

APPENDIX B

Juncture Review Process

BSN Students

JUNCTURE 1 REVIEW (BSN Students)

Admission to Program

- a. Student obtains application form for admission from the Department of Nursing Education, completes the form, and returns it to the Department of Nursing Education, Butcher Center. To be eligible for admission to the School Nurse Certification Program the student must:
 - 1) have as an official academic advisor a faculty member in the Department of Nursing Education.
 - 2) have completed EDUC 200 – Foundations of American Education with a grade of at least “C”
 - 3) have achieved a passing score on the PPST¹ or provide official proof of exemption.
 - 4) have earned an overall GPA of 2.5
 - 5) submit a signed statement attesting that she or he has not been convicted of a felony or crime related to moral character as established by West Virginia Code. A student who has been convicted of a felony or crime related to moral character (e.g., sexual abuse, physical abuse, child abuse, etc.) will be denied admission to the SNCP. Falsification of this information will result in dismissal from SNCP. If at any point in the SNCP a student is convicted of such a crime, she or he will be dismissed from the program.
 - 6) normally, Juncture 1 requires applicants to have demonstrated prerequisite computer skills (e-mail, word processing, spreadsheet, and internet search). This requirement will be deferred to Juncture 2.
- b. The student brings the application form to the Department of Education office (Knutti Hall, Room 108) to have the Certification Analyst verify the PPST score.
- c. The student brings the application to the School Nurse Advisor in the Department of Nursing Education after verification from the Certification Analyst.
- d. Once eligibility requirements have been met, the School Nurse Advisor
 - 1) reviews advising file and signs the back of the Juncture 1 application form as advisor and specialization coordinator
 - 2) solicits approval from Department of Nursing Education for candidate’s admission to the SNCP
 - 3) informs the Director of Teacher Education of Juncture 1 decisions
 - 4) documents Juncture 1 decision in the candidate’s advising file.

¹PPST Exemptions: (1) ACT of 26 or above (25 prior to October 1989); (2) SAT of 1125 or above (1035 before April 1995) from a single test administration; (3) Master’s Degree or higher from regionally accredited institution; or (4) has completed a West Virginia approved SCP. Proof of exemption must be provided in official documents to the DOE, one’s advisor, and the Registrar.

Registration forms, information, and tutoring for the PPST may be obtained in Room 101 Knutti Hall. Because registration deadlines occur at least a month prior to test administration and because it takes at least 6 weeks for the testing service to report scores, students should plan carefully to ensure test scores are available when needed. Students are responsible for requesting that test scores be sent to the Shepherd College Department of Education.

- e. The Director of Teacher Education
 - 1) informs PEUC of the Juncture 1 decisions of the Specialization Coordinators; PEUC has the authority to review any Juncture 1 decisions upon the request of two or more members within 2 weeks of date of notification
 - 2) informs the candidate of the Juncture 1 status.
- f. If admission is Provisional Status, it is the responsibility of the candidate, if she or he continues to desire admission, to successfully address the reasons for Provisional Status and resubmit application.
- g. If admission is denied, the student is assigned to Non-Admit Status. If the student wishes to challenge the Non-Admit Status, established appeal procedures must be followed.

JUNCTURE 2 REVIEW (BSN Students)

Admission to School Nurse Seminar

Timeframe: submit forms at the beginning of the semester **before** planning to take NURS 440

- a. To be eligible for review for admission to NURS 440 – School Nurse Seminar, the student must:
 - 1) have passed Retention Juncture 1 Review
 - 2) have demonstrated prerequisite computer skills (e-mail, word processing, spreadsheet, and internet search).
 - 3) have the required GPA of 2.5 minimum in nursing major (see Appendix C for complete nursing course list)
 - 4) have no grade lower than a “C” in all nursing course
 - 5) have met all requirements as specified in the Specialization Handbook
 - 6) continue free of conviction for felony or any charge involving moral character

- b. The Specialization Coordinator/Advisor
 - 1) reviews advising file
 - 2) certifies eligibility for the School Nurse Seminar
 - 3) solicits approval from the Department for review of applicant for School Nurse Seminar
 - 4) informs the Director of Teacher Education of Juncture 2 decisions
 - 5) documents Juncture 2 decision in the candidate’s advising file

- c. The Director of Teacher Education
 - 1) informs the PEU of the Juncture 2 decisions of the Specialization Coordinators; PEU has the authority to review any Juncture 2 decisions upon the request of two or more members within 2 weeks of date of notification
 - 2) informs the candidate of Juncture 2 status

- d. If admission to School Nurse Seminar is denied, the student is dismissed from the School Nurse Certification Program. If the student wishes to challenge the Removed Status, she or he may initiate an appeal following established procedures.

