



Licensed Practical Nursing Program

Student Handbook
Academic Year 2026-2027



School of Health Sciences
500 Galliher Dr, Fairmont, WV 26554

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EQUAL OPPORTUNITY AFFIRMATIVE ACTION

Pierpont Community & Technical College, (PC&TC) is an Equal Opportunity-Affirmative Action institution. In compliance with Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act,

West Virginia Human Rights Act, Title IX (Educational Amendments of 1972), Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and the other applicable laws and regulations, the institution provides equal opportunity to all prospective and current members of the student body, faculty, and staff on the basis of individual qualifications and merit without regard to race, sex, religion, age, national origin, disability, or sexual orientation as identified and defined by law.

Pierpont neither affiliates knowingly with nor grants recognition to any individual, group, or organization having policies that discriminate based on race, color, age, religion, sex, national origin, disability, or sexual orientation as defined by applicable laws and regulations. Further inquiries may be directed to: Affirmative Action Officer, George Perich, 200L Advanced Technology Center, 500 Galliher Drive, Fairmont, WV 26554 or call (304) 367-4692.

Program Description

Pierpont Community & Technical College, School of Health Sciences, The Licensed Practical Nursing Program is accredited by the West Virginia State Board of Examiners for Licensed Practical Nurses. The practical nursing program is a comprehensive full-time three semester certificate program. The curriculum is divided into courses of study proceeding from the simple to the complex, including theory, college laboratory, and clinical practice. Successful graduates of the practical nursing program are eligible to take the National Council Licensure Examination for Practical Nursing (NCLEX-PN).

This is a hybrid program. Theory is delivered online. Students will meet once a semester for clinical laboratory skills. Locations are to be determined by sponsoring College. Clinical training is provided with the cooperation of local healthcare facilities. During clinical training, the student will care for individuals under the close supervision of Registered Nurses.

Financial assistance is available.

Areas of study include:

- Anatomy and Physiology
- Fundamentals of Nursing
- Gerontology
- Growth and Development
- Medical/Surgical Nursing
- Social Science
- Nutrition
- Maternal & Neonatal Nursing
- Pediatric Nursing
- Pharmacology
- Mental Health Nursing

Mission

The mission of the Practical Nursing Program at Pierpont Community & Technical College is to provide opportunities for learning, training, and application of knowledge as it relates to the nursing care of individuals, families, and communities in health and illness. Our mission is to respond to the emerging healthcare technologies and the changing healthcare needs of individuals, families, and communities. Our goal is to prepare our graduates for successful completion of the National Council Licensure Examination for Practical Nurses. The mission will be accomplished through innovative teaching programs and clinical practice that reflects the community's need and current trends.

Philosophy

As an integral part of Pierpont Community & Technical College, the Practical Nursing Program accepts the Mission Statement, Vision Statement, Philosophy and Objectives of the college and functions within the general policies of the college. The curriculum of the practical nursing program is designed to provide a quality nursing education in a supportive learning environment preparing the graduate for beginning level nursing practice and provides a foundation for accountability, dedication to nursing, and a commitment to life-long learning.

The faculty believes nursing is both an art and a science, which incorporates principles of compassion, empathy, caring, specialized knowledge, critical thinking, and effective communication techniques. These principles are achieved through the study of nursing theory, clinical practice and research. Application of these principles throughout the practical nursing program forms the basis for effective nursing practice. The faculty believes effective nursing practice is based on caring interactions with individuals, families, and communities. The nursing faculty also believes that caring exists in relationships through which all individuals are respected and nurtured.

The faculty is committed to the individual, personal, and professional development of our students. In view of this commitment, the nursing faculty serves to promote the students' independence, critical thinking, clinical judgment, and decision-making behaviors in a changing healthcare environment. We believe that maintaining higher expectations from our students encourages them to attain their full potential.

End-of-Program Student Learning Outcomes (EPSLO)

Graduates of Pierpont Community & Technical College's Practical Nursing Program shall be prepared to:

- Utilize the nursing process as a guide to assess, plan, implement and evaluate basic patient care across the life span within the practical nurse's scope of practice.
- Implement the role of nursing in the continuum of care, which includes that of patient advocate, leader/manager of care, communicator, teacher, and member of the health care team.
- Apply critical thinking skills while incorporating legal and ethical principles in formulating a plan of care for patients with common health alterations.
- Incorporate goal-directed therapeutic communication to assist patients of all ages in promoting health and supporting wellness.

- Utilize learned nursing skills and current technology as an entry-level practical nurse to provide and promote compassionate nursing care.
- Integrate ethical, professional, legal responsibility, and accountability into actions and decisions.
- Assume responsibility for personal and professional growth.
- Successfully pass the National Council License Examination for Practical Nurses (NCLEX-PN) on the first attempt.

Progression Plan

	<i>Theory</i>	<i>Lab</i>	<i>Clinical</i>	<i>Credits</i>
<i>Fall Semester</i>				
LPNC 1101: Nursing Fundamentals	150			3 credits
LPNC 1107: Nursing Fundamentals Clinical Practicum			240	2 credits
LPNC 1130: Medical Surgical Nursing for the PN	200			4 credits
LPNC 1131 Medical Surgical Nursing Clinical Practicum for the PN			360	3 credits
LPNC 1105: Pharmacology I	50			1 credit
Total				13 credits
<i>Winter Intersession</i>				
LPNC 1129: LPN Clinical Judgment and Skills Development		300		1 credit
LPNC 1115: Pharmacology II	150			1 credit
Total				2 credits
<i>Spring Semester</i>				
LPNC 1134: Medical Surgical Nursing for the PN	300			6 credits
LPNC 1135: Medical Surgical Clinical Practicum for the PN			600	5 credits
Total				11 credits
<i>Summer Semester</i>				
LPNC 1120: Maternity/Pediatrics Nursing for the PN	225			3 credits
LPNC 1121: Maternity/Pediatrics Clinical Practicum for the PN			180	1 credit
LPNC 1112: Mental Health Nursing for the PN	225			3 credits
LPNC 1113: Mental Health Nursing Clinical Practicum for the PN			180	1 credit
LPNC 1995: Capstone	75			1 credit
TOTAL				9 credits

Corequisite: MTH 1207 (MTH 1207S)	45			3-4 credits
Corequisite: ENGL 1104 Written English	45			3-4 credits
PROGRAM TOTAL (with COREQUISITES):				41-43 credits

Regulatory

Applicants to the LPN program must be eligible to meet the requirements for licensure in the state of West Virginia as stated in the West Virginia Code these include:

1. Shall have completed the tenth grade or its equivalent as required by WV Code§30-7A-3. Applicants shall hold a high school or equivalency diploma if a program wishes to participate in federal student loan programs.
2. Must be a graduate of an accredited school of practice nursing.
3. The LPN board may refuse to admit applicant to the licensure examination who have been convicted of a felony, is habitually intemperate or addicted to the use of habit-forming drugs, who is mentally incompetent or who is guilty of professional misconduct including conviction of a misdemeanor with substantial relationship to the practice of practical nursing. West Virginia State Board of Examiners for Licensed Practical Nurses Policies Regulating Licensure, of the Licensed Practical Nurse 10 CSR 2.
4. The applicant must be able to engage in educational and training activities in a manner that does not endanger themselves or others.

Prospective and admitted students with questions related to eligibility for state licensure should direct all licensure inquiries to:

WV State Board of Examiners for Licensed Practical Nurses
101 Dee Drive, Suite 100
Charleston, WV 25311
1-877-558-LPNS

Student Accountability

The student is responsible and accountable for individual active participation in the learning process. The student is required to prepare for each theoretical and clinical experience, to participate actively in each learning opportunity, and to pursue academic goals through honest endeavor.

The student is responsible and accountable for individual actions while administering nursing care to the client. The student is to perform nursing care commensurate with the level of nursing education and to adhere to the policies and procedures of the institution where their clinical experience is scheduled.

