# Table of Contents

Introduction ......................................................................................................................... 4

Program Outcomes .................................................................................................................. 5

Validation of Prior Learning .................................................................................................... 6

Credit for Previous Experience, Knowledge, and Skills ............................................................. 6

  Competency Testing for NURS 3320 Health Assessment ......................................................... 6

Program Description ............................................................................................................... 8

Mission Statement .................................................................................................................. 9

Philosophy of the Bachelor of Science in Nursing Program ..................................................... 9

Conceptual Framework ........................................................................................................... 12

Graduate Outcomes ............................................................................................................... 14

BSN Course Descriptions ...................................................................................................... 15

Clinical Preceptor Guidelines ................................................................................................ 19

  Preceptor Qualifications ...................................................................................................... 19

  Preceptor Responsibilities ..................................................................................................... 19

  Faculty Responsibilities ........................................................................................................ 20

  Student Responsibilities ....................................................................................................... 21

BSN Student Data Form .......................................................................................................... 22

BSN Program Requirements Form .......................................................................................... 23

Program Progression Form ...................................................................................................... 25

Model Schedule – Traditional Track ....................................................................................... 26

Model Schedule – Accelerated Track ..................................................................................... 27

Model Schedule – Intermediate Track .................................................................................. 27

Policies .................................................................................................................................... 28

  Academic Dishonesty ........................................................................................................... 28

  Advisory System .................................................................................................................. 28

  Attendance Policy ............................................................................................................... 28

  Cell Phone Policy ................................................................................................................. 28

  Children in the Classroom .................................................................................................... 28

  Course Evaluations .............................................................................................................. 28

  Disability Services ................................................................................................................ 29

  Drug Screening ..................................................................................................................... 29
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grades</td>
<td>29</td>
</tr>
<tr>
<td>Grading Scale</td>
<td>29</td>
</tr>
<tr>
<td>Graduation Application</td>
<td>29</td>
</tr>
<tr>
<td>Graduation Pictures</td>
<td>29</td>
</tr>
<tr>
<td>Grievance Policy</td>
<td>30</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>30</td>
</tr>
<tr>
<td>Health Requirements</td>
<td>30</td>
</tr>
<tr>
<td>Late Assignment Policy</td>
<td>31</td>
</tr>
<tr>
<td>Licensure</td>
<td>31</td>
</tr>
<tr>
<td>Name Changes</td>
<td>31</td>
</tr>
<tr>
<td>Name Tags</td>
<td>31</td>
</tr>
<tr>
<td>Pinning Ceremony</td>
<td>31</td>
</tr>
<tr>
<td>Pins</td>
<td>31</td>
</tr>
<tr>
<td>Policy Changes</td>
<td>32</td>
</tr>
<tr>
<td>Professional Membership</td>
<td>32</td>
</tr>
<tr>
<td>Student Governance</td>
<td>32</td>
</tr>
<tr>
<td>Technology Requirements and Support</td>
<td>32</td>
</tr>
<tr>
<td>Transfer of Courses</td>
<td>33</td>
</tr>
<tr>
<td>Transition from the FSU ASN or LPN-ASN Programs</td>
<td>33</td>
</tr>
<tr>
<td>Withdrawal and/or Change in Progression Plan Policy</td>
<td>34</td>
</tr>
<tr>
<td>School Nurse Certification</td>
<td>35</td>
</tr>
</tbody>
</table>
Introduction

The Bachelor of Science in Nursing Program is designed for registered nurses who desire a baccalaureate degree in nursing. It provides career mobility for the associate degree and diploma graduate nurse. The program is designed to prepare nurse generalists who possess the professional competence to provide and coordinate care in situations of health promotion, health maintenance, and health restoration. The program also provides the student an opportunity to acquire certification in School Health Nursing. The program’s purpose is to provide a base for graduate study and to prepare graduates to assume accountability for nursing practice in the roles of nurse generalist; care provider, designer, manager, and coordinator; and member of the profession.

The faculty of the Department of Nursing welcomes you to the BSN Program. The mission of the College and the Nursing Program is to provide a quality education in a diverse and supportive learning environment that fosters individual growth, career development, life-long learning, and a commitment to excellence in academic and community pursuits.

The BSN Program at FSU is accredited by the Commission on Collegiate Nursing Education, One Dupont Circle, NW, Suite 530, Washington, DC 20036, phone (202) 887-6791.
Program Outcomes

1. Eighty percent of BSN students will graduate with a Bachelor’s Degree in Nursing within five years of registering for NURS 3350.

2. Twenty-five percent of BSN graduates will indicate they will pursue professional certification or graduate study within five years of graduation.

3. Ninety percent of BSN graduates will state that they have met the graduate outcomes.

4. Eighty percent of BSN graduates will practice nursing in West Virginia.

5. Ninety percent of BSN graduates will report overall program satisfaction at a level of 3 out of 5 or greater.

Revised 1/2015
Validation of Prior Learning

Fairmont State and the Department of Nursing validate prior learning in nursing through several mechanisms. These include:

1. Graduation from a state approved nursing program.

2. Unencumbered licensure to practice as a Registered Nurse in West Virginia (students receive 35 hours of nursing credit toward their BSN for licensure).

3. The evaluation of transfer credits (see the “Transfer of Courses” policy).

Credit for Previous Experience, Knowledge, and Skills

Competency Testing for NURS 3320 Health Assessment

In order to give students credit for previous knowledge, skills, and experiences, students will have the opportunity to test out of NURS 3320, Health Assessment. Successful completion of both an electronic comprehensive exam and an assessment demonstration will result in four hours of NURS 3320 credit (CR). If the student is unsuccessful on either component, no credit will be given (NC), and the student will have to take NURS 3320. Letter grades are not awarded for the test-out option, and students will only have one attempt. Those who took NURS 3320 but are past the five-year expiration date may also select the test-out option.

