



**COLLEGE OF NURSING**

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THE UNIVERSITY OF TOLEDO

**College of Nursing Graduate Student  
Handbook**

**2011 – 2012**

(Rev. 01/27/2012)

THE UNIVERSITY OF TOLEDO COLLEGE OF NURSING  
GRADUATE NURSING STUDENT HANDBOOK  
2011-2012

This University of Toledo College of Nursing Graduate Nursing Student Handbook supplements the *Bulletin and Handbook of the Graduate Student*. *The material contained in this handbook is for information only and does not constitute a contract.*

*Information specific to the Doctor of Nursing Practice may be found at [www.utoledo.edu/nursing/dnp.html](http://www.utoledo.edu/nursing/dnp.html)*

*NOTE: Course numbers were converted to four digits effective spring semester 2012.*

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## **I. MISSION, VISION, PURPOSE AND PROGRAM OBJECTIVES**

### **Mission Statement**

The mission of the College of Nursing at The University of Toledo is to improve human health and quality of life; to discover, disseminate and apply nursing knowledge; and to engage and serve a diverse learner population as part of a large public research University.

### **Vision**

The College of Nursing will be the college of choice for nursing education that embodies excellence in applying the art and science of nursing to clinical reasoning and judgment, distinguished by scholarly inquiry with an emphasis on clinical outcomes and translational research within the global healthcare community.

### **College of Nursing Purpose**

Provide educational programs of excellence in professional nursing at the undergraduate and graduate levels.

- Foster high standards of nursing practice, education and administration through continuing nursing education;
- Contribute to the health of the citizens of the region served by The University of Toledo through interdisciplinary endeavors;
- Advance nursing as a discipline through scholarship, research and practice; and
- Assess student learning to establish the effectiveness of teaching and learning and to provide data for changes indicated.

### **DNP Program Objectives**

- Synthesize knowledge derived from a scientific foundation in order to demonstrate expertise in advanced clinical nursing practice to improve delivery of care.
- Demonstrate continuous quality improvement in patient care situations while providing leadership in clinical decision making through use of information systems and technology for the improvement and transformation of health care.
- Use clinical scholarship and analytical methods to implement safe, quality improvement in administration of patient care.
- Encourage inter-professional collaboration and teamwork to enhance and improve population health outcomes.
- Engage in influencing the development and implementation of health policy that provides an interface between practice, research and policy development.

### **Program Objectives for Advanced Practice Nursing Programs**

The objectives for the APN students of the Master of Science in Nursing Program are:

- Synthesize theories, concepts, and research in nursing, social, and biological sciences and humanities as the basis for practice;



- Integrate advanced nursing practice knowledge and skills in managing care of selected populations;
- Engage in the research process with an emphasis on application to advanced practice;
- Engage in leadership strategies that contribute to the improvement of health care delivery and influence health care policy; and
- Integrate assessment of own learning in developing a lifelong pattern of scholarly inquiry.

#### **Program Objectives for Nurse Educator Program**

The objectives for the Nurse Educator students of the Master of Science in Nursing program are:

- Synthesize theories, concepts, and research in nursing, bio-psychosocial sciences and humanities as the basis for practice;
- Integrate advanced nursing education knowledge and skills to teach learners in selected populations;
- Engage in the research process with an emphasis on application to advanced practice or nursing education;
- Engage in leadership strategies that contribute to the improvement of health care delivery and influence health care policy; and
- Integrate assessment of own learning with development of a pattern of scholarly inquiry.

#### **Program Objectives for Clinical Nurse Leader Program**

The objectives for Clinical Nurse Leader Graduate Entry students of the Master of Science in Nursing program are:

- Synthesize theories, concepts, and research in nursing, bio-psychosocial sciences and humanities as the basis for practice;
- Integrate nursing knowledge and skills in designing and implementing care to individuals and diverse populations based on Orem's Self-Care Deficit of Nursing Theory;
- Engage in scholarly inquiry to advance the profession of nursing;
- Engage in leadership strategies that contribute to the improvement of health care delivery and influence health care policy; and
- Demonstrate initiative and self-direction in professional development.

## **II. COLLEGE OF NURSING PHILOSOPHY AND ORGANIZING FRAMEWORK**

### **Philosophy of the College of Nursing**

As a community of scholars, we are committed to the study and advancement of the art and science of nursing. The philosophy of The University of Toledo College of Nursing expresses our beliefs about the essence of nursing and the education of professional nurses. The foundations of nursing science center on the concepts of the nursing metaparadigm: person, environment, health, and nursing.

### **Person**

Persons are unique human beings of unconditional worth, deserving of respect, who are in continuous interaction with the environment and develop throughout the lifespan.

## **Environment**

Environment is the milieu in which the person exists.

## **Health**

Health is a dynamic state reflecting the integration of body, mind, and spirit.

## **Nursing**

Nursing promotes health and well-being, and provides support during illness or impairment by assessing, diagnosing, and treating human responses to actual and potential health problems.

## **Education**

The education of professional nurses is a professional responsibility encompassing the scholarly integration of Education, Research, and Practice. Education is a dynamic interaction between the processes of teaching and learning.

## **Research**

Research is an ongoing commitment to systematic inquiry and discovery.

## **Practice**

Practice is the application of knowledge related to the health of individuals, groups, and communities.  
Date Approved 1/91: Revised 8/92, 1/03, 7/04.

## **Organizing Framework**

The organizing framework is a unifying statement that emerges from the mission and the philosophy of the College of Nursing and guides the development of the curricula. The organizing framework outlines the structure for the content, processes and outcomes of the undergraduate and graduate programs.

Baccalaureate and graduate nursing education is based on foundational knowledge from the natural and social sciences and the humanities. Nursing concepts and theories provide the basis for professional practice. Professional practice encompasses care of individuals, families, groups and communities in a variety of settings across the lifespan.

The nursing curricula encompass the concepts of: caring, communication, cost effective care, critical thinking, cultural diversity, empowerment, ethical decision making, health care policy, inquiry, leadership, and safety. The curricula incorporate psychomotor and interpersonal skills, processes of inquiry and scholarship, and principles of teaching and learning. Faculty and students assume personal accountability and self-direction, and comply with legal and ethical professional standards.

The undergraduate programs and the graduate entry program use Orem's Self-Care Deficit Nursing Theory as the predominant nursing theory to guide course development and nursing practice. The

advanced practice graduate programs use multiple nursing theories for synthesis of knowledge for application in practice, education and research.

Baccalaureate and Master's nursing graduates are generalists and specialists, and are prepared as professionals for practice, research and education. Their University of Toledo education will provide the foundation for their quest for lifelong learning. Rev. 2/3/03.

### **III. LEGAL AND ETHICAL STANDARDS**

#### **Academic Honesty Code**

The College of Nursing views cheating and plagiarism as a direct violation of the purpose of the educational program as well as of the Code of Ethics for the profession of nursing. All work submitted must be the individual work of the student, unless the syllabus expressly requires or permits group work. Material from print or electronic sources that is incorporated either verbatim or in paraphrased format must be cited using APA 6th Edition Guidelines; otherwise use of such material constitutes plagiarism. Students who have knowledge of other students' dishonest practices have a professional responsibility to document, sign, and submit a report to the Associate Dean for Academic Affairs. Violation of the Academic Honesty Code is grounds for dismissal. Students are responsible for The Graduate Student Ethics Code found at:

[http://www.utoledo.edu/graduate/hsc/hsc\\_handbook11/Student\\_Code\\_of\\_Ethics.html](http://www.utoledo.edu/graduate/hsc/hsc_handbook11/Student_Code_of_Ethics.html) in the Bulletin and Handbook of the Graduate Student (See College of Graduate Studies policy).

#### **Professional Standards**

Students are held to the same standard of behavior as a practicing nurse. Failure to adhere to professional standards, including the Ohio Revised Code, the Ohio Administrative Code, and the American Nurses Association Code of Ethics for Nurses (2001), is grounds for dismissal from the program.

#### **American Nurses Association Code of Ethics for Nurses**

Code of Ethics for Nurses 2001 American Nurses Association; access the entire code with interpretive statements at <http://nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses>

- (1) The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
- (2) The nurse's primary commitment is to the patient, whether an individual, family, group, or community.
- (3) The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
- (4) The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.

- (5) The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
- (6) The nurse participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.
- (7) The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.
- (8) The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.
- (9) The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy. (Reprinted with permission from American Nurses Association, Code of Ethics for Nurses with Interpretive Statements, ©2001 Nursesbooks.org, Silver Spring, MD). Permission requested for 2011 – 2012 printing.

**OBN Rules Promulgated From The Law Regulating The Practice of Nursing (February 1, 2003) Chapter 4723-5-12**

Law Regulating the Practice of Nursing Student Conduct While Providing Nursing Care:

- (1) A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the client, and the client's response to that care.
- (2) A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.
- (3) A student shall not falsify any client record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports or time records, reports, and other documents related to billing for nursing services.
- (4) A student shall implement measures to promote a safe environment for each client.
- (5) A student shall delineate, establish, and maintain professional boundaries with each client.
- (6) At all times when a student is providing direct nursing care to a client the student shall:
  - (a) Provide privacy during examination or treatment and in the care of personal or bodily needs; and
  - (b) Treat each client with courtesy, respect, and with full recognition of dignity and individuality.
- (7) A student shall practice within the appropriate scope of practice as set forth in division (B) of section 4723.01 and division (B) (20) of section 4723.28 of the Revised Code for a registered nurse and Effective February 1, 2007 as filed in the Register of Ohio division (F) of section 4723.01 and division (B) (21) of section 4723.28 of the Revised Code for a practical nurse;
- (8) A student shall use universal blood and body fluid precautions established by Chapter 4723-20 of the Administrative Code;
- (9) A student shall not:
  - (a) Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a client;
  - (b) Engage in behavior toward a client that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.

- (10) A student shall not misappropriate a client's property or:
- (a) Engage in behavior to seek or obtain personal gain at the client's expense;
  - (b) Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the client's expense;
  - (c) Engage in behavior that constitutes inappropriate involvement in the client's personal relationships; or
  - (d) Engage in behavior that may reasonably be interpreted as inappropriate involvement in the client's personal relationships.
- For the purpose of this paragraph, the client is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.
- (11) A student shall not:
- (a) Engage in sexual conduct with a client;
  - (b) Engage in conduct in the course of practice that may reasonably be interpreted as sexual;
  - (c) Engage in any verbal behavior that is seductive or sexually demeaning to a client;
  - (d) Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a client. For the purpose of this paragraph, the client is always presumed incapable of giving free, full or informed consent to sexual activity with the student.
- (12) A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:
- (a) Sexual contact, as defined in section 2907.01 of the Revised Code;
  - (b) Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning. Effective February 1, 2007.
- (13) A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section 4729.01 of the Revised Code, in any way not in accordance with a legal, valid prescription issued for the student.
- (14) A student shall not habitually indulge in the use of controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.
- (15) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of habitual or excessive use of drugs, alcohol, or other chemical substances that impair the ability to practice.
- (16) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability;
- (17) A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance;
- (18) A student shall not obtain or attempt to obtain money or anything of value by intentional misrepresentation or material deception in the course of practice;
- (19) A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.
- (20) A student shall not aid and abet a person in that person's practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide without a certificate issued by the board.
- (21) A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion;
- (22) A student shall not assist suicide as defined in section 3795.01 of the Revised Code.
- (23) A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to the nursing program, its faculty or preceptors, or to the board. Revised 8/19/08

**Ohio Department of Human Services 1313 Section 5104.09**  
**Prohibition Against Employment**

- (A)(1) No individual who has been convicted of or pleaded guilty to aggravated murder in violation of section 2903.01, murder in violation of section 2903.02, voluntary manslaughter in violation of section 2903.03, involuntary manslaughter in violation of section 2903.04, felonious assault in violation of section 2903.11, aggravated assault in violation of section 2903.12, assault in violation of section 2903.13, failing to provide for functionally impaired person in violation of section 2903.16, aggravated menacing in violation of section 2903.21, menacing in violation of section 2903.22, patient abuse or neglect in violation of section 2903.34, kidnapping in violation of section 2905.01, abduction in violation of section 2905.02, extortion in violation of section 2905.11, rape in violation of section 2907.04, gross sexual imposition in violation of section 2907.05, sexual imposition in violation of section 2907.06, importuning in violation of section 2907.07, voyeurism in violation of section 2907.08, public indecency in violation of section 2907.09, felonious sexual penetration in violation of former section 2907.12, compelling prostitution in violation of section 2907.21, promoting prostitution in violation of section 2907.22, procuring in violation of section 2907.23, prostitution in violation of section 2907.25, disseminating matter harmful to juveniles in violation of section 2907.31, pandering obscenity in violation of section 2907.32, pandering obscenity involving a minor in violation of section 2907.321, pandering sexually oriented matter involving a minor in violation of section 2907.322, illegal use of minor in nudity-oriented material or performance in violation of section 2907.323, aggravated arson in violation of section 2909.02, arson in violation of section 2909.03, disrupting public services in violation of section 2909.04, vandalism in violation of section 2909.05, aggravated robbery in violation of section 2911.01, robbery in violation of section 2911.02, aggravated burglary in violation of section 2911.11, burglary in violation of section 2911.12, inciting to violence in violation of section 2917.01, aggravated riot in violation of section 2917.02, riot in violation of section 2917.03, inducing panic in violation of section 2919.22, contributing to unruliness or delinquency of child in violation of section 2919.24, domestic violence in violation of section 2919.25, intimidation in violation of section 2921.03, escape in violation of section 2921.34, aiding escape or resistance to authority in violation of section 2921.35, carrying concealed weapons in violation of section 2921.34, aiding escape or resistance to authority in violation of section 2921.35, carrying concealed weapons in violation of section 2923.12, having weapons while under disability in violation of section 2923.13, improperly discharging a firearm at or into a habitation or school in violation of section 2923.161, corrupting another with drugs in violation of section 2925.02, trafficking in drugs in violation of section 2925.03, illegal manufacture of drugs or cultivation of marijuana in violation of section 2925.04, funding of drug or marijuana trafficking in violation of section 2925.05, illegal administration or distribution of anabolic steroids in violation of section 2925.06, a violation of section 2925.11 that is not a minor drug possession offense as defined in section 2925.01, or placing harmful objects in food or confection in violation of section 3716.11 of the Revised Code; or an existing or former offense of any municipal corporation, this state, any other state, or the United States that is substantially equivalent to any of these offenses shall be certified as an in-home aide or be employed in any capacity in or own or operate a child day-care center, type A family day-care home, type B family day-care home or certified type B family day-care home.

