and program director, the Dean of Workforce, Technical and Community Education will be consulted.

## Clinical Simulation Laboratory Guidelines

Simulation activities will be scheduled throughout the second and third semesters using Human Patient Simulators and/or Standardized Patients. The purpose of the simulation lab is to provide the student with the opportunity to practice complex patient situations in a nonthreatening, safe, realistic environment. Scenarios are approximately 10 - 30-minute vignettes of a structured patient presentation. Students will be required to complete any pre-simulation assignment before the scheduled simulation day and participate in the debriefing session afterwards. The student will be required to follow all policies and procedures in the Student Handbook related to traditional clinical settings during simulation. Student and Faculty responsibilities and expectations are as follows:

- Please treat each patient simulator as a real patient would be treated in an actual medical facility. *Always introduce yourself to the patient. Always correctly identify the patient before administering any nursing care. Always use standard precautions during care and always use the six rights of medication administration when giving medications. HIPAA rules also apply to simulation learning activities.*
- Do **NOT** discuss scenarios or debriefing with others not involved in the simulation. *This violation will be viewed as cheating and will result in disciplinary action.*
- Professional behavior is expected at all times. *Demearing, mocking or negative communication about any simulation participant's actions, thoughts, or behaviors before, during or after the scenario will not be tolerated.*
- **Keep all PENS, MARKERS, KY JELLY, and BETADINE away from the manikins.**
- Keep the "patients" clothed and covered when not performing procedures.
- Always ask for assistance before moving any of the manikins from the beds.
- Food and Drink is **NOT** allowed in the skills lab or simulation suites.
- Student uniforms and name tags must be worn to simulation.
- If you are an observer during the simulation do not attempt to help or interfere in any way with a simulation in progress.
- Students are responsible for keeping all work areas clean and returning any unused supplies to the appropriate storage area.
- Simulation or debriefing may be videotaped and used to determine if appropriate actions for the patient's condition were taken. Please sign the confidentiality form and permission to video form at the end of the Student Handbook.



## Social Media Policy

New River Community and Technical College School of Practical Nursing supports the use of social media to reach audiences important to the program such as students, prospective students, faculty and staff. The Practical Nursing program presence or participation on social media sites is guided by New River CTC's NR 7.1. This procedure applies to the Practical Nursing Program students who engage in internet conversations for school related purposes or school-related activities such as interactions in or about clinical and instructive course activities.

Distribution of sensitive and confidential information is protected under HIPAA whether discussed through traditional communication channels or through social media.

Social media is the social interaction among people in which they create, share or exchange information and ideas in virtual communities and networks. Social media is commonly thought of as a group of Internet-based applications that are built on the ideological and technological foundations of the web that allows the creation and exchange of user-generated content. Examples include but are not limited to LinkedIn, Flickr, Allnurses.com, Twitter, Facebook, Instagram, Snap Chat, and YouTube.

As students you will want to represent New River CTC and the School of Practical Nursing in a fair, accurate and legal manner while protecting the brand and reputation of the institution. When publishing information on social media sites remain conscious that information may be public for anyone to see and can be traced back to you as an individual. Since social media typically enables two-way communications with your audience, you have less control about how materials you post will be used by others.

## Social Media Guidelines

- Protect confidential, sensitive, and copyrighted information: Do not post confidential or copyrighted information about the college, faculty, staff, students, clinical facilities, patients/clients, or others with whom one has contact in the role of a New River CTC School of Practical Nursing student.
- Respect copyright and fair use. When posting, be mindful of the copyright and intellectual property rights of others and of college sites. Do not use New River CTC's name to promote a product, cause, or political party or candidate.
- Use of the School of Nursing marks (logos and graphics) for School sanctioned events must be approved (posters, fliers, postings) by college administration.
- It is expected that during clinicals devices employed for communication and social media will be used only as authorized by faculty.
- Be aware of your association with New River CTC in online social networks. If you identify yourself as a student, ensure your profile and related content

is consistent with how you wish to present yourself to colleagues, clients, and potential employers. Identify your views as your own. When posting your point of view, you should neither claim nor imply you are speaking on New River CTC's or the School of Nursing's behalf, unless you are authorized to do so in writing.

- HIPAA guidelines must be followed at all times. Identifiable information concerning clients/clinical rotations must not be posted in any online forum or webpage. Ultimately, you have sole responsibility for what you post. Be smart about protecting yourself, your and others privacy, and confidential information.
- Keep in mind that there is no such thing as a "private" social media site. Comments can be forwarded or copied. Archival systems save information, including deleted postings. If you are about to publish something that makes you even the slightest bit uncertain, review this procedure and seek guidance.
- Do not request the faculty and staff to connect with you on social media. Faculty and staff are prohibited from connecting with students on social media.
- Future employers hold you to a high standard of behavior. Ensure that content associated with you is consistent with your professional goals. Nursing students are preparing for a profession which provides services to a public that also expects high standards of behavior.

All New River School of Practical Nursing students will adhere to the following:

- Respect your audience.
- Adhere to all applicable New River CTC privacy and confidentiality policies/procedures. You are legally liable for what you post on your own site and on the sites of others.
- Employers are increasingly conducting Web searches on job candidates before extending offers. Be sure that what you post today will not come back to haunt you in the future.
- Monitor comments. You can set privacy restrictions on most social media sites so that you can review and approve comments before they appear.
- Do not use ethnic slurs, personal insults, obscenity, pornographic images, or engage in any conduct that would not be acceptable in the professional workplace.
- You are responsible for regularly reviewing the terms of this procedure.