Students must pay the University’s standard rate for competency and course testing, at which time they will receive an approval to test. Next, the student should contact Janice Porto in the School of Nursing and Allied Health Administration at Office 232 Education Building, Janice.Porto@fairmontstate.edu, or 304-367-4133 to schedule appointments at least one week before desired testing time. Appointments will be available each month on campus and will be posted at the beginning of each academic semester. Students may reschedule one time but may only reschedule for an available appt (if space allows). Students may request textbook information and copies of the skills checklists; however, because the testing is competency-based, faculty instruction will not be available.
The following guidelines apply.

**Electronic Comprehensive Examination**
- Passing score is 75.0% or above (percentage is not rounded)
- Exam is administered through Blackboard (must be enrolled at FSU as ASN 2^{nd} year student, LPN-ASN student who completed first semester successfully, or BSN student)
  - Exam is parallel to course final exam and based on course outcomes
  - There are two different but parallel versions of the exam
  - There will be 20 seats available for each sitting

**Assessment Demonstration**
- Students must pass the electronic examination before completing the demonstration; however students may choose between completing both components on the same day or completing the demonstration within two months of successfully completing the exam
- Passing score is 75.0% or above (percentage is not rounded)
- Only the physical assessment will be demonstrated.
- Students will draw the system that will be assessed from the following: 1. Skin, hair, nails; 2. Head and neck; 3. Nose, mouth, throat, and pharynx; 4. Ears; 5. Eyes; 6. Lungs and respiratory system; 7. Cardiac and vascular system; 8. Abdomen and Gastrointestinal system; 9. Neurological system; and 10. Musculoskeletal System
- Students must bring their own adult “patient” to the demonstration
- There will be 10 appointments per day
Program Description

The Bachelor of Science in Nursing Program is designed for registered nurses who desire a baccalaureate degree in nursing. It provides career mobility for the associate degree and diploma graduate nurse. The program is designed to prepare nurse generalists who possess the professional competence to provide and coordinate care in situations of health promotion, maintenance, and restoration. The program aims to provide a base for graduate study and to prepare graduates to assume accountability for nursing practice in the roles of nurse generalist; care provider, designer, manager, and coordinator; and member of the profession.

The curriculum is individually designed on the basis of the student's academic background. A minimum of 120 approved credit hours is required. This includes 28 upper division nursing credits. Students may complete the program in two, three, or more semesters, depending upon the academic history of the individual. Students may enroll on a full-time or part-time basis. Nursing courses are offered online with minimal face-to-face requirements as described in the mandatory attendance policy. Students must earn a grade of “C” or above in all courses and maintain a 2.0.

All applicants seeking admission to the Bachelor of Science in Nursing Program are required to:

1. Meet the general admission and course placement requirements of Fairmont State.
2. Hold an unencumbered license to practice as a registered nurse in West Virginia.
3. Submit an application for admission, designating the major as Baccalaureate in Nursing, to the Director of Admissions. Official college and/or diploma program transcripts, including graduation date and degree, must also be submitted by the admission deadline established by the University.
4. Have transfer courses evaluated by the Registrar.
5. Submit all documents listed in the Program Health Requirements Policy; such as background checks, drug screens, immunization records, CPR cards, and proof of immunity.

Students interested in the program are encouraged to contact the Department of Nursing and Allied Health Administration at 304-367-4133.

All required courses must be completed prior to or concurrently with Nursing 4440.

The Bachelor of Science in Nursing Program is accredited by the Commission on Collegiate Nursing Education.

Revised: 1/21/2015
Mission Statement

The mission of the Fairmont State Baccalaureate Degree in Nursing Program is to offer quality nursing education to nurses in North Central West Virginia and beyond.

The program of instruction prepares nurses to restore, maintain, and promote health and to provide complex care to patients across the lifespan and in diverse settings. Resources and energies are focused on students and the community through education, scholarly activities, and service. These endeavors strengthen the quality of nursing care provided to health care consumers and enables nurses to meet the challenge of professional nursing practice and a lifetime of learning.

Developed: 1999
Revised January 2012

Philosophy of the Bachelor of Science in Nursing Program

Nursing Education

The School of Nursing and Allied Health Administration is an integral component of Fairmont State University, committed to providing quality baccalaureate education of registered nurses. In concurrence with the mission of the university and the commitment to the community and society, the nursing faculty accepts the responsibility of providing a caring and open educational environment in which knowledge is shared, role development is enhanced, and a foundation for graduate education is established.

Nursing education is achieved through the active participation of the faculty and student in inquiry, discovery, practice, and scholarship. Throughout the program, learners are expected to be self-disciplined, self-directed, and accountable for their own learning.

The faculty views education as a continuous lifelong process that influences and promotes the development of personal, intellectual, and professional growth. The integration of the student’s intellectual, personal, ethical, and cultural development, coupled with a strong general education foundation encourages and promotes the growth of every student. By fostering
professional growth, the faculty encourages the student to become a skilled decision-maker, an effective nurse generalist, and a positive influence on the nursing profession and society.

The conceptual framework upon which the BSN curriculum is based illustrates relationships among major professional concepts. Skills in professional role development, decision-making, and patient-centered care overlap and come together to form and to support effective practice as a nurse generalist.

**Professional Role Development**

Nursing is advancing into an era of expanding professional roles and responsibilities. The faculty believes that professors are responsible for the preparation of professional nurses who can assume current roles and meet the future needs of the evolving health system. In the RN to BSN completion program, students expand on the role of the novice nurse to include that of a care provider (educator, advocate, and partner); care designer, manager, and coordinator (team leader or member, delegator, evaluator, and communicator); and productive member of the profession.