JUNCTURE 3 REVIEW (RN and BSN Students)

Certification

Timeframe: submit forms at the beginning of the semester enrolled in NURS 440

- c. To be eligible for certification review the student must:
 - 1) have a valid West Virginia RN license (BSN students provide the Department of Education with a copy of RN license)
 - 2) have completed all coursework applied toward the SCP (average 2.5 in nursing courses plus NURS 440 and EDUC 200). (See Appendix C for a complete nursing course list).
 - 3) have Full Status in SCP
 - 4) have a grade of at least “C” in NURS 440 – School Nurse Seminar
 - 5) have a grade of at least “C” in EUC 200 – Foundation of Education
 - 6) have a GPA in NURS 440 – School Nurse Seminar either have 2.0 or 3.0
 - 7) have submitted the required application for School Nurse Certification and fees for certification to the Certification Analyst (fee applies for certification by West Virginia Department of Education)
 - 8) have had a criminal background check within past 3 months

- d. To be recommended for certification the Director of Teacher Education:
 - 3) documents completion of review criteria
 - 4) attests the following:

“To the best of my knowledge the applicant is of good moral character and physically, mentally, and emotionally qualified to perform the duties of a school nurse; and is not the subject of any criminal conviction or currently pending charged felonies or misdemeanors which would show a lack of good moral character.”

APPENDIX C

Juncture Review Policies and Procedures

**PROFESSIONAL STUDIES COURSE
SCHOOL NURSE CERTIFICATION PROGRAM**

**SCHOOL NURSE
CERTIFICATION**

BSN COURSES*
Shepherd University Students Only

EDUC 200 Foundation of Education	NURS 311 Intro to Health Care
NURS 440 School Nurse Seminar	NURS 313 Health Assessment NURS 315 Clinical
	NURS 320 Mental Health Psych Care NURS 322 Clinical
	NURS 324 Research
	NURS 326 Essentials of Clin. Pharm/Patho
	NURS 411 Community Health Care NURS 413 Clinical
	NURS 415 Health Care of Children & Family NURS 417 Clinical
	NURS 419 Health Care of Women NURS 421 Clinical
	NURS 422 Health Care of the Adult Gerontology NURS 424 Clinical
	NURS 426 Health Care of Adult w/Complex Problems NURS 428 Clinical
	NURS 434 Management & Issues in Health Care NUR 436 Senior Capstone Seminar

Required courses with cumulative GPA of 2.5

*** These courses are *not* required for RNs who graduated from other NLNAC accredited or CCNE accredited programs**

SELECTION AND RETENTION STATUS CATEGORIES

Status Categories

Full Status

Defining Condition: In compliance with all requirements

Provisional Status

Defining Conditions:

- a. Juncture 1 Review: student is currently “in progress” in course(s) required to meet eligibility requirements.
- b. Juncture 2 Review: student is in Full Status and is currently “in progress” in course(s) required to meet eligibility requirements.

Restriction:

- a. Provisional Status resulting from “in progress” condition: If final grade is satisfactory, Full Status is automatically conferred.

Non-Admit Status

Defining Condition:

- a. The student is eligible for Juncture 1 Review and has applied for review, but has failed to pass Juncture 1 Review.

Restriction:

- a. The student may not enroll in further School Certification Program courses until the Non-Admit Status is removed.

Probationary Status

Defining Condition:

- a. Student has been in Full Status but has not maintained GPA requirements in Education Studies or overall.

Restrictions:

- a. Student must consult with her or his advisor to plan for removing deficiencies.
- b. At the completion of the probationary semester (the one following the semester during which an adequate GPA was not maintained), the student must initiate an Advisor review of his or her status if the deficiency has been successfully addressed. Unless the Probationary status is removed at the end of the semester, the student may not enroll in School Certification Program courses.

Removed Status

Defining Conditions:

Student has been admitted but subsequently has failed to meet the following retention requirements:

- a. The minimum GPA requirement in Education Studies or overall has not been met for 2 consecutive semesters.
- b. The student has been convicted of a felony or any crime related to moral character or has falsified the statement denying conviction.
- c. The student has met eligibility requirements for Juncture 3 but has not passed review.

Restriction:

Student may not enroll in Professional Studies courses.

