

**APPENDIX A**

**Juncture Review Process**

**RN with BSN**

**JUNCTURE 1 and 2 REVIEW**  
**(RN, Juncture 1 and 2 reviews combined)**

**1. Admission to Program**

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

- a. Student obtains application 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 demonstrated prerequisite computer skills (e-mail, word processing, spreadsheet, and internet search). The student's advisor or the Shepherd University library can document competency.
  - 2) have as an official academic advisor a faculty member in the Department of Nursing Education.
  - 3) have achieved a passing score on the PPST<sup>1</sup> or provide official proof of exemption.
  - 4) have earned an overall GPA of 2.5 in the BSN nursing program.
  - 5) have no grade lower than a "C" in all nursing courses.
  - 6) submit a signed statement attesting that she or he has not been convicted of a felony or 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.
- b. The student brings the application form to the DOE office (Knutti Hall, Room 108) to have the "Certification Analyst" verify the PPST score and GPA.
- c. The Specialization Coordinator/Advisor in the Department of Nursing Education reviews the application form to certify eligibility for admission to SNCP.
  - 1) reviews advising file and signs the back of the combined Juncture 1 and 2 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 and 2 decision.
  - 4) documents Juncture 1 and 2 decision in the candidate's advising file.

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<sup>1</sup>PPST 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.

- d. The Director of Teacher Education
  - 1) informs PEUC of the combined Juncture 1 and 2 decisions of the Specialization Coordinators; PEUC has the authority to review any Juncture decisions upon the request of two or more members within 2 weeks of date of notification.
  - 2) informs the candidate of the combined Juncture 1 and 2 status.
- e. If admission is Provisional Status, it is the responsibility of the candidate, if she/he continues to desire admission, to successfully address the reasons for Provisional Status and resubmit application.
- f. If admission is denied, the student is assigned to Non-Admit Status. The student is denied admission to School Nurse Seminar and is removed from the School Nurse Certification Program. If the student wishes to challenge the Non-Admit 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

- a. 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
  
- b. To be recommended for certification the Director of Teacher Education:
  - 1) documents completion of review criteria
  - 2) 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.”

## 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** \_\_\_\_\_

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**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** \_\_\_\_\_