It is the responsibility of the student to seek supervision from the Nursing Instructor for any nursing skill or treatment the student does not feel competent to perform or approval to perform the skill independently.

The student is accountable for the information presented in this handbook, as well as the Pierpont Technical & Community College *Student Handbook, Policies and Procedures*. The student will review the information in this handbook and will sign the “Student Handbook Acknowledgement Form”.

The handbook acknowledgement and all addendums must be signed representing the student’s promise to abide by said policies or the student may be restricted from class and/or clinical activities until the original acknowledgement and/or any addendums are acknowledged.

Admission Policies

Admission

Applicants requesting admission to the LPN program must first meet the requirements for general admissions to Pierpont Community & Technical College.

Applications for enrollment into the LPN program are accepted year-round. Application deadline is June 20th for the class beginning the following Fall semester.

Applications will be accepted after the deadline date if the class is not filled. Eligibility requirements include the following:

1. Admission to Pierpont Community & Technical College.
2. Have a GPA and, if applicable, a college GPA of 2.5 or better.
3. Attain a score of 50%, adjusted individual total score, or above on the Test of Essential Academic Skills (TEAS). TEAS scores must be submitted prior to the application deadline and be received directly from ATI. TEAS test scores cannot be older than three years.
4. Students admitted to the program must submit a completed health form, criminal background check, drug screening, immunization records, CPR certification, and state ID for final approval.

Clearances

Criminal Background Screenings

All applicants to the LPN Program are required to complete a pre-admission Criminal Background Check through a third-party vendor designated by the program. Any costs associated with State and Federal background checks are the responsibility of the applicant.

Clinical agencies reserve the right to deny student placement based on the results of a criminal background check. Denial of access to clinical experiences may prevent a student from meeting program requirements and progressing in the program.

The LPN Program reserves the right to deny or rescind admission based on the results of a Criminal Background Check.

Applicants are required to disclose all prior criminal convictions, including felonies and misdemeanors, at the time of application and throughout enrollment in the program. Failure to disclose such information at any point during the admissions process or while enrolled, may result in immediate dismissal from the program.

Documentation of criminal convictions may be reviewed by the West Virginia Board of Examiners for Registered Professional Nurses, which has the authority to determine eligibility for licensure. The Board may deny eligibility for licensure based on factors including, but not limited to:

- Felony convictions
- Substance use disorders or habitual drug use
- Mental incompetence
- Professional misconduct, including certain misdemeanor offenses related to nursing practice

Applicants with a history of criminal convictions are strongly encouraged to contact the West Virginia Board of Examiners for Registered Professional Nurses to discuss the potential impact on licensure eligibility prior to applying to the program.

Drug and Alcohol Screening

All students admitted to the LPN Program are required to complete a drug screening through Exxat and upload all required documentation prior to the start of the program. Students are responsible for all associated costs.

Pierpont Community & Technical College is a drug-free campus. All nursing students are subject to the College's Drug and Alcohol Policy as outlined in the Student Handbook and Code of Conduct.

Students may be required to undergo drug and/or alcohol screening, or psychiatric evaluation at their own expense, if behaviors are observed that may place patients, faculty, or peers at risk. A positive drug or alcohol screen, or the unauthorized use of controlled or mood-altering substances, may result in immediate dismissal from the nursing program.

Students demonstrating behaviors consistent with reasonable suspicion of impairment are required to submit to immediate drug and/or alcohol testing. Failure to comply with testing requirements will be considered evidence of substance use and may result in immediate dismissal. All costs associated with testing are the responsibility of the student.

Reasonable suspicion may include, but is not limited to:

- Slurred speech
- Odor of alcohol
- Unsteady gait
- Disorientation or confusion
- Inappropriate appearance or behavior

- Aggressive or disruptive conduct
- Incoherent or irrelevant communication

Students who are prescribed medications that may impair cognitive or physical function, including narcotics or other mood-altering substances, must provide documentation from the prescribing healthcare provider. Students are required to notify the Program Director or designee prior to engaging in any instructional or clinical activity when taking such medications.

At no time may a student participate in clinical activities or provide patient care while impaired. If a student's ability to safely perform nursing functions is in question, faculty will determine whether the student may participate in clinical activities. Students demonstrating unsafe practice will be removed from the clinical setting.

Any confirmed presence of unauthorized substances, or failure to disclose substances prior to testing, may result in immediate dismissal from the program and referral for review under the College's Code of Conduct.

Essential Functions for LPN Program

Students in the LPN program must be able to perform the essential functions below with or without reasonable accommodations, consistent with applicable laws and program requirements. These functions are necessary to participate safely in classroom, lab/simulation, and clinical learning environments and to meet end-of-program outcomes.

In addition to being essential for successful completion of the requirements for a Licensed Practical Nursing certificate, these skills and functions are necessary to ensure the health and safety of patients, fellow students, faculty, and other healthcare providers.

1) Observation and Sensory Abilities

- Accurately observe patients in simulated and clinical settings (e.g., skin color, movement, respiratory effort, behavior).
- Recognize changes in patient condition using visual, auditory, and tactile assessment techniques.
 - **Auditory**
 - Ability to monitor alarms, emergency tones, patient changes, and verbal communication.
 - Recognize and respond to auditory assessments, instructions, and requests with or without assistive devices.
 - **Visual**
 - Patient identification
 - Visual assessment through inspection
 - Read written orders, medication labels and equipment, electronic health records, and telemetry monitors.
 - Differentiating the color spectrum essential for assessments and safe medication administration.

- **Tactile**

- Perform comprehensive physical assessments through palpation.
- Discriminate between sharp/dull, hot/cold, soft/firm, and other tactile variations.
- Detect subtle changes in skin integrity, pulses, edema, or other assessment findings.

2) Communication Abilities

- Communicate effectively in English via spoken, written, and electronic formats with patients, families, faculty, and the healthcare team.
- Verbal and nonverbal skills are adequate for transmitting and receiving information from patients, families, faculty, and healthcare personnel.
- Reading in English with comprehension sufficient to interpret textbooks, provider orders, policies, research findings, and clinical documentation.
- Use therapeutic communication appropriate to developmental level, culture, and situation.
- Give and receive clear, timely instructions and report patient information accurately (e.g., SBAR, documentation).

3) Motor Skills and Physical Abilities

- Perform essential nursing skills safely, such as:
 - Vital signs, focused assessments, medication administration, wound care, and specimen collection.
 - Maintaining asepsis, using PPE, and operating common clinical equipment for extended periods, including up to 12-hour clinical shifts.
- Demonstrate sufficient mobility, coordination, and manual dexterity to:
 - Assist with patient movement/positioning and basic transfers using safe body mechanics.
 - Lift and move patients and objects weighing thirty (30) pounds or more, with or without assistive devices.
 - Provide CPR and respond to urgent clinical events.
 - Demonstrate a high level of manual dexterity and use both hands simultaneously for complex skills (e.g., sterile procedures, IV therapy, medication administration).
 - Work at different heights and levels (bending, stooping, reaching, kneeling).
- Tolerate typical clinical demands including:
 - Standing/walking for extended periods and performing repetitive tasks.
 - Lifting/assisting with loads consistent with clinical role expectations (with proper equipment/team support as required by clinical sites).

4) Cognitive, Conceptual, and Critical Thinking Abilities

- Apply nursing knowledge to assess, plan, implement, and evaluate care using clinical judgment.
- Prioritize multiple tasks, manage interruptions, and make timely decisions in complex situations.
- Accurately calculate medication dosages and interpret clinical information (labs, orders, trends).
- Demonstrate ability to learn and apply concepts across varied settings, including simulation and clinical.
- Integrate theoretical knowledge with clinical practice across classroom, laboratory, simulation, and diverse clinical settings.
- Apply higher-level critical thinking consistent with LPN scope of practice, including delegation, supervision, care coordination, and quality/safety principles.

