



**COLLEGE OF HEALTH PROFESSIONS**

**SCHOOL OF NURSING**

**Pre-Licensure BSN Student  
Handbook**

**(Revised July 2022)**

**This handbook is developed for students in the College of Health Professions, School of Nursing, Bachelor of Science in Nursing (BSN) program. This is inclusive of the traditional pre-licensure BSN program and the BA/BS to BSN program. Students should familiarize themselves with the information provided in this handbook. Students in the RN to BSN program should refer to the RN to BSN student handbook.**

**Students are also expected to read the Marshall University Undergraduate Catalog and the Marshall University Pre-Licensure BSN Student Handbook to familiarize themselves with university and School of Nursing policies.**

**■ The Bachelor of Science in Nursing Program is accredited by the: Accreditation Commission for Education in Nursing or ACEN 3390 Peachtree Road NE, Suite 1400 Atlanta, Georgia 30326 acenursing.org (404) 975-5000**

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## Greetings from the School of Nursing

Welcome to the School of Nursing at Marshall University. We are the largest regional provider of nursing education located within a major university setting and have access to resources which provide students with unique and varied experiences. In the traditional pre-licensure BSN program, we have campuses in Huntington and Point Pleasant, WV (MOVC), and will soon have a campus at Glenville State University. The BA/BS to BSN program is offered on the South Charleston campus. Additionally, we offer an online RN to BSN program for graduates of accredited diploma or Associate Degree Nursing programs. Our Family Nurse Practitioner Master's in Nursing Program is televised to Beckley, Bluefield, Point Pleasant, and South Charleston, WV and we plan to move this to synchronous online by fall 2023. We also have online MSN programs in Nursing Administration and Nursing Education and we offer a collaborative Psychiatric Mental Health Nurse Practitioner and Nurse Midwifery programs with Shenandoah University School of Nursing in Winchester, Virginia. Our post-masters DNP program begins fall 2022.

We have a long history of excellence on the national RN licensure examination and the Family Nurse Practitioner Certification Exam. This is a direct result of the hard work on the part of our dedicated faculty who bring experience and passion into the educational process. In addition to traditional classroom methods of instruction, we also excel in the use of innovative technologies to enhance learning, including our dynamic online programs of study.

We exist in a challenging world for all health professions, especially the nursing profession. The need for nurses has never been greater and will only grow with the coming years. Many studies support the need for more nurses, especially those with Bachelor's in Nursing (BSN) degrees and advanced degrees. It is the responsibility placed upon faculty to assure tomorrow's nurses are prepared and ready to assume leadership roles and safeguard our most vulnerable populations: the ill. To this end, the faculty stand ready to support student achievement and education at the undergraduate and graduate level.

### **Important University Links**

Academic Calendar: to view academic calendar click on the link and select the appropriate semester. <http://www.marshall.edu/calendar/academic/>

Marshall University policies: Students should review the following University policies: Incomplete grade, Students with disabilities, Grade appeal, D/F forgiveness, Academic dishonesty, University excused absences, Core curriculum, and others as needed. See the Marshall University Undergraduate Catalog for the Marshall University policies:

<http://www.marshall.edu/catalog/undergraduate-catalogs/>

Blackboard: <https://www.marshall.edu/design-center/>

MyMU: Click on the link to go to MyMU <https://www.marshall.edu/design-center/>

### **INCLEMENT WEATHER POLICY**

**If you have questions pertaining to the University being closed during inclement weather, you may call Marshall University 304-696-3170 or check the Marshall University website**

## **School of Nursing Vision Statement**

Marshall University School of Nursing endeavors to be regionally recognized for innovative programs in nursing education, scholarship, and interdisciplinary partnerships that improve the health and well-being of the individual, family, and society.

## **School of Nursing Mission Statement**

To provide quality, innovative education to improve the health and well-being of the individual, family, and society.

To accomplish this mission, the SON:

1. Maintains rigorous professional education standards through the high expectation of student learning and performance.
2. Encourages involvement of faculty in service to society and the profession.
3. Supports the engagement of faculty and students in research, practice, and other scholarly endeavors.
4. Provides an environment that is sensitive to a culturally and ethnically diverse student body, faculty, and staff.
5. Maintains an environment that provides for academic freedom and shared governance.

## **MARSHALL UNIVERSITY SCHOOL OF NURSING**

### **STATEMENT OF PHILOSOPHY**

#### **PERSON/ENVIRONMENT**

The person is a holistic being; an individual who is complex, dynamic, and cannot be reduced to the sum of his/her parts. Each person has values, attributes, and behaviors that are influenced by environment, culture, social norms, experiences, physical characteristics, moral and ethical constructs, and religious beliefs and practices. The person is viewed as a system interacting with the environment and developing relationships with others. The person is capable of growth and development, self-direction, change and goal directed behavior. Each person is diverse and unique in nature and should be recognized as such. Diversity may occur in, but is not limited to, race, gender, ethnicity, sexual orientation, age, socioeconomic status, religious beliefs, political beliefs, and physical abilities. Each person deserves respect and dignity.

## HEALTH

Health is a dynamic process which has variations along a wellness/illness continuum throughout the lifespan. Wellness is the highest functional potential for holistic well-being. Illness incorporates any alteration in health which produces dysfunction or a potential alteration in the individual. Perceptions of health are determined by society and by the person. Health is influenced by heredity, environment, and lifestyle. Individuals ultimately have the right and responsibility to make decisions and set goals concerning their health.

## NURSING

“Nursing is the protection, promotion, and optimization of health and abilities, prevention of illness and injury, alleviation of suffering through the diagnosis and treatment of human response, and advocacy in the care of individuals, families, communities, and populations.” (ANA, 2010, p. 3) Nursing involves integration of many values including caring, diversity, integrity, holism, patient-centeredness, and excellence. Caring is the essence of nursing and can be described as the act and expression of compassion and concern towards others to promote a sense of health and well-being. Diversity is integrated into nursing through recognition and acceptance of unique and individual differences and the beliefs, values, gender, race, and ethnicities among individuals and communities. Nursing practice demonstrates integrity through adherence to moral and ethical principles, respecting the dignity of others and providing honest and trustworthy care. Nursing is patient-centered where the patient is the focus of care and is actively involved in the process of change to enhance health. The value of holism is integrated by viewing the individual as a dynamic being and every aspect of the human condition is considered during the nursing process. Nursing is a dynamic profession continuously striving for excellence. The practice of professional nursing incorporates a spirit of inquiry and judgment utilizing knowledge and science to help patients achieve their highest level of wellness. Nursing practice is performed autonomously and collaboratively.

## EDUCATION

Education is an interactive, life-long process, which includes formal education and life experiences contributing to self-fulfillment. Learning is fostered in the cognitive, affective, and psychomotor domains. The educational process occurs in an environment which is conducive to learning by encouraging self-direction and active student participation. Faculty members facilitate learning through the identification of content and experiences necessary for students to integrate knowledge and skills of contemporary nursing practice. Experiences are designed to address the health care needs of patients in a variety of settings.

Baccalaureate nursing education provides a general education with an introduction to multiple disciplines including fine arts, social sciences, natural sciences and humanities. Baccalaureate education in nursing is the basis for professional practice as a nurse generalist and should be accessible to traditional students and to those who have previous formal educational



experiences. It also provides students with the education needed to develop critical thinking skills. Consideration is given to the needs of diverse populations of the 21<sup>st</sup> century while providing culturally competent care in a safe, nurturing environment within a complex and changing health care system. This level of education is guided by a spirit of inquiry focused on improvement and delivery of nursing services through evidence-based practice. The professional practitioner is prepared to make critical decisions regarding health care based upon competencies and standards for patients across the lifespan, whether individuals, families, groups, or communities. An individual's responsibility for continued self-learning, professional growth, and the advancement of nursing as a profession is fostered and expected. Baccalaureate nursing education is the foundation for graduate study.

Graduate nursing education builds upon baccalaureate nursing education. The hallmark of graduate education is the scholarly exploration of theoretical and clinical concepts. It prepares graduates to practice an advanced level of professional nursing in clinical, administrative or academic positions. Graduate nursing education provides the foundation for doctoral studies.

Approved by the SON Faculty 05/09/2011, Reviewed 10/2017

The above philosophy was developed and revised incorporating a broad range of materials including, but not limited, to:

- American Association of Colleges of Nursing. (2009). *The essentials of baccalaureate education for professional nursing practice: Faculty tool kit*. Washington, D.C: AACN.
- American Association of Colleges of Nursing. (2009). *The essentials of master's education for professional nursing practice: Faculty tool kit*. Washington, D.C: AACN.
- American Nurses Association. (2010). *Nursing's social policy statement. (3rd ed.)*
- National League for Nursing. (2010). *Outcomes and competencies for graduates of practical/vocational, diploma, associate degree, baccalaureate, master's, practice doctorate, and research doctorate programs in nursing*. New York: National League for Nursing

## **Accreditation**

The BSN and MSN programs are accredited by the:

Accreditation Commission for Education in Nursing, Inc. (ACEN): 3390 Peachtree Road NE,  
Suite 1400  
Atlanta, Georgia 30326  
404 975-5000  
<http://acenursing.org/>

## **Marshall University Board of Governor's Policy GA-3 Social Justice**

Policy. 2.1. Marshall University is committed to bringing about mutual understanding and respect among all individuals and groups at the University and to eliminating all forms of discrimination as provided by West Virginia and federal law.