**Critical Thinking**

Nurses function in an environment where information and clinical situations change frequently. Critical thinking enables nurses to analyze and respond to different challenges in a more competent way and is essential to effective decision-making. The nurse generalist must engage in purposeful and outcome-directed problem-solving processes that are driven by the patient, family, and community needs and are based on the principles of the nursing process, prioritization, and the scientific method. Effective decision-making requires specific nursing knowledge, skills, and experiences and is guided by professional standards and ethical codes. Effective decision-making also requires nurses to use intuition, examine feelings, clarify and evaluate evidences, collaborate with other healthcare professionals, and be aware of the importance and impact of change.
Patient-Centered Care

Nursing focuses on patient-centered care. Holistic care is provided to individual patients, families, communities, and populations based on individualized needs, patient preferences, and cultural and age-specific needs. Skilled nurse generalists strive to ensure that patient-centered care is delivered safely, effectively, and efficiently. Patient-centered care can be enhanced by the use of technology and scientific evidence. In delivering care, professional nurse generalists must frame practice within professional practice standards and legal and ethical codes.

Developed: January 30, 1998
Revised: January 2012
Conceptual Framework

Professional Role Development

Patient-centered Care

Critical Thinking

Nurse Generalist Practice

Developed: July 2011
Conceptual Framework

Nurse Generalist Practice

Professional Roles
Care Provider
   Educator
   Advocate
   Partner
Care Designer, Manager, and Coordinator
   Team leader or member
   Delegator
   Supervisor
   Evaluator
   Communicator
Member of Profession
   Professional
   Lifelong learner
   Advocate

Critical thinking
   Decision-Making, Clinical Judgment, Problem-Solving, and Nursing Process
   Prioritization
   Collaboration
   Quality improvement
   Root cause analysis
   Planned change
   Conflict resolution
   Information management
   Resource management

Patient-Centered Care
   Safe
   Effective
   Efficient
   Comprehensive
   Family & Population-oriented
   Age-appropriate
   Culturally competent
   Holistic
   Evidence-based
   Technology-enhanced

Developed: July 2011
Graduate Outcomes

Graduates of the program should be able to:

1. Synthesize experiential, empirical, and theoretical knowledge from nursing and general education as a framework for nurse generalist practice.

2. Function within the roles of care provider, designer, manager, and coordinator and member of the profession.

3. Use the critical thinking process to solve problems and make decisions in the professional nursing roles.

4. Provide safe, effective, efficient, and evidence-based care that is patient-centered and family and population-oriented.

Revised: July 2011
BSN Course Descriptions

Nursing 3320 - Health Assessment  4 hours
This course is designed to help students develop skills as providers in health/physical assessment. It includes discussion, demonstration, and the practice of assessment concepts and techniques applicable to various cultural groups and patients across the lifespan. Critical thinking skills are used to analyze assessment findings and apply them to patient-centered nursing care. (3 class hours, 2 hours lab per week). PR: Admission to the BSN program or successful completion of the first year of the ASN program.

Nursing 3340 – Nursing Care of the Older Adult  3 hours
This course explores the unique health-related needs of the older adult. Community experiences give students the opportunity to practice using skills to provide safe, effective, evidence-based care to the older adult. Also explored are the needs of families and caregivers in relationship to the older adult. Special attention is given to culture, legal and ethical care, health promotion, resource management, multi-system disorders, patient-centered care, and inter-professional collaboration (2.5 class hours, 1 hour lab per week). PR: Admission to the BSN program or successful completion of the first year of the ASN program.

Nursing 3350 - Professional Nursing Concepts
Writing Intensive  3 hours
This course is designed to introduce the concepts of professional nursing practice and the nurse generalist role. Students explore the healthcare context, health policy, and political action. The core health care competencies, as identified by the Institute of Medicine, are examined. Topics include patient-centered care, inter-professional teams, evidence-based practice, quality improvement, and informatics. The scope of the coursework covers the history, current state, and future of nursing in order to prepare registered nurses for diverse and dynamic professional roles (3 class hours per week). PR: Admission to the BSN program and NURS 3320; NURS 3320 may be taken concurrently. Active, unencumbered nursing license required.
Nursing 3360 – Nursing Ethics 3 hours
This course explores the values, codes, principles, and professional standards that govern bioethical and ethical decisions in professional nursing practice. The course supports the student in developing the professional role and the values of altruism, autonomy, human dignity, integrity, and social justice. The course investigates the emerging field of genomics as it relates to ethical decision-making. Case studies of ethical dilemmas are analyzed, and concepts learned are applied to nursing practice (3 class hours per week). PR: NURS 3340 and NURS 3350; NURS 3340 and NURS 3350 may be taken concurrently.

Nursing 3399 - Special Topics in Nursing 1-12 hours
This course is concerned with special studies in selected topics, to be determined by the instructor and approved by the School’s dean. Credits earned will be applicable as free electives.

Nursing 4400 - Research in Nursing Practice3 hours
This course focuses on using research findings to provide nursing care. Students work in teams and use an evidence based model to appraise the applicability and feasibility of new findings and to solve a clinical problem. As part of that model, students must disseminate findings to outside professional agencies and to their peers. Emphasis is placed on critical thinking, team work, ethics, professionalism, patient-centered care, and life-long learning (3 class hours per week). PR: NURS 3360 and PSYC 2240, BUSN 3310, MATH 1113, or SOCY 2240. NURS 3360 and Statistics may be taken concurrently. Accelerated Program: Instructor approval required.

Nursing 4410 - Community Health Nursing 5 hours
This course focuses on the theories and principles underlying current community health nursing practice. Students explore the reciprocal relationships among individuals, families, and populations as they relate to health promotion, maintenance, and restoration. Emphasis is placed on evidence-based practice, utilization of resources, team work, critical thinking, cultural competence, and community nursing. Community experiences and on-campus simulation activities allow students to practice providing patient-centered care (3 class hours, 4 hours lab per week). PR: NURS 3360 and NURS 4400; NURS 4400 may be taken concurrently. Accelerated Program: Instructor approval required.
Nursing 4430 - Leadership and Management in Nursing Practice  3 hours
In this course, students will explore the nurse generalist’s roles as leaders and managers. Leadership and management theories and principles are explored and applied to a variety of health care situations. Emphasis is placed on critical thinking and decision making, team work, change theory, communication skills, conflict management, quality improvement, and resource management (3 class hours per week). PR: NURS 4410 and BSBA 2209 or MGMT 3308; NURS 4410 and management may be taken concurrently. Accelerated Program: Instructor approval required.

