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{Optional} Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll. [NOTE: FERPA requires an institution to make a reasonable attempt to notify the student of the records request unless the institution states in its annual notification that it intends to forward records on request.]

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by *State University* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

## Transient Credit Policy & Procedures

### Policy

1. Students must have a cumulative grade point average (GPA) of 2.0 or better to be eligible to enroll for courses at another institution as a transient student.
2. Students are strongly discouraged from taking transient work during the semester in which they expect to graduate. Transient work in the final semester may delay graduation due to possible delays in receiving transcripts from other institutions.
3. It is the student's responsibility to have an official transcript sent to the WVU Office of Admissions & Records at the completion of **each** semester in which transient work is completed.

### Procedure

1. Students wishing to take a course at an institution other than WVU must complete a Transient Credit Application prior to enrolling for the course. The form is available from the Office of Student Services or any Admissions & Records Office.
2. The student should obtain a schedule of courses from the college of choice. Course descriptions should also be obtained from the college if a catalog is not available.
3. Students should review the possible choices with their advisor who will review the advising folder to validate that the chosen course meets the students' academic progression needs.
4. The advisor will complete the current GPA blank on the application and validate that the rest of the form is complete. No more than one school may be listed on a form and the address for the chosen school must be complete.
5. The advisor signs and dates the form and forwards it to the Student Services Office or Chairperson's Office, Charleston Division, for the Dean's signature.
6. A copy of the form is placed in the student's advising folder and the original is forwarded to the Office of Admissions & Records.

## **Undergraduate Student Workload Policy**

A student enrolled in the School of Nursing is expected to give priority to the demands of the required classroom and clinical experiences. This includes adequate study and preparation time. Time spent working can interfere with the time needed for these requirements.

Therefore, the School of Nursing strongly discourages undergraduate nursing students from working in excess of 20 hours per week when enrolled for 12 or more credit hours. As the number of enrolled credit hours increases above 12, the number of hours worked should decrease below 20. If a student chooses to work, the hours worked are not an excuse for failing to meet academic and clinical performance standards and schedules. **Students may not work a shift immediately prior to reporting for clinical rotations.** Students are encouraged to take advantage of all opportunities for financial aid, including grants, scholarships, and educational loans, in order to reduce and/or eliminate the need to seek employment while enrolled in the School of Nursing.

7/28/09

## Academic Advising Guidelines

### I. Philosophy of Advising

Students enter West Virginia University School of Nursing with varied backgrounds and motivating factors. To maintain the standards of the school and to serve the best interest of each student, academic advising by faculty is provided for every semester of enrollment. The Office of Student Services is responsible for management of those processes related to admission, progression, and graduation of students, including the advising process.

### II. Purpose of Advising

The purpose of academic advising is to assist the student in his/her academic progression during the period of student enrollment.

### III. Assumptions and Beliefs

The following assumptions and beliefs about advising are important to the academic advising process at West Virginia University School of Nursing.

- The assigned academic advisor or a member of the Student Services Office staff provides academic advising.
- Advising by faculty about non-academic concerns shall be provided **ONLY** by mutual agreement between the student and the individual faculty.
- Advising is characterized by collaboration between advisor and advisee in exploration and selection of alternatives in meeting student's academic needs.
- It is believed that the student-faculty advising relationship benefits the student because the relationship:
  - a. Helps in the development of the student as an individual;
  - b. Motivates the student through expression of individual needs;
  - c. Maintains continuity of advising;
  - d. Helps in obtaining academic goals through an understanding attitude;
  - e. Allows the student to receive practical advice and/or professional advice;
  - f. Provides an advocate for the student within the academic system;
  - g. Assists in making employment contacts after the student has graduated;
  - h. Assists the advisor in writing letters of recommendation.

## **Student Services Guidelines**

The official student record is maintained in the Student Services Office.

Only Student Services Office personnel are to remove files from or return files to the file cabinets. (Morgantown site)

Student Files may be signed out to an advisor for up to 48 hours (two working days). A secretary or the student may get the file for the advisor. (Morgantown site)

Faculty advisors are responsible for providing documentation of student contacts for the file, in writing or via e-mail.

All forms pertaining to students must be processed through or copied to the Student Services Office, (e.g. L.O.A., grade modification, application for graduation, etc.)

A student's address, e-mail, or telephone numbers are not to be released outside the School of Nursing without the student's permission.

A message of the week is posted to each student's MIX e-mail account on a weekly basis. This is the primary means of notifying students of changes in policies and procedures, as well as informing students of upcoming events. Students are responsible for information contained in the message.

The Student Services bulletin boards on the 6<sup>th</sup> floor may be used to post ONLY those notices that pertain to an entire class or clinical group. Please keep all posting of reasonable size and neatness. A uniform size of 5" X 8" or 8 ½" X 11" is preferred. (Morgantown site).

All bulletin board posting must be marked with a "down" date for removal. Those, which are not marked, will be removed immediately.

## **Graduation with Honors Policy for Undergraduate Program**

(See West Virginia University Undergraduate Catalog: Graduation with Honors.)