APPEAL POLICY AND PROCEDURES

A. There are 3 review junctures as students progress through the School Nurse Certification Program:

- | | |
|---------------|---|
| 1. Juncture 1 | Admission to the School Nurse Certification Program |
| 2. Juncture 2 | Admission to NURS 440 |
| 3. Juncture 3 | Certification |

B. Student Appeal – A student may appeal under the following conditions:

1. A failed review at any Juncture
2. Removal from the School Nurse Certification Program for deficiencies

C. Procedure for Appeal:

1. The student must inform the Director of the Teacher Education (DTE) in writing of the intent to appeal 10 academic days after formal notification of status.
2. The DTE will form an Appeal Panel consisting of 4 PEU Council members and 1 non-PEUC member. The DTE will chair the Appeal Panel which will meet no more than 15 and no less than 10 academic days after receipt of the student's written intent to appeal. The student will be informed of the scheduled hearing within 3 academic days.
3. At least 4 days prior to the scheduled hearing, the student must submit in written form to the secretary of the DOE, the basis for the appeal. The secretary will then duplicate and send to all members of the appeal panel this and all other relevant documentation for review.
4. The student must be present at the appeal to present and support the appeal and respond to questions from the appeal panel members.
5. The student will leave the room after presenting the appeal and responding to questions.
6. The DTE will inform the student in writing the decision of the Appeal Panel.
7. If the student wishes to appeal this decision, procedures specified in the University Student Handbook must be followed.

APPENDIX D

Forms

SHEPHERD UNIVERSITY DEPARTMENT OF NURSING EDUCATION
SCHOOL NURSE CERTIFICATION PROGRAM REGISTRATION

RN _____ **BSN Student** _____ **Date Received:** _____
Name _____ **SSN#** _____
Address _____ **Phone #** _____
 _____ **E-mail** _____

RN
 Date BSN Received _____ Institution Granting BSN _____
 RN License # _____ State in which Licensed _____
 Immunization Record on file _____ CPR Expiration Date _____
 Letter of Reference _____

BSN Student
 Date of anticipated graduation _____
 Courses remaining in BSN Program _____

Curriculum Plan

<u>Course</u>	<u>Anticipated enrollment</u>	<u>Completed</u>	<u>Grade</u>
EDUC 200	_____	_____	_____
NURS 440	_____	_____	_____

Clinical Practicum
 School _____
 Preceptor _____

PPST
 Date taken: _____ Scores: Reading _____ Writing _____ Math _____

Criminal Background Check
 Date _____

Cumulative GPA _____

JUNCTURE 1
APPLICATION TO THE SCHOOL NURSE CERTIFICATION PROGRAM
BSN Students

Name (Print) _____ Soc. Sec. No. _____
Last First MI

Permanent Address _____ Telephone _____
 _____ Zip _____

School Address _____ Telephone _____
 _____ Zip _____

Advisor's name _____ Year of catalog you entered Shepherd _____

If transfer student, entered Shepherd: Semester/year _____ from (institution) _____

1. Have you passed the PPST or provided proof of exemption? Yes ___

2. a. Is your overall GPA 2.5 or above? (must have a completed minimum of 3 hours) Yes ___

b. Transfer students: Shepherd University GPA _____ (must have completed at least 3 hours at Shepherd University with a 2.5 GPA) Yes ___

3. Have you demonstrated computer competency? Yes ___
 or list the computer course in which you are currently enrolled, and check "In Progress" _____ In Progress ___

4. Have you made a grade of "C" or better in:

	Grade:	Equivalent transfer course:	Grade		
EDUC 200 Foundations of Educ.	_____	_____	_____	Yes	___
ENGL 102 or 103 Written English	_____	_____	_____	Yes	___
COMM 202 Fund/Speech	_____	_____	_____	Yes	___

5. Have you ever been convicted of or are you currently under indictment for a felony? Yes_ No_

Student Signature _____ Date _____

Applicants with course(s) "In progress" and meeting all other requirements will be assigned "Provisional Status." Upon satisfactory completion of course(s), applicant will be reassigned and notified of change to "Full Status."