Nursing 4440 - Nursing Practicum  4 hours
This capstone course assists students with the integration and application of knowledge, skills, and attitudes in the professional nurse generalist role. As part of the clinical practicum, students partner with a practicing nurse leader to apply leadership and management skills, implement a change project, and engage in inter-professional collaboration. All BSN coursework must be completed prior to or concurrently with this course (2 class hours, 4 lab hours per week). PR: NURS 4410 and NURS 4430; NURS 4430 may be taken concurrently. Accelerated Program: Instructor approval required.

Nursing 4441 - School Nurse Practicum  4 hours
This School Nurse Practicum is designed for BSN-prepared registered nurses to help them meet the West Virginia Board of Education Standards for practicing school nurses. This specialization prepares nurses for expansion of their professional role to include care provider, designer, manager, advocate, coordinator, and team leaders for children in the school setting. The school setting includes children, their families, school personnel, and the community. (1 class hour, 6 lab hours per week). PR: Must be a registered nurse with an active, unencumbered WV license. Must be a graduate of an accredited BSN program. Education 2200 is also required for WV School Nurse Certification. Instructor approval required.

Nursing 4499 - Special Topics in Nursing  1 -12 hours
This course is concerned with special studies in selected topics, to be determined by the instructor and approved by the School’s chairman. Credits earned will be applicable as free electives.
Undergraduate research is an experiential learning activity that provides an opportunity for a student to engage in the scholarly activities of their major discipline under the guidance of a faculty mentor who will work in close partnership with each student in his or her formulation of a project, the development of a research strategy, and the assessment of a student’s progress. The primary goal is for each student scholar to conduct an inquiry or investigation that makes an original, intellectual, or creative contribution to their discipline and which is shared in an appropriate venue. Sophomore-Senior Level, Repeatable. Instructor approval required.
Clinical Preceptor Guidelines

Concept of Clinical Preceptor

Clinical preceptorship is a mentoring educational strategy during which a relationship develops between the student, clinical preceptor in a health delivery agency, and faculty. The preceptor assists the student in gaining clinical experience to facilitate that attainment of course, professional, and personal learning objectives.

Preceptor Qualifications

1. The clinical preceptor must have a bachelor's degree or higher in nursing. The preceptor must be a registered nurse with an active, unencumbered WV license.

2. The preceptor should have recognized expertise in an area of clinical practice as evidenced by years of experience and/or certification.

3. The clinical preceptor should have good communication skills, a positive influence on peers and students.

4. The clinical preceptor must be available to precept for the designated period.

Preceptor Responsibilities

1. The preceptor will orient students to the agency's physical facilities, policies, and procedures consistent with the role students will assume.

2. The preceptor will serve as a resource person and role model for the student.

3. The preceptor will collaborate with the student and faculty regarding methods and strategies to meet the student's learning outcomes.

4. The preceptor will assess the learning experiences available and arrange for experiences and use of resources.

5. The preceptor will facilitate the students' learning by periodic feedback to students and faculty regarding clinical performance.
6. The preceptor will communicate with the faculty any concerns and/or problems in relation to the students' role and learning experience.

7. The preceptor will participate in the evaluation of the student and the clinical experience.

**Faculty Responsibilities**

1. The faculty will be responsible for the development of the course and learning outcomes.

2. The faculty will orient students to the educational objectives and requirements of the course.

3. The faculty will orient preceptors to the preceptor responsibilities.

4. The faculty will establish and maintain communication with the student and assigned preceptor on a regular basis throughout the course.

5. The faculty will serve as a resource person for the student and the preceptor.

6. The faculty will serve as a liaison for any conflict that may arise in the learning environment with the student and preceptor.

7. The faculty will collaborate with the preceptor to evaluate the student's performance.

8. The faculty will collaborate with the student to evaluate the preceptor's effectiveness.

9. The faculty will be responsible for all formal grades assigned to the student.

10. The faculty will validate clinical requirements and ensure compliance with the Clinical Requirements Policy.
Student Responsibilities

1. The student will be responsible for choosing a preceptor that supports the achievement of clinical outcomes.

2. The student will provide nursing faculty with clinical agency information for the purpose of developing a contract.

3. The student will share clinical objectives with preceptor.

4. The student will establish and maintain contact with faculty and assigned preceptor on a regular basis.

5. The student will uphold professional standards such as attendance, professional courtesy and fulfillment of preceptor/clinical expectations.

6. The student will accurately document clinical hours and achievement of outcomes.
BSN Student Data Form

DEMOGRAPHICS
Name ____________________________________________
Student Number____________________________________
Address_________________________________ City_____________________State________________________
Zip Code___________ County_______   Telephone numbers in order of importance______________________
Email address (student)__________________________________________________________________________
Email address (alternative)___________________________________________________________________
Age__________Gender___________Ethnicity_______________________________________________________

EMPLOYMENT
Are you employed as a nurse?  Yes_______    No_________
Employment Status:   Full-Time_______ Part-Time_____ Not Employed_______
Employer/Position___________________________________Type of Facility______________________________
State(s) in which you are employed __________________________________RN License Number_____________

EDUCATION
Which type of entry level degree did you complete? Associate’s Degree______  Diploma____
ASN or Diploma School Name____________________________Date Completed___________
Year of Admission to NSG 3350_______ Student credit load: _____Full-Time _____Part-Time
Do you receive financial aid? Yes_____ No_____  Type of Assistance_____________________
Projected Year of Graduation ________ Accelerated or Traditional Track _________________

PROGRAM REQUIREMENTS
Verify by signature that you are aware of the clinical requirements policy, requiring submission of all required
documents by Jan. 31 for spring admission and Aug. 31 for fall admission:
Student Signature: __________________________________________________________


BSN Program Requirements Form

Student Name:  
FSU ID:  
Year admitted to NURS 3350:  
Desired Track:  
☐ Traditional (4+ semesters)  
☐ Intermediate (3-semester)  
☐ Accelerated (2-semester)  
Plan of progression completed  
Previous 4-year Degree:  
☐ No  
☐ Yes (review transcript for Math, English 1104, 1108, statistics, and management)  