Violations of this policy will be subject to consequences. Nursing students who share confidential information or portray unprofessional behavior on a social media site do so at the risk of disciplinary action including failure in a course and/or dismissal from the Practical Nursing program. Each student is legally responsible for individual postings and may be subject to liability if individual postings are found defamatory, harassing, or in violation of any other applicable policy/procedure. Students may also be liable if individual postings include confidential or copyrighted information (music, videos, text, etc.).

## Use of Personal Electronic Devices

### Classroom and Clinical Setting

- **Cell phones are not permitted inside the clinical facilities. No personal phone conversations or texting are permitted at any time while in patient/client areas or in the classroom.** The use of personal electronic devices during scheduled clinical time, except during breaks out of the patient care area is prohibited. Some Hospitals and/or Agency policies do not allow the use of personal cell phones in the facility or in some units. Not following the policies of the school and or agency may result in your removal from the educational area. Anyone found using them will receive an unsatisfactory evaluation for that day and be asked to leave the clinical setting resulting in an absence.
- The use of group chats is strongly discouraged and must adhere to the same guidelines for use as the Social Media Policy.
- Cell phones are not permitted in the classroom. If there is an emergency requiring answering of a call, the student will be required to leave the classroom and will be allowed to reenter at the conclusion of the next scheduled break.

### Use of computers (Notebooks, iPads, etc.)

- Use during class shall be restricted to note taking and classroom activities. These devices may be used for online lectures or other activities requiring the use of computer devices. Use otherwise is distracting for not only the student involved in the activity but those in the immediate area/vicinity. Students found with open browsers will be immediately dismissed from the classroom, skills, and/or simulation labs. No student shall videotape instructors or fellow students for personal or social media use without the express written permission of the faculty or fellow student.
- At **NO** time shall patients/clients/simulation equipment be videotaped or photographed without written permission of the patient/client and of the facility/agency.

All New River CTC School of Practical Nursing students will adhere to the following:

- All devices utilized by students will be kept on silent or vibrate during classroom or lab settings.
- No devices other than those provided or approved by faculty will be used or visible during quizzes or exams in classroom or lab settings. This constitutes a violation of the academic integrity policy.
- Devices will only be used for clinically related reasons in clinical settings as approved by each clinical instructor and facility. Some clinical facilities do

not allow devices with cameras on the premises. The camera function will not be used in classroom, labs, or clinical settings without faculty approval. Pictures may not be taken at clinical settings without express written permission of the facility, patient, and instructor.

- Devices can be used in clinical settings to augment learning objectives but will not replace individual preparation for clinical experiences.
- Pictures of any patient related information (chart entries, lab or diagnostic results, medication documentation, etc.) are forbidden.

Violation of this policy can result in disciplinary action including failure in a course and/or dismissal from the Practical Nursing program. **Any student found violating this policy will receive ONE warning. Should a student be found in violation of this policy a second time, for any reason, the student will lose the privilege to access any electronic technology in all lecture classes for the remainder of the Practical Nursing Program.** A student who chooses to attempt further use of electronic technology during class time may be subject to immediate dismissal from the program. No exceptions to this policy will be considered. Contact with faculty members should only be through e-mail or office voice mail. New River CTC Procedure No. 21 applies to the use of campus computer systems and network user.

## Classroom Environment and Behavior

All lectures and other activities will be held in the assigned classroom unless otherwise announced by nursing faculty. The classroom and skills lab will be open for study and skill practice by the faculty upon student appointment. Skills labs will not be open unless faculty is present.

At all times, students are expected to demonstrate respect for one another.

## Classroom and Skills lab expectations for students include:

- Maintaining a clean and orderly workspace and classroom;
- Keeping any personal items within their own space;
- Immediately, cleaning up any spilled liquids and foods;
- Discarding trash in appropriate containers;
- Keeping walking areas free of clutter and obstacles;
- Removing all personal items at the end of each class day, including textbooks, backpacks, personal hygiene items, notes, and any outerwear;
- Refraining from gossip and/or any behavior that may negatively affect a classmate;
- Respecting opinions and comments made by fellow classmates;
- Respecting the right of any student to ask questions for clarification during lectures, skills labs, class activities and clinical experiences;

- Honoring the individuality of fellow classmates; and, Practicing professional behaviors regardless of the situation.
- Cleaning up any used supplies and returning all equipment used for skill practice to storage areas as appropriate. Students are expected to leave the skills lab clean and orderly ready for use by faculty and other students.

## **Guest Speakers**

Occasionally, a specific content area may be addressed by a guest speaker. Content presented by a guest speaker may be tested on scheduled quizzes and/or exams, including midterm and final exams.

- When guests are in the classroom, students are expected to behave as follows: Remain in their classroom seat throughout the guest's presentation or until a short break is announced;
- Refrain from walking around the classroom and/or obtaining a cup of coffee or refill of any drink;
- Participate in the class, pay attention, ask/answer questions, and take notes on the presentation material.
- Students are expected to be respectful of guests, be helpful and always exhibit adult behavior.

## **Maintenance of Workspace**

Students may keep a small supply of pencils/pens, paper clips, a mini-stapler, erasers, and a small calculator in their workspace as long as all items are contained in a small "pencil box". A small box of tissues may also be kept on each table. Any other items left overnight in the classroom may be confiscated.

New River Community and Technical College and the School of Practical Nursing are not responsible for any items that may be stolen or lost. Students suspecting that items have been stolen must make a report to the cohort lead instructor.