COMPLETE SIDE 1 – RETURN TO KNUTTI HALL, ROOM 108

TO BE COMPLETED BY CERTIFICATION ANALYST:

(Located in the Department of Education Office, Knutti Hall, Room 108)

Required PPST scores effective Sep. 1, 1999

Reading _____
Reading 174/321

Writing _____
Writing 172/318

Math _____
Math 172/317

PPST exemptions include a terminal degree or:

ACT Score: _____ month/year: _____ SAT Score: _____ month/year: _____
Composite ACT 26 (25 prior to Oct. 1989) SAT 1125 (1035 prior to April 1995)

_____ Overall CPA on minimum of 24 credit hours

_____ Transfer Students: Shepherd University GPA on minimum of 9 credits taken at Shepherd University

_____ Students with degree, seeking certification only: Shepherd University GPA on minimum of 9 credit hours taken at Shepherd University

Certification Analyst Signature/Date

TO BE COMPLETED BY ADVISOR:

- Health Date Sheet current Yes ___ No ___
- Letter of Reference Yes ___ No ___
- Have all eligibility requirements been met, including general requirements and those unique to your Specialization? In Progress ___ Yes ___ No ___
If not, what is lacking? _____
- Do the qualitative evaluations indicate this student belongs in School Nursing Certification program? Yes ___ No ___ Unsure ___

Advisor recommendations for Juncture 1 is:

_____ Full Status _____ Provisional Status _____ Non-Admit Status

Advisor Signature/Date

TO BE COMPLETED BY SPECIALIZATION COORDINATOR:

Departmental Review _____ (Specialization Coord. takes application to respective department).

Specialization Coordinator recommendation:

_____ Full Status _____ Provisional Status _____ Non-Admit Status

Specialization Coordinator Signature/Date

TO BE COMPLETED BY DIRECTOR OF TEACHER EDUCATION PROGRAM:

Director of Teacher Education recommendation for Juncture 1 is:

_____ Full Status _____ Provisional Status _____ Non-Admit Status

Director of Teacher Education Signature/Date

Information distributed to PEU(C) on _____

JUNCTURE 2
(BSN Students only)
APPLICATION FOR ADMISSION TO SCHOOL NURSE SEMINAR

Name (Print) _____ Soc. Sec. No. _____
Last First MI

Permanent Address _____ Telephone _____
 _____ Zip _____

School Address _____ Telephone _____
 _____ Zip _____

Advisor's name _____

TO BE COMPLETED BY STUDENT:

1. Do you currently hold "Full Status" in the School Nurse Certification Program? Yes ___
2. Do you have the required 2.5 minimum GPA in
 Nurs 411 ___ Nurs 413 ___ Nurs 415 ___ Nurs 417 ___
 Overall GPA _____ (*include all college work*) In Progress ___
3. Have you demonstrated computer competency to your advisor?
 or list the computer course in which you are currently enrolled, and check "In
 Progress" _____ Yes ___
 In Progress ___
4. If you are currently enrolled in a course required for Juncture 2 eligibility, list
 courses and check "In Progress" _____ In Progress ___
5. Have you ever been convicted of or are you currently under indictment for a
 felony? Yes ___ No ___

Student Signature _____ Date _____

Applicants with course(s) "In progress" and meeting all other requirements will be assigned "Provisional Status." Upon satisfactory completion of course(s), applicant will be reassigned and notified of change to "Full Status."

STUDENT: COMPLETE SIDE 1, RETURN FORM TO 108 KNUTTI

TO BE COMPLETED BY CERTIFICATION ANALYST:

(located in the Department of Education Office, Knutti Hall, Room 108)

- GPAs are correctly reported on front of this application Yes ___ No ___

Certification Analyst Signature/Date

TO BE COMPLETED BY ADVISOR:

- Health Date Sheet current Yes ___ No ___
- Computer skills met/demonstrated, or course in progress In Progress ___ Yes ___ No ___
- Nursing Education courses/hours specified in Specialization Handbook completed or in progress _____ In Progress ___ Yes ___ No ___
- Qualitative Evaluations support retention Yes ___ No ___
- All Specialization requirements have been met or are in progress. In Progress ___ Yes ___ No ___

Advisor recommendations for Juncture 2 Retention is:

- _____ Full Status to Student Teaching
- _____ Provisional Status _____
- _____ Denied admission to Student Teaching

Advisor Signature/Date

TO BE COMPLETED BY SPECIALIZATION COORDINATOR:

Departmental Review _____ (Specialization Coord. takes application to respective department).

Specialization Coordinator Juncture 2 Retention recommendation:

- _____ Student should remain at Full Status
- _____ Provisional Status
- _____ Student should be removed from School Certification Program

Specialization Coordinator Signature/Date

TO BE COMPLETED BY DIRECTOR OF TEACHER EDUCATION:

Director of Teacher Education Program recommendation for Juncture 2 Retention is:

- _____ Student should remain at Full Status
- _____ Provisional Status
- _____ Student should be removed from School Certification Program

Director of Teacher Education Signature/Date

Distributed to PEU(C) on _____