Required General Studies Outcomes, Courses, and Credit Hours. (Course lists for general studies outcomes are listed in FSU catalog)

<table>
<thead>
<tr>
<th>Outcome (credit hours)</th>
<th>Accepted Courses</th>
<th>Completed</th>
<th>Course(s) Used (*=memo in file)</th>
<th>*Unique Credit Hours Applied</th>
<th>Grade Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>IA. Critical Analysis (3)</td>
<td>NURS 3360, NURS 4440, any other choice</td>
<td>☒</td>
<td>NURS</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>IB. Quantitative Analysis (3)</td>
<td>MATH 1107 or higher</td>
<td></td>
<td>MATH</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IC. Written Communication (6)</td>
<td>ENGL 1104 AND ENGL 1108</td>
<td></td>
<td>ENGL 1104 and 1108</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ID. Teamwork (3)</td>
<td>NURS 4400, NURS 4440, any other choice</td>
<td>☒</td>
<td>NURS</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>IE. Information Literacy (3)</td>
<td>NURS 4400, any other choice</td>
<td>☒</td>
<td>NURS</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>IF. Technology Literacy (3)</td>
<td>NURS 4430, any other choice</td>
<td>☒</td>
<td>NURS</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>IG. Oral Communication (3)</td>
<td>COMM 2200, 2201, or 2202</td>
<td></td>
<td>COMM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>II. Citizenship (3)</td>
<td>Any choice</td>
<td></td>
<td>Click here to enter text.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IV. Ethics (3)</td>
<td>NURS 3360, any other choice</td>
<td>☒</td>
<td>NURS</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>V. Health (3)</td>
<td>NURS 4410, any nursing course, any other choice</td>
<td>☒</td>
<td>NURS</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>VI. Interdisciplinary (3)</td>
<td>NURS 4440, any other choice</td>
<td>☒</td>
<td>NURS</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>VIIA. Fine Arts (3)</td>
<td>Any choice(s)</td>
<td></td>
<td>Click here to enter text.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VIIB. Humanities (3)</td>
<td>Any literature course</td>
<td></td>
<td>ENGL</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VIIC. Social Sciences (3)</td>
<td>Any choice</td>
<td></td>
<td>Click here to enter text.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VIID. Natural Sciences (3-4)</td>
<td>Any choice</td>
<td></td>
<td>Click here to enter text.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>VIII. Cultural Awareness (3)</td>
<td>Any choice</td>
<td></td>
<td>Click here to enter text.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Unique General Studies Credit Hours (30 required)

Required Support Courses

| Statistics | PSYC 2240, BSBA 3310, MATH 1113, or SOCY 2240 | | Click here to enter text. | | |

Management

| BSBA 2209 or MGMT 3308 | | | Click here to enter text. | | |

Nursing Credits Over 35

| Any nursing credits over the 35 credits given for licensure | | Total hours: Click here to enter text. | | |

Free Electives

| Credits needed to get 120 or more total credit hours | | Click here to enter text. | | |

* In order to count as unique general studies credit hours, courses cannot be in the Major (NURS) or duplicated (used in more than one category). Courses can only be used twice.

Totals

| Total Unique General Studies Credit Hours (30 required) |  |
| Total Required Support Course Credits (6-7 required) |  |
| Nursing Credits for Licensure | 35 |
| Total Required BSN Nursing Course Credits | 28 |
| Nursing Credits over the 35 Credits for Licensure |  |
| Total Free Elective Credits |  |
| TOTAL CREDITS (120 required) |  |

23
## Required BSN Nursing Courses

<table>
<thead>
<tr>
<th>Nursing Course (credit hours)</th>
<th>Semester Offered</th>
<th>Completed</th>
<th>Grades (*=memo in file)</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 3320 Health Assessment (4) w/lab hours</td>
<td>Fall or spring – ASN 2&lt;sup&gt;nd&lt;/sup&gt; year, BSN 1&lt;sup&gt;st&lt;/sup&gt; semester</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>NURS 3340 Nursing Care of the Older Adult (3) w/lab hours</td>
<td>Fall or Spring – ASN 2&lt;sup&gt;nd&lt;/sup&gt; year, BSN 1&lt;sup&gt;st&lt;/sup&gt; semester</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>NURS 3350 Professional Concepts in Nursing (3)</td>
<td>Fall or Spring – BSN 1&lt;sup&gt;st&lt;/sup&gt; year (point of admission)</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>NURS 3360 Nursing Ethics (3)</td>
<td>Fall or Spring – BSN 1&lt;sup&gt;st&lt;/sup&gt; year</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>NURS 4400 Research in Nursing (3) (prerequisite or concurrent enrollment - statistics)</td>
<td>Fall or Spring – BSN 2&lt;sup&gt;nd&lt;/sup&gt; year</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>NURS 4410 Community Health Nursing (5) w/clinical</td>
<td>Fall or Spring – BSN 2&lt;sup&gt;nd&lt;/sup&gt; year</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>NURS 4430 Nursing Leadership and Management (3) (prerequisite or concurrent enrollment - management)</td>
<td>Fall or Spring – BSN 2&lt;sup&gt;nd&lt;/sup&gt; year</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>NURS 4440 Nursing Practicum (4) w/clinical (must complete all coursework prior to or concurrently)</td>
<td>Fall or Spring – BSN 2&lt;sup&gt;nd&lt;/sup&gt; year, capstone course, last semester</td>
<td>☐</td>
<td></td>
</tr>
</tbody>
</table>

## School Nurse Certification Courses

<table>
<thead>
<tr>
<th>School Nurse Certification Courses</th>
<th>Semester Offered</th>
<th>Completed</th>
<th>Grades (*=memo in file)</th>
</tr>
</thead>
<tbody>
<tr>
<td>EDUC 2200 Introduction to Education (3)</td>
<td>Any semester</td>
<td>☐</td>
<td></td>
</tr>
<tr>
<td>NURS 4441 School Nurse Practicum (4)</td>
<td>Last semester or after graduation</td>
<td>☐</td>
<td></td>
</tr>
</tbody>
</table>
# Program Progression Form