### **Student Criminal Records Check Policy and Process**

Criminal record checks will be conducted on all students accepted for admission to any University of Toledo College of Nursing programs, and for any student visiting The University of Toledo College of Nursing educational programs or its clinical facilities. Students are responsible for costs incurred.

The purposes of conducting criminal record checks are:

- To assure the public's continuing trust in the nursing profession regarding the safety and well-being of patients.
- To assure compliance with various regulatory or accrediting agencies requiring such checks.
- To identify students in The University of Toledo College of Nursing who have a criminal history that may preclude them from participating in the clinical training programs, including but not limited to, care of patients in vulnerable populations.
- To put students with a criminal history on notice that there may be an issue with respective licensing boards regarding the impact of the criminal history on their ability to obtain professional licensure.

### **Application Process and the Criminal Record Check**

Application for admission to the College of Nursing requires disclosure of misdemeanor and/or felony conviction record, as well as dismissal from employment for unsafe practice, violation of patient rights, unprofessional conduct, or substance abuse.

Accepted students who indicate a history of misdemeanor and/or felony convictions will complete the "Student Self-Disclosure Form" requiring information about previous convictions and/or guilty or not contest pleas to crimes, misdemeanors or other offenses. The form must be signed and returned within ten working days of the date the communication is sent to the individual.

The BCI&I and FBI records check are required for ALL students of The University of Toledo College of Nursing programs. All criminal record check reports are to be sent directly to The University of Toledo College of Nursing Graduate Programs office.

Omission of required information, or false or misleading information provided by the individual on the application or "Student Disclosure Form", or in any other communication with the educational program will result in denial or rescission of admission, disciplinary action or dismissal from the program.

### **Unfavorable Convictions or Pleas of Guilty**

Self-Disclosure Forms or record reports showing convictions or pleas of guilty to offenses listed in "Unfavorable convictions of Pleas of Guilty", will be considered to be potentially unfavorable. If a form or report reveals such information, the college of Nursing will require the individual to provide, if not already done so, a detailed written description and explanation of the information contained in the report along with appropriate documentation, such as police reports, certified court records and any institutional correspondence and orders. This information must be returned to the educational program within 10 working days of the date the communication is sent to the individual or another date specified by the educational program in its communication with the individual. The College of Nursing may also

independently seek to obtain additional information, such as a copy of the original criminal charge, in order to corroborate the individual's explanation. A copy of the record report may be provided to the individual.

The College of Nursing will review the record report and the applicant's explanation, and will consider factors such as: the nature and seriousness of the offense, the circumstances under which the offense occurred, relationship between the duties to be performed as part of the educational program and the offense committed, the age of the person when offense was committed, whether the offense was an isolated or repeated incident, the length of time that has passed since the offense, past employment and history of academic or disciplinary misconduct, evidence of successful rehabilitation, and the accuracy of the information provided by the applicant in the application materials, Self Disclosure Form or other materials. If the College of Nursing deems the record check information unfavorable, or if the information received indicates that the applicant is in any way unable to meet the requirements for completion of the program, an offer of admission may be denied or rescinded, or an enrolled student may be disciplined or dismissed, or a visiting student disqualified. Unresolved criminal charges in the record check or failure by the individual to provide additional documentation as required may necessitate postponement of the educational program's final decision pending the outcome of the matter.

If an applicant's admission is denied or rescinded or a visiting student is refused based on information obtained from a criminal record report, the individual will be advised of the name and address of agency that furnished the report, if the individual chooses to dispute the accuracy or completeness of any information contained in the report by agency they must contact the agency directly. If a student is dismissed once they have started orientation in their program, they may have access to the respective College due process.

If the College of Nursing decides, based upon the review as conducted pursuant to above, that the results of the check are deemed favorable, the individual will be informed in writing that the College of Nursing positive decision is not a guarantee of the individual's ability to find acceptable clinical affiliation sites that are required for graduation or that any state will accept the individual as a candidate for registration, permit or licensure. Students will be advised to consult the Board of Nursing, corresponding to the intended state of nursing practice, for more details.

If a College of Nursing accreditation standards or a student's clinical educational site require a subsequent criminal record check after the initial record check that is covered by this policy, the subsequent checks will be processed in the same manner as described in this procedure.

#### **Cost of Criminal Record Check**

Applicants/Students will be responsible for paying the cost of the criminal record check at the time of fingerprinting.

#### **Application and Informational Literature**

The following statement is included on the offer of admission from the College of Graduate Studies. Applicants accepting admission to the College of Nursing are required to submit BCI&I and FBI criminal background reports. If you do not reside in the state of Ohio, contact your local state police or state Bureau of Criminal Investigation and Identification office to follow the proper process for obtaining



background reports. You will need to designate The University of Toledo College of Nursing Graduate Programs HSC, MS 1026, 3000 Arlington Avenue, Toledo, Ohio 43614-2598 as the recipient of the reports. Both reports must be sent directly to The University of Toledo. The University of Toledo Police Department offers fingerprinting services. The cost is \$60. Appointments are required and may be made by calling 419.530.4439 or 419.530.2001. Students are responsible for background check/fingerprinting expenses. Students must declare and document misdemeanor and/or felony offenses that occur prior to admission and/or during program progression. In compliance with Ohio revised Code 4723-7 conviction will result in denial of admission to the program or dismissal after matriculation.

The following information is included in brochures for graduate programs in the College of Nursing. Applicants are required to authorize The University of Toledo to obtain criminal record checks (i.e., BCI and FBI) and are responsible for fingerprinting expenses. Applicants and/or students must declare and document misdemeanor and/or felony offenses that occur prior to admission to the nursing program and/or during program progression. Incompliance with Ohio Revised Code 4723-7 convictions will result in denial of admission to the program or dismissal after matriculation.



STUDENT SELF-DISCLOSURE FORM  
College of Nursing Graduate Programs  
Health Science Campus, MS 1026  
3000 Arlington Avenue  
Toledo, Ohio 43614-2598

Please answer the following questions and return this form with the "Authorization for Criminal Record Check" form. If you answer "Yes" to any of the following questions, please check the offense(s) listed on the next page. You are required to furnish complete details, including date, place, reason and disposition of the matter. All affirmative answers must be thoroughly explained on a separate sheet of paper. Please note that some questions require very specific and detailed information. Make sure all responses are complete.

|   |  |
|---|--|
| <p>1. Have you ever been convicted or found guilty of a violation of any law, including juvenile offenses, regardless of legal jurisdiction in which the act was committed, other than a minor traffic violation? [Note: DUI is not considered a minor traffic violation.]</p> <p><i>Please be advised that you are required to submit copies of all relevant documentation, such as police reports, certified court records and any institutional correspondence, and orders.</i></p>          | <p><input type="checkbox"/> YES</p> <p><input type="checkbox"/> NO</p> |
| <p>2. Have you ever forfeited collateral, bail, or bond for breach or violation of any law, police regulation, or ordinance other than for a minor traffic violation: been summoned into court as a defendant or had any lawsuit filed against you (other than a malpractice suit)?</p> <p><i>Please be advised that you are required to submit copies of all relevant documentation, such as police reports, certified court records and any institutional correspondence, and orders.</i></p> | <p><input type="checkbox"/> YES</p> <p><input type="checkbox"/> NO</p> |

I hereby release The University of Toledo, its trustees, administrator, employees, agents and College of Nursing from all liability for requesting the above information and/or criminal check reports and for acting based on such information and/or reports.

I certify that the information above is true, accurate and complete. Any omission or false or misleading information may result in actions including, but not limited to, denial or rescission of an offer of admission, disciplinary action or dismissal. I also agree to notify The University of Toledo College of Nursing of any future convictions, guilty pleas or no contest pleas to any crime, misdemeanor or other offense that may occur.

Name: \_\_\_\_\_  
Please Print or Type Name

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## UNFAVORABLE CONVICTIONS OR PLEAS OF GUILTY

### **Homicide**

1. R.C. 2903.01 – Aggravated murder
2. R.C. 2903.02 – Murder
3. R.C. 2903.03 – Voluntary manslaughter
4. R.C. 2903.04 – Involuntary manslaughter

### **Assault**

5. R.C. 2903.11 – Felonious assault
6. R.C. 2903.12 – Aggravated assault
7. R.C. 2903.13 – Assault
8. R.C. 2903.16 – Failing to provide for a

### **Menacing**

9. R.C. 2903.21 – Aggravated menacing
10. R.C. 2903.22 – Menacing

### **Patient abuse and neglect**

11. R.C. 2903.34 – Patient abuse, neglect

### **Kidnapping and related issues**

12. R.C. 2905.01 – Kidnapping
13. R.C. 2905.02 – Abduction
  
14. R.C. 2905.04 – Child stealing (as this law existed prior to July 1, 1996)
15. R.C. 2905.05 – Criminal child enticement

### **Sex offenses**

16. R.C. 2907.02 – Rape
17. R.C. 2907.03 – Sexual battery
18. R.C. 2907.04 – Corruption of a minor
19. R.C. 2907.05 – Gross sexual imposition
20. R.C. 2907.06 – Sexual imposition
21. R.C. 2907.07 – Importuning
22. R.C. 2907.08 – Voyeurism
23. R.C. 2907.09 – Public indecency
24. R.C. 2907.12 – Felonious sexual penetration (as this section of law existed)
25. R.C. 2907.21 – Compelling prostitution
26. R.C. 2907.22 – Promoting prostitution
27. R.C. 2907.23 – Procuring
28. R.C. 2907.25 – Prostitution
29. R.C. 2907.31 – Disseminating matter harmful to
30. R.C. 2907.32 – Pandering obscenity
31. R.C. 2907.321 – Pandering obscenity involving a minor
32. R.C. 2907.322 – Pandering sexually oriented matter involving a minor
33. R.C. 2907.323 - Illegal use of a minor in nudity-oriented material or performance

### **Arson**

34. R.C. 2909.02 – Aggravated arson
35. R.C. 2909.03 – Arson

### **Robbery and Burglary**

36. R.C. 2911.01 – Aggravated robbery
37. R.C. 2911.02 – Robbery
38. R.C. 2911.11 – Aggravated burglary
39. R.C. 2911.12 – Burglary
40. R.C. 2919.12 – Unlawful abortion
41. R.C. 2919.22 – Endangering children
42. R.C. 2919.24 – Contributing to unruliness or delinquency of a child
43. R.C. 2919.25 – Domestic violence

### **Weapons control**

44. R.C. 2923.12 – Carrying a concealed weapon
45. R.C. 2923.13 – Having a weapon while under disability
46. R.C. 2923.161 – Improperly discharging

### **Drug offenses**

47. R.C. 2925.02 – Corrupting another with
48. R.C. 2925.03 – Trafficking in drugs
49. R.C. 2925.04 – Illegal manufacture of drugs or cultivation of marijuana
50. R.C. 2925.05 – Funding of drug or marijuana trafficking
51. R.C. 2925.06 – Illegal administration or distribution of anabolic steroids
52. R.C. 2925.11 – Possession of drugs marijuana that is not a minor drug possession offense in section R.C. 2925.01

### **Other**

53. R.C. 2905.11 – Extortion
54. R.C. 3716.11 – Placing harmful objects in food or confection
55. R.C. 2909.04 – Disrupting public services
56. R.C. 2909.05 – Vandalism
57. R.C. 2917.01 – Inciting to violence
58. R.C. 2917.02 – Aggravated riot
59. R.C. 2917.03 – Riot
60. R.C. 2917.31 – Inducing panic
61. R.C. 2921.03 – Intimidation
62. R.C. 2921.34 – Escape
63. R.C. 2921.35 – Aiding escape or resistance to authority
64. Or an existing or former offense of any municipal corporation, this state, any other state, or the United States that is substantially equivalent to any of these offenses.

## **IV. TECHNICAL STANDARDS**

### **Technical Standards for Admission and Continuation**

The admission policies of University of Toledo are non-discriminatory. All applicants for admission to the nursing program receive consideration regardless of race, color, ethnicity, national origin, ancestry, creed, political or religious affiliation, age, gender, marital status, identity as an individual with a handicap or disabled veteran or Vietnam era veteran; membership in the National Guard, state defense force, or any other component of the military forces of the United States or this state. The Technical Standards for Admissions establish the policies of The University Of Toledo College of Nursing. The following abilities and skills are essential for matriculation and continuation in programs Of the College of Nursing. A candidate for professional nursing must possess the essential abilities and skills to engage in any field of nursing. Candidates are urged to ask questions about the program's technical standards for clarification and to determine whether they can meet the requirements. Questions may be directed to the Associate Dean for Academic Affairs or to the Director, Academic Enrichment Center. Revealing a disability is voluntary; however, such disclosure is necessary before any accommodations may be considered in the learning environment or in the program's procedures. Information about disabilities is handled in a confidential manner.

**Critical thinking ability** sufficient for clinical judgment.

**Interpersonal abilities** sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, and intellectual backgrounds.

**Communication abilities** sufficient to convey information accurately using the English language, via both verbal and written mechanisms.

**Physical abilities** sufficient to attend classes and clinical experiences, accomplish program and course objectives, move from room to room, and to provide general and emergency nursing care without an intermediary.

**Gross and fine motor abilities** sufficient to provide safe and effective nursing care without an intermediary.

**Auditory ability** sufficient to monitor and assess health needs.

**Visual ability** sufficient for observation and assessment necessary in nursing care.

**Tactile ability** sufficient for physical assessment without an intermediary.

**Computer ability** sufficient to prepare professional papers, discover appropriate resources, navigate WebCT or Blackboard course materials, attach documents, and communicate via electronic mail.

**Professional behavior** demonstrating exercise of good judgment; prompt completion of responsibilities; sensitive, effective relationships with patients within appropriate boundaries; ability to adapt to changing environments; ability to function effectively under stress; integrity; self-disclosure of errors and self-motivation.