Students who meet University and School of Nursing requirements for graduation will be considered for honors designation under whichever of the following currently approved University policies is to the student's advantage:

1. **Honors Policy Effective for Students Entering WVU on or after August 15, 1992.**  
This policy states that GPA for honors is based on all baccalaureate-level college work attempted through the next to the last semester or through the last semester, whichever GPA is higher. This includes transferable baccalaureate-level college work attempted at all regionally accredited higher education institutions. Credit hours with a grade of P or S are not considered. Additionally, the GPA on WVU work must meet the requirements stated for the level of honors designated. If the WVU GPA indicates a lower level of honors, the WVU GPA will determine the level of honors.
2. **Honors Policy and Levels of Honors for Glenville State College/West Virginia University Institute of Technology Program.**

Levels of honors for these students will be those contained in the consortium documents.

## **Sigma Theta Tau International Honor Society**

Sigma Theta Tau International is the honor society for nursing. In 76 years, the society has grown from the modest dreams of its six founding members to over 220,000 members who share a similar philosophy in pursuing excellence in nursing. With members spanning the globe in 76 nations, the society seeks to improve the health of people through expanding the scientific base of nursing knowledge through research and dissemination of information.

Sigma Theta Tau seeks to fulfill this mission through availing its members of unique resources and opportunities. Part of this initiative is the International Center for Nursing Scholarship, which houses the Virginia Henderson International Library, home of a state of the art, computerized compilation of the most recent nursing research. Additional benefits of membership include eligibility for grants to fund research endeavors and subscriptions to Reflections on Nursing: Leadership and Journal of Nursing Scholarship: Formerly Image: Journal of Nursing Scholarship. Through these resources and through various seminars and conferences, the society advances the profession and enhances the careers of the members, which comprise this elite organization.

Alpha Rho is the local chapter of Sigma Theta Tau at West Virginia University. Alpha Rho has initiated more than 500 undergraduates, graduates students, and community leaders since the inception of the chapter in 1966. The chapter is committed to fulfilling the society's mission by inviting notable nursing leaders to share their insight on the latest trends in nursing. Alpha Rho also fosters scholarly inquiry by providing financial support of ongoing research and recognizing outstanding research efforts with an annual award.

Sigma Theta Tau continues the legacy of excellence by initiating members who exemplify the virtues valued by the society. Undergraduates are eligible for membership after completion of at least one-half of the nursing curriculum, generally in the spring of the junior year. Applying students must rank in the upper 35% of their graduating class in the School of Nursing, have a minimum 3.0 GPA, and demonstrate academic integrity. Additionally, applicants must submit two endorsements supporting their application for membership. For more information visit the Sigma Theta Tau website at: [www.nursingsociety.org](http://www.nursingsociety.org).

## **Student Nursing Association**

The WVU SON has an active Student Nursing Association (SNA). All nursing students are invited to join the SNA.

The SNA's purposes are:

1. To assume responsibility for contributing to nursing education in order to provide for the highest quality health care.
2. To provide programs representative of fundamental and current professional interests and concerns.
3. To aid in the development of the whole person.
4. To provide moral and academic support to allow pre-nursing students the opportunity to gain knowledge concerning nursing as a profession.

## Nursing Student Community Service Guidelines

### Definition of Community Service

A method under which students actively participate in organized service that is conducted in and meets the needs of community. It is monitored by their program/school at the Health Sciences Center and the community/agency representative. This service activity helps foster civic responsibility and may be integrated into and enhance the academic curriculum of the students.

### Requirements

Community service is required of all Health Science students, including part-time and full-time undergraduate students. It is expected that a minimum of 25 hours will be completed during a student's rural health experience, but only the community service, not the clinical or research activities, will count toward meeting requirements.

- Basic BSN students must complete 100 hours of community service. (25 hours of community service earned in N445 and in N455)
- During enrollment, RN to BSN students must complete 25 hours of community service.
- During enrollment, BS/BA to BSN students must complete 50 hours of community service (25 hours of community service earned in N445 and N455)

### Learning Objectives

1. To foster civic responsibility.
2. To enhance the hands-on learning experience of the student.
3. To assist the student in identifying and meeting health & social needs of the community.

### Examples of Acceptable Community Service

(Note: These examples are not an all inclusive list of agencies and activities that are acceptable for community service.)

### Activities

- Read-a-loud program at a school
- Health Education sessions in a school or community
- Visiting the elderly (i.e., Nursing homes, hospitals, etc.)
- Activities through churches, sororities, fraternities, etc. (i.e. Adopt-A-Highway)
- Working with youth soccer, baseball, basketball, etc.

## Agencies

- Habitat for Humanity (building homes for people without shelter)
- Hospice
- Morgantown Health Right
- Soup Kitchen, Bartlett House, Meals on Wheels, etc.
- Child Life Program in a Children's Hospital
- Ronald McDonald House
- Big Brothers/Big Sisters
- American Red Cross and Blood Donation Centers
- Salvation Army
- Christian Help
- Health Fair
- Asthma & Diabetic Camps
- Youth Development Camps (i.e. 4-H)

## Procedure

1. The student completes the community service under appropriate supervision.
2. A person in the community must sign-off indicating that the service was performed satisfactorily.
3. The student enters the community service hours in SOLE.
4. The Student Services Office records approval in SOLE.
5. Students may receive community service hours for a donation of goods or money to a charitable organization. Only 1 hour of community service may be earned for a donation, regardless of the size of the donation, and the donation must be worth at least \$10. No more than 10% of community service hours may be earned through donations.













## **Undergraduate Handbook Signature Page**

I have read and understand the information in the West Virginia University School of Nursing Undergraduate Handbook. I understand I will not be permitted to participate in clinical experiences unless I have read and signed this form.

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

Printed Name \_\_\_\_\_