2.2. Consistent with its comprehensive mission, and in recognition that the development of human potential is a fundamental goal in a democratic society, the University promotes an education system that values cultural and ethnic diversity and understanding; that provides for the preparation of students for full and meaningful participation in a 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, age, religion, veteran status, or disability. Passage Date: November 13, 2002. For the complete policy go to:

<http://www.marshall.edu/board/files/Policies/MUBOG%20GA-%203%20Social%20Justice.pdf>

### **Bachelor of Science – Nursing**

The baccalaureate program in nursing prepares professional nurse generalists to work with individuals, families, groups and communities in a variety of health care settings. Application to the traditional pre-licensure BSN program is available to qualified high school graduates, college students, and college graduates. Application to the BA/BS to BSN program is available to qualified college graduates with a BA/BS degree who have completed necessary pre-requisites. **Admission is competitive.** Graduates of these programs are eligible to apply to take the registered nurse licensing examination (NCLEX-RN).

Baccalaureate nursing education provides a foundation in the humanities and the biological, social and behavioral sciences. Students can apply this foundation, as well as a strong base in nursing science to the professional practice of nursing. In addition to achieving the professional goals of the nursing program, students also become responsible members of society and traditional pre-licensure BSN program students are required to complete the University general education core requirements.

The program includes a clinical practice component which gives students the opportunity to apply nursing theory and skills in caring for individuals, families, groups and communities in clinical health care settings. The programs use Cabell Huntington Hospital, River Park Hospital, St. Mary's Medical Center, Veterans Administration Medical Center, Encompass Rehabilitation Hospital, King's Daughters Medical Center (Ashland, Kentucky), Pleasant Valley Hospital (Point Pleasant, WV), Holzer Health Systems (Gallipolis, OH), Thomas Health (Charleston), CAMC (Charleston, WV), Highland Hospital (Charleston, WV) and others for clinical experiences. Additionally various clinics, primary care provider's offices, health departments

and schools are also utilized for clinical. Students are required to provide their own transportation to clinical experiences.

### **BSN Learning Outcomes**

The graduate is a nurse generalist with competence to:

- Use the nursing process to provide nursing care to individuals, families, groups, and communities in multiple settings, considering cultural diversity.
- Synthesize theoretical and empirical knowledge from nursing, natural and social sciences, and the humanities to promote, maintain, and restore health throughout the life span.
- Promote health care through communication and collaboration with clients and other health care providers.
- Coordinate comprehensive nursing care through the application of management and leadership skills, including prioritizing and delegation of care.
- Use clinical and critical reasoning to address simple and complex situations.
- Integrate evidence-based practice into nursing care.
- Perform as a responsible and accountable member of the profession who practices nursing legally and ethically.
- Examine professional activities that help define the scope of nursing practice, set health policies and improve the health of the public.

Reviewed SON 10/2017, Revised SON 5/08/2012

Revised SON 02/04

Revised SON 02/03

Revised SON 2/26/01

Revised SON Faculty 5/11/93

## **School of Nursing Admission Policy**

It is the policy of Marshall University to provide equal opportunities to all prospective and current members of the student body on the basis of individual qualifications and merit without regard to race, color, sex, religion, age, handicap, national origin, or sexual orientation. **Admission is competitive.**

All students must be physically and emotionally able to meet the requirements of each nursing course, and, therefore, the requirements of the nursing program. Consistent with applicable statutes, the School of Nursing will make every effort to make reasonable accommodation in its course delivery to ensure that students with disabilities receive equal treatment.

During the nursing education program, students may be exposed to potentially infectious situations. Students with or who develop compromised health status should discuss their health risks with their health care provider.

Reviewed: 10/20/17

Revised: 02/04

Revised: 2/03

Revised: 2/26//01

Approved: 1/26/1993

## **SCHOOL OF NURSING BSN PROGRESSION POLICIES**

**THE POLICIES AND INFORMATION CONTAINED IN THIS HANDBOOK ARE FOR THE NURSING STUDENTS ADMITTED TO THE BACHELOR OF SCIENCE IN NURSING. THE BACHELOR OF SCIENCE IN NURSING (BSN) PROGRAM RESERVES THE RIGHT TO WITHDRAW OR CHANGE POLICIES LISTED IN THIS HANDBOOK. CHANGES WILL BECOME EFFECTIVE WHENEVER THE PROPER AUTHORITIES SO DETERMINE. NURSING STUDENTS AFFECTED WILL BE NOTIFIED.**

### Definition of Terms

**PREREQUISITE** (PR): Defined as a course that **must** be satisfactorily completed **prior** to admission into a specified course.

**PREREQUISITE (PR) OR CONCURRENT (CC)**: Defined as a course that must be satisfactorily completed **prior to**, or taken **concurrently with**, a specified course.

**SATISFACTORY COMPLETION**: For required non-nursing courses and/or nursing courses this is defined as a grade of "C" or higher.

### **Traditional Pre-licensure BSN Program Progression Policies**

1. The School of Nursing reserves the right to require withdrawal from nursing of any student whose health, academic record, clinical performance, or behavior in nursing is judged unsatisfactory or potentially unsafe.
2. In the traditional pre-licensure BSN program in order to progress and remain in the nursing program, students must maintain an **cumulative grade point average (GPA) of 2.3 or higher**. A student whose overall GPA falls below 2.3 will be given a maximum of one (1) semester (fall or spring) to raise the overall (GPA) to 2.3 or higher. During this period, classes taken during summer school would count toward the GPA, but the term would not be counted as the one semester. If the GPA remains below 2.3 at the end of the one semester probationary period, the student will be **dismissed** from the School of Nursing.  
**Example 1: A student's GPA falls below 2.3 at the end of the fall semester.** That student may take classes in both the spring and summer terms to raise his/her GPA which **must** be a 2.3 or higher at the end of the last summer term.  
**Example 2: A student's GPA falls below 2.3 at the end of the spring semester.** That student may take classes in summer school and fall to raise his/her GPA which **must** be a 2.3 or higher at the end of the fall semester.
3. **All basic nursing students must complete the required freshman classes with a "C" or higher and maintain a 2.3 or higher cumulative grade point average to progress into the sophomore year. Students who do not satisfactorily complete these requirements, according to their program plan, will be withdrawn from the Bachelor of Science in Nursing Program. Students unable to progress into the sophomore level must reapply for admission.**
4. All required nursing and required non-nursing courses must be completed with a "C" or higher. Students who earn a grade of less than "C" in a required non-nursing course **must** repeat that course. **All freshman and sophomore non-nursing courses must be completed with a "C" or higher before progressing into junior level nursing courses.** Each nursing course must be completed with a grade of "C" or higher to be considered satisfactory. **If a student earns a grade of less than "C" in a nursing course, that course must be repeated. A petition to repeat the course must be submitted to the chair of the Admission, Progression and Graduation Committee within three weeks of receiving the failing grade. Repeating any nursing course is on the basis of several factors including, but not limited to: space availability, overall course performance (specifically exam scores), academic honesty and historical course grades (nursing and pre-requisite courses).**

5. **Students may repeat only one required nursing course in which a grade of less than "C" is earned. Students receiving a second D or F in a required nursing course will be dismissed from the program.**
6. All students who receive a grade of less than "C" in a nursing or required non-nursing course may not progress into nursing courses for which that course is prerequisite.
7. A passing grade earned by CLEP or departmental challenge exams in non-nursing courses will be accepted.
8. **Students who are deemed "unsafe" or "irresponsible" in clinical practice will be dismissed from the program.**
9. Students who find it necessary for any reason to withdraw from a nursing course must abide by the BSN Program withdrawal policy.
10. No more than nine (9) hours of electives may be taken on a credit/non-credit basis.
11. The grading scale is standard throughout all nursing courses. Students must obtain a "C" average on course exams in order to pass the course. If students obtain less than a "C" average on exams, the final grade of "D" or "F" will be derived solely from the exam grades; and grades from other work will not be considered. The grades will be based on the weight of each exam.
12. All required nursing courses in the pre-licensure BSN undergraduate program must be completed within five (5) years prior to graduation from the program. The five-year period starts from the time the first nursing course is taken.
13. **All prerequisites for nursing courses are strictly enforced.** Students will be denied permission to enroll in any course for which they do not have the prerequisite or concurrent courses.
14. **Credits and grades from developmental courses are not calculated toward graduation requirements.**
15. All students will be required to take nationally normed exams throughout the curriculum and to make satisfactory scores on such exams. Please see NCLEX Success Program; Policy for HESI exams.

#### BA/BS to BSN Program Progression Policies

1. The School of Nursing reserves the right to require withdrawal from nursing of any student whose health, academic record, clinical performance, or behavior in nursing is judged unsatisfactory or potentially unsafe.
2. In the BA/BS to BSN program in order to progress and remain in the nursing program, students must maintain a **nursing grade point average (GPA) of 2.3 or higher**. A student whose overall GPA falls below 2.3 will be given a maximum of one (1) semester (spring, summer, fall) to raise the overall (GPA) to 2.3 or higher. If the GPA remains below 2.3 at the end of the one semester probationary period, the student will be **dismissed** from the School of Nursing.  
**Example 1: A student's GPA falls below 2.3 at the end of the fall semester.** That student may take classes in the spring term to raise his/her GPA which **must** be a 2.3 or higher at the end of the spring term.

**Example 2: A student's GPA falls below 2.3 at the end of the spring semester.** That student may take classes in summer term to raise his/her GPA which **must** be a 2.3 or higher at the end of the summer semester.