Student Name:
Student ID:
General Studies Courses Left to Take:
Other Notes:
Estimated Date of Graduation:

<table>
<thead>
<tr>
<th>Summer 20</th>
<th>Click here to enter text.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall 20</th>
<th>Click here to enter text.</th>
<th>Spring 20</th>
<th>Click here to enter text.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summer 20</th>
<th>Click here to enter text.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall 20</th>
<th>Click here to enter text.</th>
<th>Spring 20</th>
<th>Click here to enter text.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summer 20</th>
<th>Click here to enter text.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fall 20</th>
<th>Click here to enter text.</th>
<th>Spring 20</th>
<th>Click here to enter text.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Model Schedule – Traditional Track

*Nursing and General Education Courses are shown.

## Junior Year – Semester 1

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 3320</td>
<td>Health Assessment</td>
<td>4</td>
</tr>
<tr>
<td>NURS 3350</td>
<td>Professional Concepts</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Fine Arts</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Free elective</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>19</strong></td>
</tr>
</tbody>
</table>

## Junior Year – Semester 2

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 3340</td>
<td>Nursing Care of the Older Adult</td>
<td>3</td>
</tr>
<tr>
<td>NURS 3360</td>
<td>Nursing Ethics</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Citizenship</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Quantitative Analysis</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Global Awareness</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Free elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>18</strong></td>
</tr>
</tbody>
</table>

## Senior Year – Semester 3

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 4400</td>
<td>Research in Nursing Practice</td>
<td>3</td>
</tr>
<tr>
<td>NURS 4410</td>
<td>Community Health Nursing</td>
<td>5</td>
</tr>
<tr>
<td>Statistics</td>
<td>PSYC 2240, SOCY 2240, BSBA 3310, or MATH 1113 ....</td>
<td>3-4</td>
</tr>
<tr>
<td></td>
<td>Humanities</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Free elective</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>17-18</strong></td>
</tr>
</tbody>
</table>

## Senior Year – Semester 4

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 4430</td>
<td>Leadership &amp; Management in Nursing Practice</td>
<td>3</td>
</tr>
<tr>
<td>NURS 4440</td>
<td>Nursing Practicum</td>
<td>4</td>
</tr>
<tr>
<td>Management</td>
<td>BSBA 2209 or MGMT 3308</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Free electives</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td><strong>TOTAL</strong></td>
<td><strong>16</strong></td>
</tr>
</tbody>
</table>

**TOTAL..........................................................** 70-71 **TOTAL**


Model Schedule – Accelerated Track

Semester I

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 3320</td>
<td>Health Assessment</td>
<td>4</td>
</tr>
<tr>
<td>NURS 3350</td>
<td>Professional Nursing Concepts</td>
<td>3</td>
</tr>
<tr>
<td>NURS 4400</td>
<td>Research in Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NURS 4410</td>
<td>Community Health Nursing</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>15 credits (room for one general studies course)</td>
<td></td>
</tr>
</tbody>
</table>

Semester II

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 3340</td>
<td>Nursing Care of the Older Adult</td>
<td>3</td>
</tr>
<tr>
<td>NURS 3360</td>
<td>Nursing Ethics*</td>
<td>3</td>
</tr>
<tr>
<td>NURS 4430</td>
<td>Nursing Leadership &amp; Management</td>
<td>3</td>
</tr>
<tr>
<td>NURS 4440</td>
<td>Nursing Practicum</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>13 credits (room for 1-2 general studies courses)</td>
<td></td>
</tr>
</tbody>
</table>

Total BSN Nursing Hours 28

*The accelerated program of study is very rigorous and includes clinical requirements.

Model Schedule – Intermediate Track

Semester I

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 3320</td>
<td>Health Assessment</td>
<td>4</td>
</tr>
<tr>
<td>NURS 3350</td>
<td>Professional Nursing Concepts</td>
<td>3</td>
</tr>
<tr>
<td>NURS 3340</td>
<td>Nursing Care of the Older Adult</td>
<td>3</td>
</tr>
<tr>
<td>NURS 3360</td>
<td>Nursing Ethics*</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>13 credits (room for one general studies course)</td>
<td></td>
</tr>
</tbody>
</table>

*NURS 3360 may be moved to Semester II

Semester II

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 4400</td>
<td>Research in Nursing</td>
<td>3</td>
</tr>
<tr>
<td>NURS 4410</td>
<td>Community Health Nursing</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>8 credits (room for 3 general studies courses)</td>
<td></td>
</tr>
</tbody>
</table>

Semester III

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>NURS 4430</td>
<td>Nursing Leadership &amp; Management</td>
<td>3</td>
</tr>
<tr>
<td>NURS 4440</td>
<td>Nursing Practicum</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>7 credits (room for 3 general studies courses)</td>
<td></td>
</tr>
</tbody>
</table>

Total BSN Nursing Hours 28
Policies

Academic Dishonesty
Academic dishonesty reflected by cheating, plagiarism, and falsifying records may be grounds for dismissal from the nursing program. See the FSU Student Handbook for further information.

Advisory System
You must meet with your academic advisor each semester so that he or she can assist you in selecting courses to meet the requirements of the program. You are responsible for knowing these requirements and for following through with the registration of courses.

Make no change in your program (adding, withdrawing, etc.) without your advisor's consent. Any failure to adhere to these guidelines could result in a delayed graduation date. If a change in progression or a withdrawal is imminent, an exit/change in program of study form must be completed and submitted to your advisor. The BSN faculty may be able to help in the problem-solving process.

Attendance Policy
Students enrolled in any 3000 or 4000 level nursing course are required to come to campus on specific days/times to complete course or program requirements. A listing of requirements for each course is included below. Failure to meet attendance requirements may result in student failure of a course or removal from the program. Students may formally appeal faculty decisions related to attendance through the Grievance Policy. Every effort will be made to consolidate meeting times when possible.