5) Behavioral, Professional, and Interpersonal Abilities

- Demonstrate professional behavior, accountability, integrity, and adherence to policies.

- Maintain appropriate boundaries, respect, and teamwork with patients and colleagues.
- Accept feedback, demonstrate flexibility, and adapt to changing clinical demands.
- Provide care in a manner that supports patient dignity, privacy, and cultural humility.

6) Emotional and Stress Management Abilities

- Maintain safe, effective performance in environments that may include:
 - High stress, rapid change, patient suffering, emergencies, or end-of-life situations.
- Demonstrate emotional regulation, resilience, and appropriate coping strategies to support safe practice.

7) Safety and Infection Control Abilities

- Consistently follow safety practices (standard precautions, medication safety, fall prevention, safe patient handling).
- Recognize hazards and act promptly to protect patients, self, and others.
- Meet clinical requirements for safe participation (e.g., health clearance, immunizations, background checks, drug screening) as required by the program and clinical agencies.

8) Ethical and Legal Responsibilities

- Practice within the scope of student role under supervision and follow legal/ethical standards.
- Maintain confidentiality (HIPAA/FERPA as applicable) and demonstrate academic integrity.
- Engage in safe documentation and appropriate use of technology and social media.

I have read and understand the essential functions of the Licensed Practical Nursing program at Pierpont Community and Technical College.

Student Name (Print)_____ **Student Signature**_____

Date: _____

Financial Aid

The LPN Program at Pierpont Community & Technical College adheres to all institutional financial aid policies, procedures, and regulations as established by the College.

Students enrolled in the nursing program are subject to the same financial aid requirements outlined by Pierpont Community & Technical College, including, but not limited to:

- Eligibility criteria for Federal, State, and institutional financial aid
- Satisfactory Academic Progress (SAP) standards
- Enrollment status requirements
- Financial Aid disbursement and refund policies
- Return of Title IV (R2T4) regulations

Students are responsible for:

- Completing all required financial aid applications and documentation.
- Maintaining eligibility through academic and enrollment requirements.
- Understanding the financial obligations associated with program participation.

- Due to the rigorous nature of the nursing program, students are encouraged to work closely with the Pierpont Financial Aid Office to ensure compliance with all financial aid requirements and to receive guidance regarding funding options.
- Additional costs associated with the nursing program, including but not limited to background checks, drug screening, clinical requirements, uniforms, and learning resources, may not be fully covered by financial aid and are the responsibility of the student.
- For detailed information regarding financial aid policies and procedures, students should refer to the Pierpont Community & Technical College Financial Aid Office and the official College website.

Fees:

In addition to tuition LPN students should expect additional costs. Some of the expenses include but are not limited to:

- Health physical including required vaccinations, titers and tests.
(varies by provider, estimate \$350.00)
- Transportation to LPN practicum sites (varies)
- Exxat for the LPN program (\$130.00)
- CPR Training (estimate \$50.00)
- Uniforms, name tag, stethoscope of choice, tennis shoes, and a watch with a second hand (estimate up to \$300.00)
- NCLEX exam and Licensure (estimated up to \$350.00)
- Lab fee on courses that have any simulation/lab component (\$50.00/course)
- Nursing kit as ordered through the bookstore (estimated \$400)- takes 4-6 weeks to arrive to bookstore (bookstore orders ahead of time – student count).

Academic Policies

Academic Integrity

As a nursing student, you are expected to demonstrate honesty, integrity, and professionalism in all academic and clinical settings. These values are essential to safe nursing practice and are grounded in the American Nurses Association (ANA) Code of Ethics. Academic integrity means completing your own work, following all course and testing guidelines, and appropriately acknowledging the work and ideas of others.

Academic misconduct includes any behavior that provides an unfair academic advantage or misrepresents your own work. This may include cheating on exams, using unauthorized resources, copying or sharing answers, submitting another person's work as your own, or failing to properly cite sources. It also includes falsifying information, signing attendance for another student, or having someone else complete academic work on your behalf.

Students are expected to follow all testing and assignment guidelines, complete their own work independently, and maintain professionalism at all times. When in doubt, students should seek clarification from faculty to ensure they are meeting expectations.

Violations of academic integrity are taken seriously and may result in disciplinary action, including a failing grade on an assignment or course, referral to the College for review under the Code of Conduct, or dismissal from the nursing program. Students may not withdraw from the program while an academic integrity concern is under review.

Students have the right to due process and will be notified of any concerns, provided with relevant information, and given an opportunity to respond.

Maintaining academic integrity is a critical component of your development as a professional nurse. Your commitment to honesty and accountability supports not only your success in the program, but also the safety and trust of the patients you will serve.

Attendance

The LPN Program at Pierpont Community & Technical College supports the School of Health Sciences attendance expectations and recognizes that consistent attendance is essential to student success. Due to the accelerated and rigorous nature of program, regular participation in all scheduled theory, laboratory, simulation, and clinical experiences is required and is considered an integral component of professional nursing education.

Students are expected to attend all scheduled learning activities and actively engage in the learning process. If an absence is unavoidable, the student is responsible for notifying the Instructor and discussing the absence prior to the next scheduled class. Determination of whether an absence is excused is at the discretion of the instructor.

Excused absences are limited to significant and unavoidable circumstances, such as serious personal illness or injury, death or serious illness of an immediate family member, institutional obligations in which the student officially represents the College, or College-approved closures due to weather or emergencies. In the event of pregnancy, the student must notify the Director and Clinical Instructor as soon as possible and provide a written health care provider's permission for the student to participate in classroom and clinical activities.

Regardless of the reason for absence, students are responsible for all missed content, assignments, and course requirements. Faculty are not required to provide make-up lectures, assessments, or learning activities. Students must communicate with faculty in advance if requesting consideration for missed quizzes or examinations.

Attendance is closely monitored. Students who miss **10% of scheduled course time** will receive a written warning. Students who exceed **20% absence** in theory, laboratory, or related learning activities may be required to withdraw from the course. If a student chooses to remain enrolled after exceeding this threshold, a failing grade may be assigned.

This policy reflects the program's commitment to accountability, professional responsibility, and preparation for safe nursing practice.

Discontinuation in the Program

The LPN Program at Pierpont Community & Technical College upholds high standards of academic performance, professional conduct, and patient safety. Students may be subject to dismissal, leave of absence, or withdrawal from the program based on the circumstances outlined below.

Dismissal from the Program

- A student may be dismissed from the nursing program for failure to meet academic, professional, or safety standards. Grounds for dismissal include, but are not limited to:
 - Engagement in any criminal activity or violation of applicable laws
 - Violation of the Nurse Practice Act
 - Failure to adhere to college or clinical agency policies
 - Any action that compromises the safety or well-being of patients, peers, or faculty
 - Non-compliance with the program's substance use or drug screening policies
 - Failure of a required nursing course (theory or clinical component)
 - Failure of a required co-requisite or general education course
 - Failure to meet medication calculation competency requirements
 - Violation of professional standards, including academic integrity
 - Repeated misconduct as outlined in the Student Code of Conduct
 - Violation of HIPAA, including unauthorized access or disclosure of patient information
 - Violation of the program's Social Media Policy
 - Theft of College, clinical agency, or personal property
- Dismissal decisions are made in accordance with College policy and may result in immediate removal from the program.

Leave of Absence

- A leave of absence may be granted under limited circumstances and must be requested in writing and approved by the Program Director.
- Students may be granted a short-term leave of absence, typically not exceeding two weeks (excluding scheduled breaks), provided that all missed course requirements are completed in accordance with program expectations. A medical leave of longer duration may be approved with appropriate documentation from a healthcare provider.
- Students approved for an extended leave may be eligible to return with a subsequent cohort, pending space availability and successful demonstration of required competencies to ensure safe clinical practice. Specific conditions for return will be determined on an individual basis.