3. All required nursing courses must be completed with a "C" or higher. Students who earn a grade of less than "C" in a nursing course **must** repeat that course. **A petition to repeat the course must be submitted to the chair of the Admission, Progression and Graduation Committee within three weeks of receiving the failing grade. Repeating any nursing course is on the basis of several factors including, but not limited to: space availability, overall course performance (specifically exam scores), academic honesty and historical course grades. Students may repeat only one required nursing course in which a grade of less than "C" is earned. Students receiving a second D or F in a required nursing course will be dismissed from the program.**
5. All students who receive a grade of less than "C" in a nursing course may not progress into nursing courses for which that course is prerequisite.
6. **Students who are deemed "unsafe" or "irresponsible" in clinical practice will be dismissed from the program.**
8. Students who find it necessary for any reason to withdraw from a nursing course must abide by the BSN Program withdrawal policy.
9. The grading scale is standard throughout all nursing courses. Students must obtain a "C" average on course exams to pass the course. If students obtain less than a "C" average on exams, the final grade of "D" or "F" will be derived solely from the exam grades; and grades from other work will not be considered. The grades will be based on the weight of each exam.
11. All required nursing courses in the BA/BS to BSN program must be completed within three (3) years prior to graduation from the program. The three -year period starts from the time the first nursing course is taken.
12. **All prerequisites for nursing courses are strictly enforced.** Students will be denied permission to enroll in any course for which they do not have the prerequisite or concurrent courses.
13. All students will be required to take nationally normed exams throughout the curriculum and to make satisfactory scores on such exams. Please see NCLEX Success Program; Policy for HESI exams.

**IN ORDER TO GRADUATE, THE MARSHALL UNIVERSITY GRADE POINT AVERAGE MUST BE A 2.0. UNIVERSITY POLICIES AND THE STUDENT CODE OF CONDUCT ARE PUBLISHED IN THE MARSHALL UNIVERSITY STUDENT HANDBOOK. THESE POLICIES WILL BE ADHERED TO BY STUDENTS IN THE SCHOOL OF NURSING. THIS INFORMATION CAN BE ACCESSED VIA MARSHALL UNIVERSITY'S WEBSITE.**

Approved 04/22/02, Revised 05/15/02, Revised 02/27/06, Revised 10/27/15, Revised 08/17/16, Reviewed 10/ 2017

### Traditional Pre-Licensure BSN and BA/BS to BSN Withdrawal Policies and Procedures

The decision to withdraw from any class, nursing, or non-nursing, is one that requires great thought. Students who want to withdraw from any class **must** meet with their academic advisor to discuss the issues and potential consequences related to that withdrawal. The issues and consequences are as follows:

-Withdrawal from high-demand classes may result in the student not being able to pre-register for that class the following semester for which the course is offered. Instead, that student will have to wait until the first week of classes to see if there is space available in the class.

-Some nursing courses are prerequisites or co-requisites of other nursing courses. Therefore, the student may have to withdraw from more than one nursing course which may make the student have part-time status. Part-time status could affect financial aid and the ability to be covered by the parent's insurance policy.

-Withdrawal from certain non-nursing and nursing courses may delay completion of the nursing program by as much as one (1) year.

-A traditional pre-licensure BSN student has five (5) years from enrollment in the first nursing course to complete the program. The BA/BS to BSN student has three (3) years from enrollment in the first nursing course to complete the program. Repeated withdrawal from nursing courses may result in the student not being able to meet this requirement. A student who cannot complete the nursing program these time frames will be dismissed from the program.

A student may withdraw from an individual class after the schedule adjustment period and by the last day to drop an individual course and receive a "W." **The student must also drop any co-requisite classes at that time.** The last day to drop an individual course during a regular term is two weeks prior to the end of the term. The university calendar lists specific dates for withdrawal.

A student who withdraws from a nursing course(s) must complete a "Request to Repeat a Course" form and submit it to the Chair of the Admissions, Progression and Graduation (APG) Committee of the School of Nursing. The APG Committee must receive the form within three (3) weeks of withdrawal from the nursing course(s). Members of the APG Committee consult with faculty of the dropped courses regarding the student's status at the time of the withdrawal. The committee also seeks the faculty member's recommendation about the student repeating the nursing course. The student will have a revised plan of study developed by their nursing advisor. Repeating a nursing course is contingent on available space. Students enrolling in any nursing course for the first time receive priority. A student cannot repeat a nursing course without permission of the APG committee. Administrative withdrawal or dismissal from the MUSON will occur by the beginning of the next semester if the "Request to Repeat a Course" has not been submitted to the APG committee.



In the traditional pre-licensure BSN program a student who withdraws from NUR 219 and NUR 221 by the last day to drop an individual course or who withdraws totally from the University during the first semester of the sophomore level of nursing must reapply for admission. A student may reapply to the nursing program only once following withdrawal from the first semester of the sophomore level. Readmission is not guaranteed and is dependent upon the applicant pool for that particular year. A student who is re-admitted will have 5 years from the date of readmission to complete the nursing program.

In the BA/BS to BSN program a student who withdraws from any course during the first semester will be required to withdraw from all nursing courses and withdraw from the University. The student must reapply for admission to the nursing program. Readmission is not guaranteed and is dependent upon the applicant pool for that particular year. A student who is re-admitted will have 3 years from the date of readmission to complete the nursing program. A student may reapply to the nursing program only once following withdrawal from the first semester.

Revised 4/27/10, Revised 08/17/16

### BSN Progression Policy

Nursing is a high demand program with limited space. Acceptance of students into the School of Nursing BSN program is predicated on the understanding that students should be able to complete the traditional pre-licensure BSN program curriculum in four years, if admitted at the freshman level, and three years, if admitted at the sophomore level. Acceptance of students into the BA/BS to BSN program is predicated on the understanding that students should be able to complete the curriculum in 4 semesters. Should students need to slow their program plan, they need to petition the Admissions, Progression and Graduation Committee for permission. A student admitted to the Traditional pre-licensure BSN program directly out of high school must complete the freshman level pre-requisite courses during the first year of study. If the student is unable to progress to the sophomore level the year following admission, the student is dropped from the nursing program and must reapply. Adopted SON 4/27/10, Reviewed 10/2017

### SON Leave of Absence

Due to restricted enrollment in the School of Nursing, nursing students unable to maintain continuous progression must follow the Leave of Absence policy.

- The student must request permission in writing for a leave of absence from the BSN Program. Notification should be at earliest possible time.
- Student Petition for Leave of Absence Form must be submitted to the Chairman of the Admission, Progression, and Graduation Committee no later than three (3) weeks after the start of the semester in which the student is requesting leave.
- If a Leave of Absence is approved, the student must consult with his or her advisor to revise the program plan.
- Any student who fails to notify the BSN Program of a leave of absence will forfeit his or her space in the nursing program and must reapply for admission.
- Permission for a leave of absence may be granted for up to one year. Students who have not demonstrated responsibility or show potential for successfully completing the

program will not be granted a Leave of Absence.

Reviewed 10/2017

### SON Policy on Academic Dishonesty

Marshall University College of Health Professions, School of Nursing will not tolerate academic dishonesty of any kind. Academic dishonesty is defined as:

#### **I. CHEATING**

- A. Unauthorized use of any materials, notes, sources of information, study aids, commercial textbook test banks or tools during an academic exercise. No cell phones, personal calculators, palm computers or “smart” devices (watches, etc.) or hats allowed during exams. Calculators will be provided, if necessary.
- B. Unauthorized assistance of a person, other than the course instructor during an academic exercise.
- C. Unauthorized viewing of another person’s work during an academic exercise.
- D. Unauthorized securing of all or any part of assignments or examinations (including commercial textbook test banks) in advance of the submission by the instructor.

**II. FABRICATION / FALSIFICATION:** The unauthorized invention or alteration of any information, citation, data or means of verification in an academic exercise, official correspondence of a university record.

**II. PLAGIARISM:** Submitting as one’s own work or creation any material or an idea wholly or in part created by another. This includes, but is not limited to:

- A. Oral, written and graphical material
- B. Both published and unpublished work
- C. Any material(s) downloaded from the Internet It is the student’s responsibility to clearly distinguish their own work from that created by others. This includes proper use of quotation marks, paraphrase and the citation of the original source. Students are responsible for both intentional and unintentional acts of plagiarism.

**IV. BRIBES / FAVORS / THREATS** Attempts to unfairly influence a course grade or the satisfaction of degree requirements through any of these actions is prohibited.

**V. COMPLICITY** Helping or attempting to help someone commit an act of academic dishonesty.

**VI. SANCTIONS:** The instructor will impose one or more of the following:

1. A lower or failing project / paper / test grade.
2. A lower final grade.
3. Failure of the course
4. Exclusion from further participation in the class (including laboratories or clinical experiences).

Please refer to the University Student Handbook, Code of Conduct for the process of charges made and the process for subsequent sanctions imposed, and the process of appeal.

Approved BSN Faculty 5-13-03,  
Approved Nursing Faculty 8-21-03, Revised 08/17/16

#### SON Original Work Policy

All formal work to be submitted is to be an original work completed by the student for the class at the time the class is being taken. This cannot be a work that has been previously submitted in another class in whole or part unless prior approval has been obtained from the primary Faculty of the class. This policy applies to current classes as well as classes students are repeating.

Approved SON 4/24/2012, Reviewed 10/2017

#### SON Anti-Plagiarism Software Policy

All PAPERS that require the use of MU SON approved anti-plagiarism software program are expected to be turned in to the software program early enough for students to obtain the similarity index and adjust the paper for any matching issues. It may take up to 24 hours to receive a report back from the anti-plagiarism software program. A final paper submitted that does not meet the anti-plagiarism software requirements of the class will be reduced according to the grading guidelines for that particular assignment. Assignments that have a high degree of matching may receive a zero grade. Make sure to check the individual course assignment description for the accepted percentage matching allowed for that course assignment. The accepted percentage matching may vary between assignments and courses.