## **Food and Drink in the Skills Lab or Clinical Setting**

Eating when caring for patients during clinical experiences is prohibited (includes chewing gum, sucking on mints, etc. while providing patient care). Adequate meal and stretch breaks are given throughout clinical days for students to meet their nutritional needs. Access to a coffee pot and soft drinks is available at all cohort/campus sites. Eating and/or drinking is strictly forbidden in all Allied Health Skill Labs.

Should the class decide to prepare a meal for the entire group, permission must be obtained from the cohort lead instructor prior to the day of the event. Class parties are permissible with prior approval. Students are responsible for setting up

and cleaning up after any event planned by individual students or the Practical Nursing Student Organization.

## **Unusual Occurrence/Student Counseling Form**

A written New River School of Practical Nursing Unusual Occurrence Form or Student Counseling Form is to be completed by the instructor and student(s) whenever an unusual event occurs in either the classroom or a clinical area. The form must include the circumstances of the occurrence, concise description of the occurrence, any injury to persons involved, and all actions taken following the occurrence. Instructors are to verbally report the occurrence to the lead cohort instructor and/or the program director within 24 hours and submit the completed written form to the lead cohort instructor and/or the program director for review and follow-up within 48 hours. The completed report will be placed in the student's file maintained in the program director's office.

This policy applies to any patient care incident that directly or indirectly involves a student, including patient falls occurring while a student is caring for a patient, medication or other clinical errors made by a student, inappropriate patient restraint, violation of patient confidentiality, or violation of any facility policy. A form must also be completed if a student or instructor witnesses any unusual events while present in a clinical facility regardless of student/instructor involvement in the occurrence.

In the classroom, any event or occurrence that may place students, instructors, or visitors at risk for injury or substantially disrupts the classroom environment must be reported using the Unusual Occurrence form.

## **Professional Liability Insurance**

New River Community & Technical College provides professional liability insurance for each student while enrolled in the School of Practical Nursing.

## **Sexual Harassment Policy**

It is the policy of New River Community & Technical College and the School of Practical Nursing to maintain an environment free of inappropriate and/or disrespectful conduct and communication of a sexual nature. A student believing, they have experienced sexual harassment are referred to the NRCTC Student Handbook and to the New River CTC BOG 1.2 Harassment & Discrimination Policy.

## Counseling and Guidance

Faculty members are available as needed to counsel students. However, faculty are not professional counselors; therefore, complex problems will be referred to professional counselors outside the college.

## Illness, Injury, Accident Policy

Students are responsible for their own health care if illness occurs during the school year. Students are encouraged to carry medical and accident insurance. For information regarding Student Health Insurance, check with student services.

New River CTC – School of Practical Nursing and all clinical facilities associated with the Practical Nursing program are not responsible for any illness contracted by a student while performing school/clinical assignments. If a student becomes ill during clinical hours, the student may choose to be seen in the Emergency Room of the clinical facility at their own expense. Students are not to approach physicians for personal medical advice during any clinical or school activity. If a student is involved in an accident or incident at the clinical site, the clinical instructor must be notified immediately. The clinical instructor and student must notify the appropriate hospital supervisor as identified during orientation to the facility and complete appropriate reporting forms. Facility policies will be followed when handling any injury or incident. A written report, completed by the clinical instructor and student, including the circumstances of the occurrence, description of any injury to persons involved, and all actions taken following the occurrence must be submitted to the lead cohort instructor and the program director within 24 hours. The report will be placed in the student's file maintained in the Director's office.

## Pregnancy Policy

The student who is pregnant when she enters the nursing program or becomes pregnant while in the program is advised that the nature and exposure to a variety of illness during clinical experiences included in the Practical Nursing program could pose a potential threat to an unborn baby. Therefore, pregnant students may wish to withdraw from the program and return the following year in accordance with the readmission policies. Should a pregnant student choose to continue in the program, she is required to:

- Notify the lead cohort instructor immediately when pregnancy is suspected.
- Sign a waiver releasing New River Community & Technical College – School of Practical Nursing and all cooperating agencies/facilities from liability should the student's decision to continue in the Practical Nursing program expose her to conditions detrimental to her or the unborn child
- Submit, to the cohort lead instructor, a written statement from her physician authorizing continuation in the program following each prenatal visit, delivery and post-partum physician appointment.



- Follow the absenteeism policies of the school throughout the pregnancy, delivery and post-partum period.

## **Tobacco Use Policy**

There is a NO-SMOKING regulation in all college buildings. There will be absolutely NO SMOKING by students on any clinical facility property. Failure to abide by this policy will result in a clinical performance evaluation of 0. Students receiving one clinical performance evaluation of 0 for smoking on clinical facility property, at any time throughout the practical nursing program, will be placed on probation. A second violation of this policy will result in immediate dismissal from the practical nursing program. Students may smoke in designated smoking areas outside the school building. Smoking will not be permitted in front of any entrance into the Practical Nursing Program. Students shall not smoke in uniform on the street. Abuse of “smoke” breaks will result in loss of such privileges. New River CTC Procedure No. 45.

## **Transportation and Parking**

Students are responsible for obtaining transportation to school as well as to clinical facilities. Students must park in allocated areas and comply with the clinical agency’s parking policy as described during orientation. There is no charge for parking at hospitals or the school, but this may be subject to change.

## **Inclement Weather/Snow Days**

New River Community and Technical College – School of Practical Nursing classes and clinical experiences are offered in a very large and diverse geographical region that extends into many West Virginia counties. Weather in one region may be inclement to the degree that it is deemed unsafe for students to travel, while another region may not be experiencing such unsafe conditions. Therefore, cancellation of classes/clinical will be determined in each region.

The cohort lead instructor in consultation with faculty will determine class/clinical cancellations for each area.