Withdrawal from the Program

- Students may voluntarily withdraw from the nursing program in accordance with College policies, provided they are not currently under dismissal review or have not failed a required course.
- Students who choose to withdraw are required to:
 - Submit written notification to the Program Director, including the effective date and reason for withdrawal
 - Complete all institutional and program-related exit requirements
- Grades for withdrawal will be assigned in accordance with College policy. A withdrawal may impact progression in the program and may require reapplication for future admission.
- Students are responsible for resolving any financial obligations with the College prior to withdrawal. Failure to officially withdraw may result in assignment of a failing grade.

Evaluation

Assessment Technologies Institute (ATI)

The comprehensive ATI review program provides students with an assessment-driven approach to learning that supports the development of critical thinking, clinical judgment, and readiness for NCLEX-PN testing. ATI resources are integrated throughout the curriculum and incorporated into each student's individualized success plan to support progression and achievement of program outcomes.

ATI includes a variety of assessment tools and remediation activities designed to evaluate academic readiness, identify areas for improvement, and reinforce nursing knowledge across content areas. These resources include online tutorials, practice assessments, and proctored examinations aligned with the NCLEX-PN test plan. In combination with the nursing curriculum, ATI supports students in building confidence, strengthening content mastery, and enhancing familiarity with nursing concepts.

Students are provided access to ATI orientation resources through the "My ATI" platform and are strongly encouraged to utilize these materials to fully understand the scope and expectations of ATI within the program.

All ATI products are supplemental educational resources intended to enhance student learning and academic success. ATI does not have authority or influence over curriculum development or program decision-making. All curricular decisions are determined solely by the faculty and administration of the Center for Nursing Education.

Skills Modules

ATI provides online skills and review modules that include both written and video-based instructional materials across all nursing content areas. Students are encouraged to utilize these modules as a supplement to course instruction to support knowledge development and skill

acquisition. Faculty may assign specific modules as part of course requirements, active learning activities, remediation plans, or make-up assignments.

Tutorials

ATI tutorials are designed to support the development of clinical judgment and promote success on nursing assessments by helping students learn to think critically within the context of nursing practice. Required tutorials include Dosage Calculation and Safe Medication Administration, Pharmacology Made Easy, and Real-Life Scenarios.

Students are required to achieve a “Satisfactory” level. Multiple attempts are permitted prior to the established due date to support mastery of the content. Failure to complete required tutorials or achieve the designated score by the due date will result in evaluation in accordance with course syllabus expectations.

Assessments

ATI standardized assessments are utilized to evaluate student knowledge and identify areas requiring further review and remediation. Students are required to complete assigned practice assessments (Practice A and Practice B) prior to participation in scheduled proctored assessments. These assessments provide valuable insight into student readiness and align with NCLEX-RN test plan categories.

Proctored assessments are administered throughout the program at designated points within courses to measure content mastery and progression.

Active Learning/Remediation

Active learning and remediation are essential components of the ATI program and are designed to support student success by addressing identified learning gaps. Following completion of an assessment, students are required to engage in the ATI Focused Review process based on the results of their first attempt. The Focused Review provides individualized learning resources, including targeted content modules, media materials, and active learning templates.

Students are expected to complete all required remediation activities prior to advancing to subsequent ATI assessments. Faculty have access to ATI performance data, including time spent in assessments, tutorials, and focused review activities, to monitor student engagement and progression. **Three trigger points for each item to review must be completed and accurate to receive remediation points.**

Content Mastery Series (CMS)

The Content Mastery Series (CMS) assessments are designed to provide data regarding a student’s mastery of nursing concepts in specific content areas aligned with the NCLEX-PN test plan. These assessments are administered at designated points throughout the curriculum to evaluate progression and readiness.

ATI Review Products

During NCLEX-PN Readiness Capstone, ATI review products are integrated to enhance NCLEX-PN preparation and to support the measurement of entry-level nursing competency. These review products include ATI Capstone, ATI Live Review, and Virtual ATI. These activities are

considered low-stakes to encourage participation and provide an accurate reflection of student knowledge without the pressure of high-stakes grading.

Students are required to complete a minimum of **50% of the Virtual ATI program as a requirement for completion of the NCLEX-PN Readiness Capstone course.**

Test Preparation

Students are required to complete all assigned ATI practice assessments (Practice A and Practice B) as a prerequisite for admission to proctored ATI assessments. Additionally, students must complete all required remediation activities, including Focused Review, prior to the scheduled proctored assessment. Failure to meet these requirements may result in delayed or denied access to proctored testing, as outlined in course policies.

Content Mastery Series Grading Rubric

ATI assessment points are part of the student's overall theory grade.

PRACTICE ASSESSMENTS* Complete Practice Assessment A & B <i>Remediation:</i> • Minimum one hour Focused Review for each practice assessment • For each topic missed, identify three critical points/trigger points to remember.
2 points for each Practice & Remediation*

Standardized Proctored Assessment			
Level 3 5 pts	Level 2 3 pts	Level 1 2 pts	Below Level 1 1 pt
<i>1 pt. for remediation: (Optional)</i> • Minimum one hour Focused Review • For each topic missed, identify three critical points/trigger points to remember.	<i>2 pts for remediation:</i> • Minimum one hour Focused Review • For each topic missed, identify three critical points/trigger points to remember.	<i>2 pts for remediation:</i> • Minimum two hour Focused Review • For each topic missed, identify three critical points/trigger points to remember.	<i>2 pts for remediation:</i> • Minimum two hour Focused Review • For each topic missed, identify three critical points/trigger points to remember.
Total Points = 9/10 or 10/10	Total Points = 9/10	Total Points = 8/10	Total Points = 7/10

Disclosure:

All products developed and offered by ATI (Assessment Technologies Incorporated) are deemed beneficial as supplemental educational activities to students. These products are integrated into each nursing course to enhance learning and educational experience. ATI has no authority or influence on the curriculum development and/or revisions of the LPN program. All Curriculum decisions are determined and implemented solely by the faculty and administration of the LPN program.

Grading Policy

Student academic performance is evaluated using a variety of assessment methods that reflect the complexity of nursing knowledge, skills, and clinical judgment. These methods include didactic examinations, application-based assignments, laboratory skill evaluations, and clinical competency assessments. Grades are assigned based on the student's ability to meet course learning outcomes and demonstrate readiness for progression.

To ensure consistency across all learning environments, a minimum standard of **75% is required in theory, laboratory, and clinical components** to successfully pass any nursing course.

For theory and laboratory courses, grades are calculated based on didactic and standardized examinations, application-based assignments, and laboratory skill evaluations. The following grading scale is used:

- A: 93.95% – 100%
- B: 79.95% – 93.94%
- C: 75.00% – 79.94%
- F: 0 – 74.99%

Final course grades are calculated to the nearest hundredth and rounded to the nearest tenth. The resulting rounded grade determines the final letter grade. No rounding is applied to individual assignments, examinations, or other graded components.

Extra credit is not awarded in nursing courses, as all grades are intended to reflect achievement of required course outcomes.

For clinical courses, grading is based on a letter grade system. A passing designation requires the student to achieve a minimum performance equivalent to **75%**, as determined by clinical evaluation tools (midterm and final) and successful completion of required competencies, including medication administration.

Failure to meet the minimum required standard of **75%** in any component (theory, laboratory, or clinical) will result in failure of the course, regardless of the overall numerical grade.

Exam Policies

Students enrolled in the LPN Program are expected to follow all examination procedures to ensure a secure, fair, and standardized testing environment. On exam days, students must arrive **at least 15 minutes prior** to the scheduled start time. Upon arrival, all personal belongings—including phones, smart devices, and bags—must be secured in designated areas prior to entering the testing space. Students will obtain a program-approved laptop and prepare it for testing, ensuring successful login and connectivity prior to the start of the exam. Students must be seated and fully prepared before the exam begins. Late arrival may result in restricted access or inability to test.