Approved by SON 5/12/14, Reviewed 10/2017

#### SON Distance Education Policy

Marshall University School of Nursing (SON) offers individuals the opportunity to participate in classroom instruction for specified nursing courses at the graduate and undergraduate level from multiple distant sites. While the SON strives to ensure that distance education meets the needs of students, it must be noted that technical difficulties do occasionally occur. Students, however, are ultimately responsible for the course content, and as with any missed class it is the student's responsibility to get the missed material. Should a student have any specific problem, these should be brought to the attention of the site faculty/facilitator and the on-campus faculty immediately. If students at any of the distant sites find that this method of instructional delivery is not meeting their educational needs, then the student(s) are welcome to attend classroom instruction on the Huntington campus at any time.

Approved SON 08/16/07, Revised 10/2017

### BSN Online Quiz Policy

Quizzes are to be completed by each individual; not as a group. The student will have a 72-hour window in which to access the quiz. If/quizzes are not completed on time; students will receive a zero for that exam/quiz unless PRIOR arrangements have been made with the Professor concerning that particular quiz.

Approved by the SON 5/12/14

### BSN Program Policy on Weight of HESI Conversion Score

Effective fall 2017, the HESI conversion score will count from 5-20% of the course grade. This conversion score will be calculated into the total exam average for each course in which a HESI exam is given. The maximum weight of the HESI conversion score will be 10% per course. One exception will be in courses in which more than one HESI specialty exam is given; in this case the weight of each HESI exam will be 5% for a total of 10% in the course. Another exception to this rule is NUR 425 in which there two HESI exams worth 10% each, for a total of 20% of the course grade.

Approved by SON faculty December 13, 2016

### BSN Policy for Late Assignments/Rewriting Papers

Students are expected to complete assignments as scheduled unless other arrangements have been PREVIOUSLY worked out between the Professor and the student. Late assignments will be reduced by **10% per day**. For example, if the assignment is worth 100 points, that is 10 points off the final assignment grade per day late. This applies to ALL assignments such as and not limited to individual assignments, discussion board assignments, group assignments, and peer review assignments, as well as course exams/quizzes. Assignments that are 5 days past due or later will not be accepted. No rewriting of papers/assignments will be allowed after grades for the paper/assignment are posted.

Approved by the SON 4/23/13, Reviewed 10/2017, Revised 08/27/2019

### BSN Classroom Grades Policy

Students must obtain a “C” average (75%) on Unit exams, HESI exams (if applicable), and Final exam in order to pass the course. The exam average will be calculated based on the weighted value of each exam as indicated in the syllabus. **If students obtain less than a “C” average on exams, the final grade (“D” or “F”) will be derived solely from exam averages.** Any non-exam grades and/or extra credit will only be applied to the students’ grades if their exam average is 75% or above. **THERE WILL BE NO ROUNDING OF GRADES.**

Approved by the SON 2/25/2020

### BSN Program Policy on Rounding of Grades

There will be NO ROUNDING for final course grades for the Pre-licensure BSN Program. The lowest passing score is 75%; not 74.5-74.9%. The same rule applies to rounding of grades to an A or B.

Approved by the SON 10/25/2016

### BSN Program Comprehensive Testing Policy

1. At the discretion of the Professor, students may be asked to remain in their seats until all students have completed the exam.
2. Faculty will direct students to place all books, notes, personal belongings, and electronic devices (including smart watches/phones) away from the testing area, unless the exam is open book/notes. Cell phones must be turned off or on silent.
3. No hats, hoodies, ear phones, headsets, or ear buds (unless required for testing purposes) may be worn during the exam.
4. Individual exam question review will not be conducted. Only broad concept review may be done in class, by email or in a face-to-face manner.
5. It is recommended the time of administration for a 50-item multiple-choice exam be based on the number of questions with 1 minute per question plus 10 minutes. Two-hour multiple-choice exams should have the equivalent of 100 questions.
6. All missed exams require a university approved excuse for the student to complete a makeup exam, which may be an alternate exam at the faculty's discretion.
7. Informal peer review of course exams is recommended.
8. The final answers submitted online for exams are the official record for determining student scores.
9. Only calculators provided by the School of Nursing may be used during exams.
10. Students are not allowed to ask questions or talk during the exam.
11. Faculty will take appropriate action upon suspicion of academic misconduct.

Approved by the SON 09/25/2018

## BSN Program Drug Calculation Rounding Policy

### **Adult Calculation Rounding Rules**

When calculating, only the final answer should be rounded. Work the problem out two places past the decimal point (nearest hundredth) and round to one place past the decimal point (nearest tenth).

#### **Rounding to the nearest tenth example:**

If the last digit is  $\geq 5$ , round up. Example  $1.58 = 1.6$

If the last digit is  $< 5$ , round down. Example  $1.51 = 1.5$

For weight-based calculations, convert pounds to kilograms first and round the final weight using the above rounding rules, then complete the problem.

If a whole number is required for the final answer, this will be indicated in the question.

Example:

Ordered: Heparin 600 units/hour IV

Available: Heparin 10,000 units in 500ml D5W

Give \_\_\_\_\_ mL(s)/hour (ANSWER MUST BE WHOLE NUMBER)

### **Pediatric Calculation Rounding Rules**

Pediatric drug calculation rules are to be utilized during the pediatric nursing course and with all pediatric and neonatal clinical rotations.

Convert pounds to kilograms first and round the final weight, and then complete the problem.

Work pediatric problems out two places past the decimal point (nearest hundredth) and this will be the final answer.

If the answer is  $< 1$ ml, work problem to the nearest hundredth and place a zero in front of the decimal.

Approved by SON 10/22/2019

HESI NextGen provides personalized remediation packets (up to 10 packets for each exam) for each student based on achievement. HESI NextGen Essential Packets completion is a course requirement for a course that requires HESI exam(s) and must be finished to complete this course. Essential packets are designed for any content area where a student scores less than 900 and are used to increase mastery of those content areas. Remediation packets are not graded but evaluated as 'complete/incomplete' and must be complete to receive a final grade for the course. Students will be required to complete the essential remediation packets on the date determined by the professor.

Approved by SON 1/26/2021

### BSN Classroom Computer Testing Policy

1. Laptop computers are required in order to complete unit exams, HESI exams, and the final exams in the classroom setting for nursing courses.
2. A lockdown browser is required for all exams to be completed, unless otherwise directed by faculty member. Any student not utilizing the required lockdown browser will receive a zero (0) for the exam grade.
3. When the exam is completed, the laptop should be immediately closed, and the student should remain in their seat until directed by their instructor to exit the room.
4. Students may not access any additional electronic equipment during the exam, including but not limited to calculators, cell phones, smart watches, and other "smart" devices.
5. Exams will only be taken in the classroom and cannot be accessed at any other time or in any other location, unless otherwise directed by the faculty member.
6. Exams will be time-limited with the recommendation for a 50-item exam at 60 minutes and 100-item exam at 120 minutes. Exam items should be randomized given one at a time with no backtracking. In addition, students will not be allowed to see items after the exam.
7. All missed exams require a university approved excuse for the student to complete a makeup exam, which may be an alternate exam at the faculty's discretion.
8. No questions will be answered prior to, during the exam (unless experiencing technical difficulties), or after the exam.
9. Leaving the room for any reason during an exam will result in the inability to re-enter the test area.
10. It is recommended that all students arrive to class with their laptop computer fully charged, since there are limited outlets available for students to utilize in the classrooms.

11. Students will be directed to place all books, notes, personal belongings, and electronic devices (including smart watches/phones) away from the testing area, unless the exam is open book/notes. Cell phones must be turned off or on silent.
12. Students should refer to Marshall's IT Service Desk link at <https://www.marshall.edu/it/recommendations/> for information on recommendations for computer hardware and software requirements for Marshall Students. Earbuds/headset and a webcam (either built-in or external) is also required of Marshall Nursing Students for testing. The IT department does NOT recommend Chromebooks or other similar items.
13. If the student is unable to have a laptop available the day of the exam they should contact the faculty member as soon as possible for recommendations.
14. Students are not allowed to read test questions aloud during the exam unless approved accommodation for a particular course.
15. Students testing outside the classroom environment utilizing Respondus Lockdown Browser with webcam may use a whiteboard during exams. Both sides of the whiteboard must be shown before the start of the exam. Before last question is submitted, the student must erase whiteboard and show both sides before the end of exam.
16. Computer exams are administered with no backtracking, show only one question at a time, randomize questions, and do not allow students to see questions/feedback/rationale after exam is completed.
17. Any student needing testing accommodations should be registered with Disability Services, H.E.L.P Program or College Program for Students with Autism Spectrum Disorder and notification from specific program must be received prior to providing accommodations.
18. The final answers submitted online for exams are the final record for determining student scores.

Approved via evote by faculty on 6/3/2020, revised by SON faculty 1/26/2021, revised 2/26/2021

### Appeal Process

The School of Nursing adheres to the appeal/grievance process as outlined in the Undergraduate Catalog. Students should refer to Marshall University Undergraduate catalog for details on the appeal/grievance process. The catalog can be accessed at:

<https://catalog.marshall.edu/undergraduate/academic-information/>



## **SON COMMUNICATION INFORMATION/POLICIES**

### **SON Communication with Faculty**

The primary method of communication between faculty (full and part time) shall be the Marshall University email system. Faculty are responsible for checking their Marshall email account at least every other day during the contract period. If a communication requires that faculty be made aware of information and/or a response is required with less than 48 hours notice, an attempt will be made to contact faculty by phone. Faculty are also required to check their Marshall email account weekly during the summer months and/or when not under contract.