- NURS 3320: Assessment Demonstrations (completed at the end of the semester)
- NURS 3350: Program Orientation (students must attend one of the sessions below)
  - Face-to-face, on-campus meeting at 4pm the first day of classes
  - Online, synchronous meeting at 9am the first Friday of the semester
- NURS 4400: Evidence-based Poster Presentations (held at the end of the semester)
- NURS 4410: NLN Community Exam (held at the end of the semester)
- NURS 4440: HSRT Exam (held at the end of the semester)

Cell Phone Policy
Cell phones are to be turned off or on vibrate during class times. No use of cell phones is permitted during class. Cell phones are not to be used during clinical experiences.

Children in the Classroom
NO Children are allowed in the classroom during class time.

Course Evaluations
Students will be given the opportunity to evaluate the course and the faculty at the end of each nursing course in an anonymous manner. The information from the evaluation is used by the instructor as a guide for improvement of the course and teaching and learning practices.
Disability Services
Services are available to any student, full or part time, who has a need because of a documented disability. It is the student’s responsibility to register for services with the coordinator of students with disabilities and to provide any necessary documentation to verify the need for accommodations. Information regarding disability services and contact information can be found in the FSU Student Handbook.

Drug Screening
Students are required to submit a drug screen upon admission. Students may be subject to random drug screening or psychiatric evaluation at their expense if their behavior puts patients, faculty, or peers in jeopardy. Unauthorized use of controlled substances will be cause for dismissal from the nursing program.

Grades
A grade of “C” or above is required in all courses. Classes in which a “D” or lower was recorded and developmental course credit hours will not count toward the 120 hours required to graduate.

Grading Scale
The grading scale which determines the letter grade assigned for all nursing courses as follows. Grades are not rounded up.

- 92 to 100% A
- 84 to 91% B
- 75 to 83% C
- 66 to 74% D
- Below 66% F

Graduation Application
Candidates for graduation must officially apply for a degree in the Office of Student Services the semester before the semester that you intend to graduate. There is a fee associated with this application. This fee includes evaluation of your transcript, your diploma, and your cap and gown for the graduation ceremony. Students are responsible for meeting the deadlines for application for graduation.

Graduation Pictures
Arrangements are made with a photographer for individual pictures of the graduating class to be taken, which are then made into a composite. It has been customary for a large composite to be made to be placed in the frames in the hallway outside the Nursing Department. Photo packages including a composite are available from the photographer at a reasonable cost.
**Grievance Policy**

Students always have the option of appealing grades, policies, or procedures that they believe to be prejudicial, capricious, or arbitrary. If students choose to pursue a grievance or appeal, they should proceed through the appropriate chain of command as outlined below.

1. Discuss concerns with the course instructor(s)
2. Submit grievance in writing to course instructor(s)
3. Submit grievance in writing to the BSN Curriculum Committee chair
   a. The chair will present the issue to the BSN Curriculum Committee.
   b. The course instructor(s) will direct all grievances related to program or School of Nursing policies or those containing concerns affecting more than one course to the BSN Curriculum Committee
4. Submit grievance in writing to the Dean of the School of Nursing and Allied Health Administration
5. Follow the Fairmont State University Academic Appeals Process as outlined in the FSU Student Handbook

**Health Insurance**

Fairmont State does not provide individual health and accident insurance. The student is responsible for expenses incurred as a result of illness or accidents including those that might occur in the clinical areas.

**Health Requirements**

All students must have proof of vaccination and/or immunity for all required immunizations. In order to facilitate documentation and tracking of immunization data, students are required to purchase a Verified Credentials account at [https://scholar.verifiedcredentials.com/fairmontstate](https://scholar.verifiedcredentials.com/fairmontstate) (approx. $80 upon admission through the first year, $25 each year after). Students must ensure submission and approval of all required documents prior to August 31 for fall admissions and January 31 for spring admissions. If at any time the student does not maintain compliance with the following requirements, that student will received a grade of zero on all assignments during the period for which he or she is noncompliant. This includes items that must be updated annually or maintained continuously as outlined below. The zeros on the assignments will be treated as late assignments and will fall under the Late Assignment Policy. Students are responsible for checking all relevant email accounts to verify that the submission to Verified Credentials was approved, and any problems encountered in the process should be directed to Mrs. Francine Jurosko in the School of Nursing and Allied Health Administration at 304-367-4003 or fjurosko@fairmontstate.edu. If there are unresolved issues, concerns, or extenuating circumstances, it is the student’s responsibility to contact Mrs. Jurosko or Dr. Tanya Rogers, the Associate Dean, prior to the deadline.

The following documents are required for admission and progression in the BSN Program.

- Active, unencumbered WV nursing license*(will be checked online by BSN Faculty)
- Background Check (upon admission to the BSN Program)**
- Current American Heart Association Healthcare Provider level CPR Certification*
- 10-panel urine drug screen (upon admission to the BSN Program, random upon request)
- Annual PPD (2-step if it has been longer than 12 months since last PPD)* or a negative TB QuantiFERON
- Chest x-ray, if PPD is positive
- Tdap immunization (within the last 10 years)
- Positive MMR titer (or a booster, if titer is negative or equivocal)
- Positive Varicella titer (or a booster, if titer is negative or equivocal)
- Positive Hepatitis B titer (or booster, if titer is negative; titer must be repeated; students may sign a declination form if the repeat titer is negative)
- Annual Influenza vaccination* (Due October 31)

*must be maintained and will be verified at certain points in the program

**will not have to have a new background check if transitioning directly from FSU’s ASN Program and already have a background check in the account

**Late Assignment Policy**
All assignments are to be turned in on time. No assignments will be accepted late without approval of the instructor. If approval is given, the instructor will establish a new due date. If the student misses the new due date, 5% of the total number of assignment points will be deducted for each day that the assignment is late. No assignments will be accepted after the final day of the semester (as identified by the instructor). Procrastination is strongly discouraged, and last minute technical and computer problems will not be excuses for late assignments. Faculty reserve the right to require that assignments be turned in even if points will not be awarded. Assignments that are integral to the fulfillment of course outcomes will be identified at the beginning of each course.