Closure or cancellation of classes at a New River Campus does not necessarily cancel clinical experiences (i.e., if a campus is closed due to water issues, this may not necessarily be grounds for cancelling clinical).

Practical Nursing classes and/or clinical experiences occasionally may be cancelled when New River campuses are open. Closure of the college by the President or designee will cancel Practical Nursing clinical and classes.

Closure of public schools does NOT indicate cancellation of Practical Nursing or New River classes/campuses (NR 1.3.)

Each cohort develops several methods for communication of class/clinical cancellations including a telephone “tree”, text messaging group, email message and Facebook postings. These methods will be activated by the lead cohort instructor and/or her designee should a class/clinical be cancelled.

Students will be notified of cancellations no later than 2 hours prior to class/clinical if possible.

It may be necessary to make up class/clinical content missed due to inclement weather. Faculty will make arrangements or alter assignments to make up for the missed time. Students not completing these make up assignments will have the missed time counted as clinical absences.

## **Practical Nursing Student Government**

The Student Practical Nurse Organization (SPNO) was begun during the Fall Semester of 2003 by students in the initial class of New River Community and Technical College School of Practical Nursing. During the organization’s existence the purpose of the group has grown to include social activities, fund-raising events, and community service. Each year the group actively participates in the planning of the School of Practical Nursing pinning ceremony and frequently is able to subsidize graduation uniforms and pins for the class. The organization also interacts with the New River Student Government to provide learning events, as well as, participate in student government community service projects. Students enjoy the opportunities to socialize at class lunches and the family Christmas Party is always memorable. The SPNO is frequently one of the most active organized groups on the campus.

# **New River Student Practical Nurse Organization By-laws**

## **Article I Name, Purpose, and Functions**

- Section I:** The name of this organization shall be New River Student Practical Nurse Organization. This organization will operate under the authority of New River Community & Technical College – School of Practical Nursing.
- Section II:** The purpose of this organization shall be to encourage and promote the development of each student by encouraging individual and group participation in a professional nursing organization as a means to further their nursing education and social activities.
- Section III:** The functions of the organization will be to:
1. Further the image of the school by encouraging students to maintain high personal ethical and educational standards.
  2. Promote participation in college-wide student government, educational and social activities.
  3. Develop individual leadership skills by actively participating in organizational activities, committees, and leadership positions.
  4. Encourage the development of an understanding and appreciation of individual and group professional responsibilities and accountabilities.

## **Article II Membership**

- Section I:** Membership in this organization shall be limited to current practical nursing students.
- Section II:** Responsibilities of membership include:
1. Attend and participate in all scheduled organization meetings.
  2. Contribute to the accomplishment of organizational goals by serving on committees as requested and by actively participating in community service, fund raising, educational and social activities.

## **Article III Officers**

- Section I:** Officers shall be President, Vice President, Secretary, Treasure, Historian/Student Cohort Liaison.

**Section II:** Officers shall be elected by majority vote of organization members no later than the third week of the first program semester.

1. A faculty advisor, appointed by the Director of the school, shall serve as temporary chairperson for the purpose of organizing the election of officers.
2. Nominations for office will come from the floor.
3. Nominees for office must accept the nomination and agree to serve.
4. Officers will be declared elected by receiving a majority vote in a secret ballot election.
5. Votes shall be counted and results announced by the faculty advisor.
6. In the event of a tie election, a run-off secret ballot election will occur.
7. Ballots will be destroyed by the faculty advisor.

**Section III:** Duties of the officers:

1. President shall:
  - a. Preside at all meetings.
  - b. Establish an agenda for all meetings.
  - c. Serve as chairperson of the executive committee.
  - d. Appoint standing and ad hoc committee chairpersons and members.
  - e. Serve as an ex-officio member of all committees and cast a vote only in the event of a tie.
  - f. Coordinate organizational activities with the organization's faculty advisor as needed.
  - g. Maintain good academic standing throughout the practical nursing program.
2. Vice President shall:
  - a. Preside at meetings in the absence of the President.
  - b. Serve as chairperson of the Activities and Events Committee.
  - c. Perform duties as appointed by the President.
  - d. Serve as parliamentarian.
  - e. Serve as interim president should a vacancy occur.
  - f. Maintain good academic standing throughout the practical nursing program.
3. Secretary shall
  - a. Record minutes of all meetings.
  - b. Maintain written minutes of all meetings and forward a copy of all written minutes to the Director of the School of Practical Nursing.
  - c. Post, on the classroom bulletin board, a copy of the minutes within 1 week of each meeting.

- d. Manage all correspondence necessary for promotion of the organization.
  - e. Maintain good academic standing throughout the practical nursing program.
4. Historian shall:
    - a. Serve as chairperson of the Historical Committee.
    - b. Coordinate the recording, by photograph, written record, video and/or audio, activities of the class throughout the school year.
    - c. Participate in the development of a class history and/or graduation video or CD.
    - d. Forward a copy of the graduation video/CD to the Director of the School of Nursing for addition to school archives.
    - e. Maintain good academic standing throughout the practical nursing program.
  5. Student Cohort Liaison shall:
    - a. Coordinate organization activities with appropriate New River student government officers/committees and the School of Practical Nursing Cohorts.
    - b. Report on New River student government activities and Cohort events during meetings of this organization.
    - c. Encourage individual and group participation in student government and School of Practical Nursing activities.
    - d. Maintain good academic standing throughout the practical nursing program.
  6. Treasurer shall:
    - a. Maintain a record of all income and disbursements.
    - b. Deposit, to the organization bank account, all income from donations and fund-raising events.
    - d. Maintain the organizational checking account and prepare checks for the signature of the school director.
    - e. Give a verbal report of financial matters at each scheduled meeting.
    - f. Maintain good academic standing throughout the practical nursing program.