## **Americans with Disability Act (ADA) Accommodations and Academic Enrichment Outreach**

The University of Toledo abides by the Americans with Disabilities Act (equal and timely access) and section 504 of the Rehabilitation Act of 1973 (non-discrimination on the basis of disability). The College of Nursing will provide reasonable academic adjustment to qualified applicants with disabilities, subsequent to evaluation by the Office of Accessibility Rocket Hall located in Rocket Hall 1820, 419.530.4981, or email [officeofaccessibility@utoledo.edu](mailto:officeofaccessibility@utoledo.edu). It is the responsibility of the applicant to initiate and complete the evaluation process. Requests for accommodations should be made by the student at the earliest possible date to allow appropriate evaluation from which to develop recommendations for accommodations. Faculty members are responsible only for accommodations communicated to them by the Office of Accessibility. (Note: Adapted from Southern Council on Collegiate Education for Nursing (March 1993). Red Alert: The Americans with disabilities act: Implications for nursing education. Revised April 1, 1996; January 25, 1999; June 15, 1999; December 19, 2003; September, 2004).  
<http://www.utoledo.edu/utlc/accessibility/Students/Students.html>

## **V. GENERAL POLICIES**

### **Emergency Procedure for Students in Classroom or Clinical**

If a student becomes ill in the classroom, do an immediate assessment to determine if simple measures will suffice or there is need for more complex care. Call 419-383-2600 (or 2600 from a campus phone) if ambulance transport is warranted; the UT Police Department will summon "911". A faculty, staff or peer should remain with the student until the health concern is resolved or emergency transport begins. The individual can be referred to Student Health and Wellness Center (419.383.3777 call for appointments), their healthcare provider, or the Emergency Department for interventions. More information on Student Health services can be found at this link:  
<http://www.utoledo.edu/healthservices/hsc/index.html>

If a student becomes ill or is injured in the clinical setting, seek available emergency treatment at the clinical site. If treatment is not available, arrange for student transport to the closest emergency facility or The University of Toledo Medical Center.

### **Academic Freedom of Students**

The University Of Toledo College Of Nursing subscribes to the principles of academic freedom and inquiry. Students shall have the freedom to seek the truth. When speaking or writing, students shall be responsible and accurate and shall indicate that they speak as individuals unless authorized to do otherwise. As scholars, students must remember that the public may judge their professions and the institution by their public statements.

### **Student Participation on UT/CON Committees**

Graduate Students are encouraged to participate in committee activities as student representatives. Students are part of the community of interest and student participation contributes to the overall goals of the graduate program.

### **Concealed Weapons Policy**

Students are forbidden to carry firearms in any of The University of Toledo buildings, even under the Concealed Weapon Carry law. The law indicates that schools, colleges and universities are to be “gun free.”


### **Smoking Policy**

The University of Toledo Health Science Campus bans smoking in all buildings and most public space. The Collier Building is smoke free including balconies, front and rear and side patios and grassy areas.

### **Family Education Rights and Privacy Act (FERPA)**

The Family Education Rights and Privacy Act of 1974, as amended, is designed to provide privacy regarding a student’s education record. In general, The University of Toledo does not release student education record information without the expressed, written consent of the student.

All faculty need to have a release of information form signed by the student before they can complete a recommendation form for the students requesting such. This form will be good until revoked by the student in writing and in compliance with FERPA regulations.

|   |   |
|---|---|
| <br><b>COLLEGE OF NURSING</b><br><small>THE UNIVERSITY OF TOLEDO</small> | <b>College of Nursing</b><br><b>Collier Building MS 1026</b><br><b>3000 Arlington Avenue</b><br><b>Toledo, Ohio 43614</b> |
|---|---|

**FERPA PRIOR CONSENT FORM**

This authorization is valid **ONLY** for the purpose indicated below. (Form/Rev 1/24/12)

- Employment reference
- Scholarship application
- Program admission recommendation

I request the reference, application or recommendation be provided to:

Name \_\_\_\_\_

Role \_\_\_\_\_

Entity \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

I am aware of my right to confidentiality regarding my educational records, which are part of my student records and protected under the Family Educational Rights and Privacy Act (FERPA). I understand further that I have the right to receive a copy of such records upon request and that this consent shall remain in effect until revoked by me in writing and delivered to The University of Toledo Office of the Registrar. Any such revocation shall not affect disclosures previously made by the University prior to receipt of such written revocation. I consent to the disclosure of my educational records, inclusive of personally identifiable information, for purposes of discussion/review with the persons identified below.

Persons designated to provide and receive information: I authorize (name or names)

\_\_\_\_\_

to disclose my educational records, including any disciplinary records to the above named entity.

Student Signature \_\_\_\_\_

Address \_\_\_\_\_

Phone (residence) \_\_\_\_\_ (cellular) \_\_\_\_\_

Date \_\_\_\_\_ Student ID Number \_\_\_\_\_

- I have discussed this request with the faculty member and provided a resume if requested.
- I have not discussed this request with the faculty.

### E-mail-Communication

In order to communicate with faculty and administrators at the College of Nursing, students are required to activate their University of Toledo student e-mail address and check it frequently. For technical support, call 419.530.8835 or visit <http://www.utoledo.edu/it/students.html>

**ALL COMMUNICATIONS regarding schedule, scholarship applications, awards, room assignments, registration, graduation and other important matters will be communicated through this mechanism. Failure to check email does not absolve a student from responsibility for this information.**

### VI. AUTHORSHIP POLICY

#### College of Nursing Policy on Authorship

The University Policy on Scientific Misconduct in Research requires "that all authors named on a collaborative study accept full responsibility for the work published or at least for the portion of the research for which they were responsible."

The faculty of the College of Nursing has endorsed the statement on authorship reproduced on the following page. The statement provides guidelines for faculty and students in specifying authorship, using the "Authorship Agreement" for manuscripts submitted for publication.

The "Authorship Agreement" is a written contract for authorship of manuscripts submitted for publication that are generated by more than one author, including those that are developed from student work (papers, theses, capstone research options). "Authorship Agreement" forms are available from the secretaries for the undergraduate and graduate programs in the College of Nursing.

Procedures for student/faculty co-authored manuscripts:

- 1 The student(s) and faculty (including committee members, as appropriate to the work) confer in a timely manner with respect to participation in the development of a manuscript to be submitted for publication or presentation (paper or poster) and come to consensus regarding authorship.
- 2 After decisions are made, the "Agreement on Authorship" form is completed and signed, with copies distributed to all authors, student file(s), and the Program Director of the program in which the student is enrolled. Note that the agreement may be adapted for research, or other major paper, leading to a degree when the wording within the parentheses is retained.
- 3 Students have the professional responsibility to submit a manuscript for publication, which will contribute to the body of knowledge in nursing. Graduates have the responsibility of notifying the College of Nursing regarding the status of the work with respect to publication or presentation. Therefore, if students/graduates do not submit the manuscript for publication or present the findings of the theses or research within one year of the completion of the work and the faculty advisor deems the work to be of merit, the faculty advisor named on the "Authorship Agreement" has the prerogative to determine the authorship for submission of the manuscript.



**AUTHORSHIP AGREEMENT\***

The guidelines for authorship on any publication or presentation, poster or paper, resulting from student work (papers, theses, Capstone research option) entitled:

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(and carried out for fulfillment of the requirements for the \_\_\_\_\_ degree) are consistent with the guidelines given in the College of Nursing Policy on Authorship as follows.

The investigator or primary author of the project (student), \_\_\_\_\_ will retain first authorship on all written or oral presentations (with one exception for a student as first author). (Exception in cases of a student designated as first author: if the student (or graduate) does not submit the manuscript for publication or present the findings of the project or research within one year of the completion of the work and the faculty advisor deems the work to be of merit, the faculty advisor named here: \_\_\_\_\_ has the prerogative to determine authorship for submission of the manuscript.)

Second authorship is reserved for the person who has made significant contributions to one or more of the following: conception of the idea and design of the project; analysis and interpretation of the data; and writing of the manuscript for publication.

Third authorship and so forth are normally reserved for other advisors and consultants depending upon their contributions to the research or other project and the manuscript.

**First Author**

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|            |           |      |
|------------|-----------|------|
| Typed name | Signature | Date |
|------------|-----------|------|

**Second Author**

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|            |           |      |
|------------|-----------|------|
| Typed name | Signature | Date |
|------------|-----------|------|

**Third Author**

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|            |           |      |
|------------|-----------|------|
| Typed name | Signature | Date |
|------------|-----------|------|

**Fourth Author**

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|            |           |      |
|------------|-----------|------|
| Typed name | Signature | Date |
|------------|-----------|------|

cc: Student file(s), All authors  
Office of the Program Director (undergraduate or graduate program).

\*Adapted from Bork, C. E. (1993). Research in physical therapy (appendix 13C, p. 337). Philadelphia: J. B. Lippincott. The authorship agreement form is available from the College of Nursing Graduate program secretary in the College of Nursing. (Implemented 2004/CON)

## **VII. ADMISSION, MATRICULATION, TRANSFER, PROGRESSION AND GRADUATION POLICIES**

### **Admission**

The Student Admissions, Retention, and Progression Committee is a standing committee of the UT College of Nursing Faculty Assembly. The Chair of this committee and the Associate Dean for the Academic Affairs are charged with making recommendations to the College of Graduate Studies regarding the admission, retention, progression, and graduation of students for the graduate programs of the College of Nursing.

### **Admission Deadlines**

Applications must be submitted electronically to Nursing CAS and The University of Toledo by the posted deadlines which can be found at [http://www.utoledo.edu/nursing/grad\\_checklist.html](http://www.utoledo.edu/nursing/grad_checklist.html)

### **Application Fee**

An application fee established by the College of Graduate Studies and Nursing CAS is required before application materials are reviewed.

### **Regular Admission Requirements for Graduate Nursing Programs**

1. Bachelor's degree in nursing from a school that is accepted by a nationally recognized body for nursing accreditation
2. Cumulative GPA of 3.0 or higher in all undergraduate work
3. Active, unrestricted, unencumbered Ohio RN license (MSN Nurse Educator applicants must hold an active, unrestricted, unencumbered RN license in the state in which the applicant resides)
4. Personal statement describing career goals, future plans for employment, and expectations of graduate study
5. Current resume or CV
6. Two recommendations from professional sources; master's prepared nurse preferred
7. Interview, if requested by the Student Admissions and Retention Committee
8. International students must complete the Graduate Record Examination (General Subject GRE) and TOEFL. \*Minimum required test scores:  
<http://www.utoledo.edu/graduate/prospectivestudents/admission/guidelines.html>

### **Provisional Admission Status**

The Student Admission Retention and Progression Committee of the College of Nursing Graduate Programs reserves the option to admit students as provisional or special status as specified in the Bulletin and Handbook of the Graduate Student. Students must satisfy requirements of provisional admission prior to matriculation.

### Special Status

Special status students are not eligible to enroll in Clinical Nurse Leader courses, Doctor of Nursing Practice, clinical, or capstone courses. Special status students are subject to specifications stated within *Bulletin and Handbook of the Graduate Student, and as recommended by the Student Admission Retention, and Progression Committee of the College of Nursing Graduate Programs.*

### Admission to Post Master Certificate Programs

1. Master's degree in nursing from a school that is accredited by a nationally recognized body for nursing education accreditation
2. Active, unrestricted, unencumbered Ohio RN license
3. Personal, statement describing career goals, plans for future employment, and expectations for graduate study.
4. Current resume or CV
5. Two recommendations from professional sources; master's prepared nurse preferred
6. Interview, if requested by the Student Admissions, Retention, and Progression Committee.
7. International students must complete the Graduate Record Examination (General Subject GRE) and TOEFL.

### **TOEFL/IELTS requirement:**

In addition to the requirements for regular admission, all applicants whose native language is not English must submit either TOEFL or IELTS scores unless the applicant has graduated from a US, accredited college or university or completed at least one full time academic year of study a 3.0 or greater GPA. Applicants must achieve satisfactory scores on the TOEFL or IELTS.

|                     | <b>Minimum Score Health Science<br/>Campus</b> |
|---------------------|--|
| <b>TOEFL PBT</b>    | 550  |
| <b>TOEFL CBT</b>    | 213  |
| <b>TOEFL IBT</b>    | 80   |
| <b>IELTS</b>        | 6.5  |
| <b>GRE Minimum</b>  | varies by College department                   |
| <b>GMAT Minimum</b> | n/a  |

***Please note - GRE scores are valid for 5 years from applied term. TOEFL scores are valid for 2 years from applied term.***

### **Admission to Clinical Nurse Leader Program (Graduate Entry)**

1. Bachelor's degree from an accredited college/university
2. Cumulative GPA of 3.0 or higher in all undergraduate work
3. Competitive Graduate Record Exam (GRE) results within past five years
4. Completion of six semester credit hours of Human Anatomy and Physiology with a Grade of 'B' or better.
5. Completion of three semester credit hour psychology course
6. Completion of three semester credit hour sociology course
7. Personal statement describing career goals, future plans for employment, and expectations for graduate study.
8. Current resume in professional format
9. Two recommendations from professional sources
10. Interview, if requested by the Student Admissions and Retention Committee
11. International students must also complete the TOEFL (Test of English as a Foreign Language). – must be taken within the past 2 years. \*Minimum required test scores: <http://www.utoledo.edu/graduate/prospectivestudents/admission/guidelines.html>
12. All Clinical Nurse Leader students will be full-time graduate students. Admission is competitive.
13. Students are required to authorize The University of Toledo to obtain criminal record checks (i.e., BCII and FBI) and are responsible for fingerprinting expenses.
14. Students must declare and document misdemeanor and/or felony offenses that occur prior to admission and/or during program progression.
15. Computer competency that includes word processing skills and ability to communicate electronically.

### **Regular Admission for Educator Certificate Program**

1. Degree in nursing from a school that is accredited by a nationally recognized body for nursing education accreditation
2. Official transcripts from all academic institutions attended
3. Cumulative GPA of 3.0 or higher for all undergraduate work
4. Active, unrestricted, unencumbered RN license in the state in which the applicant resides
5. Personal, statement describing career goals, plans for future employment, and expectations of graduate study.
6. Current resume or CV
7. Two recommendations from professional sources; master's prepared nurse preferred
8. Interview, if requested by the Student Admissions and Retention Committee
9. International students must also complete the Graduate Record Examination (General Subject GRE) and TOEFL or IELTS. \*Minimum required test scores: <http://www.utoledo.edu/graduate/prospectivestudents/admission/guidelines.html>
10. Computer competency that includes word processing skills and ability to communicate electronically.
11. Students are required to authorize The University of Toledo to obtain criminal record checks (i.e., BCII and FBI) and are responsible for fingerprinting expenses.

12. Students must declare and document misdemeanor and/or felony offenses that occur prior to admission and/or during program progression.

### **Doctor of Nursing Practice Admission Requirements**

1. MSN/MS (Nursing) in advanced clinical practice or nursing administrative from CCNE or NLNAC accredited program.
2. Minimum grade point average of 3.3 on a 4.0 scale from master's degree.
3. Official transcripts of all college work
4. Current national board certification in advanced clinical practice in nursing or nursing administration/executive.
5. Active, unrestricted, unencumbered RN license from the State in which the student plans to conduct clinical experiences
6. Personal statement describing career goals, applied research interests, and expectations for doctoral study.
7. Current resume or CV
8. Three recommendations from professional sources (one from faculty in major area of concentration from master's program).
9. Face-to-face Interview
10. Documented supervised clinical hours in applicant's master's program.