During the examination process, only approved materials may be used. Any scratch paper provided must be returned at the conclusion of the exam, and no testing materials or related information may leave the testing environment. Upon completion, students are expected to submit

required materials, return equipment, and exit the room quietly. Re-entry into the testing space is not permitted until the exam session has concluded.

Students are provided the opportunity to review exam performance through available testing platform features, including individualized “Topics to Review.” Additional review may be scheduled with faculty, advisors, or student support personnel to support learning and improvement.

Remediation is a required component of the learning process. Students must complete assigned remediation for missed questions, demonstrating understanding through evidence-based key points aligned with identified content areas. Remediation must be submitted within the required timeframe. Failure to complete remediation requirements may result in an incomplete course grade and delay in program progression. Remediation consists of:

- consists of two (2) documented bullet points (Facts, evidence based information) related to the Topic Descriptor associated with every question missed and identified within the ATI unit assessment individualized focused review.
- is to be electronically submitted to the student’s faculty.
- is due by 8:30 AM the second day (48 hours) following the exam.
- All required remediation must be submitted by the end of the course or the course will be deemed “Incomplete” and the student will not progress in the program.

Missed Exams

Students are expected to be present and prepared for all scheduled examinations. Exams are a critical component of evaluating student knowledge, clinical judgment, and readiness for progression within the nursing program.

In the event of an absence on the day of a scheduled examination, the student is required to notify the faculty by verbally calling or leaving a voice message **at least one (1) hour prior to the scheduled start time of the examination**. This communication is required to be considered for an excused absence or to be eligible for exam rescheduling.

Failure to notify the faculty as outlined above will be considered a failure to appropriately report the absence.

If a student does not take the examination at the originally scheduled time or at the approved rescheduled time, and the absence is not approved or does not involve a mitigating circumstance, a penalty will be applied. Specifically, failure to test as scheduled **without appropriate notification and without an approved absence** will result in a **6% deduction from the total exam points**.

Students who report late on the day of an examination will be given the option to either complete the examination within the remaining allotted time or take an alternate examination at a time determined by the faculty, typically at the end of the scheduled testing day. Students experiencing delays beyond their control are expected to communicate with the faculty as soon as possible. Rescheduling of examinations is not guaranteed and is granted at the discretion of the faculty based on the circumstances provided. Documentation may be required to support an excused absence.

Graduation

Graduation from the LPN Program at Pierpont Community & Technical College is awarded upon successful completion of all program and institutional requirements.

To be eligible for graduation, students must meet the following criteria:

- Successfully complete all required nursing courses with a minimum grade of 75%
- Successfully complete all required general education courses with a grade of “C” or higher
- Satisfactorily complete all theory requirements within the nursing curriculum
- Demonstrate competency in all required laboratory and skills-based experiences
- Successfully complete all direct and indirect clinical requirements
- Fulfill all ATI testing and remediation requirements as outlined in course syllabi
- Submit an application for graduation and complete a degree audit through the Registrar’s Office
- Resolve all financial obligations to the College and return any borrowed materials
- Complete registration in the West Virginia PN Board Nurse Portal and submit the application for PN licensure

Completion of these requirements reflects the program’s commitment to preparing graduates for safe, competent, and professional registered nursing practice, as well as eligibility to apply for the NCLEX-RN licensure examination.

Inclement Weather

In the event of inclement weather or unsafe travel conditions, the safety of students and faculty is the primary consideration. While the college may remain open, nursing courses—particularly laboratory and clinical practicums—may be impacted due to the nature of these learning environments and external site requirements.

The Course Instructor, in collaboration with program leadership as appropriate, has the discretion to cancel or modify scheduled laboratory or clinical practicums based on weather conditions, travel safety, or guidance from clinical agencies.

Students are expected to monitor official college communications, course announcements, and email for updates regarding schedule changes, cancellations, or modifications. In some cases, alternative learning activities may be assigned to ensure course and clinical objectives are met. If the college is officially closed, all nursing classes, laboratories, and clinical experiences are canceled unless otherwise communicated.

Students who feel that travel conditions are unsafe in their specific location are expected to communicate with the Course Chair or Course Lead as soon as possible. These situations will be reviewed on a case-by-case basis in alignment with attendance and clinical policies.

Missed laboratory or clinical experiences due to inclement weather may require make-up activities or alternative assignments to ensure that required contact hours and learning outcomes are achieved.

Progression

The LPN Program at Pierpont Community & Technical College is designed as an accelerated, sequential curriculum. Progression within the program requires successful completion of all academic, clinical, and program requirements. Each course builds upon prior knowledge and competencies; therefore, students must meet all requirements to advance.

To progress in the program, students must:

- Achieve a minimum grade of 75% in all nursing (theory) courses
- Earn a minimum grade of “C” or higher in all required general education courses
- Successfully complete all clinical components, including both direct and indirect clinical experiences
- Demonstrate competency in all required laboratory and skills-based activities
- Successfully meet all medication calculation competency requirements as outlined in program policy
- Complete all required ATI assessments, benchmarks, and remediation activities
- Adhere to all attendance requirements for theory, lab, simulation, and clinical experiences
- Demonstrate professional behavior consistent with program standards and the ANA Code of Ethics

Students must successfully complete each course in the prescribed sequence before progressing to the next level of the program. Failure to meet course requirements, whether in theory, clinical, lab, or ATI expectations, will result in inability to progress.

Students who receive a failing grade in any nursing course or fail to meet required competencies may be subject to program dismissal in accordance with program policies. In certain circumstances, students may be eligible to apply for readmission based on program guidelines and space availability.

Progression decisions are based on a comprehensive evaluation of the student’s academic performance, clinical competence, and professional conduct to ensure readiness for safe nursing practice.

Readmission

An individual who exits the nursing program may request readmission by submitting a new application and meeting all current admission requirements in effect, at the time of reapplication. Applicants for readmission are evaluated using the same criteria as all other applicants.

Readmission is not guaranteed and is contingent upon space availability, faculty resources, and student-to-instructor ratios.

Students requesting readmission must meet the following criteria:

- Demonstrated **satisfactory (or better) clinical performance** at the time of exit
- Compliance with all **attendance policies**
- Maintenance of a **record of good conduct**
- Adherence to all **program and institutional policies**
- Exit from the program in **good standing**

Students who are dismissed from the program due to failure to achieve a minimum course grade of “C” or higher may be eligible to apply for readmission the following academic year, provided all admission requirements are met and space is available. If approved, readmission will typically occur at the beginning of the semester or course in which the student exited.

Students are permitted to **repeat one (1) semester of nursing courses** and are eligible for **one (1) readmission to the program**. A student who withdraws or is dismissed a second time from the nursing program is not eligible for further readmission.

Students must be enrolled in the nursing program for a minimum of ninety (90) days prior to graduation.

Readmission decisions may take into account: the length of time since program exit, prior academic performance, and changes to curriculum. Students may be required to repeat previously completed coursework if curriculum changes have occurred or if knowledge and skill competency cannot be validated.

Student Success

The Student Success Program is an academic support initiative developed to assist students who demonstrate challenges in achieving course outcomes. Participation in the program provides additional structure, faculty guidance, and targeted academic support. Assignment to the program is a dynamic, semester-based status, meaning that students may enter or exit the program based on performance, improvement, and achievement of defined benchmarks.