### **SON Communication Between Faculty and Students**

The primary method of communication between faculty (full and part time) and students shall be the class Blackboard email system (for class-related communications during the semester the class occurs) and the Marshall email account (for non-class related communications). Faculty and students are responsible for checking the Blackboard email system at least every other day during the time classes are ongoing. Faculty and students are responsible for checking their Marshall University email account at least every other day during the academic year (fall-spring) and/or when involved in a nursing class. Students are also required to check their Marshall e-mail account weekly during the summer months and/or periods when students are not actively enrolled in classes. Communication between faculty and students, other than those occurring face-to-face, including but not limited to telephone conversations and texting, must be followed up with email as soon as possible by the party initiating the communication.

Approved SON 4/24/12, Reviewed 10/2017

### **SON Cell Phone Policy**

1. All cell phones should be set to vibrate or turned off while in class and clinical.
2. Cell phone conversations are not allowed within the classroom. If you know you will be receiving an important call, position yourself near an exit and quietly go outside the classroom to accept the call.
3. Cell phone conversations/texting are not allowed in patient care areas. If you receive a call you must answer, notify your clinical instructor or preceptor and leave the patient care area to do so. Upon return to the patient care area you must check in with your clinical instructor or preceptor.
4. It is not permissible to make personal phone calls or send personal text messages while in the patient care area. If you must do so during the clinical day outside scheduled break/lunch time you must first notify your clinical instructor or preceptor and leave the patient care area. Upon return to the patient care area you must check in with your clinical instructor or preceptor.
5. Texting in class is subject to the teacher's discretion and should be confirmed by their approval at the beginning of the semester.
6. Failure to follow this policy during clinical will result in an unsatisfactory clinical grade for the day.

Approved by Nursing Faculty 10/23/12, Effective 10/23/12, Reviewed 10/2017

### SON Recording Policy

Recording lectures by any means is subject to the teacher's discretion and should be confirmed by their approval at the beginning of the semester.

Approved by Nursing Faculty 10/23/12, Effective 10/23/12, Reviewed 10/2017

### School of Nursing Usage of Electronic/Social Media Guidelines Policy

#### 1. Standards of Conduct for the Use of Electronic/Social Media

- A. The School of Nursing recognizes that social networks and other electronic media can be beneficial to the delivery of quality healthcare. However, inappropriate use of electronic media such as social networks, chat rooms, forums, etc. , violate a patient's right to confidentiality and privacy. It may also cross the professional boundary between a nurse and his/her patient. Therefore the School of Nursing has adopted the following guidelines to minimize the risks associated with use of social networks and all other electronic media.
1. Students must recognize they have an ethical and legal obligation to maintain patient privacy and confidentiality at all times.
  2. Students are strictly forbidden from transmitting any patient-related image via electronic media.
  3. Students must not share, post or otherwise transmit any patient information, including images, unless there is a patient care related need to disclose information or other legal obligation to do so.
  4. Patients should not be identified by name or any other method (such as nickname, room number or diagnosis) that could lead to the identification of the patient. Limiting access to postings through privacy settings is not sufficient to protect the patient's privacy.
  5. It is not acceptable to post any information about a patient even if the patient's name is not identified.
  6. Students should never refer to a patient in a derogatory or disparaging manner, even if the patient is not identified.
  7. No photos or videos of patients may be taken on a personal device, including cell phones.
  8. Students must always maintain appropriate professional boundaries with patients. Online contact with patients or former patients blurs the distinction between a professional and personal relationship. Inappropriate communication via electronic media is discouraged. This includes instances where the patient contacts the student first. If this should happen, the student should notify their instructor as soon as possible.

9. Students should understand patients, colleagues, institutions and prospective employers may view postings on social media websites. Students should not make disparaging remarks about patients, instructors, other students or facilities, even if they are not expressly identified. Students must not make threatening, harassing, profane, obscene, sexually explicit, racially derogatory, homophobic or other offensive comments.
10. Students should bring content that could harm a patient's privacy, rights, or welfare to the attention of faculty.

B. If the student has any doubt about the appropriate use of electronic/ social media they should contact their instructor for further guidance.

**2. Inappropriate use of Electronic/Social Media** can lead to disciplinary action including but not limited to formal reprimand, suspension or dismissal from the program. Students can also be held personally liable. Such violations may result in civil and criminal penalties including fines or possible jail time in accordance with state and federal laws.

#### References

- Anderson, J., & Puckrin, K. (2011). Social network use: A test of self-regulation. *Journal of Nursing Regulation*, 2(1), 36-41.
- National Council of State Boards of Nursing. (2011). *White paper: A nurse's guide to the use of social media*. Chicago, IL. Retrieved from [www.ncsbn.org/](http://www.ncsbn.org/)

Approved SON 4/24/ 2012, Reviewed 10/2017

## SON REQUIRED HEALTH RECORDS & TECHNICAL STANDARDS

### Health Form

All students admitted to the Traditional Pre-licensure BSN Program must have a current complete Health Form on file **by July 15th** prior to the sophomore year. All students admitted to the BA/BS to BSN Program must have the completed Health Form on file by **(date to be determined)** prior to starting the program. Students without the current complete Health Form will not be permitted to begin a clinical practicum experience and will receive a grade of unsatisfactory for each missed clinical.

The health care provider must complete a physical examination for the student and certify the student's emotional and physical fitness for carrying out nursing responsibilities. Any deviations and treatments must be noted. Several medical lab tests are also required for the health certification. The College of Health Professions abides by the requirements of the clinical facilities. The form may be found on the School of Nursing's website.

Accepted: Fall, 1986

### SON Change in Student Health Status Policy

Students experiencing a change in health status (i.e., any health change from student's MUSON health form on file) requiring any medical treatment for the change in health status including but not limited to pregnancy, injury, new onset or exacerbation of chronic illness, acute illness, or hospitalization, **MUST** communicate this information to the School of Nursing main office in writing as soon as possible **but before returning to clinical**. In order to return to clinical, the student **MUST** secure a medical release from a licensed health care provider that confirms the student is able to return to clinical and perform the duties required. An Injury, illness, or pregnancy that prevents a student from completing a clinical or didactic requirement may require a student to drop the course and complete it once released by the licensed health care provider. If a student must drop a course due to injury, illness, or pregnancy, a revised program plan of study completed by the student and their Advisor must be submitted to the Admissions, Progression, and Graduation Committee for approval. No guarantee is made by the SON that the revised plan of study will be accepted, implementation of the plan as it depends upon various factors including clinical availability. A revised program may delay graduation for the student. However, the MUSON five (5) year policy from first nursing course to graduation for Traditional Pre-licensure BSN and three (3) year policy for the BA/BS to BSN must still be followed.

Approved 11-27-2012

## SON TB TESTS AND IMMUNIZATION POLICIES

### Annual TB Test

Students in the Traditional Pre-licensure BSN program must complete a 2-step TB skin test (unless they have documentation of a previously completed 2-step) the summer prior to beginning nursing courses. Students in the BA/BS to BSN program must complete a 2-step TB

skin test the fall prior to beginning nursing courses. An explanation of the 2-step TB test can be found on the School of Nursing's website. The 1-step TB skin test is required each year thereafter.

Students in the BSN program are required to complete a TB skin test annually. Students in the Traditional Pre-licensure BSN program must complete by July 15 each year after the sophomore year. BA/BS to BSN program students must complete by **(date to be determined.)**

**It is the student's responsibility to maintain documentation of TB tests at all times. Students without current documentation of TB tests as specified above will be administratively withdrawn from nursing courses. If the student attends clinical or engages in activities involving agencies other than the School of Nursing without a current TB test on file with the School of Nursing before faculty become aware of the lapse, all clinical or activities engaged in during this time will be given an unsatisfactory grade.**

Accepted: Nursing Faculty Organization Fall, 1991; revised 5/2012; revised 8/2017

### **Measles and Mumps**

All nursing students born after January 1, 1957 are required to provide proof of immunity to measles and rubella (WV BOG Policy AA-4). Documentation of immunity must be current and on file with the School of Nursing. The documentation is due July 15 for students entering the sophomore year of the traditional pre-licensure BSN program. The documentation is due **(by date to be determined)** for students entering the first semester of the BA/BS to BSN program.

**It is the student's responsibility to maintain documentation of required immunizations at all times. Students without current documentation of immunizations as specified above will be administratively withdrawn from nursing courses. If the student attends clinical or engages in activities involving agencies other than the School of Nursing without documentation of required immunizations on file with the School of Nursing before faculty become aware of the lapse, all clinical or activities engaged in during this time will be given an unsatisfactory grade.**

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Accepted: Nursing Faculty Organization Fall, 1991; revised 5/2012; revised 8/2017

### **Tetanus, Diphtheria, Pertussis, Varicella**

All nursing students must provide proof of Tdap vaccination within the past 10 years or proof of immunity and 2 varicella vaccinations or proof of titers. Documentation of the results of immunity must be current and on file with the School of Nursing. The documentation is due July 15 for students entering the sophomore year of the traditional pre-licensure BSN program. The documentation is due by **(date to be determined)** for students entering the first semester of

the BA/BS to BSN program.