### **Admission Requirements for the Clinical Nurse Leader (BSN to CNL)**

1. Baccalaureate in Nursing from a school that is accredited by a nationally recognized body for nursing education accreditation.
2. Overall GPA of 3.0 or higher in all undergraduate work
3. Active unrestricted unencumbered Ohio RN license
4. Completion of an undergraduate statistics course recommended
5. Computer competency that includes word processing skills and ability to communicate electronically
6. Personal statement describing career goals, future plans for employment and expectations for graduate study.
7. Current resume or CV, listing active unencumbered RN license number
8. Two UT College of Nursing recommendation forms completed by professional sources (Master in nursing preferred)
9. Interview, if requested by the Student Admissions and Retention Committee

International students must also complete the TOEFL\* (Test of English as a Foreign Language) or IELTS\* (must be taken within past 2 years). \*Minimum required test scores:

<http://www.utoledo.edu/graduate/prospectivestudents/admission/guidelines.html>

### **Matriculation Requirements Graduate Nursing Programs**

1. Signed letter of intent
2. Submit documentation of:
  - a. CPR Health Care Provider card
  - b. Personal data Sheet
  - c. Background Check/Fingerprinting
  - d. Health requirements
  - e. Acknowledgement of receipt of policies and handbook information
  - f. Signed confidentiality form
3. Orientation for College of Graduate Studies  
<http://www.utoledo.edu/graduate/orientation/orientation1.html> and College e of Nursing <http://www.utoledo.edu/nursing/>

### **Transfer Student Requirements**

It is the policy of the CON Graduate Programs to evaluate courses for which a student requests transfer credit. Such evaluation will occur subsequent to admission. All students who seek to transfer will be held to the published admission requirements. In addition, students seeking transfer credit are subject to the following requirements:

1. Students must submit an official transcript documenting completion of the target course with a 'B' or better.
2. Courses considered for transfer credit must have been completed within the past three academic years.
3. Students must submit a copy of the syllabus for the course as taken, including course description, objectives, course completion requirements, and content outline in an organized format. Only copies should be submitted, as material will not be returned to the student.
4. Faculty members who have taught in the course at the UT CON will review the syllabus and make a recommendation for accepting or rejecting the course to the Office of the Associate Dean for Academic Affairs Programs.
5. The six year time-frame for completion of degree requirements begins with the semester of completion of the earliest course for which transfer credit is approved.
6. The College of Nursing will communicate its recommendation to the Graduate College by completing the Request for Transfer Credit form. Please note the following requirements for transfer:
  - a) All graduate credits requested for transfer must carry a grade of A, A-, B+, or B. Credit for an S grade may be transferred only if the grading institution verifies, in writing, that the S translates into a grade of B or higher. Research hours earned at another university are not transferable towards research hours for a project, thesis, or dissertation.
  - b) Credits earned at another University as part of a completed degree are not transferable.
  - c) Credits taken at a foreign institution are not transferable.
  - d) If a Plan of Study has been approved and the course is being used to substitute for a course already listed on the approved Plan of Study, please submit a Substitution Form or a revised Plan of Study.
7. Transfer of graduate credit is limited to a maximum of one-third of the total number of didactic credits required for the degree.
8. Transfer of graduate credit for certificate programs is limited to a maximum of one-third of the total number of credits for the award of the degree and one-fourth of the total number of credits required for the award of the certificate.

### **Progression**

Students are expected to progress according to their plans of study as arranged with the Graduate Advisor. Plans of study are established to assure that students will graduate within the required time frame of six calendar years and to ensure compliance with prerequisites that faculty have established for courses in the curriculum. Students who need to make changes in their plans of study are required to contact the Graduate Advisor to make such changes. Revision of the plan of study may delay graduation

and may negatively affect the availability of courses in the desired format (e.g. distance or campus delivery) and financial aid.

### **Minimum Course Grade of 'B' For NURS Courses**

The faculty in the CON has established the grade of 'B' as the minimum acceptable grade for all courses with the prefix of NURS for students matriculating in the fall of 2006 and beyond. A grade of 'C' is acceptable in INDI 6000. A student who matriculated in Fall 2006 and beyond and who earns a grade less than "B" for NURS courses or less than "C" in INDI 6000 cannot progress into courses for which such a course is a prerequisite. (Faculty Assembly, April 2006).

### **Required GPA (Cumulative) 3.0**

Students must maintain a cumulative GPA of 3.0 or better. Failure to do so will result in the student being placed on academic probation by the College of Nursing.

### **Repeating Courses**

A student may repeat any required course once. A student who earns a grade of less than 'B' in a NURS course or less than 'C' in INDI 6000 is allowed to repeat such a course once (CON Faculty Assembly, April 2006). Students are allowed to repeat up to two courses in which a grade of less than "B" was earned. This policy means that a C, F, W, WP, and WF are not a grade of B; however, retake standards shall not exceed two courses up to a maximum of 12 credit hours. Both the original and repeated grade will appear on the transcript and will be calculated into the cumulative GPA.

Students who earn a grade of less than "B" in a NURS course are prohibited from taking any courses for which the course is a prerequisite until such a time as the course is repeated with a grade of "B" or better. (Faculty Assembly, April 2006).

Faculty members make referrals to the Student Admission, Retention, and Progression Committee for students who are in academic jeopardy. The intent of such referrals is to outline a plan for improvement. The student receives a copy of the referral, and a copy is placed in the student's file in the CON Graduate Office.

### **Change of Concentration**

A student requesting a change in concentration (change of major) must be in good standing with a GPA of 3.0 or higher. A student may not request a change of concentration (change majors) if they have earned a grade of "C" in an NURS course. Student requesting a change of concentration must meet with graduate nursing advisor and complete a change in major request which is then presented to the Student Admission, Retention, and Progression Committee for action.

### **Withdrawal From Courses/ Electronic Withdrawal Period for a Grade of W**

Students who decide not to attend, or stop attending any or all classes for which they have registered must drop a course via Self-Service. Specific drop and withdrawal dates are listed on the University's academic calendar. A withdrawal from a course results in a grade of "W" on the student's transcript.



Students are advised to consult with their academic advisor prior to initiating a drop or withdrawal to discuss implications to their plan of study and/or financial aid. Failure to drop a course for which a student has stopped attending may result in a grade of "F". Drop and withdrawal dates are prorated for summer and special session courses that do not meet during the standard start/stop dates within the academic term. Students may only repeat required courses one time after a grade of "W" has been earned. Students who have a "W" in a required course and then earn a grade of "C", "D", or "F" for the same course or withdraw (W, WP, or WF) from the course a second time may not repeat this course for a higher grade and is subject to dismissal. A student who withdraws from a course (W, WP, WF) after a grade of less than "B" has been earned in a NURS course or less than "C" in INDI6000 may not repeat the course for a higher grade and is subject to dismissal.

#### **WP/Withdraw Passing After the UT Electronic Withdrawal Period**

Withdrawal from courses after the University electronic withdrawal period requires the approval of the faculty in the course and using the withdrawal form. Course faculty will be responsible for assigning a grade that reflects what has been earned per the course syllabus at the time of withdrawal after the UT electronic withdrawal deadline.

The grade of WP indicates that the student's work is passing (grade of "B" or higher in a graded NURS course; "C" or higher in INDI6000, grade of "C" or higher in a non-nurse elective course), but for legitimate reasons the student is permitted to withdraw from the course. The grade "WP" will be recorded on the grade sheet and entered in the student's official record and will not be counted in the GPA.

Students may only repeat required courses one time after a grade of "WP" has been earned. Students who have a grade of "WP" in a required course and then earn a grade of "C" or "D" for the same course, or withdraw, may not repeat this course for a higher grade and is subject to dismissal.

#### **WF/ Withdraw Failing After the UT Electronic Withdrawal Period**

Withdrawal from courses after the University electronic withdrawal period requires using the withdrawal form for the approval of the faculty in the course. Course faculty will be responsible for assigning a grade that reflects what has been earned per the course syllabus at the time of withdrawal after the UT electronic withdrawal deadline.

The grade of WF indicates that the student's work is failing (a grade less than a "B" in a graded NURS course; less than a "C" in INDI6000, grade less than a "C" in a non-nurse elective course), but for legitimate reasons the student is permitted to withdraw from the course. The grade "WF" will be recorded on the grade sheet and entered in the student's official record and will be counted in the GPA.

Students may only repeat required courses one time after a grade of "WF" has been earned. Students who have a grade of "WF" in a required course and then earn a grade of "C", "D", "F", or withdraw for the same course, may not repeat this course for a higher grade.

#### **Leave of Absence**

Students may request a leave of absence for personal reasons. The student requesting a Leave of Absence must complete the request for leave of absence form and submit it to the CON Graduate

Advisor. Request for leave will be discussed with the student's program director, and Associate Dean for Academic Affairs CON. The Student Admission, Retention, and Progression Committee will be informed of the action taken by the Associate Dean for Academic Affairs. A student may be granted a three-semester leave and still remain in good standing with the program. A leave of absence extending beyond three semesters will necessitate a new application to the College of Graduate Studies. Such student will be required to compete for available positions and will not automatically be granted admission.

### **Special Status Admission Requirements for Students with Less than 3.0 GPA**

The following are guidelines for allowing students that do not meet our admission criteria to take graduate level courses at the University Of Toledo College Of Nursing as special status.

1. Undergraduate GPA no less than 2.70
2. Only courses allowed to be taken are N5680, N5690, INDI6000
3. Students may spend up to 3 semesters in Special Status and then must apply through channels for regular admission.
4. Students must complete 6 semester hours with a "B" or better before applying for regular admission.
5. Students must remain as provisional status until they have completed 15 semester hours with a graduate GPA of 3.0 or better ("B" or better in all Nursing courses). With provisional admission, students are eligible to take any course offered by the College of Nursing subject to normal rules and regulations.
6. After completing 15 semester hours with a GPA of 3.0 ("B" or better in all nursing courses), students convert to regular admission status.
7. Special status students would be admitted pending available space in any of the 3 possible courses.
8. Student Admission, Retention, and Progression Committee consideration of applications under these guidelines would only occur prior to the beginning of each semester pending available space.

## Graduation

**All degree requirements for graduate programs must be completed within six years.** A student must complete the required courses and semester credit hours required for the degree and major. A minimum cumulative GPA of 3.0 (using a four point grading system) in graduate course work is required for graduation. Students may not graduate with a grade of U or PR on their Plan of Study.

A student who has compelling circumstances that may warrant an extension of one year must complete the **Request for Time Extension and Course Recertification Form** and submit it to the Graduate Advisor who will present the request to the chair or program director and the Associate Dean for Academic Affairs. The completed form with all approval signatures and supporting documentation is returned to the College of Graduate Studies Office for review and final approval. There is a \$500 per course fee assessed for each course approved for recertification (maximum of \$3,000 per student). Fees are applied to the student account after the Request for Time Extension Course Recertification form has been approved. Notification will be sent via university email to both the student and advisor. Student Admission Retention and Progression Committee will be notified of the student's request and recommended action.

Students must complete the online graduation application and survey. The College of Graduate Studies will verify completion of degree requirements for all graduation applicants. **Students who have not met all graduation requirements by the end of the semester may be eligible to participate (WALK) in Convocation/Graduation ceremonies by meeting the following requirements:** Have a letter of support from the major advisor sent to the Associate Dean for Academic Affairs, stating the student is reasonably able to complete the Capstone and/or project requirement by the end of the next semester. Receive approval from the Associate Dean for Academic Affairs.

## MSN Capstone Completion

MSN students are required to successfully complete a thesis, comprehensive examination, or a field experience. Students completing a thesis in their final semester of study are required to be enrolled in at least one credit hour of NURS 6990.

## Student Responsibility

**The student is ultimately responsible to assure that all administrative and academic requirements have been met.**

## **VIII. ACADEMIC ADVISEMENT Academic Advisor**

The Graduate Advisor for all graduate nursing programs. She may be reached at 419.383.5841, kathleen.mitchell@utoledo.edu, for guidance on the plan of study. Appointments may also be made by calling the secretary, at 419.383.5810.

### **Formal Plan of Study**

The formal Plan of Study (POS) must be completed and signed by the end of the student's second semester. The POS is designed in consultation with the Graduate Advisor. Students are expected to consult with the advisor regarding changes to POS. Changes to the plan of study may affect availability of courses, delivery method of courses, financial aid, and length of degree program.

### **Important Registration Reminders**

If you are registering for a variable credit hour course, the credit hours for the course will be highlighted. Click on the credit hour value and enter the desired credit hours which ***should match what is recorded on your plan of study.***

### **Minimum Continuous Enrollment**

Graduate Students who have completed their course work and are working on their project, thesis, and/or capstone are using university facilities and services (i.e., the library, health services, computer services, laboratories, consult with faculty, apply for graduation, etc.) must register for a minimum of one graduate credit hour each semester, excluding summer terms. Students who do not enroll for any course work for more than two academic semesters (excluding summer) will have their matriculation closed and will be required to apply for readmission. Students who apply for graduation during the summer term must also be registered for a minimum of one graduate credit hour. Access to certain other facilities and services, such as the Student Recreation Center and parking, will require additional user fees.

### **Full Time Enrollment**

The definition of "full-time student" is a minimum of 12 semester credits Fall and Spring semesters, and 9 semester credits Summer semester.

### **MSN Capstone**

Students must complete a Thesis, Field Experience, or Comprehensive Exam as the capstone experience for the MSN degree. Selection of the capstone experience will be made in consultation with the faculty and the Graduate Advisor. Students are responsible for completion of appropriate forms in a timely manner. Any student is able to select either Thesis or Comprehensive Exam as a way to complete this requirement. Field Experiences may be available, and are subject to faculty-specified prerequisites in addition to those listed in the Bulletin and Handbook of the Graduate Student.

### **Academic Advisory Committee for Thesis Students**

Select a Major Advisor and an Academic Advisory Committee prior to beginning work on a Thesis. The Major Advisor assists in developing a proposal and serves as the major contact for completing the research option. The committee members serve as readers of your work, providing feedback as appropriate. Major Advisors must hold a regular Graduate Faculty Appointment; members must hold a minimum of an Associate Graduate Faculty appointment. A list of graduate faculty members with membership status is posted on the College of Nursing website for current graduate students.