**Licensure**
At the beginning of each semester, the faculty will check with the Board of Examiners for Registered Nurses for unencumbered licensure. Students will not be permitted to enroll in any of the nursing courses, with the exception of NURS 3320 and NURS 3340 unless they can provide proof of active, unencumbered licensure within the first week of the course.

**Name Changes**
A change in name and/or address is to be reported to your advisor and the Student Services Office.

**Name Tags**
Students are responsible for getting their own name tags for clinical use.

**Pinning Ceremony**
A pinning ceremony is traditionally held during the week of commencement for those students completing the Associate Degree in Nursing and the Bachelor of Science in Nursing degrees.

**Pins**
A school pin has been designed for the BSN Program that is available to graduates. Orders are placed at the beginning of the spring semester before graduation.
Policy Changes
Polices are changed in BSN Curriculum Committee and/or Nursing Faculty Committee meetings, with documentation recorded in committee minutes. Major policies that affect students will be submitted to students for comment prior to the final faculty vote. After approval by the appropriate committee, if necessary, the new policies are communicated to the students through email, Blackboard, and/or verbal notification on the first day of class when course policies are discussed or as soon as possible if changes are made after the first day of class.

Professional Membership
Students are encouraged to join ANA and WVNA or any other professional nursing organization. This fosters high standards and a commitment to the nursing profession. Students with qualifying academic records and academic integrity will also be invited to join Sigma Theta Tau International Honor Society.

Student Governance
Students have multiple opportunities to provide input and share decision-making. All students are members of the Student Government Association and have the opportunity to participate at the university level. At the program level, the Dean will meet with students formally to gather feedback and to give students the opportunity to voice concerns. Also, policies that affect students will be presented to students for comment prior to the final nursing faculty vote. Students have the opportunity to submit appeals or grievances and to provide feedback on informal and formal surveys anonymously.

Technology Requirements and Support
In order to be a successful online learner, students need to feel comfortable and take responsibility for their learning process. The computer is the main component of an online classroom. Students need to ensure they have a reliable computer as well as reliable high-speed internet service. Basic skills are also needed in order to be successful.

- **Browser Information - Browser Support** - This tells students what operating systems and browsers are compatible with Blackboard (Java, Internet etc.). Browser Test - Once you log into Blackboard, you will be on the “My Institution” tab. There is a link for students to complete a browser test of their computers. “Browser Test” is located on the left-hand side and students should complete this to ensure their computer is working correctly.

- **Required software and plug-ins:** **Adobe** - some files may be in PDF form and students will need Adobe Reader. This is a free download. **Microsoft Office or Google Docs** - If students are unable to purchase Microsoft Office, Google Docs is free software where they can save documents in word format and everything else that Office offers. They can also share documents with other students so all students can add their sections as well. Microsoft can be purchased for a discount for students. **Adobe Shockwave** - Students will need this to view some videos for various classes. **Quicktime** - Students will need to this to view some videos for various classes. **Adobe Flash Player** - Students will need this to view some videos for various classes. **Knovio Presentation Software** - This software is a free and it is for presentations that you will be doing in various classes. Also, instructors may use this in their classes as well.
• **Technology Assistance**: Students can contact the [Teaching & Learning Commons](mailto:help@fairmontstate.edu) at 304-367-4810, option 3 or help@fairmontstate.edu. The Teaching & Learning Commons is located in the Library in room 126 and is open 7 days a week throughout the semester. If you are unsure about your computer or you have any questions, you should contact the Teaching & Learning Commons.

• **Skills needed**:
  - Use email
  - Check course messages
  - Use word-processing programs
  - Save documents
  - Navigate and search the Internet
  - Install new software applications
  - Use presentation software
  - Submit assignments online
  - Participate in online discussions
  - Navigation of Blackboard
  - Upload/scan files
  - Adjust pop-up blockers

• **Required Equipment**
  - RELIABLE high-speed internet service
  - RELIABLE computer
  - Webcam
  - Microphone
  - Word processing software
  - Access to a scanner

**Transfer of Courses**
The Registrar’s office reviews student transcripts for transfer of general studies courses. Nursing advisors and the BSN Curriculum Committee review requests for nursing course transfer credit and may require that the student submit course descriptions, course outcomes, and/or syllabi. At minimum, courses must have been taken through a regionally accredited institution and CCNE or NLNAC-accredited program, a grade of “C” or higher must have been achieved, and nursing courses must have been taken within the last five years.

**Transition from the FSU ASN or LPN-ASN Programs**
ASN students are encouraged to contact a BSN advisor for assistance in registering for BSN courses in their last semester. After graduating from the ASN program, students that want to continue to the BSN must contact student services to change their major, and they will be assigned to a BSN faculty advisor.
Withdrawal and/or Change in Progression Plan Policy

In order to drop a required nursing or non-nursing course, the student must meet with his/her advisor to complete an Exit Interview/Change in Program of Study Form. Some nursing courses are pre-requisites or courses to be taken concurrently with each other; therefore, a withdrawal from one nursing course may necessitate withdrawal from other nursing courses and additional time to complete the program.
School Nurse Certification

1. Students enrolled in the School Nurse Certification Program must meet the following criteria:

2. Achieve a minimum grade point average of 2.75.

3. Submit a background check by the Criminal Investigation Bureau of the West Virginia State Police, including fingerprint examination. (cost incurred)

4. Complete a Bachelor’s Degree in Nursing

5. Have and maintain an active, unencumbered RN license in WV

6. Complete the following courses:

   - Education 2200 3 credit hours
   - Nursing 4441 4 credit hours
   - 7 total hours

7. Submit a copy of the WV nursing license, final FSU transcript, and completed certification application to the Certification Officer in the FSU School of Education.