**It is the student's responsibility to maintain documentation of required immunizations at all times. Students without current documentation of immunizations as specified above will be administratively withdrawn from nursing courses. If the student attends clinical or engages in activities involving agencies other than the School of Nursing without documentation of required immunizations on file with the School of Nursing before faculty become aware of the lapse, all clinical or activities engaged in during this time will be given an unsatisfactory grade.**

Accepted: Nursing Faculty Organization Fall, 1991; revised 5/2012; revised 8/2017

### **AIDS/Hepatitis B**

Acquired Immunodeficiency Syndrome (AIDS) is a blood-borne disease that affects the immune system. There is no immunization for AIDS, but the chance of transmission can be greatly reduced by education, careful practice, and utilization of universal precautions. The other known blood-borne disease with serious implication for health care workers is Hepatitis B Virus (HBV). Although HBV is more infectious than the Human Immunodeficiency Virus (HIV), HBV is preventable by immunization.

Recognizing individual rights, voluntary testing, and confidentiality of test results and health records, the Marshall University School of Nursing policy regarding HIV/HBV is as follows:

- Students at risk are required to present documentation of a completed series of HBV immunizations prior to any clinical experience, or a signed consent form indicating knowledge of the risk and waiving immunization. Students are encouraged to complete the HBV immunizations.
- Students and supervising faculty members who have the potential for exposure to blood or other potentially infectious materials must comply with affiliated agency guidelines for preventive and post-exposure requirements.
- If an accidental exposure occurs, the individual should follow Center for Disease Control guidelines for occupational exposure.

Accepted: Nursing Faculty Organization Fall, 1991; revised 5/2012; revised 8/2017

### **COVID Vaccination**

Students are required to be fully vaccinated against the COVID-19 virus. The term "fully vaccinated" refers to:

- Two (2) weeks after receiving the second vaccine dose in a 2-dose series, such as Pfizer or Moderna vaccines
- Two (2) weeks after receiving the single-dose vaccine, such as Johnson & Johnson'

Janssen vaccine.

Exceptions may be granted for medical or religious reasons. The exception forms are available in the nursing office. The decision to grant an exception is **determined by the health care facility**. Any student granted an exception will be required to undergo regular asymptomatic testing for COVID-19 no less frequently than one (1) time per week. The documentation is due July 15 for students entering the sophomore year of the traditional pre-licensure BSN program. The documentation is due by the date to be determined for students entering the first semester of the BA/BS to BSN program

### Hepatitis Panel

Students in the BSN program are required to complete a hepatitis panel (blood test). See requirements below. The documentation of the Hepatitis panel is due by July 15 for students entering the sophomore year of the Traditional Pre-licensure BSN program. The documentation of the Hepatitis panel is due by the date to be determined for students entering the first semester of the BA/BS to BSN program. Note hepatitis panel must be completed within the last 6 months of starting the nursing program.

The following are required for the Hepatitis panel:

Hepatitis A antibody  
 Hepatitis B surface antigen  
 Hepatitis B surface or Core antibody  
 Hepatitis C antibody.

**If Hepatitis B is positive, a Hepatitis B viral load must also be submitted.**

**If Hepatitis C is positive, a Hepatitis C viral load must be submitted.**

### Technical Standards

One of the purposes of the Marshall University School of Nursing (MUSON) is to provide graduates with a broad and basic preparation for professional nursing practice. Applicants to the program must be able to meet the cognitive, affective, and psychomotor requirements of the curriculum. The MUSON has identified technical standards critical to the success of students in the nursing program. These standards are designed not to be exclusionary, but to establish performance expectations that will enable students to provide safe patient care. The examples listed on the form are for illustrative purposes only, and not intended to be a complete list of all tasks in a nursing program

Reasonable accommodation to meet standards may be available for otherwise qualified individuals with disabilities. Contact the Marshall University Disability Services Office for more information if you think you may need accommodation. (Prichard Hall 117, Phone Number 304-

696-2271 or [www.marshall.edu/disabled](http://www.marshall.edu/disabled)). The technical standards form is on the School of Nursing's website. A signed technical standards form must be current and on file with the Student Records Assistant in the School of Nursing, Prichard Hall 421. The documentation is due July 15 for students in the Traditional Prelicensure BSN program and is due by **(date to be determined)** for students in the BA/BS to BSN program.

Approved SON 2/23/2010, Revised UGAPS 3/2/2010, Approved GAPS 3/9/2010, Revised UGAPS 3/16/2010, Approved SON 3/30/2010; Reviewed 10/2017

## SON Drug and Alcohol Testing Guidelines/Procedures

### I. Standards of Conduct for Drug Free Environment Policy

- A. School of Nursing students are prohibited while on the premises of Marshall University or any clinical agency from participating in the unlawful manufacture, use, distribution, dispensing, consumption, ingestion or possession of drugs, alcohol or other controlled substances, including, without limitation, any substance which affects behavior.
- B. School of Nursing students are prohibited from reporting to a clinical experience, class, or other school sponsored function under the influence of any controlled substance, including, without limitation, alcohol or drugs, which have the potential of impairing the student's ability to function in an appropriate and safe manner. A student who is prescribed by his/her physician, or ingests any drug (including over the counter medication) which has the potential of modifying the student's behavior and/or mental/physical acuity, must report to the clinical faculty member that:
  1. He/she is taking that drug.
  2. The doctor (if any) who prescribed the drug.
  3. The condition for which the drug is being taken.
  4. The dosage.
  5. Duration that student will be taking the drug.

The faculty member shall maintain the confidentiality of such information in accordance with State or Federal laws and regulations, and shall rely upon such information for the protection of the student, other students, patients and other third-parties, (Marshall University adheres to policies prohibiting unlawful discrimination against individuals with a disability. Nothing in this Drug and Alcohol policy is intended to abrogate its policies against unlawful discrimination.)

- C. School of Nursing students, while in the clinical setting, may be subject to policies of the clinical agency, including, but not limited to random drug and alcohol screening.
- D. School of Nursing students must report to the Chair of the School of Nursing or his/her advisor, any students of the School of Nursing, reasonable suspected of being "under the influence" or "impaired". Such reporting obligation includes an obligation to self-report any impairment that a student believes may be the result of his/her own use of any medication or other controlled substance. The terms "under the influence" or "impaired"



shall mean that the individual displays behavior or conduct which suggests that his/her ability to function mentally or physically in a safe and/or appropriate fashion is compromised or affected by drugs, alcohol or the combination use of any controlled substances. (See below III A,I).

- E. Any student of School of Nursing who is arrested for driving under the influence of alcohol or violating and statue pertaining to the manufacture, possession, sale or use of any drug shall notify the Chair of the School of Nursing, or his/her advisor, of such arrest within five (5) days after such arrest. Thereafter, the student must notify the Chair whether such arrest has resulted in a conviction of acquittal, including whether the student entered a plea of guilty or nolo contendere (no contest), as well as whether the student entered into any agreement with the prosecution to reduce charges or defer prosecution.
- F. Any drug screening results which are positive for the presence of alcohol or other controlled substances may be reported to appropriate heath care licensing boards or authorities in accordance with local, state, or federal laws or regulations.

## **II. General**

- A. Any student who violates any policy of School of Nursing is subject to disciplinary action up to and including expulsion. Similarly, any conduct by a student which has the potential of adversely impacting School of Nursing may be subject to review and disciplinary action.
- B. The Chair or the student's advisor will document any reported suspicion that a student is impaired or under the influence, any efforts to confront the student and request a drug test, as well as any post-testing communication.

## **III. Applicability**

- A. School of Nursing requires drug testing as follows:
1. Reasonable Suspicion: Any student who demonstrates unusual, unexplained behavior in the class, Clinical environment or anywhere on hospital or University premises. Observable signs might include, but not be limited to:
    - Slurred speech
    - Odor of alcohol on breath or person
    - Unsteady gait
    - Disorientated or confused behavior
    - Significant changes
    - Hallucinations
    - Unexplained accident or injury
    - Other clinical observations consistent with impairment
    - Sloppy, inappropriate clothing and/or appearance

- Physically assaultive, unduly talkative, exaggerated self-importance, making incoherent or irrelevant statements
- Excessive sick leave, excessive lateness when reporting for class or clinical experience or returning from lunch or break, frequent unscheduled short term absences
- Work takes more time to produce, missed deadlines, careless mistakes
- Unable to concentrate or distracts easily
- Inconsistent behavior or mood swings

2. Random: Any student in a “safety sensitive” position who is undergoing treatment and/or in a rehabilitation monitoring program. “Safety sensitive” includes those positions where students’ responsibility involves public safety or the safety of others and is determined on a case by case basis.

Notification of selection for random drug testing will be initiated by the Chair or authorized designee who will refer the collection to the Clinic Specialist or authorized designee.  
Approved by SON faculty 4/28/15

#### Counseling and Other Assistance.

Help is available on the Marshall University campus at the Student Health Education Program, 145 Prichard Hall (304-696-4800). An Alcoholic Anonymous group meets on campus and is open to all interested parties. Community resources are also available and can be accessed by calling information and Referral Services (304-528-5660).

Reviewed 10/2017

## CLINICAL INFORMATION & POLICIES

### Clinical Times/Sites

Students will spend time in a variety of health care sites as an essential element of their nursing education. Nursing clinical may occur at sites other than in the immediate Huntington/South Charleston/Glenville area. Students are responsible for supplying their own transportation to clinical. Clinical also may occur on any day of the week or time of day.

### Hospital Orientation

All nursing students are required to complete a mandatory hospital orientation. This provides the student with the required hospital educational information. This orientation must be done annually and will be offered once per year.