Inclusion Criteria (Placement in the Student Success Program)

Students will be placed in the Student Success Program if they meet any of the following criteria:

- Identification as a **returning student**
- Earning a **final course theory grade below 80%**
- Scoring **below Level 1 on any ATI assessment**

In addition, students will be placed in the Student Success Program if they meet the following criterion:

- Achievement of an **ATI Comprehensive Predictor score below 80%**

Students meeting this additional criterion are required to complete the following ATI-specific remediation:

- Completion of **two (2) trigger points for each “Topic to Review”**
- Submission of all required remediation **prior to taking Predictor B**

Failure to complete these ATI requirements within the designated timeframe will result in the assignment of an **“I” (Incomplete)** for the course. The incomplete will remain, and **education verification will not be submitted to the State Board of Nursing** until all requirements are completed and the incomplete grade is resolved.

Student Requirements

Students enrolled in the Student Success Program are expected to actively participate in structured support activities, including:

- Attendance at all designated **Study Sessions**
- Participation in **biweekly (every other week) meetings** with a Student

- Success Coach
- **Review** all exams with either faculty or Student Success Coach

These requirements are intended to promote accountability, reinforce learning, and support the development of effective academic and clinical reasoning skills.

Removal Criteria (Exit from the Student Success Program)

Students may be removed from the Student Success Program when they demonstrate improvement and meet the following benchmarks:

- Students placed due to a **course theory grade below 80%** who subsequently achieve a **course theory grade of 80% or higher**
- Students placed due to **scoring below Level 1 on an ATI assessment** who subsequently achieve a **Level 1 or higher on a subsequent ATI assessment**

Students who were placed in the program due to **both criteria** must meet **both of the above benchmarks** in order to be removed from the program in a subsequent semester.

Failure to adhere to the requirements of the Student Success Program, including attendance and participation expectations, will result in action in accordance with the Student Misconduct Policy.

Student Records

Official student education records consist of the following:

- Admissions Documents
 - Third party document tracking
 - Immunizations and Copies of LPN License or National Registry Paramedic Certification
 - Background and Drug Screening
 - All other admission documents are housed in the Registrar office
- Orientation Documents
- Clinical Performance Review (CPR)
- Competencies
- If applicable:
 - Conduct and/or attendance forms
 - Accommodation Forms
 - Medical Clearance Forms

The above listed official student education records are maintained throughout enrollment and one year after the last date of attendance except as specified below.

School of Nursing education records: types, locations, and custodians

Type	Retention Period	Location	Custodian
Admissions Records	One year after last date of attendance	Director Office	Director
Academic Records (CPR, Competencies, Conduct, Attendance Forms)	Five years post-graduation	Director Office and electronically filed	Director

Clearances	Five years post-graduation	Records Room	Admissions Coordinator
Cumulative Academic Transcript	Indefinitely, after last date of attendance	Registrar	Registrar
Financial Aid Records	Five years after last date of attendance	Financial Aid Office	Financial Aid

Technology

The hybrid nursing program requires students to actively participate in both face-to-face and online learning activities. As such, students are expected to have consistent, reliable access to the technology necessary to successfully complete all program requirements.

All students must have access to a personal computer capable of supporting required educational platforms and software. Mobile devices such as smartphones or tablets may be used as supplemental tools; however, they are not sufficient as a primary device for completing coursework, examinations, or required program activities.

Students are required to maintain reliable internet access that allows for consistent participation in online learning components, including but not limited to virtual lectures, discussion boards, assessments, ATI activities, simulation preparation, and communication with faculty. Internet access must be stable enough to support video streaming, online testing platforms, and submission of assignments without interruption.

Students are responsible for ensuring their technology meets program requirements and remains functional throughout the duration of the program. This includes maintaining updated software, compatible browsers, and any required applications associated with the learning management system, ATI platform, or other program-specific technologies.

While the institution may provide access to on-campus resources such as computer labs or Wi-Fi, students are ultimately responsible for securing dependable access to technology outside of campus hours to meet course deadlines and participation expectations. The institution offers a loaner program through the IT department, please see a faculty member for details.

Failure to maintain adequate access to a computer and reliable internet is not considered an acceptable reason for missed assignments, examinations, or required learning activities.

Clinical Policies

Attendance and Tardiness

Clinical education is an essential and required component of the LPN Program. Attendance and punctuality reflect professional accountability and are critical to patient safety, team collaboration, and successful achievement of clinical competencies. Attendance is mandatory for all scheduled clinical experiences.

This policy applies to all clinical-related learning activities, including:

- Direct patient care experiences
- Simulation
- Skills and laboratory sessions
- Clinical conferences
- Observational experiences and other indirect clinical experiences

Reporting an Absence

- If you must miss a clinical experience due to illness or emergency:
 - You must notify your Clinical Instructor at **least one (1) hour prior** to the start of the experience.
 - Failure to properly notify (“no call/no show”) will result in a **zero (0) in the *Professional Accountability*** outcome for that week and may result in denial of a make-up opportunity.

Maximum Absences

- Clinical absences may not exceed 10% of the total required clinical hours for the course.
- If absences exceed 10%, the student will be dismissed from the Nursing Program.
- Approved clinical or simulation make-up hours may offset missed hours (see Clinical Make-Up Policy), but make-up opportunities are not guaranteed.

Make-Up Requirements

- Most clinical absences require make-up. Make-up experiences must be approved and scheduled by faculty. Failure to complete required make-up hours may result in course failure.

Extended Absence

- If mitigating circumstances result in extended absence, refer to the *Leave of Absence Policy* in the Student Handbook.

Documentation

All clinical absences are documented and reflected in the Final Clinical Performance Evaluation.

Tardiness

Punctuality is a professional expectation in the nursing practice. Students are expected to arrive on time, fully prepared, and in compliance with dress code requirements.

Direct Clinical Experiences (Direct Patient Care)

If tardiness is anticipated:

- The student must notify the clinical instructor **prior to the scheduled start time**.

Arrival within 30 minutes of start time:

- The student may participate if notification was made.
- A **zero (0)** will be recorded in the *Professional Accountability* outcome on the weekly CPE (whether notification occurred or not).

Arrival more than 30 minutes late OR failure to notify:

- The student may not report to or remain at the clinical site.
- A **zero (0)** will be recorded in *Professional Accountability* outcome for that

- week.
- The entire scheduled clinical time will count toward total absence hours.

Alternative Clinical Experiences

(Skills, Simulation, Observation, Conferences)

- Students must arrive on time and fully prepared, including dress code compliance.
- If not prepared, the student has until the official start time to correct the issue without penalty.
- If correction results in tardiness, the tardiness policy applies.

Failure to arrive on time will result in:

- A **zero (0)** in the ***Professional Accountability*** outcome on the weekly CPE.
- Implementation of the Student Misconduct Policy if the offense cannot be documented on the CPE.

Whether a student may remain for the experience after late arrival is at the discretion of the Instructor based on the learning activity and time missed.

Professional Accountability

Repeated absences or tardiness may result in:

- Additional professionalism deductions
- Clinical failure
- Disciplinary action
- Program dismissal

Attendance and punctuality demonstrate reliability, integrity, and readiness for professional nursing practice.

Clinical Make-up

Clinical learning experiences are essential to the development of safe, competent nursing practice. Because clinical courses are competency-based and regulated by required clinical hours, **all missed clinical hours—direct and indirect—must be made up** in order to successfully complete the course.

Make-up opportunities are subject to faculty approval and availability.

General Requirements

- **All missed clinical hours must be made up**, regardless of reason for absence.
- Make-up experiences must be approved and scheduled by nursing faculty.
- Make-up opportunities are **not guaranteed** and are dependent upon faculty availability, clinical site capacity, and scheduling feasibility.
- Students are responsible for completing all assigned make-up activities by the designated deadline.
- Clinical absences may not exceed **10% of the total required clinical hours** for the course (see Clinical Attendance Policy). Exceeding this threshold will result in dismissal from the program.

Direct Clinical Experiences

When a direct clinical experience is missed:

- The absence must have been reported according to the Attendance Policy.