### **Field Experience Seminar Capstone Option**

The Field Experience Seminar Capstone option is a group process with an expected faculty to student ratio of 1:5 per NURS 5220 course section. By way of the UT GRAD form, Department Chair signature permission is required in order for Faculty to offer the Field Experience Seminar Capstone.

### **IX. INCLEMENT WEATHER POLICY**

View UT Policy # 3364-25-14 at <http://www.utoledo.edu/policies>

#### **Definitions:**

Level 1: Travel with caution.

Level 2: Hazardous weather conditions. Only travel if absolutely necessary.

Level 3: Emergency vehicles only. Law enforcement officers will fine travelers.

Decisions about cancellation or delay of class will be made by the consultation with the course coordinator. Cancellation will be communicated to involved students and Undergraduate Program Office.

Decisions about cancellation or delay of clinical will be made by the faculty or clinical associate in consultation with the course coordinator. Cancellation will be communicated to involved students, the clinical agency and Undergraduate Program Office.

When a student is unable to commute to a clinical experience due to individual weather circumstances, it is the student's responsibility to notify the clinical faculty by phone. If the clinical faculty cannot be reached, the student is responsible for leaving a message (which includes contact number) for the clinical faculty at the agency and informing the nursing unit of the absence.

In the event that a weather emergency is declared in a county outside of Lucas County, classes will be held as scheduled.

It is understood that students residing in counties in which a weather emergency Level 2 or 3 is declared may not commute to class.

Information from classes not attended by students outside Lucas County due to weather emergencies, will be provided by the faculty in a way deemed appropriate by the course coordinator.

## **X. GRADUATE PROGRAMS**

- I. Doctor of Nursing Practice
- II. Advanced Practice Majors
  - A. Family Nurse Practitioner
  - B. Adult Nurse Practitioner / Clinical Nurse Specialist
  - C. Pediatric Nurse Practitioner
  - D. Psychiatric Mental Health Clinical Nurse Specialist
- III. Nurse Educator Major
- IV. Clinical Nurse Leader-Graduate Entry Master of Science in Nursing
- V. Clinical Nurse Leader – BSN to CNL
- VI. Post-Master’s Certificate Programs
  - A. Family Nurse Practitioner
  - B. Pediatric Nurse Practitioner
  - C. Adult Nurse Practitioner
  - D. Psychiatric Mental Health Clinical Nurse Specialist
- VII. Nurse Educator Certificate

## XI. DOCTOR OF NURSING PRACTICE

The Doctor of Nursing Practice program\* at The University of Toledo builds on current master's prepared, nationally certified Nurse Practitioners, Clinical Nurse Specialists, Nurse Midwives, and Nurse Administrators. The University of Toledo College of Nursing offers this program in collaboration with Wright State University College of Nursing and Health. Students are admitted in cohorts of ten at each university. The curriculum is designed to prepare advanced practice nurses to work in a variety of settings according to their education. The curriculum includes theoretically based and clinically focused courses.

\*Approved by Ohio Board of Regents 12/06/07

### *Sample Plan of Study for Doctor of Nursing Practice*

| <b>Semester I - Fall</b>      |   |                              |
|-------------------------------|---|------------------------------|
| <b>Course #</b>               | <b>Course Title</b>   | <b>Semester Credit Hours</b> |
| NURS7010                      | Scientific Basis of Nursing Practice  | 3 SH                         |
| NURS7050                      | Information and Technology in Nursing and Health Care Systems                                 | 3 SH                         |
|                               | <b>Total</b>  | <b>6 SH</b>                  |
| <b>Semester II - Spring</b>   |   |                              |
| NURS7040*                     | Applied Nursing Research  | 3 SH                         |
| NURS7060                      | Population Health   | 3 SH                         |
|                               | <b>Total</b>  | <b>6 SH</b>                  |
| <b>Semester III - Fall</b>    |   |                              |
| NURS7020                      | Org & Systems Leadership (40 clinical hours)  | 3 SH                         |
| NURS7090                      | Project Seminar   | 3SH                          |
|                               | <b>Total</b>  | <b>6 SH</b>                  |
| <b>Semester IV - Spring</b>   |   |                              |
| NURS7070                      | Marketing & Entrepreneurial Activity in Complex Health Care                                   | 3 SH                         |
|                               | <b>Total</b>  | <b>3 SH</b>                  |
| <b>Semester V – Fall</b>      |   |                              |
| NURS7080                      | Evidence Based Nursing Practice in Direct Care (80 Clinical Hrs)                              | 3 SH                         |
| Or                            |   |                              |
| NURS7180                      | Evidence Based Administration in Complex Health Systems (Indirect Care) (80 clinical hours)   | 3 SH                         |
|                               | <b>Total</b>  | <b>3 SH</b>                  |
| <b>Semester VI – Spring</b>   |   |                              |
| NURS7030                      | Quality Management & Performance Improvement in Health Care Organizations (40 clinical hours) | 3 SH                         |
|                               | <b>Total</b>  | <b>3 SH</b>                  |
| <b>Semester VII – Fall</b>    |   |                              |
| NURS7100                      | Evidence Based Practice Project   | 3 SH                         |
|                               | <b>Total</b>  | <b>3 SH</b>                  |
| <b>Semester VIII – Spring</b> |   |                              |
| NURS7970                      | Capstone Practicum (Direct Care – 360 clinical hours)   | 6 SH                         |
| OR                            |   |                              |
| NURS7980                      | Capstone Practicum (Indirect Care – 360 clinical hours)                                       | 6 SH                         |
|                               | <b>Total Program Credits</b>  | <b>36 SH</b>                 |

Pre-requisite: \*Must have completed graduate multivariate statistics course with a B or better prior to enrolling in NURS7040/Applied Nursing Research.

***Effective Spring 2012 all courses converted to a four-digit number by adding a zero to the end of the course number.***

## XII. ADVANCED PRACTICE MAJORS

The Master of Science in Nursing degree and Advanced Practice major are two-year, full-time programs with part-time options. Students choose among majors including: Adult Nurse Practitioner/Clinical Nurse Specialist (ANP/CNS), Family Nurse Practitioner (FNP), Pediatric Nurse Practitioner (PNP), and Psychiatric Mental Health Clinical Nurse Specialist (PMH/CNS). The theoretically based and clinically focused courses that comprise the curricula are designed to prepare advanced practice nurses to work in a wide variety of community and hospital-based health settings. All students seeking full-time study should matriculate in the fall.

### ANP/CNS, FNP, PNP, PMH/CNS, Majors

|   |                     |
|---|---------------------|
| Adult Nurse Practitioner/Clinical Nurse Specialist          | 55 semester credits |
| Family Nurse Practitioner                                   | 55 semester credits |
| Pediatric Nurse Practitioner                                | 51 semester credits |
| Psychiatric-Mental Health Nursing Clinical Nurse Specialist | 52 semester credits |

#### *Sample Plan of Study for Advanced Practice Majors*

| Semester I - Fall             |   |                       |
|-------------------------------|---|-----------------------|
| *Course #                     | Course Title  | Semester Credit Hours |
| NURS5400                      | Theoretical & Ethical Foundations of Nursing                              | 3                     |
| INDI6000                      | Introduction to Biostatistical Methods                                    | 3                     |
| NURS5680                      | Advanced Physiology & Pathophysiology                                     | 3                     |
| NURS5740                      | Advanced Health Assessment (4 lab hours/week)                             | 4                     |
| Semester II - Spring          |   |                       |
| NURS5690                      | Advanced Pharmacotherapeutics   | 3                     |
| NURSxxxx                      | Clinical I (major specific)   | 5-7                   |
| NURS5910                      | Advanced Nursing Research   | 3                     |
| Semester III - Fall           |   |                       |
| NURS5190                      | Advanced Interpersonal Interventions<br>(4 lab clinical hours/week)       | 3                     |
| NURSxxxx                      | Clinical II (major specific)  | 6-7                   |
| NURS5280                      | Theories of Addictive Behavior<br>(Required only for Psych-Mental Health) | 2                     |
| NURS5500                      | Family and Cultural Diversity Theories                                    | 3                     |
| Semester IV - Spring          |   |                       |
| NURS5530                      | Public Policy and Health Care   | 3                     |
| NURS6140                      | Advanced Practice Nursing: Roles & Issues                                 | 2                     |
| Capstone                      | Field Experience, Thesis, or Comprehensive Exams                          | 3                     |
| NURSxxxx                      | Clinical III (major specific)   | 6-8                   |
| <b>Total Semester Credits</b> |   | <b>51-55</b>          |

***\*Effective Spring 2012 all courses converted to four digits by adding a zero to the end of the course number.***



### XIII. NURSE EDUCATOR CURRICULUM Nurse Educator Major

The Nurse Educator major offers preparation for bachelor's prepared nurses to become nursing faculty or patient/staff educators. Graduates are envisioned as teachers of undergraduate nursing students in the classroom and clinical setting. This major focuses on: curriculum development, teaching-learning processes, classroom and clinical pedagogies, and evaluation principles. The Nurse Educator major offers full-time and part-time options. **Students who are seeking full time study should matriculate in the spring semester.**

#### Curriculum

##### *Sample Plan of Study*

| <b>Semester I – Fall</b>      |   |           |
|-------------------------------|---|-----------|
| *Course #                     | Course Title  | Credit    |
| NURS6720                      | Teaching, Learning, and Evaluation in Nursing                 | 4         |
| NURS5400                      | Theoretical and Ethical Foundations of Nursing                | 3         |
| NURS5680                      | Advanced Physiology and Pathophysiology                       | 3         |
| NURS5530                      | Public Policy and Health Care                                 | 3         |
| INDI6000                      | Introduction to Biostatistical Methods                        | 3         |
| <b>Semester II – Summer</b>   |   |           |
| NURS6710                      | Developing Instructional Programs in Nursing                  | 3         |
| NURS 5330                     | Health Assessment   | 3         |
| NURS5910                      | Advanced Nursing Research                                     | 3         |
| <b>Semester III – Fall</b>    |   |           |
| NURS6730                      | Practicum and Seminar in Teaching<br>(9 practicum hours/week) | 4         |
| NURS5190                      | Advanced Interpersonal Interventions (4 lab hours/week)       | 3         |
| NURS5510                      | Advanced Clinical Seminar in Nursing (4 lab hours/week)       | 4         |
| Capstone                      | Field Experience, Thesis, or Comprehensive Exams              | 3         |
| <b>Total Semester Credits</b> |   | <b>39</b> |

#### Nurse Educator Certificate

The Nursing Education Certificate Program is designed to provide an opportunity for current and potential nurse educators in academic and healthcare settings to develop and refine the practice of teaching. Enrollment is open to graduate students and certificate students who are registered nurses with a baccalaureate (or higher) degree. **All classes are conducted online.**

##### *Sample Plan of Study*

| <b>Semester I - Spring Semester</b>  |   |           |
|--------------------------------------|---|-----------|
| *Course #                            | Course Title  | Credit    |
| NURS6720                             | Teaching, Learning and Evaluation in Nursing  | 4         |
| <b>Semester II - Summer Semester</b> |   |           |
| NURS6710                             | Developing Instructional Programs in Nursing  | 3         |
| <b>Semester III - Fall Semester</b>  |   |           |
| NURS6730                             | Practicum and Seminar in Teaching****<br>(Nurs6710 and NURS 6720 is pre-requisite.) | 4         |
| <b>Total Semester Credits</b>        |   | <b>11</b> |

***\*Effective Spring 2012 all courses converted to four digits by adding a zero to the end of the course number.***

\*\*\*\* In the practicum course, students are supervised by faculty and precepted by a master teacher. Students spend the equivalent of nine hours per week in practicum experiences that are arranged in an educational setting in a locale suggested by students and approved by course faculty.

#### XIV. Graduate Certificate Programs

Students who have previously achieved a MSN degree and desire to prepare for national certification as an advanced practice nurse may elect to seek admission to the Adult Nurse Practitioner, Pediatric Nurse Practitioner, and Family Nurse Practitioner or to the Psychiatric-Mental Health Clinical Nurse Specialist Certificate Program.

#### Advanced Practice Nursing Certificate Programs

|   |                      |
|---|----------------------|
| Adult Nurse Practitioner Graduate Certificate                   | 22 semester credits* |
| Family Nurse Practitioner Graduate Certificate                  | 25 semester credits* |
| Pediatric Nurse Practitioner Graduate Certificate               | 21 semester credits* |
| Psychiatric-Mental Health/Clinical Nurse Specialist Certificate | 25 semester credits* |

***\*Does not include prerequisite courses listed in the following sample plans of study.***

#### Prerequisites\*\* ANP, FNP, PNP, and Psych/Mental Health CNS

| ***Course # | Course Title                                | Credit |
|-------------|---|--------|
| NURS5680    | Advanced Physiology & Pathophysiology       | 3      |
| NURS5740    | Advanced Health Assessment (4 lab hrs/week) | 4      |

***\*\*If the course was completed greater than 5 years prior to matriculation, it must be repeated.***

#### Adult Nurse Practitioner Certificate Curriculum\*

##### *Sample Plan of Study*

| Spring Semester        |   |        |
|------------------------|---|--------|
| ***Course #            | Course Title  | Credit |
| NURS5690               | Advanced Pharmacotherapeutics                                     | 3      |
| NURS6030               | ANP I: Care of Adolescents and Adults (12 clinical hours/week)    | 7      |
| Fall Semester          |   |        |
| NURS6040               | ANP II: Care of Women (12 clinical hours/week)                    | 6      |
| Spring Semester        |   |        |
| NURS6050               | ANP III: Care of Adults and Older Adults (12 clinical hours/week) | 6      |
| Total Semester Credits |   | 22     |

***\*\*\*Effective Spring 2012 all courses converted to four digits by adding a zero to the end of the course number.***

***\*Does not include prerequisite courses listed in the following sample plans of study.***

**Family Nurse Practitioner Certificate Curriculum\***

*Sample Plan of Study*

| <b>Spring Semester</b>        |  |               |
|-------------------------------|--|---------------|
| <b>**Course #</b>             | <b>Course Title</b>                                      | <b>Credit</b> |
| NURS5690                      | Advanced Pharmacotherapeutics                            | 3             |
| NURS6210                      | FNP I: Adolescents and Adults (12 clinical hours/week)   | 7             |
| <b>Semester III – Fall</b>    |  |               |
| NURS6220                      | FNP II: Women and Children (12 clinical hours/week)      | 7             |
| <b>Semester IV - Spring</b>   |  |               |
| NURS6230                      | FNP III: Adults & Older Adults (18 clinical hours/ week) | 8             |
| <b>Total Semester Credits</b> |  | <b>25</b>     |