**Section IV:** Officers shall serve for the full eleven months of the program. Officers may be removed from office by a majority vote of the membership in a secret ballot election.

**Section V:** Vacancies occurring among officers of the organization shall be filled by secret ballot election at the next scheduled meeting.

## **Article IV Meetings**

- Section I:** Class meetings shall be held each month at a date and time agreeable to the students and faculty advisor. Meetings shall last no more than one half hour unless prior approval from the faculty advisor is obtained.
- Section II:** Meeting dates and time will be announced in class by the class president after consulting with the faculty advisor.
- Section III:** The President shall prepare an agenda for each meeting.
- Section IV:** All members have equal voting rights.
- Section V:** Special meetings may be called at the request of the Executive Committee, a minimum of three organization members, or upon discretion of the President and by mutual consent of the faculty advisor.
- Section VI:** A quorum is defined as two-thirds of the membership. A quorum must be present for all votes. A simple majority of members present for a meeting will carry all motions except those related to financial matters of the organization, or as specifically delineated in these by-laws, in which case, a two-thirds majority of members present is required.

## **Article V Committees**

- Section I:** Standing committees of this organization shall be:
1. Executive Committee
  2. Historical Committee
  3. Activities and Events Planning Committee
- Section II:** Committees are composed of the following members:
1. Executive Committee – President, Vice President, Secretary, Treasure, Historian, and Student Government Liaison. The faculty advisor will be a non-voting ex-officio member.
  2. Historical Committee – Historian as chairperson and a minimum of two (2) volunteer organization members. The faculty advisor will be a non-voting ex-officio member.
  3. Activities and Events Planning Committee – Vice President as chairperson, and a minimum of 3 volunteer organization members. The faculty advisor will be a non-voting ex-officio member.
- Section III:** Duties of the committees

1. The Executive Committee will:
  - a. Assist the President establish meeting agendas.
  - b. Manage organizational business as directed by the membership and during interim periods between scheduled meetings.
  - c. Approve financial disbursements of \$150.00 or less during interim periods between scheduled meetings. Disbursements by the Executive Committee require a 2/3 majority vote of the full committee.
  - d. Assure adequate funds will remain in the organization bank account to pay any outstanding bills and to provide a minimum of \$300.00 to serve as seed money for the incoming class.
  - e. Organize special elections.
2. The Historical Committee will:
  - a. Gather written, photographic and media material documenting class activities and events.
  - b. Maintain the class scrapbook.
  - c. Produce the class graduation video/CD.
  - d. Distribute copies of the graduation video/CD to each graduating student and one copy to the Director of the school for inclusion in school archives.
3. The Activities and Events Planning Committee will:
  - a. Coordinate the planning of social, community service and fundraising activities and events including the graduation reception.
  - b. Recruit volunteers to assist with arrangements for food, beverage, decorations, supplies, staffing, and event set-up and clean up.
  - c. Obtain cost estimates for material and supplies required to support activities and events.
  - d. Request approval for disbursement of funds from the Executive Committee and/or the membership as a whole.
  - e. Obtain receipts for expenditures and return them to the treasure for record keeping purposes.

**Section III:** Special Ad Hoc committees shall be organized by the President upon need of the organization.

## **Article VI Parliamentary Authority**

Roberts Rules of Order, Newly Revised shall govern the proceedings of the organization in all cases not provided for in these by-laws.



## **Article VII**

### **By-laws Review and Amendments**

- Section I:** The by-laws will be reviewed by the membership at least every three (3) years.
- Section II:** All proposals for amendment to the by-laws must be congruent with established New River Community & Technical College and the School of Practical Nursing policies and procedures.
- Section II:** The procedure for amending the by-laws is:
1. Proposals for amendments may be submitted to the President by member(s).
  2. Written proposals must be dated and signed by the member(s) presenting the proposal.
  3. The President will submit a copy of the proposal to the faculty advisor for review for congruency with established college and school policies and procedures.
  4. Following review of the faculty advisor, the President will announce the proposal and post a complete copy on the classroom bulletin board within 5 days of receipt of the proposal.
  5. A copy of the proposal will be forwarded to the faculty advisor and the Director of the school.
  6. Proposals must be posted a minimum of 5 days prior to the next scheduled meeting.
  7. During the next scheduled meeting, the President will open the floor for discussion of the proposal.
  8. A motion from the floor calling for a ballot vote for approval of the proposal will end the discussion and voting will occur immediately.
  9. Approval of an amendment requires a 2/3 majority vote of the members present.
  10. After approval, the President will present the amendment to the Director of the school for inclusion in the By-laws document.

**New River Community & Technical College  
School of Practical Nursing**

**Acknowledgement to comply with polices as written in the New River Community & Technical College Student Handbook and Practical Nursing Student Handbook:**

I have received, read, and agree to comply with all policies, procedures, and rules of the New River Community & Technical College Student Handbook and Practical Nursing Student Handbook while I am a student in the practical nursing program.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Simulation Confidentiality Agreement**

I \_\_\_\_\_ agree to keep all information regarding and surrounding the clinical simulation(s) in which I participate confidential until such time that all students in my current class have completed the simulation(s). I agree not to discuss the simulation(s) in any way with any member of the school of nursing until she/he has completed the simulation(s).