### Marshall University School of Nursing

#### CPR Verification Policy: BSN Program

Students in the BSN program must obtain and maintain a current CPR card (Adult, Infant, and Child CPR, choking victim and Automated External Defibrillator (AED)). Students in the Traditional Pre-Licensure BSN Program must submit proof of having satisfactorily completed an approved CPR course from the list provided below including didactic and skills performance check-off by August 15 the summer prior to beginning sophomore year nursing courses. Failure to have a current card on file by August 15 may result in the student being administratively withdrawn from the nursing courses. Students in the BA/BS to BSN program must have a current CPR card beginning the start of the first semester of the program. Students need to have on file a current CPR card that is active through the close of that entire academic year for which it is being offered (that is the card for Students in the Traditional Pre-Licensure BSN program must cover the period from August 15 through May 15 of the academic year and the card for Students in the BA/BS to BSN program must cover the entire length of the program).

It is the student's responsibility to have a current CPR card on file at all times. The student is not allowed to attend clinical without a current CPR documentation on file, which will result in an unsatisfactorily (U) for any clinical missed. It is not acceptable to turn the card into the clinical instructor the day of the clinical.

Students are required to have a CPR course that is both didactic in adult, child, and infant CPR and AED. This will include a hands - on skills performance/checkoff component.

Current CPR courses include:

American Heart Association's Basic Life Support Course

American Red Cross Basic Life Support

The American Safety and Health Institute Basic Life Support (BLS)

The American Safety and Health Institute MEDIC First Aid *BasicPlus*

The International Health and Safety Association BLS Healthcare Provider CPR

**No other Courses will be accepted.**

Approved by Nursing Faculty Organization 8/17/16; revised 8/18/17; reviewed 9/12/17; revised 02/27/2018; revised 06/15/2019; revised 08/20/2020; revised 08/22/2022

#### Criminal Background Checks/Drug Screening

In order to do clinical in the hospitals, all nursing students must complete information for a criminal background check/drug screening prior to their sophomore year in nursing school. This information will be sent to your home address that is located in MU BERT.

#### Revised Uniform Policy for Pre-licensure BSN Students

##### Uniforms

Students are required to wear the official Marshall University Nursing Uniform and/or lab coat with the Marshall University emblem attached to both. Students are to wear a white Cherokee scrub top and hunter green Cherokee pant with a white lab coat. Suggested Styles include the following.

Women's Tops - 4700 WHTW, 4801 WHTW, 4727 (Stretch) WHTW, and 4728 (4728) WHTW.

Women's Pants - 4005 HUNW (stretch with elastic waist) and 4200 HUNW (basic poly cotton blend), and 4044 (stretch with drawstring) HUNW

Men's Tops - 4777 WHTW, 4743(stretch), 4876 WHTW (UNISEX), and 4725 (stretch) XS to XL and 2X-5X

Men's Pants - 4000 HUNW (elastic waist and cargo pockets), 4100 HUNW (UNISEX) (drawstring polycotton blend), and 4243 HUNW (stretch)

Unisex Lab coat - 36400A WHCH

Approved SON 2/28/18 Revised 4/24/18

##### School of Nursing Emblem

The School of Nursing emblem is available at the Workingman's Store and must be sewn two inches from the shoulder seam of the left sleeve of both the lab coat and uniform.

##### Shoes

Nursing shoes or athletic shoes that are low heeled with an enclosed toe and heel (no clogs unless student has a physician excuse stating they are necessary) and all white or black (no colored trim) are required for the clinical area when wearing nursing uniforms. For infection control purposes, shoes must be non-porous, leather or leather-like and cover the entire foot (no open toes or open heels such as clogs (unless student has a prescription from a health care provider for clogs). Students must also wear white socks or hose with white shoes and black socks with black shoes. If wearing uniform dresses, students must wear appropriate white hosiery to cover the legs (for example, panty hose), but may not wear ankle or knee-length socks with uniform dresses or skirts in clinical.

Revised SON 3/2/2018 by e-vote

#### Other Uniform Requirements

Hair must be off the collar and of a natural hair shade. Long hair must be secured (no loose pony tails) in a bun or other neat style when in clinical. Only white, black or green headbands matching the shade of the uniform pants may be worn. Any shirt worn under the uniform top must be plain white; no visible logos. Females must wear white or flesh tone undergarments under the uniform top. Beards and mustaches must be neatly trimmed.

Jewelry limited to one post earring per ear lobe. Students must remove jewelry from any other visible pierced areas and cover the piercings. Fingernails must be kept short with no polish or a clear shade of polish. Student should project a professional appearance. Uniforms and lab coats must be laundered after wearing, uniform tops must be kept clean and white, and the uniform should not be wrinkled. The lab coat may not be worn over the uniform on the clinical unit. If students are cold, they may wear a plain white shirt with 3/4 length sleeves under the uniform top. At the end of clinical, lab coats must be worn over the uniform when leaving the hospital unit. Students may not chew gum while on the unit to pre-plan or in clinical.

Revised SON 3/2/2018 by e-vote

#### Dress Code for Pre-Planning for Clinical Experiences

The dress code for pre-planning on the clinical unit is business casual; for example, polo shirts or blouses (no tee shirts or low cut blouses showing cleavage), long slacks (no jeans, ankle length pants, capri pants unless hose are worn, shorts or leggings) or dresses/skirts no shorter than knee length and appropriate shoes with closed heels and toes with socks/hosiery. The lab coat with ID badge clipped to the collar must be worn over these clothes. Revised SON 3/2/2018 by e-vote

#### Dress Code

The clinical faculty will have the final decision concerning the appropriate appearance in the clinical area. Students can be sent home and receive an unsatisfactory for unprofessional appearance.

#### Universal Badges

The School of Nursing BSN students use a Universal Badge for clinicals in the hospitals and project based experiences. Badges are made in the Marshall University ID Office. There is a \$ 5.00 fee that must be paid when the badge is made. This fee is the responsibility of the student. Also, you will need a picture I.D., driver's license, MU ID, or passport to validate your identity. This badge must be worn above the waist in the clinical/project based experience area at all times.

Revised SON 10/24/17 Revised SON 3/2/2018 by e-vote

### Body Piercing, Tattoos and Artificial Nails

To maintain a professional image, the School of Nursing highly discourages body piercing and tattooing. If the student already has a tattoo or body piercing, the student will, as much as possible, keep the body part covered and/or remove all facial jewelry while engaging in clinical/project based experience related activities or any activity representing the SON except for one post earring per earlobe.

Due to a continued concern for infection control, artificial nails will not be worn by anyone providing direct patient care or when preparing items for patient use. Artificial nails are defined as any artificial material such as acrylics, wraps, overlays, tips or bonding material.

Approved SON 2/27/2018

## STUDENT ORGANIZATIONS

### Student Nurses' Association

The Student Nurses' Association (SNA) is an organization for all nursing students. It is a recognized campus organization. Members of the SNA participate in the following: leadership development, educational opportunities, socialization with other students, various community activities such as: adopt a family at Christmas, health fairs, University flu vaccinations and Big/Nurse Little/Nurse Program.

Meetings are once a month and dues are \$5.00 per semester. Officers for SNA are voted in from the membership in March. Students are also encouraged to join the National Student Nurses' Association.

### **Sigma Theta Tau-Nu Alpha chapter nursing honor society**

Sigma Theta Tau International Honor Society of Nursing, is the second largest nursing organization in the United States and among the five largest and most prestigious in the world. The Society exists to:

- Recognize superior achievements in nursing
- Encourage leadership development
- Foster high nursing standards
- Strengthen the commitment to the ideals of the profession

Membership is conferred only upon nursing students in baccalaureate or graduate programs who demonstrate excellence in nursing or upon qualified bachelors, masters, and doctoral graduates who demonstrate exceptional achievement in the nursing profession.

To be eligible for nomination, baccalaureate nursing students must have completed half of the nursing courses in the nursing program, rank in the upper 35% (15% from the junior class and 20% from the senior class) of the class, and have a grade point average of 3.0 (4.0 scale) or higher. No more than one-third of the total number expected to graduate from that class will be nominated. An induction ceremony for new members is held every spring. Other scholarly activities are planned throughout the year.

### **Nurses Christian Fellowship**

Nurses Christian Fellowship (NCF) at Marshall University is a part of The National and International Nurses Christian Fellowship, a subsidiary of Intervarsity Christian Fellowship. Within the School of Nursing, Nurses Christian Fellowship is a student group that meets throughout the academic year.

### **Scholarships**

Marshall University School of Nursing (SON) has a limited number of endowed scholarships available. The Student Affairs Committee of the School of Nursing distributes the scholarships to students based on financial need and the meeting of criteria specified by the founders of scholarship. Scholarships typically are awarded to senior in the School of Nursing given the limited funds. You may access information regarding the FAFSA at [www.marshall.edu/scholarship](http://www.marshall.edu/scholarship). Address any questions to the Student Affairs Committee Chair.

You may also access scholarship information from <http://www.marshall.edu/wpmu/sfa> regarding FAFSA or the Financial Aid Department at 304-696-3162.

## **ACADEMIC ADVISEMENT AND REGISTRATION**

The College of Health Professions has an advising/registration procedure which will help the student successfully complete the nursing program. When admitted to the BSN Program, the student will be notified in writing of the name, office location and phone number, and email address of their assigned faculty advisor. Each semester the student must meet with his/her advisor to develop and review the academic program plan. Registration dates (except as noted for some freshman and sophomore students) are based on the student's status in the university, not in the College of Health Professions. For example, a senior in the University may only be a sophomore in the College of Health Professions. Dates are determined by the class and by the first letter of the student's last name. Advance registration dates are listed in each semester's Marshall University Schedule of Courses

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It is the student's responsibility to schedule an appointment with their advisor, prepare the schedule and register via MyMU or obtain the required signature and stamp from PH 421 before attempting registration in the Registrar's Office in Old Main. To register the student must have all holds such as those placed for parking or library fees removed.