- Faculty will determine the appropriate make-up format, which may include:
 - An additional assigned clinical shift
 - Faculty-supervised simulation
 - A structured alternative clinical learning activity aligned with course outcomes

If a student is more than 30 minutes late and not permitted to remain in clinical, the entire scheduled shift will count as missed and must be made up.

Indirect / Alternative Clinical Experiences (Skills Lab, Simulation, Observation, Clinical Conferences)

Missed indirect clinical hours must also be made up. Make-up may include:

- Scheduled laboratory practice
- Additional simulation experiences
- Faculty-assigned alternative clinical activities
- Competency validation or structured written assignments

Failure to complete indirect clinical make-up requirements by the assigned deadline may result in course failure.

Professional Conduct Considerations

- Make-up for unprofessional conduct (e.g., no call/no show) may be denied at faculty discretion.
- Professionalism deductions related to absence or tardiness remain in effect even if hours are made up.

Completion of required make-up hours reflects professional accountability and commitment to safe nursing practice.

Conduct in the Hospital

Students are expected to demonstrate professional behavior at all times while representing the nursing program in clinical settings. Professional conduct includes maintaining courtesy, respect, and adherence to established standards of nursing practice, communication, and institutional expectations.

Students are expected to communicate in a manner that is respectful, clear, and appropriate for the healthcare environment. A low, calm, and well-modulated tone of voice should be used at all times. Loud or unnecessary conversation is not appropriate in clinical settings and must be avoided in all areas of the healthcare facility, including patient rooms, nurses' stations, hallways, elevators, cafeterias, and while traveling to and from the clinical site.

To minimize disruption and maintain a professional work environment, students are not permitted in designated faculty or administrative areas, including restricted hallways, without a scheduled meeting. Materials or required paperwork should be submitted in designated locations as directed by faculty.

Students are responsible for maintaining accountability while on the clinical unit. This includes reporting directly to the Clinical Instructor and the assigned staff nurse when arriving, leaving, or

returning to the unit. Students may not leave the clinical area at any time without notifying the instructor.

Professional appearance and behavior extend to personal habits within the clinical environment. Gum chewing is not permitted, and eating or drinking is prohibited on the clinical unit in accordance with facility policies.

The use of personal communication devices is restricted in the clinical setting. Students are not permitted to make or receive personal phone calls, including the use of cell phones, while on the clinical unit. In the event of an emergency, communication should be directed through the designated school office. All use of mobile devices must comply with the program's Communication Policy.

When answering telephones within the clinical setting, students are expected to follow professional communication standards by identifying the unit and themselves appropriately. Confidentiality is a fundamental component of professional nursing practice and must be maintained at all times. All patient and facility-related information, whether written, electronic, or verbal, is strictly confidential and must be protected in accordance with all applicable state and federal regulations, including the Health Insurance Portability and Accountability Act (HIPAA). Patient information must not be discussed in public areas such as: hallways, elevators, or cafeterias, and may only be shared in appropriate clinical or educational settings for the purpose of meeting learning objectives.

Students are prohibited from accessing patient information that is not directly related to their assigned patient care responsibilities. Safeguards must be maintained to prevent unauthorized viewing of patient information, including ensuring computer screens and written materials are not visible to unauthorized individuals. Patient information must never be shared with individuals outside the clinical or educational environment, including family members, friends, or peers, unless explicitly permitted for educational purposes in a secure setting.

All clinical documentation completed by students must be de-identified prior to leaving the clinical site, ensuring that no patient identifiers are included.

Failure to adhere to these professional conduct and confidentiality standards may result in disciplinary action in accordance with program policies and may also have legal implications.

Dress Code

Students are expected to maintain a professional appearance at all times when representing the nursing program. Personal grooming and attire must reflect professionalism, promote safety, and align with clinical agency expectations.

Students participating in clinical, simulation, or skills laboratory experiences are required to wear the designated program uniform. Clinical agencies may impose additional dress requirements, and students are expected to comply with all site-specific policies.

The program uniform consists of program required scrub top and bottom, and lab coat.

Tattoos

The nursing program reserves the right to require coverage of any tattoo deemed unprofessional or inappropriate. Tattoos that include depictions of weapons, violence, nudity, profanity, drugs,

alcohol, or culturally insensitive material are not permitted to be visible in clinical or program settings and must be covered while in uniform.

Fingernails

Students are expected to maintain fingernails in a manner that promotes infection control and patient safety. Natural nails must be clean, well-maintained, and no longer than one-quarter inch (1/4") beyond the fingertip.

If nail polish is worn, it must be a standard lacquer, intact, and free of chips or cracks. Artificial nails of any kind—including press-on nails, acrylic nails, nail tips, wraps, gel nails, or similar enhancements—are not permitted. Nail jewelry is also prohibited.

Jewelry

Jewelry must be minimal and professional in appearance. Permitted items include:

- A plain wedding band (no stones)
- One pair of small, non-dangling stud earrings worn in the earlobes only
- A watch

No other jewelry or body piercings are permitted, including visible piercings of the tongue, nose, eyebrow, or other areas.

Hair and Grooming

Hair must be clean, neat, and styled in a manner that does not interfere with patient care. Hair must be pulled back when required. Facial hair, including beards and mustaches, must be clean, well-groomed, and neatly trimmed. Hair colors must be professional and appropriate for all clinical settings.

Lightly scented personal hygiene products may be used; however, strong perfumes, colognes, or odors (including cigarette smoke) should be avoided, as patients and staff may be sensitive.

Footwear

Students must wear:

- Plain **white or black, non-cloth, skid-resistant shoes, NO BAREFOOT SHOES PERMITTED**
- Shoes must be clean, well-maintained, and fully enclose the foot, including the heel, with no openings
- Socks must be **white or black**, above the ankle, and without designs

Shoes should be as plain as possible, with no decorative elements or additional colors.

Clinical Performance Evaluation (CPE)

The Clinical Performance Evaluation is designed to assess the student's progression toward achieving the expected clinical outcomes of the Practical Nursing Program. Clinical performance is evaluated using a competency-based rubric that measures the student's knowledge, clinical judgment, technical skills, communication, professionalism, and safe nursing practice appropriate for their level in the program. Clinical evaluations are intended to provide ongoing feedback, identify strengths, and guide opportunities for improvement throughout the clinical experience.

Clinical Performance Rating Scale

Each clinical outcome is evaluated using the following five-point scale:

Score	Performance Level	Description
5	Exceeds Expectations	Consistently demonstrates performance above the expected level for the course. Performs independently, safely, accurately, and confidently with minimal instructor guidance.
4	Meets Expectations	Consistently demonstrates safe, competent performance expected for the current level of the program. Requires minimal guidance.
3	Developing	Demonstrates progression toward competency but requires occasional prompting, coaching, or instructor assistance. Performance remains safe with guidance.
2	Needs Improvement	Demonstrates inconsistent performance requiring frequent prompting or instructor intervention. Additional practice and remediation are necessary to achieve competency.
1	Unsatisfactory	Demonstrates unsafe, incomplete, or unacceptable performance. Unable to meet minimum clinical expectations despite guidance. Immediate remediation is required.

Faculty Feedback

Faculty will provide formative feedback throughout the clinical experience. Students are encouraged to review evaluation results regularly, discuss areas for improvement with faculty, and develop individualized learning goals for subsequent clinical experiences.

Students are responsible for actively participating in the evaluation process and acknowledging receipt of each clinical evaluation.

Reporting Incidents

All accidents or unusual occurrences with physicians, staff members, patients, or visitors while on the clinical area are to be reported to the Clinical Instructor and to the nurse in charge. Occurrence reports will be filed as indicated per clinical site policy.

General/Conduct Policies

Cellphones

Students are expected to use cell phones and electronic devices in a manner which reflects professionalism and supports the learning environment. Personal use of cell phones, including texting, is not permitted during class time unless explicit permission is granted by the Instructor for educational purposes.