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Consent Form for Video/Audio Recording**

I authorize New River CTC School of Practical Nursing to record my participation and appearance in clinical simulations on video and audio tape. I understand that this video/audio recording will be used for educational/instructional purposes only within the school of practical nursing. Furthermore, this recording will be destroyed at the end of the academic year.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ATI Acknowledgement**

I understand that ATI books, tutorials, exams, and on-line resources available from ATI will be utilized and be my responsibility to employ.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Program Dismissal of a Student

The evaluation of the extent of course or program mastery is the purview of the instructor(s) of a particular course or program. Faculty members, college administrators, program directors, librarians, lab personnel, or other personnel who are aware of infractions of the standards of academic honesty and integrity will be responsible for instituting disciplinary procedures in response to those violations. An academic appeal is not an appropriate recourse for questions of professional competence or of academic freedoms.

### **A. Grounds for Program Dismissal from a program may include but not limited to from any of the following:**

The college shall define and promulgate the academic requirements, criteria, and standards constituting students' academic rights and responsibilities – including requirements for admission to the College, for admission to limited enrollments programs; the criteria for maintenance of satisfactory academic progress, for the successful completion of a program of study, for the award of a degree or certification, for graduation; the requirements or criteria for any other academic endeavor; and the requirements for student honesty and originality of expression.

Students may be dismissed from an academic program for violations of the standards of academic honesty and integrity, repeated or aggravated violations of those standards, consistently not completing programmatic and/or course objectives successfully, displaying hostile and/or threatening behavior toward other students, faculty or staff, creating continuous disruptions or distractions that interrupt teaching and learning, and any such behavior and/or activities the faculty member deems unprofessional and disrupts the academic environment. Such behavior may result in dismissal, disciplinary suspension, or the imposition of lesser penalties as are appropriate.

### **B. Procedure for Dismissal from an academic program with select admit or limited enrollment:**

The reasons for dismissal vary by program and may be established by the accrediting body for the program. The reasons may include but are not limited to:

- Not fulfilling specific program objectives, not completing all assignments, and not adhering to stated academic standards for each program in which they are enrolled.
- Violations of the standards of academic honesty and integrity, repeated or aggravated violations of those standards may result in dismissal, disciplinary suspension, or the imposition of lesser penalties as are appropriate.

- The program director will provide written notification to the student of his/her failure to meet or maintain an academic standard or the methods, if any, by which the student may correct the failure, and of the penalty that may be imposed up to and including dismissal from the program.

The student has a right to appeal the decision or judgment through an established appeals process within ten (10) school days after receiving the written notice of the decision or judgment.

### **C. Procedure for Appeal**

Procedures relating to appeals of academic penalties shall be governed by due process and shall include, at minimum:

- Written notice to the student of his/her failure to meet or maintain an academic standard or the methods, if any, by which the student may correct the failure, and of the penalty that may be imposed.
- The right to appeal the decision or judgment through an established appeals process within ten (10) school days after receiving the written notice of the decision or judgment.
- An opportunity for the student to meet with the faculty member or other individual(s) who have judged his/her performance to be deficient, the information forming the basis of the judgment or opinion of his/her performance, to present information or evidence on his/her behalf, and to be accompanied by an advisor of his/her choice from the institution. Such advisors may consult with but may not speak on behalf of the student or otherwise participate directly in any proceedings, unless they are given specific permission to do so by the individual or committee conducting the appeal.

## **The Formal Program Dismissal Appeal Procedure**

**Step 1:** The student is notified in writing of the reasons for dismissal from a limited enrollment academic program and of his/her right to file a formal petition for appeal with the Dean.

**Step 2:** The student may not attend classes during the appeal process unless special arrangements are made with the instructor or program director with the approval of the dean.

**Step 3:** Upon receipt of the formal petition for appeal, the Dean will review the petition for appeal and convene a meeting with the instructor or program director and the student within five (5) school days. At the meeting, the Dean may

attempt a resolution satisfactory to the parties involved. Written copies of the Dean's decision will be forwarded to the Vice President for Academic Affairs (VPAA), the instructor, and the student within five (5) school days; off-campus mail shall be sent certified or registered. This correspondence shall also specify the deadline of any further appeal, and that date shall be ten (10) school days from the mailing date of the response.

**Step 4:** Upon receipt of the formal petition for appeal, the Dean will notify the VPAA and provide any documents for review. The Dean may recommend to the VPAA to convene the Academic Appeals Committee if it is determined that the student has grounds for appeal.

Should the appeal take place in the summer semester and not all of the members of the committee are available or if a committee member is also the instructor of record in the appeal, the VPAA will select faculty to stand-in for anyone absent. The instructor and student involved in the appeal will have an opportunity to be heard before the Academic Appeals Committee. Additionally, any employee involved may be asked to comment before the Committee.

**Step 5:** Within five (5) school days of notification of a formal petition for appeal and receipt of all pertinent documentation, the Chairperson of the Academic Affairs Committee will convene an initial meeting of the Committee and disseminate copies of pertinent documentation for review.

**Step 6:** The Dean will review the nature of the appeal and the timeline for resolution and submission of the Committee's summary of findings, conclusions, and recommendations.

**Step 7:** The Chairperson of the Academic Affairs Committee will convene a formal appeal hearing within ten (10) school days of the initial meeting of the Committee and notify the Dean of the scheduled date, time, and location of the hearing.

**Step 8:** Upon receipt of notification from the Committee Chairperson regarding the date, time, and location of the hearing, the Dean will notify all parties to the appeal hearing in writing of the date, time, and location of the meeting, their individual rights and responsibilities for participating in the hearing, and a timeline for rendering and disseminating a final decision on the appeal.