**The minimum number of credits for the FNP Graduate Certificate is 25**

**Pediatric Nurse Practitioner Certificate Curriculum\***

*Sample Plan of Study*

| <b>Spring Semester Odd Years Only</b>  |   |               |
|--|---|---------------|
| <b>**Course #</b>                      | <b>Course Title</b>   | <b>Credit</b> |
| NURS 5690                              | Advanced Pharmacotherapeutics   | 3             |
| NURS 5810                              | PNP I: Care of Children and Concepts of Wellness (12 clinical hours/week)   | 6             |
| <b>Fall Semester Odd Years Only</b>    |   |               |
| NURS 5820                              | PNP II: Common Acute and Stable Chronic Illnesses (12 clinical hours/week)  | 6             |
| <b>Spring Semester Even Years Only</b> |   |               |
| NURS 5830                              | PNP III: Complex Chronic Illnesses or Disabilities (12 clinical hours/week) | 6             |
| <b>Total Semester Credits</b>          |   | <b>21</b>     |

**The minimum number of credits for the PNP Graduate Certificate is 21**

**Psychiatric Mental Health/Clinical Nurse Specialist Certificate Curriculum\***

*Sample Plan of Study*

| <b>Spring Semester Odd Years Only</b>  |  |               |
|--|--|---------------|
| <b>**Course #</b>                      | <b>Course Title</b>                                    | <b>Credit</b> |
| NURS 5690                              | Advanced Pharmacotherapeutics                          | 3             |
| NURS 5090                              | PsychMH I (9 clinical hours/week)                      | 5             |
| NURS 5280                              | Theories of Addictive Behaviors                        | 2             |
| <b>Fall Semester Even Years Only</b>   |  |               |
| NURS 5190                              | Advanced Interpersonal Intervention (4 lab hours/week) | 3             |
| NURS5100                               | PsychMH II (12 clinical hours/week)                    | 6             |
| <b>Spring Semester Even Years Only</b> |  |               |
| NURS5110                               | PsychMH III (18 clinical hours/week)                   | 6             |
| <b>Total Semester Credits</b>          |  | <b>25</b>     |

**The minimum number of credits for the PsychMH/CNS Graduate Certificate is 25**

**\*\* Effective Spring 2012 all courses converted to four digits by adding a zero to the end of the course number**

## XV. CLINICAL NURSE LEADER

### CNL (Graduate Entry)

The Clinical Nurse Leader program is designed for a person with a bachelor's degree who is not a nurse but seeks preparation to be a Registered Nurse (RN). The program builds on a student's past academic success. The nursing major is a two-year, full-time program including one summer semester. The curriculum is designed to prepare nurses for entry-level nursing in a wide variety of community and hospital-based health settings. The curriculum includes theoretical courses and clinical (hands-on) experience. At the completion of the program, a graduate is eligible to sit for the National Council Licensing Exam-Registered Nurse (NCLEX-RN) and be licensed as a Registered Nurse. Graduates may also sit for the Clinical Nurse Leader Certification exam. Graduates of the Clinical Nurse Leader program are generalists; they may become advanced practice nurses by completing an additional University of Toledo graduate certificate program as a Nurse Practitioner or Clinical Nurse Specialist.

### **Clinical Nurse Leader (Graduate Entry)**

#### *Sample Plan of Study*

| <b>Semester I Fall 120 Clinical Hours Total</b>     |  |               |
|---|--|---------------|
| <b>*Course #</b>                                    | <b>Course Title</b>  | <b>Credit</b> |
| NURS5040  | Health Assessment and the Nursing Process for Promoting Health | 6             |
| NURS5050  | Health Sciences I  | 3             |
| NURS5060  | Professional Socialization I                                   | 3             |
| NURS5070  | Therapeutic Communication Skills for Nurses                    | 3             |
| <b>Semester II Spring 90 Clinical Hours Total</b>   |  |               |
| NURS5140  | Designing Nursing Systems to Promote Self-Care                 | 6             |
| NURS5160  | Professional Socialization II                                  | 3             |
| NURS5250  | Health Sciences II   | 3             |
| NURS5670  | Pharmacology   | 3             |
| <b>Semester III Summer 120 Clinical Hours Total</b> |  |               |
| NURS5240  | Designing Nursing Systems for Compromised Health States        | 6             |
| INDI6000  | Introduction to Biostatistical Methods                         | 3             |
| <b>Semester IV Fall 120 Clinical Hours Total</b>    |  |               |
| NURS5440  | Population Focused Nursing Care                                | 6             |
| NURS6000  | Advanced Communication Skills and Group Dynamics               | 3             |
| NURS5910  | Advanced Nursing Research                                      | 3             |
| <b>Semester V – Spring 300 Clinical Hours Total</b> |  |               |
| NURS5540  | Advanced Practicum in Nursing Systems Design                   | 12            |
| Capstone  | Thesis, Field Experience, or Comprehensive Exam                | 3             |
| <b>Total Semester Credits</b>                       |  | <b>66</b>     |

*\* Effective Spring 2012 all courses converted to four digits by adding a zero to the end of the course number*

**CNL (BSN to CNL)**

The BSN to CNL tract is ideal for BSN prepared nurses wishing to pursue graduate study at the generalist level. The curriculum includes theory classes, prepared by graduate faculty of The University of Toledo (UT) College of Nursing, as well as clinical experiences with patients in state-of-the-art health care facilities. Graduates are prepared as Clinical Nurse Leaders who are nurse generalists.

Students in the BSN to CNL track are envisioned to move through the curriculum in cohorts.

The master’s preparation positions graduates for exciting positions in hospital or clinics or possible advancement in current positions. The masters’ preparation also provides an opportunity to continue graduate study. Graduates may elect to pursue a certificate to enter advanced practice roles as a nurse practitioner or clinical nurse specialist, or they may decide to pursue a Doctor of Nursing Practice (DNP) degree, or the Doctor of Philosophy (Ph.D.) degree.

**Clinical Nurse Leader (BSN to CNL)**

*Sample plan of study*

| <b>Semester I – Spring</b>    |  |               |
|-------------------------------|--|---------------|
| <b>*Course #</b>              | <b>Course Title</b>  | <b>Credit</b> |
| NURS5160                      | Professional Socialization   | 3             |
| NURS5250                      | Health Science II  | 3             |
| NURS5670                      | Pharmacology   | 3             |
| <b>Semester II – Summer</b>   |  |               |
| INDI6000                      | Introduction to Biostatistical Methods                                     | 3             |
| NURS5330                      | Health Assessment  | 3             |
| <b>Semester III – Fall</b>    |  |               |
| NURS5440                      | Population Focused Nursing Care (total of 90 clinical hours)               | 6             |
| NURS6070                      | Advanced Communication Skills and Group Dynamics (total of 30 lab hours)   | 3             |
| NURS5910                      | Advanced Nursing Research  | 3             |
| <b>Semester IV – Spring</b>   |  |               |
| NURS5540                      | Advanced Practicum in Nursing Systems Design (total of 300 clinical hours) | 12            |
| Capstone                      | Thesis, Comprehensive Exam or Field Experience                             | 3             |
| <b>Total Semester Credits</b> |  | <b>42</b>     |

*\* Effective Spring 2012 all courses converted to four digits by adding a zero to the end of the course number*

## **XVI. INDEPENDENT STUDY Guidelines and Process**

This information supplements the Bulletin and Handbook of the Graduate Student.

NURS6890, Independent Study is an academic course completed outside of the required classroom, clinical or college laboratory experiences that provide the learner with an opportunity to pursue an area of interest in depth. Independent study courses may not be used to substitute for required courses. The independent study course is supervised by a faculty member and approved by the Program Director.

The contract form must be completed by the student and approved by the faculty member and the Program Director prior to the semester in which the Independent Study is to be conducted.

Process:

1. The student will present the plan or idea for Independent Study to a faculty member who agrees to supervise the study.
2. The student and faculty complete the University of Toledo College of Nursing Contract form including:
  - A. Course purpose.
  - B. Course objectives developed by the student with faculty guidance and approval.
  - C. Course conduct and implementation.
    - 1) how the objectives will be accomplished: (annotated bibliography, clinical experience, directed reading, etc.)
    - 2) if a clinical experience, when and where between student and faculty.
  - D. Evaluation methods specifically stated with assigned percentages for each. Examples: Successful completion of written theses, oral or written examinations, conference presentation, Nursing systems papers, clinical performance.
  - E. Grading (letter grade) determined by the faculty member.
  - F. Preceptor and agency if a clinical study. An Affiliation Agreement (or Master Contract) must be completed between University of Toledo and the precepting facility.
  - G. Course credits as determined by the student and the faculty member according to the Following criteria: One (1) semester credit hour =Four (4) hours of course study and/or clinical experience per week for fifteen (15) weeks.
3. The completed Contract Form is filed in the student's file in the office of the CON Graduate Advisor for graduate programs.

## **XVII. GRADING POLICY**

### **Minimum Course Grade of 'B' For NURS Courses**

The faculty in the CON has established the grade of 'B' as the minimum acceptable grade for all courses with the prefix of NURS for students matriculating in the fall of 2006 and beyond. A grade of 'C' is acceptable in INDI 6000. A student who matriculated in Fall 2006 and beyond and who earns a grade less than "B" for NURS courses or less than "C" in INDI 6000 cannot progress into courses for which such a course is a prerequisite. (Faculty Assembly, April 2006).

### **Required GPA (Cumulative) 3.0**

Students must maintain a cumulative GPA of 3.0 or better. Failure to do so will result in the student being placed on academic probation by the College of Nursing. See Bulletin and Handbook of the Graduate Student for details.

### **Students' Rights and Responsibilities**

A statement on responsibilities and rights of students in relation to education standards has been adopted from an original statement by the Ohio Nurses Association and endorsement by the Nursing Students Association of Ohio as follows.

Students of nursing are entitled to an environment where appropriate opportunities and conditions exist to insure freedom to learn. They are obligated, however, to exercise this freedom with responsibility.

Access to the College of Nursing should be unrestricted in the sense that no student should be denied admission on the basis of such factors as race or gender.

At the same time, students should realize that the College of Nursing is accountable to the public for the quality of nurses graduated and that the school has established standards of admission, retention, and graduation in accordance with its philosophy.

These standards should make evident to the student those characteristics considered important to success in the program(s) of study offered. Enrollment should be open - to the limits of the school's resources and facilities - to qualified students as determined by admission standards.

Students should be aware that the College of Nursing has the obligation to protect the integrity of the educational program by setting standards of achievement and conduct for enrolled students.

Because students have the responsibility for maintaining the standards of the program of study in which they are enrolled, they have the right to expect that standards of conduct and academic achievement, together with means of assessment, are clear.

Although students are responsible for mastering the content of courses, they should be free to present reasoned dissent and opinion, which differ from those offered in any course.

Students are entitled to due process throughout the academic program and procedures used should ensure fairness.

In the case of disciplinary action, students should expect to be apprised of charges against them, to have an opportunity to refute the charges, and to have means available to review decisions.

### **XVIII. PURSUING NON-GRIEVABLE ACADEMIC CONCERNS**

Students have a right to be treated in a fair and equitable manner throughout their academic program with the College of Nursing. Similarly, students are expected to exhibit same in dealing with peers, faculty, clients, and staff throughout the nursing program.

In the College of Nursing as in any human endeavor that involves many differing backgrounds and personalities, it is inevitable that problems that impact on student learning will emerge. It is also true that the perception or understanding of a specific situation may differ from one person to another. Therefore, when a student has an academic concern that is troubling and needs to be addressed, it is recommended that the student actively seek resolution of the problem.

Appropriate guidelines for action include:

1. Use the Student Interest Form to write a short description of the request, report or issue. This can serve to focus on the concern and clarify it to others. Make a copy of the form for your own record keeping purposes.
2. Submit the Student Interest Form to the person(s) directly involved in the concern.
3. Meet with the person(s) directly involved to discuss the concern.
4. If the concern is not clearly resolved, seek counsel/advice from course coordinator (as deemed appropriate), the Department Chair and finally, the Program Director of the appropriate program.
5. Academic Advisors, Program Coordinators and faculty on the Student Affairs Committee are also useful resources available to students.

Issues related to harassment and/or discrimination that involve circumstances within the role of a student in the College of Nursing should be directed to the Office of Affirmative Action and the Program Director immediately.

Prompt attention to concerns is in a student's best interest. This approach will later serve the student well in his/her professional career.



## **College of Nursing Grievance Procedure**

### **Preliminary Action**

The student(s) is permitted to continue in courses with limited supervised clinical practice during the deliberations about the grievance.

Written documentation of each step of the process needs to occur. It is advisable that all participants keep documentation.

### **Committee Hearing**

The chairperson of the Student Grievance Committee shall promptly notify the involved persons that a formal grievance has been filed: faculty member(s) and Associate Dean. A copy of the grievance is forwarded to all involved and to the Dean of the College of Nursing.

The chairperson shall schedule a hearing to be held within ten (10) working days following receipt of the written petition.

Grievant, respondents, and the Dean of the College of Nursing shall be notified in writing of the date, time, and place of the hearing and the committee members who will be present. The committee is comprised of four (4) faculty, 2 BSN, 1 RN-BSN, 1 MSN, and 1 Doctoral student members and the designated chairperson of the Grievance Hearing.

The grievant and respondents have the right to challenge the composition of the committee within 24 hour notice of the notification of the member composition. If challenged, the Chairperson, in consultation with the challenger and the committee, will decide on an acceptable replacement. (Faculty for faculty; student for student.)

Any committee member perceiving self to be biased in a particular situation will withdraw from serving on the hearing within 24 hours of member notification.

In the event that there is difficulty assembling a full committee from the elected members, either the Chairperson of the committee or a Nursing College Department Chair may appoint substitute(s) which are unbiased faculty to fill the vacancies.

**Grievant Support Representative:** The role is to provide a student involved in a grievance with a support person. This representative may be a faculty member or an academic advisor. Attorneys and family members are excluded from functioning in this role. In addition, the GSR may not be a witness to the grievance. The student may select a grievance support representative, decline a GSR or request that a waiver must be signed. The name of the GSR shall be submitted in advance to the Grievance Committee Chairperson. This representative is not appointed to advise the grievant. The representative is appointed to provide emotional support and neutrality for the grievant during the hearing process.