During all testing and test review sessions, students are required to place all cell phones at the front of the classroom or in a designated area as directed by the Instructor. Failure to comply with this requirement may be considered a violation of academic integrity policies.

The use of cell phones during any clinical experience on the clinical unit is strictly prohibited unless permission is granted by the Instructor for approved educational purposes. At no time is

cell phone photography or recording permitted within the clinical setting, regardless of circumstance.

All use of electronic devices must comply with patient confidentiality standards and all applicable state and federal regulations, including HIPAA. Students are responsible for ensuring that no patient information is accessed, stored, transmitted, or recorded on personal devices. Unauthorized, unapproved, or inappropriate use of cell phones or electronic devices in any academic or clinical setting will result in disciplinary action and may lead to dismissal from the nursing program.

Students are expected to:

- Refrain from personal cell phone use during class unless authorized
- Follow all Instructor directions regarding device storage during testing
- Adhere to clinical restrictions on device use
- Maintain patient confidentiality at all times
- Use electronic devices only for approved educational purposes

Chain of Command

Any issues within the LPN Program must be reported through the Chain of Command

Course/Curriculum/Program Issues	Issues with Students	Issues with Faculty
Individual Faculty Member involved	Individual Student	Individual Faculty Member
Director	Student Representative	Director
Dean, Health Sciences	Director	Dean, Health Sciences
	Dean, Health Sciences	

Professionalism dictates any issue to be directed first to the individuals directly involved.

Channels for Resolving Issues

A complaint about the curriculum or a student policy, individuals, or a faculty member should be addressed as defined in the chain of commands above. If a satisfactory resolution is not obtained through the chain, then an appointment to discuss the issue with the Director should be made. If a resolution to the complaint is not obtained at this level, the student will then be advised of the grievance process.

Grievances

Students who experience concern, difficulty, or perceived unfair treatment within the nursing program are expected to first seek resolution through the program-level grievance process. This process is designed to resolve issues at the lowest appropriate level in a timely and constructive manner.

All concerns must be addressed professionally, supported by objective information, and communicated directly with the individual(s) involved. Students are expected to follow each step in sequence and adhere to all established timeframes.

Program Grievance Process

In the event a student or group of students believe they have been treated unfairly, the following steps must be followed:

Step 1: Instructor Level

The student must request a meeting in writing (email acceptable) with the involved Instructor as soon as possible following the occurrence or awareness of the concern.

- The purpose of this meeting is to seek resolution through direct communication.
- Concerns must be presented constructively and supported by objective information.
- The meeting will be conducted within **five (5) business days** of the request.
- A written response summarizing the outcome will be provided within **two (2) business days** following the meeting.

If the issue remains unresolved, the student may proceed to Step 2.

Step 2: Program Director Level

If a satisfactory resolution is not achieved, either party may request a meeting with the **Program Director** within **five (5) business days** of the Step 1 outcome.

- The Program Coordinator will review the concern, facilitate discussion, and attempt resolution.

If the issue remains unresolved, the student may proceed to Step 3.

Step 3: Dean Level

If a satisfactory resolution is not achieved at the program level, the student may present the concern to the **Dean of the School of Health Sciences** or a designated representative within **five (5) business days** of the Step 2 outcome.

- The Dean or designee will review all documentation and render a decision at the program level.

Students wishing to appeal a **final course grade** must submit a written appeal within **ten (10) business days** of the official posting of the final grade.

Grade appeals must follow the same progression outlined above and include clear rationale and supporting evidence.

If the concern is not resolved through the program-level process, students may proceed with the college's formal grievance procedure in accordance with institutional policy. Students are responsible for adhering to all college policies and timelines for filing an academic complaint. All grievance and appeal processes must be conducted in a professional and respectful manner.

- Concerns should only be discussed with individuals directly involved in the resolution process.
- Under no circumstances should grievances be discussed with uninvolved students, faculty, or external parties.
- Breach of confidentiality or unprofessional conduct during the grievance process may result in disciplinary action.

Liability Insurance

Pierpont Community & Technical College provides professional liability insurance for its LPN students through the WV BRIM Liability Insurance. Coverage includes \$1,000,000 for each occurrence. The College covers the complete cost of the insurance for the students. This insurance does not apply when students are engaged in activities other than those sponsored by the Program or the College. Students are also encouraged to carry an individual liability insurance policy.

Misconduct

The LPN Program at Pierpont Community & Technical College is committed to maintaining a learning environment grounded in professionalism, integrity, safety, and respect. Students are expected to demonstrate behaviors consistent with the American Nurses Association (ANA) Code of Ethics, College policies, program standards, and clinical agency expectations. Professional conduct is essential to safe nursing practice and includes accountability, respectful communication, adherence to policies, and protection of patient rights and confidentiality. Student misconduct includes any behavior that is unsafe, unethical, illegal, or disruptive to the learning environment. This includes, but is not limited to:

- Academic dishonesty, including cheating or plagiarism
- Harassment, bullying, or cyberbullying
- Substance use or impaired behavior
- Threats, violence, or endangerment
- Theft or misuse of property
- Unauthorized access to systems or patient information (HIPAA violation)
- Disruptive or unprofessional behavior
- Violation of social media or electronic communication policies
- Failure to follow clinical, program, or institutional policies
- Any act which interferes with the safety, rights, or learning of others

When a student violates conduct or professional standards outside of academic or clinical grading evaluations, a **Misconduct Warning** will be issued and documented. Students who receive three misconduct warnings within a semester may be dismissed from the program. In cases involving more serious violations, a **Program Misconduct Warning (PMW)** may be issued. A PMW reflects a significant breach of professional standards and remains permanently in the student's record. Additional violations following a PMW may result in dismissal. Depending on the severity of the incident, immediate dismissal from the program may occur at the discretion of program leadership.

Students may be removed from the classroom, laboratory, or clinical setting at any time if their behavior poses a risk to patient safety, disrupts the learning environment, or reflects impaired or unsafe practice. Situations involving suspected impairment will be managed in accordance with the College's drug and alcohol or fitness-for-duty policies.

Students should be aware that certain violations, including criminal activity or breaches of professional conduct, may be reported to the West Virginia Board of Examiners for Registered Professional Nurses and may impact eligibility for licensure.

Students are entitled to due process and will be notified of any concerns, provided an opportunity to respond, and may utilize the College's grievance procedures if they wish to appeal a decision.

This policy reflects the program's commitment to preparing students for safe, ethical, and professional nursing practice and to maintaining a culture of accountability and respect.

The nursing program operates in alignment with institutional policies and procedures and does not supersede them. In all instances, institutional policies take precedence over program-specific policies. When a conflict exists, the institution's policy will govern.

Professional Conduct Expectations

A student enrolled in the nursing program is expected to:

1. **Comply with dress code requirements** for all classroom, laboratory, and clinical experiences.
2. **Respect the dignity and worth of all individuals** without prejudice, demonstrating professionalism and cultural sensitivity in all interactions.
3. **Maintain confidentiality and protect privacy** in accordance with state and federal laws, including HIPAA, and uphold all patient rights related to privacy and confidentiality.
4. **Demonstrate integrity in nursing practice** by reporting errors to the appropriate individuals and accepting responsibility for personal actions.
5. **Collaborate effectively** with members of the healthcare team and the community to meet the health needs of patients and populations.
6. **Engage in academic and clinical work honestly**, adhering to the Academic Integrity Policy.
7. **Exhibit professional behavior at all times**, promoting respect for self, others, and the nursing profession.
8. **Complete all theory and clinical assignments** by established deadlines, fulfill all course requirements, and adhere to scheduled appointments and expectations.
9. **Maintain professional conduct when representing the program**, including while wearing the program uniform or student identification badge.
10. **Comply with the Social Media Policy**, ensuring all communication—both in person and online—reflects professionalism and protects confidentiality.