**Step 9:** The Committee will have five (5) school days from the conclusion of its review of the proceedings, but no more than ten (10) school days from the date of

the hearing to prepare and submit a summary of its findings, conclusions, and recommendations to the Dean.

**Step 10:** The Committee will prepare a written record of all meetings, including the appeal hearing in the form of minutes and will forward a copy of this record to the Office of the Vice President for Academic Affairs at the conclusion of all proceedings.

**Step 11:** The VPAA will have five (5) school days from receipt of the Dean's decision and the Academic Affairs Committee's summary and written records, to render a final decision and notify all parties of that decision in writing. If the VPAA decides that student's appeal is justified, the Dean, the instructor or program director, and the student will develop a plan to return the student to the program. It must be understood that the events and timeframe of the appeal process may extend up to and beyond 60 school days. If the appeal is justified the Dean, faculty, and/or program director will work with students on a case-by-case basis to reintegrate them back into their program of study. Students should be aware that this process may extend the time required to complete program requirements for graduation.

**Step 12:** The Chairperson of the Academic Affairs Committee and the Office of the Vice President for Academic Affairs will retain all documentation for the period specified in the College's Records Retention Procedure.

Records of appeals will be confidential and will be maintained by the Office of the Vice President of Academic and Student Affairs. Records may not be used in any detrimental way against the student or the faculty member.

**Note: Only grave or extenuating circumstances are to be considered for any deviation in this process.** If such circumstances arise, the official responsible for that particular step is empowered to make such a judgment by notifying all concerned parties in writing (including officials at the next higher level) and specify reasons for it.

## Academic Appeals

### Appeal of Grades

Your rights and responsibility as a student with regard to grade appeals are addressed here and in the New River CTC Board of Governors' Policy No. 15.

**Note: Only grave or extenuating circumstances are to be considered for any deviation in this process.** If such circumstances arise, the official responsible for that particular step is empowered to make such a judgment by notifying all concerned parties in writing (including officials at the next higher level) and specify reasons for it.

Students are responsible for completing all course objectives, assignments, and adhering to stated academic standards for each course in which they are enrolled. Students' grades are based on performance measured by academic-related standards, and no student will be penalized for taking reasoned exception to views expressed in the academic forum.

The evaluation of the extent of course mastery is under the purview and discretion of the instructor for that course, and only that instructor may initiate grade changes. New River Community and Technical College (College) faculty are expected to evaluate each student fairly and consistently according with accepted academic standards. Academic appeals are only warranted if an instructor has not adhered to such practices and evidence supporting the same is produced. An academic appeal is not an appropriate recourse for questions of professional competence or of academic freedoms.

If, however, a student believes that his/her grade is in error or was reported arbitrarily, capriciously, or prejudicially, he or she may appeal that final grade within the first ten school days of the semester immediately following the posting of the final grade for the course.

**A. Grounds for Grade Review/Appeal may include but not be limited to corroborating evidence from any of the following:**

- i. The instructor inaccurately calculated the student grade.
- ii. The student believes that his/her final grade reflects a capricious, arbitrary, malicious, or prejudicial academic evaluation, or reflects discrimination as defined in New River Community and Technical College Procedure 27.
- iii. The instructor determined a grade using a process different from that communicated to the student. The instructor applied an inconsistent grading standard within the course.
- iv. The instructor violated a written agreement with the student.



- v. The instructor violated an institutional policy in assigning course work, administering exams, and/or inassigning grades.

## **B. The Formal Grade Appeal Process**

**Step 1:** The student must meet with the course instructor and discuss the issue of the grade appeal within the first ten (10) school days of the semester immediately following grade issuance. Errors in evaluation or misunderstanding of the grading system of the instructor may be resolved at this step. If, for some unforeseen reason, the instructor is unavailable, the student should contact the department chair to schedule a meeting to resolve the matter, if possible, or for assistance in directing the student to the appropriate next step. If there is no resolution and the student intends to pursue the appeal, the student must obtain a Student Grade Appeal Form from the Dean. The Student Grade Appeal Form must be completed, dated, and signed by the course instructor.

**Step 2:** If the student is dissatisfied with the results of Step 1, he/she may, within five (5) school days after the conference with the instructor, file a copy of the Student Grade Appeal Form with the Dean. The student must attend the scheduled meeting with the Dean to discuss the issue of the grade appeal. Failure to meet with the Dean is reason for voiding the appeal. At this meeting, the Dean may satisfactorily resolve the issue with all parties involved. Written copies of the Dean's decision will be forwarded to the Vice President of Academic and Student Affairs (VPAA), the instructor, and the student. Off-campus mail is to be sent as certified or registered. This correspondence is to specify the deadline date of any further appeal. The date is to be no more than (10) school days from the mailing date of the Dean's decision. The Student Grade Appeal Form must be completed, dated, and signed by the Dean.

**Step 3:** If the issue is not resolved at Step 2, the student or the instructor may make an appeal to the VPAA. The student must send a copy of the Student Grade Appeal Form to the Office of the VPAA, or the instructor must contact the VPAA with a written response and/or any supporting documents by the specified ten (10) day mailing deadline. Verification of the mailing date is required from the post office of failure to receive notification in order to request a change of deadline. The VPAA will review the appeal within ten (10), including any supporting documents, the course syllabus, and investigate the matter to determine if the student or the instructor has warranted grounds for an appeal.