**Witnesses:** A witness may be asked by either party to be available to provide supporting evidence that is pertinent to the grievance at hand. The intent of a witness's testimony shall be submitted to the Chair 48 hours in advance of the hearing. The Committee reserves the right to restrict the testimony to those issues germane to the grievance.

### **Confidentiality of Proceedings**

Confidentiality shall be maintained by all persons. This is an essential component of the grievance procedure and due process.

Specific information is kept within the committee.

Proceeding of the committee is to be kept in a sealed file at the College of Nursing for seven (7) years.

### **Rules for the Hearing**

Both grievant (student) and the respondent(s) (faculty member) {s} shall be present during the entire hearing, but not during deliberations/decision.

Persons attending the hearing shall be limited to:

- Grievance Hearing Chairperson
- Grievant
- Respondent(s)
- Associate Dean
- Committee members four (4) faculty and three (3) students
- Respective advisor of each party, if desired
- Witnesses (to be called in as needed)
- Recorder

Chairperson's Functions:

- Indicate purpose of meeting and time limitations of Hearing
- Make introductions and identify role of each person in attendance
- Identify order of data collection
- Read brief statements of student's appeal
- Direct the discussion
- Call and excuse the witnesses
- Make closing statements
- Facilitate the deliberation and the preparation of the written recommendations
- The Chair is not a voting member
- Submit recommendations to all parties and Dean

Advisor's Function: To provide support through presence, to remain quiet during hearing; to address committee only if requested.

Witnesses' Function: To be available outside hearing room until called; to testify only if requested to do so; to answer specific questions; to leave the hearing room on completion of testimony.

### **Record Keeping**

Both note taking and tape recording shall be done to ensure accuracy of the information and proceedings during the hearing. A faculty member or a person from the College of Nursing support staff will be appointed to serve as recorder for the hearing. This person will be present during the hearing but not the deliberation. A designated committee member will monitor the tape recording.

### **Committee Deliberation**

Deliberations shall be conducted in closed session by committee members only. Deliberation shall be limited to data collected during the hearing. The evidence is to be weighed.

In case the committee's conclusion and recommendations cannot be formulated, the committee may need to identify and solicit additional data. All parties will be informed of the request(s) and deliberation will be delayed until data is obtained.

A simple majority is to be reached.

Only the hearing is tape recorded. The tape recorder is not used during the deliberation.

### **Committee Recommendations**

Recommendations shall be submitted in a written report to the Dean of the College of Nursing. The majority opinion and dissenting opinion, if any, regarding the outcome of the hearing is written in the report submitted to the Dean.

The written report shall contain the following:

- A clear concise statement/summary of each issue
- Pertinent analysis of related factors
- Committee's conclusions and rationale
- Suggestions for resolution of grievance
- Suggestions for prevention of similar grievances in future

### **Appeal Process**

Students may dispute a final course or clinical grade when the student believes that there has not been an equitable application of course or College of Nursing policies and procedures for student evaluation and grading. The procedure for the Appeal Process is as follows:

#### **To the Faculty/Instructor**

Within five (5) business days of notification of final course grade by the Registrar, the student must submit to the faculty/instructor of the class a written petition with rationale for disputing the grade. After reviewing the petition, the faculty may gather information from other sources before making a decision, but not later than five business days after submission of a proper appeal. The faculty must notify the student in writing of the decision no later than five (5) business days of submitting the petition. If the issue is not resolved to the student's satisfaction, the student may appeal to the Course Leader.

#### **To the Course Leader**

If the student wishes to further appeal the decision of the faculty, within +-five (5) business days of the faculty/instructor decision, the student must submit a written petition indicating the student's intent to challenge the decision to the Course Leader. After reviewing the petition, the Course Leader will meet

with both the faculty member and the student. The Course Leader must notify the student in writing of the decision no later than five (5) business days after the petition was filed with the Course Leader.

In the event the faculty is also the Course Leader, the student would appeal to the Department Chair.

### **Due Process**

The student has the right to submit a written request for a review hearing by the College of Nursing Student Grievance Committee (SGC). The SGC Chair will provide the student, in writing, the date, time, location and membership composition of the SGC within ten (10) business days before the hearing date. The notice will include the specific protocols to be followed in the hearing and will include a copy of this policy.

### **Conduct of the Hearing**

The student and faculty and SGC will follow the Grievance Procedure as outlined in the College of Nursing procedure. Any recommendation will be based exclusively on the information received at the SGC hearing. Upon completion of the hearing, the SGC will, by majority vote, agree to a recommendation. The recommendation will be put forth in writing and delivered to the student within five (5) business days of conclusion of the SGC hearing.

The recommendation of the SGC Committee will be given to the Associate Dean for Academic Affairs within five (5) business days of the hearing. The Associate Dean will make the decision.

### **Appeal Process**

A written request for appeal by the student to the Dean of the College of Nursing ("Dean") may be made and must be submitted to the Dean within five (5) business days following the date of the written decision of the SGC, or any further right to appeal is waived. The Dean of the College of Nursing may review all applicable evidence presented in the hearing. After completing such review, the Dean may ask for a meeting with the student. The Dean will provide a decision to the student within five (5) business days of the meeting. The decision of the Dean is final.

### **Pendency of Action**

Generally, implementation of dismissal will be deferred until all the due process hearing and time for appeals made by the student have been exhausted. However, the Dean may impose immediate removal or restrictions on the student if the alleged conduct in any way concerns patient or public safety (including faculty and other student).



**APPEAL PROCESS FORM  
COLLEGE OF NURSING**

Health Science Campus MS1026, 3000 Arlington Avenue, Toledo, Ohio 43614-2598

**1. Background Information:**

Name of student \_\_\_\_\_ Date: \_\_\_\_\_

Course of Academic Evaluation \_\_\_\_\_

Course Term: \_\_\_ Fall \_\_\_ Spring \_\_\_ Summer Year \_\_\_\_\_

Grade received or academic action taken: \_\_\_\_\_

Desired outcome: \_\_\_\_\_

**2. Nature of appeal:**

\_\_\_\_\_  
\_\_\_\_\_

On a separate page describe important elements and attach any documentation that supports the appeal. Clarity and thoroughness are important factors in determining whether this appeal will be dismissed or heard by a grievance facilitator. Number pages \_\_\_\_\_

**3. Actions**

Have you attempted to resolve this matter through a discussion with the faculty member?

\_\_\_ NO \_\_\_ YES \_\_\_\_\_ Date

Outcome of meeting with faculty member (If no meeting took place, explain why.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you attempted to resolve this matter through a discussion with the course coordinator?

\_\_\_ NO \_\_\_ YES \_\_\_\_\_ Date

Outcome of meeting with course coordinator (If no meeting took place, explain why.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Have you attempted to resolve this matter through a discussion with the Department Chair?

\_\_\_ NO \_\_\_ YES \_\_\_\_\_ Date

Outcome of meeting with the Department Chair (if no meeting took place, explain why.):

\_\_\_\_\_  
\_\_\_\_\_

If you contacted any other faculty member, advisor or any other person about your concern, please write a brief description that includes the date, who, why and outcome of the discussion. Please attach documentation.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

Grievance form received by: \_\_\_\_\_ Date: \_\_\_\_\_

**4. Review of Appeal**

After review of the materials submitted, it was determined that a basis for the grievance:

May exist and a hearing will be scheduled. Student wants advisor present.  Yes  No

Does not exist and the complaint is dismissed.

Signature of Grievance Chair: \_\_\_\_\_ Date: \_\_\_\_\_

**5. Result of Grievance Hearing**

Date of hearing: \_\_\_\_\_

Outcome of hearing:

The grievance was resolved.

The grievance was not resolved.

Explanation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**7. Recommendation to Associate Dean** \_\_\_\_\_ **Date** \_\_\_\_\_

Outcome: \_\_\_\_\_  
\_\_\_\_\_

**8. Appeal to the Dean**

**Decision:** (if grievance was not resolved through a grievance conference)

The grievance is not supported by the evidence presented.

The grievance is supported by the evidence presented.

Outcome: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Dean: \_\_\_\_\_ Date: \_\_\_\_\_  
(Form Rev: 8/2011)

## APPEAL OF DISCIPLINARY ACTION AND DUE PROCESS

Students enrolled in the College of Nursing are subject to the general rules of conduct for the College of Nursing (“CON”) and The University of Toledo at large (the “University”), as well as additional standards of conduct and professionalism applicable to nursing students. *See Footnote 1 under **Due Process**.*

Students in the CON are responsible for understanding and complying with University and CON policies, procedures, regulations, standards of conduct, expectations for professional behavior and rules with regard to academic misconduct. A failure to comply may result in disciplinary action up to and including dismissal from the College of Nursing. Students subject to adverse action are entitled to due process and appeal rights as outlined below.

Nursing students are subject to disciplinary action for violation of the institutional standards of conduct, including breach of student expectations and responsibilities. When a code of conduct or professionalism violation is suspected or where academic misconduct is suspected the responsible CON faculty member will discuss the incident with the student and file a written report. Due process will be provided to a student accused of violating institutional standards where suspension or dismissal from a program or the CON/University is a possible outcome.

The levels of disciplinary action include but are not required to be progressive and are dependent on the situation at hand:

**Verbal warning.** The violation is brought to the student’s attention. A warning is verbally given which clearly defines the formal disciplinary measures possible if further, similar actions occur. Any anecdotal notes will be retained by the faculty member and documentation of the verbal warning is placed in the student CON record.

**Written warning.** The student is informed in writing of the violation and discussion is held regarding the nature and scope of the violation. A copy of this warning is placed in the student’s file. The warning should state that any future incidents of misconduct may result in disciplinary action up to and including dismissal from the CON.

Additional disciplinary action up to and including dismissal.

### **Due Process**

The student has the right to submit a written request for a hearing by the College of Nursing Student Grievance Committee (SGC) when dismissal from the CON is a possibility. The student will be notified in that letter that they have the opportunity to appear before the SGC to fully present the student's position on the charge(s). The written request must be delivered by the Student to a CON Associate Dean within ten (10) business days of receiving the notice of dismissal.

Upon receiving a request for a hearing before the SCG, the Grievance Chair will provide a written notice to the student that includes; the charge(s); the date, time and location of the hearing; and membership composition of the SGC. The student may waive the right to a hearing at the students' sole discretion.

- 
1. <sup>1</sup>"Rules Promulgated from the Law Regulating the Practice of Nursing." (4723-5-12, Ohio Administrative Code) <http://codes.ohio.gov/oad/4723-5-12> (Last accessed May 20, 2008).
  2. The American Nurse Association Code of Ethics for Nurses With Interpretive Statements (2005) [http://nursingworld.org/ethics/code/protected\\_nwcoe813.htm](http://nursingworld.org/ethics/code/protected_nwcoe813.htm)
  3. "Code of Academic and Clinical Conduct," National student Nurses' Association, INcl (April 6, 2001). [http://www.nсна.org/pubs/resources/academic\\_clinical\\_conduct.asp](http://www.nсна.org/pubs/resources/academic_clinical_conduct.asp) (Last accessed May 20, 2008).
  4. "Bill of Rights and Responsibilities for students of Nursing." National student Nurses' Association, Inc. (2006) <http://www.nсна.org/pubs/billofrights.asp> (Last accessed May 20, 2008).

The appropriate Associate Dean may suspend the SGC hearing until finalization of a related criminal matter before a criminal court or administrative venue, in which case, written notice should be sent to the student and SGC Committee immediately.

The student is responsible to inform the Associate Dean of any pending criminal charges.

The written recommendation will be submitted to the appropriate Associate Dean within five (5) business days.

The Associate Dean will make a decision and notify the student in writing within five (5) business days.

### **Conduct of the Hearing**

The hearing will follow the Grievance Procedure as outlined in the CON Grievance Policy.

Any recommendation regarding student discipline up to and including dismissal from UT CON will be based exclusively on the information received at the SGC hearing.

Upon completion of the hearing, the SGC will, by majority vote, agree to findings and conclusions and issue a recommendation. A written recommendation will be issued to the student within five (5) business days of conclusion of the SGC hearing.

### **Appeal Process**

A written request for appeal may be made by the student to the Dean of the College of Nursing ("Dean") and must be received within five (5) business days following the date of the written decision of the SGC or any further right to appeal is waived.



The Dean may review all applicable evidence presented in the hearing. After completing such review, the Dean may ask for a meeting with the student.

The Dean may also appoint an ad hoc committee to hear the student's appeal. The members of the ad hoc committee appointed to review the appeal will consist of individuals from inside or outside of the CON who have had no involvement in any way with the SGC recommendation and/or decision.

The ad hoc committee will meet to consider the appeal within five (5) business days after they are appointed, and only after the student is provided with at least five (5) business days notice of the date, time, place of the hearing, and membership composition of the committee. The student may or may not attend at the discretion of the committee.

The ad hoc committee will render a decision and submit a written recommendation signed by all of the members of the committee to the Dean within five (5) business days.

Upon receipt of the ad hoc committee's written recommendation, the Dean will render a decision. The Dean will provide a decision to the student within five (5) business days of the ad hoc committee's hearing. The decision of the Dean is final.

Pendency of Action. Generally, implementation of dismissal will be deferred until all the due process hearing and time for appeals made by the student have been exhausted. However, the Dean or Associate Dean may impose immediate removal or restrictions on the student if the alleged conduct in any way concerns patient or public safety (including faculty and other student).



THE UNIVERSITY OF  
**TOLEDO**  
1872

**APPEAL OF DISCIPLINARY ACTION  
COLLEGE OF NURSING**

Health Science Campus MS1026, 3000 Arlington Avenue, Toledo, Ohio 43614-2598

**1. Background Information:**

Name of student: \_\_\_\_\_ Date: \_\_\_\_\_

Course or Academic Evaluation \_\_\_\_\_

Course term: \_\_\_\_\_ Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_ Year \_\_\_\_\_

**2. Nature of the disciplinary action:**

\_\_\_\_\_  
\_\_\_\_\_

**Desired outcome:**

\_\_\_\_\_  
\_\_\_\_\_

On separate pages describe important elements and attach any documentation that supports the appeal. Clarity and thoroughness are important factors in determining whether this appeal will be dismissed or heard by a grievance facilitator. Number pages \_\_\_\_

**3. Actions**

Written Request to Associate Dean for hearing by the Student Grievance Committee. Date \_\_\_\_\_

\_\_\_\_ Hearing not suspended

\_\_\_\_ Hearing suspended until finalization of a related criminal matter

Notification to Chair, Student Grievance Committee. Date \_\_\_\_\_

**4. Review of Grievance**

After review of the materials submitted, it was determined that a basis for the grievance:

\_\_\_\_ May exist and a grievance hearing with both parties will be scheduled.