Students registering for freshmen and sophomore level courses in the **traditional pre-licensure BSN program** are permitted to participate in special advance priority registration. Dates for this limited enrollment period are announced each semester in the BSN newsletter. It is important that you register during these dates.

Students both the traditional **pre-licensure BSN program and BA/BS to BSN program** are assigned to specific sections within a nursing course and **MUST** register for these assigned sections. This process is designed to give students experience in a variety of settings, with a wide range of clinical instructors and to ensure experience with diverse clients. Students will be assigned courses, clinical days, and times. It is still the student's responsibility to meet with the advisor, complete a schedule and register for the required nursing courses/sections. Students who have an academic problem will have an **ACADEMIC HOLD** placed on their student record in the computer system and must obtain special permission from the Associate Dean's office to register for classes. An Approval for Registration of Academic Ineligible Students must be attached to all registration forms, schedule adjustments, etc. of students with academic holds. **Academic holds will be removed after academic problems are resolved. It is the student's responsibility to verify the removal of the academic hold.** Specific information on academic problems can be obtained from the academic advisors or the Records Officer, Prichard Hall, Room 421.

#### Core Curriculum (for traditional pre-licensure BSN students)

Effective summer 2010, the University implemented a new Core Curriculum designed to foster critical thinking skills and introduce students to the basic domains of thinking in the disciplines. The faculty's goal in creating this new Core is to provide a direct linkage between the first classes a student takes and the senior Capstone experience. This new general education curriculum applies to all majors. Click the link to see the core curriculum requirements.

<http://www.marshall.edu/gened/introducing-the-core-curriculum/>

**Some nursing and required courses fulfill core curriculum requirements.**



Multicultural: NUR 400

Composition: ENG 101, 102, 201H

Natural/Physical Science: BSC 228

Math: MTH 121, MTH 225

Social Science: PSY 201

Critical Thinking: MTH 121

\*Students may take a class that fulfills more than 1 requirement (i.e. Some sections of ENG 200 are both a Core 1 critical thinking, a Core II humanities course and writing intensive).

### Traditional Pre-licensure BSN Program Curriculum

Freshman Year Courses					
Fall Semester			Spring Semester		
COURSE	GRADE	SEMESTER	COURSE	GRADE	SEMESTER
ENG 101(3)			CMM 213 (3) CMM 103 OR CMM 104H (3) if taken before admission to program		
BSC 227 (3) and BSC 227L (1)			BSC 228 (3) and BSC 228L (1)		
CHM 205 (3)			PSY 201 (3)		
NUR 200 (2)			MTH 121 or 125 (3)***		
FIRST YEAR SEMINAR (3)			Core 2 Requirement (3)		
Sophomore Year Courses					
Fall Semester			Spring Semester		
COURSE	GRADE	SEMESTER	COURSE	GRADE	SEMESTER
NUR 219 (3)			NUR 319 (4)		
NUR 221 (5)			NUR 222 (6)		
BSC 250 (4)			DTS 314 (3) or DTS 210		
ENG 201(3)			Stats (3)		
NUR 200 (2) if not taken as freshman					
Junior Year Courses					
Fall Semester			Spring Semester		
COURSE	GRADE	SEMESTER	COURSE	GRADE	SEMESTER
NUR 318 (2)			NUR 321/322 5		
NUR 321/322 (5)			NUR 328 (5)		
NUR 327 (5)			NUR 408 (4) or NUR 416 (3)		

NUR 350 (3)			Core 2 Requirement (3)		
<b>Senior Year Courses</b>					
<b>Fall Semester</b>			<b>Spring Semester</b>		
<b>COURSE</b>	<b>GRADE</b>	<b>SEMESTER</b>	<b>COURSE</b>	<b>GRADE</b>	<b>SEMESTER</b>
NUR 414 (5)			NUR 422 (5)		
NUR 419 (3)			NUR 425 (3)		
NUR 400 (3) or NUR 416 (3)			NUR 421( 5) or NUR 400 (3)		
NUR 408 (4) or NUR 421 (5)			Core 2 Requirements (3)		
<b>CORE 2 REQUIREMENTS</b>					
	<b>COURSE</b>		<b>GRADE</b>		<b>SEMESTER</b>
CRITICAL THINKING (3)					
CRITICAL THINKING (3)					
<b>CORE 2 REQUIREMENTS</b>					
	<b>COURSE</b>		<b>GRADE</b>		<b>SEMESTER</b>
FINE ARTS (3)					
HUMANITIES (3)					
*WAC COURSES (6)					

### **BA/BS to BSN program curriculum**

#### **Semester 1 (spring)**

NUR 300- Transition to Nursing Practice (3)

NUR 314- Fundamentals of Nursing Care (7) 4/3 (84 hours lab/clinical)

NUR 319 – Health Assessment (4) 3/1 (28 hours lab)

NUR 350 – Pharmacology (3) online

Total of 17 credit hours (112 hours lab/clinical)

**Semester 2 (summer)**

NUR 315- Med/Surg Nursing I (7) 4/3 (84 hours clinical)

NUR 318 – Family and Chronic Illness (2)

NUR 322 –Psychiatric/Mental Health Nursing (5) 3/2 (56 hours clinical)

NUR 416 –Introduction to Research for EBP (3)

Total of 17 credit hours (140 hours clinical)**Semester 3 (fall)**

NUR 321 – Care of Childbearing Families (5) 3/2 (56 hours clinical)

NUR 404 –Management and Leadership in Nursing (2) (Develop for Online)

NUR 408 – Pediatric Nursing (4) 3/1 (30 hours clinical)

NUR 411 – Med/Surg Nursing II (7) 4/3 (84 hours clinical)

Total of 18 credit hours (170 hours clinical)**Semester 4 (spring)**

NUR 400-Transcultural Nursing (3) currently offered online

NUR 421- Community and Public Health Nursing (5) 2/1 (56 hours clinical)

NUR 422- Capstone Practicum (5) (140 hours clinical)

NUR 425- NCLEX review (3)

Total of 16 credit hours (196 hours clinical)**Total 68 credit hours****Credit/clock Hours**

Many of the nursing courses are 5 credit hours, hours spent in the clinical setting are included in the credit hours. Most nursing courses are 3 credit hours of theory and 2 credit hours of clinical lab. Therefore, a student will have 3 hours of lecture per week and 4 hours of clinical per week in that course.

Credit hours/Clock hours are as follows:

	<b>Credit</b>	<b>Clock</b>
<b>Theory</b>	1	50 minutes
<b>Seminar</b>	1	60 minutes
<b>Campus Lab</b>	1	120 minutes
<b>Clinical Lab (Practicum)</b>	1	120 minutes

## Audits

Student services of the College of Health Profession audit the progression of all juniors and seniors in the college. It is the student's responsibility to respond when contacted by that office.

## Graduation

Each student is provided with a copy of the course of study and a copy of the program plan developed with the assistance of their advisor. It is the student's responsibility to maintain a record of completed courses and to notify the College of Health Professions when ready for graduation. Students must meet all university graduation requirements as outlined in the undergraduate catalog. All graduates must pay a \$30 graduation fee to Bursar Office and apply to graduate by turning in a graduation application in the fall semester of their last year along with the Bursar's receipt to Director of Student Services.

## Recognition Ceremony

All Bachelor of Science in Nursing graduates are invited to participate in this traditional ceremony which honors and recognizes the achievements of the nursing graduates. This annual event is planned by the Student Affairs Committee.

## Licensure as a Registered Nurse

To practice registered professional nursing in West Virginia an individual must be licensed by the West Virginia Board of Examiners for Registered Professional Nurses. Students who successfully complete the Bachelor of Science in Nursing program meet the education requirements to apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN).

The Board may refuse to admit persons to the examinations or may refuse to issue a license upon proof that an applicant:

- is or was guilty of fraud or deceit in procuring or attempting to procure a license to practice registered professional nursing; or
- had been convicted of a felony or misdemeanor, or
- is unfit or incompetent by reason of negligence, habits or other causes; or
- is habitually intemperate or is addicted to the use of habit-forming drugs; or
- is mentally incompetent; or
- is guilty of conduct derogatory to the morals or standing of the profession of registered nursing; or
- is practicing or attempting to practice registered professional nursing without a license or registration; or
- has willfully or repeatedly violated any of the provisions of the licensing law.

For questions, contact the Director of Education & Licensure , WV RN Board, 5001

MacCorkle Ave, SW, South Charleston, WV, 25309, Phone (304)-744-0900 or  
<https://wvrnboard.wv.gov/Pages/default.aspx>

A student who wants to take the NCLEX-RN in another state must obtain information regarding requirements and procedures from the agency responsible for professional nurse registration in that state.

## FAQ's

I am failing a class. What should I do?

Contact the course professor and see if the professor has any suggestions as how to improve your grade. The tutoring center has tutors for many subjects.

<http://www.marshall.edu/uc/tutoring-services/>

Get help early, do not wait.

What if I want to drop the class?

First: Contact your advisor and make an appointment to discuss your options. Do not drop any class until you discuss the ramifications with your advisor.

How do I address my professors in person or in email?

Professors with earned doctorates should be addressed as Dr. ....unless that professor says otherwise. Faculty without an earned doctorate should be addressed as Professor.....

How long will it take for a professor to respond to my email?

Most professors check email daily during business hours on weekdays of fall or spring semester and respond then. Emails sent outside of those hours (nights or weekends) may not get addressed until business hours during the week.