If warranted, the VPAA may convene the Academic Appeals Committee, which is a recommending body, to convene a hearing of the Grade Appeal Committee. The

Grade Appeal committee makes a recommendation to the VPAA. The Grade Appeal Committee is composed of five (5) members of the Academic Affairs Committee and one (1) student (either the student representative to the Board of Governor's or a representative from the SGA.) If not warranted, the VPAA will make the determination that the grade stands. The student will be notified in writing of the VPAA's decision by correspondence sent via certified or registered mail.

**Step 4:** The Academic Appeals Committee is convened by the VPAA if it is determined that the student or the instructor has grounds for an appeal. Should the appeal take place during the summer semester and if not all of the members of the committee are available, the VPAA will select faculty to stand-in for anyone absent or if a committee member is also the instructor of record in the appeal. The instructor and student involved will have an opportunity to be heard before the Appeals Committee, and any employee involved in Steps 1-3 may be asked to comment before the Committee. Any other individuals asked to participate must receive prior approval from the VPAA. Within ten (10) school days after the hearing, the participants will be informed in writing of the Committee's recommendation.

- The committee is to complete the following steps within ten (10) school days of the meeting with the student and faculty:
  1. Compose a recommendation based on the evidence presented.
  2. Submit the recommendation to the Vice President of Academic and Student Affairs.
  3. If a change of grade is recommended, the faculty member is to submit the revised grade.

**Step 5:** The VPAA will notify the student in writing within ten (10) school days following grade appeal review of the recommendations of the Academic Appeals Committee. Records of appeals will be confidential and will be maintained by the Office of the Vice President of Academic and Student Affairs. Records may not be used in any detrimental way against the student or the faculty member.

## **Appeal of Academic Standing**

If you wish to appeal your academic suspension, dismissal, or probation status, you must send a written request to the Vice President for Academic Affairs. The Vice President for Academic Affairs will review your appeal and forward a recommendation to the Registrar to either approve or deny your request. You will receive a copy of the recommendation.

## Appeal of Academic Requirements

If you wish to have an exception made to the requirements for completion of an academic program (course substitutions, etc.), you should, in consultation with your academic advisor, state your case for exception in writing and submit it to the Dean. The requested exception must be documented by a faculty member teaching in the discipline or program in which the substituted course is requested. In cases where either the faculty member or the Dean disapproves the requested exception, you may appeal in writing to the Vice President for Academic Affairs. In such cases the Vice President for Academic Affairs upon review of all pertinent documentation, may either affirm or deny the decision of the faculty member and/or the Dean and will provide written notification to you, the faculty member and the Dean as applicable of his/her decision, which is final.

# PRACTICAL NURSING PROGRAM

## Admission Requirements

Admission to the Practical Nursing Program is competitive among qualified applicants. Meeting the minimum admission requirements does not guarantee admission into the Practical Nursing Program. Applicants exceeding academic standards and course requirements will be given first priority for selection.

To be considered for admission to the practical nursing program, an applicant must meet the following criteria:

### Admission Requirements

- All application materials must be submitted by the priority deadline established by the Director of the Practical Nursing program.
- Have a High School Diploma or Equivalent (USA GED). ***\*Nicholas County High School Students participating in the High School Pilot Program are required to be a Nicholas County High School Student in good standing and enrolled as a High School Senior in the 12th grade in the Fall of 2023.***
- Have a 2.0 GPA from all college courses.
- Have completed English 101 with a minimum final grade of “C”.
- Have completed Anatomy and Physiology 105, 106 L **OR** 231, 233, 232, and 234 with a minimum final grade of “C”.
- Have completed Mast 105 with a minimum final grade of “C”.
- Have a pre-nursing admission exam composite score of 60% or higher on the ATI TEAS PN Preadmission Exam within the last three years.
- Complete and submit a New River CTC admission application and a Practical Nursing Program admission application by the established deadline.
- Submit unopened, sealed official transcripts from any high school, college, or university attended in the past to the Admissions Office by the established deadline.

## Selection Criteria

The Practical Nursing Program has established admission and selection procedures to ensure that students are selected in a consistent and equitable manner. If there should be a tie, the student with the highest composite ATI TEAS score will be offered admission.

## Admissions and Selection Rubric

**APPLICANT'S**

**SECTION 1: Previous Experience**

	<b>POINTS</b>	<b>TOTAL</b>
○ Certified Health Care Provider		
Greater than 5 years	5 Points	
2 – 5 year	3 Points	
< 1 – 2 years	1 Point	

**SECTION 2: GPA**

○ ≥ 3.5	20 Points	
○ 3.49 – 3.0	10 Points	
○ 2.9 – 2.5	5 Points	

**SECTION 3: POINTS FOR GRADE IN PRE-REQUISITE COURSES:**

<b>Grade in Course:</b>	<b>A</b>	<b>B</b>	<b>C</b>
○ BIOL 105 (INTRO A&P)	10 points	8 points	6 points
○ BIOL 106 (INTRO A&P LAB)	10 points	8 points	6 points
○ BIOL 231 (A&P I)	5 points	4 points	3 points
○ BIOL 233 (A&P I LAB)	5 points	4 points	3 points
○ BIOL 232 (A&P II)	5 points	4 points	3 points
○ BIOL 234 (A&P II LAB)	5 points	4 points	3 points
○ ENG 101 (COMPOSITION)	10 points	8 points	6 points
○ MAST 105 (MED TERM)	10 points	8 points	6 points
Points			
Total Points			

**SECTION 4: ATI TEAS ENTRANCE EXAM SCORE:**

○ Greater than 90	45 Points	
○ 89.9 - 85	40 Points	
○ 84.9 – 80	35 Points	
○ 79.9 – 75	30 Points	
○ 74.9 – 70	25 Points	
○ 69.9 – 60	20 Points	