Student wants advisor present: \_\_\_\_ Yes \_\_\_\_\_ No

\_\_\_\_ Does not exist and the complaint is dismissed.

Signature of Grievance Chair \_\_\_\_\_ Date: \_\_\_\_\_

**5. Result of Grievance Hearing**

Outcome of hearing on date \_\_\_\_\_

\_\_\_\_ The grievance was resolved

\_\_\_\_ The grievance was not resolved

Explanation: \_\_\_\_\_  
\_\_\_\_\_

**6. Decision: (if grievance was not resolved through a grievance conference)**

\_\_\_\_ The grievance is not supported by the evidence presented.

\_\_\_\_ The grievance is supported by the evidence presented.

**7. Appeal to the Dean: (if grievance was not resolved through a grievance conference)**

\_\_\_\_ The grievance is not supported by the evidence presented.

\_\_\_\_ The grievance is supported by the evidence presented.

Outcome: \_\_\_\_\_  
\_\_\_\_\_

Signature of Dean: \_\_\_\_\_ Date: \_\_\_\_\_

## **XIX. CLINICAL PLACEMENT REQUIREMENTS FOR ADVANCED PRACTICE NURSING**

### **Grades/Credits For Clinical Courses**

**Students who are entering the clinical setting must follow these requirements for clinical placements and for experiences within the clinical setting.** Lack of knowledge of these requirements does not excuse one from the responsibility for adherence to them.

1. In order to receive credit for theory and clinical, students must successfully complete the theory and clinical requirements during the semester in which they are registered for the course.
2. Grades for theory and clinical will not be assigned until both portions of the course are complete.
3. If either the theory or clinical portions of the course must be repeated for any reason (e.g. receiving a grade of "C" or lower for course), both theory and clinical must be repeated.
4. Students who are repeating the theory and clinical portion of a clinical course will be enrolled on a space available basis.
5. Faculty must have written documentation of all clinical requirements in order for the student to receive a final grade for the course.
6. A student is expected to be able to complete the required clinical hours within the registered semester.

### **Requirements for Placement**

1. MSN applicants must possess a current and unrestricted license to practice as a registered nurse in the state of Ohio. Licensure is monitored throughout enrollment. Should a restriction appear after admission to the MSN program, the student shall not engage in patient contact. The case will be reviewed by the faculty and CON administration to determine whether the student is subject to dismissal from the program.
2. Students who seek a clinical experience outside the state of Ohio must also hold current and unrestricted licensure in that state
3. Health requirements must be updated each semester. Any student who does not adhere to the health requirements as outlined by University Health Services as of the first day of class shall not be enrolled/remain enrolled in the clinical course.

### **Clinical Placement Process**

1. The clinical placement process is a process with responsibility shared among students, APN faculty and ANP coordinator.
2. Students may not contact any clinical preceptor or clinical site until meeting with their clinical course faculty.
3. The APN faculty strongly recommended that every student complete a minimum of one clinical rotation with an advanced practice nurse (APN).
4. Preceptors must have been in practice for a minimum of one year prior to precepting. APN preceptors must hold national certification in their specialty area and if practicing in the state of Ohio must be recognized by the Board of Nursing as an APN.
5. With APN faculty approval, a student may use one clinical site for a maximum of two semesters. A clinical site is not to be used by the same student for more than two semesters.

6. Students shall NOT use their places of direct employment, family physicians or personal contacts as a site for their clinical experiences. Students shall not select an employee, spouse or employer as a preceptor for a clinical experience. Should any student fail to disclose such a relationship with a preceptor, a grade of "F" will be assigned immediately for the course.
7. Any clinical hours for which a student is compensated shall not be counted toward required clinical hours
8. APN coordinator retains the right for final clinical site placement/preceptor selection.
9. An attempt will be made to place students in a clinical site that is within a ninety minute drive of UT-HSC campus.
10. Students who desire clinical placement outside of the 90 minute distance from the UT-HSC will be required to identify potential clinical placements and discuss these placements with the APN Coordinator. The APN Coordinator and the APN Faculty determine the appropriateness of the site for accomplishment of the course objectives.

### **AHEC Placement**

1. Clinical placements outside of the Toledo area will be done in cooperation with the Area Health Education Center (AHEC) through the APN coordinator
2. Students may NOT contact any potential clinical preceptor of clinical site in an AHEC county area until meeting with the APN coordinator.
3. AHEC counties include:
 

|        |  |
|--------|--|
| SAHEC: | Wood, Ottawa, Sandusky, Seneca, Erie, Huron                                      |
| BAHEC: | Defiance, Henry, Fulton, Paulding, Williams                                      |
| AHEC:  | Putnam, Hancock, Van Wert, Allen, Harding, Mercer, Auglaize, and Logan Counties. |
4. A Student will be permitted to register for the appropriate clinical course upon commitment to an AHEC clinical placement.
5. Once a student commits to an AHEC clinical placement, the student is responsible for cooperating with the AHEC Regional Coordinator in clinical placement process.
6. Every student participating in an AHEC clinical placement is still responsible for completing the APN Preceptor Form with the required signatures and submitting the completed and signed form to the APN Coordinator.

Students participating in the AHEC program are responsible for completing all AHEC requirements and all course requirements.

### **Registration for Clinical Courses**

1. Prior to each semester the student is responsible for securing a clinical placement in cooperation with the APN coordinator.
2. Once a clinical site is approved by the APN coordinator, the student is responsible for completing the APN Preceptor Form with the required signature.
3. The complete APN Preceptor Form needs to be submitted to the APN coordinator prior to each semester for every clinical preceptor and clinical site.
4. Students must have a signed preceptor agreement in a site with a current agency contract prior to beginning the clinical placement.

### Clinical Experiences

1. Students shall engage in clinical experiences only during semesters in which they are enrolled in a clinical course. Students must complete the required clinical hours within the dates of the registered course.
2. Students are encouraged to schedule for full clinical days to maximize their learnable opportunity. Students must be at the clinical facility a minimum of four hours, or for the entire time the clinic is open if it is open less than 4 hours, in order to receive credit for the clinical experience. Clinical days are determined based on the preceptor's schedule and availability.
3. Students are required to keep their clinical faculty informed of their clinical schedule so that the clinical faculty are always aware of days and times students are in the clinical facility. If the schedule changes for any reason, the clinical faculty must be informed in advance of schedule changes. Should students fail to notify the faculty of their schedule, any hours completed during unscheduled time will not be accrued toward the total hours required for the clinical course.
4. Students must notify their clinical faculty and the preceptor prior to the clinical experience if they will not be present in the clinical setting at a previously scheduled time.
5. Clinical hours shall be documented per clinical course requirements and shall accurately reflect clinical time spent at clinical site.
6. Random clinical site visits will be made to the clinical sites at the discretion of the faculty. During the visit, the student may be asked to demonstrate history and physical examination skills, assessment of diagnosis and determination of differential findings, laboratory or diagnostic tests that need to be obtained, treatment plans and educational/preventive teaching including plans for follow-up of findings. The student will also be expected to demonstrate documentation of the patient encounter, billing and coding of the visit, "staffing/reporting" to the preceptor, and therapeutic interpersonal skills with clients.
7. APN students must balance academic and employment responsibilities. Successful completion of the program requires the student to give priority to academic and clinical requirements.

**Please sign and date the following page.**

**Form for Advanced Practice Clinical Placements**

I have read and understood the requirements for the Advanced Practice Nursing Clinical Placements.

SIGNATURE\_\_\_\_\_

PLEASE PRINT NAME\_\_\_\_\_

DATE\_\_\_\_\_

If you have questions please contact Kathryn Pilliod-Carpenter at 419-383-5827 or by email at [kathryn.pilliod-carpenter@utoledo.edu](mailto:kathryn.pilliod-carpenter@utoledo.edu)

## **XX. REQUIREMENTS FOR CLINICAL COURSES**

### **Professional Licensure**

All APN and Educator students must hold a current, unencumbered Ohio license as a registered nurse. Students who will seek clinical placements in Michigan or any other state must have a current, unencumbered license in that state. Students must maintain this licensure throughout the course of study.

### **Health Requirements**

Health requirements, including an annual “fitness for duty” exam as well as immunity toward infectious diseases, must be documented as required by the University Health Services. This protects the health of both students and patients, and is a requirement of affiliating clinical agencies. CDC guidelines are followed to offer optimal surveillance and protection.

Prior to matriculation the student must submit required health information to University Health Services. A \$150 titer fee is collected to cover the proof of immunity that is required. Students who can submit equivalent proof of immunity may receive a credit of this fee to their account. A \$15.00 fee is charged each semester (fall, spring) for surveillance of health requirements and maintenance of records in University Health Services.

### **Background Check**

Ohio law requires all employees and students working with children or vulnerable adults to have a criminal record check. Therefore, prior to matriculation, ALL nursing students are required to submit a BCI&I, and FBI criminal background check report, which requires fingerprinting. Reports must be sent to us directly from the Bureau of Criminal Identification and Investigation. Students are responsible for the background check/fingerprinting expenses. Students must declare and document misdemeanor and/or felony offences that occur prior to admission and/or during program progression. Convictions may result in denial of admission or dismissal after matriculation. For students who desire additional information, a copy of the state code is available at the Ohio Department of Health website.

### **CPR Certification**

Current CPR certification is required of all graduate students. (American Heart Association Basic Cardiac Life Support (BCLS) health care provider.

### **Liability Insurance**

All students must be covered with liability insurance through the University of Toledo. The fee for liability insurance is automatically charged to students.

### **Health Insurance**

Students are to maintain health insurance coverage during the course of their student enrollment at the College of Nursing, The University of Toledo.

If insurance coverage is lost at any time during enrollment, it is the student's responsibility to obtain coverage through another policy, either the University or a source of their choosing (i.e. family, or spouse). Students enrolled in a qualifying health insurance plan may complete a waiver.

The College of Nursing is not responsible for any medical costs incurred during their student enrollment.

## **XXI. FINANCIAL SUPPORT**

### **Graduate School Tuition Scholarships**

Funds may be available for Graduate School Tuition Scholarships. To be eligible for the award, new students must be admitted as regular status and attend school full time (12 semester credit hours). If funds are available, the offer may extend to those who are in the last year of study. Continuing students must be in good standing with the College of Graduate Studies, with a GPA of 3.0 or better. Students need to apply to the Director of Master's Programs.

### **Advanced Education Nursing Traineeship Awards**

The College of Nursing annually applies for grant money to supplement graduate education for students who are registered nurses. When available, monies are distributed to full time students and to those part time students who will graduate within the academic year. Students need to apply to the Director of Master's Programs.

### **College Of Nursing Research Support**

The purpose of this award is to encourage excellence in graduate student research. An application (including a proposed budget) must be completed and submitted along with a research proposal prior to completing requirements for the degree. Application forms are available from the graduate program secretary. Deadlines for applications are twice yearly.

### **Travel Support**

Master's graduate students are eligible to apply, prior to traveling, for financial support during their tenure as a graduate student to present their dissertation, or thesis research at professional meetings. In addition to following the procedures of the Graduate School, rules outlined in University of Toledo Policy 01-015 (Travel and Business Expense Reimbursement) must be followed. Please refer to the Bulletin and Handbook of the Graduate Student Academic Year 2011-2012 for travel support guidelines.



## **XXII. ACADEMIC NETWORKING Networking on Campus**

UTNet is provided free of charge to current UT students, faculty and staff. For information on how to connect to UTNet and configure your computer for connecting, go to [http://www.utoledo.edu/it/NS/UTNet\\_Connections.html](http://www.utoledo.edu/it/NS/UTNet_Connections.html) and click on the appropriate icon which corresponds to your operating system.

### **UTAD Account and the myUT portal**

UTAD is your personal account that allows you to use many of UT's online resources. Your UTAD account gives you access to your University e-mail account. You can access this at email.utoledo.edu with your UTAD username and password. **Students are required to check their University provided email addresses at least daily for updates, eNewsletters, and other University related communication.** It is the official means of communication from UT. Your UTAD account also gives you access to the myUT portal, a secure personalized Web site with a single access point for information. At the myUT portal (myut.utoledo.edu), you can access Student Self-Service, register for classes, view tuition bills, consolidate your e-mail and get important UT updates.

The College of Nursing web page address is <http://www.utoledo.edu/nursing> and our resource web page is [http://www.utoledo.edu/nursing/grad\\_nursing\\_resources.html](http://www.utoledo.edu/nursing/grad_nursing_resources.html)

### **Distance Learning/Online Courses**

Students completing courses online need to review the information listed on the web page [http://www.utoledo.edu/dl/helpdesk/tech\\_require.html](http://www.utoledo.edu/dl/helpdesk/tech_require.html) for browser configuration, technology requirements, and required plug-ins and applications. In addition please review [http://www.utoledo.edu/nursing\\_college\\_computing.html](http://www.utoledo.edu/nursing_college_computing.html)

### **IT Help Desk**

The IT Helpdesk will be implementing a 24x7 phone, live on-line chat and self service support system. During the hours of 8:00am until 5:00pm Monday thru Friday any telephone call will be answered by an IT Helpdesk representative. During all other hours, IT Helpdesk representatives will answer calls in the order that they are received. <http://www.utoledo.edu/dl/helpdesk/hours.html>

### **Computer Stations in Collier**

There is a computer station second floor Collier Building, and open singular stations throughout the building for student use on a first-come, first-serve basis.

### **Websites for Nursing Resources**

American Academy of Nurse Practitioners: <http://www.aanp.org/AANPCMS2>

American Association of Colleges of Nursing: <http://www.aacn.nche.edu/>

ANCC, American Nurses Credentialing Center: <http://www.nursecredentialing.org/default.aspx>

Ohio Association of Advanced Practice Nurses: <http://www.oaapn.org/>

Ohio Board of Nursing: <http://www.nursing.ohio.gov/>

## **XXIII. RESEARCH AND REVIEW PROTOCOL**

### **College of Nursing Research Review Committee Assurance IRB Application Guidelines and Research Review Protocol**

#### **Researcher**

The Faculty and Student researcher should review the information available on The University of Toledo Research Enterprise web site for updated information prior to initiating the following activities. Complete all required University of Toledo RGA and IRB forms as appropriate for grant submission or research study, available online at : <http://www.utoledo.edu/research/>

#### **Funded Research Forms**

For funded research, The University of Toledo requires submission of completed forms that can be found on the “forms” link of the Research at UT section on The University of Toledo Research Enterprise Home Page.

- Research and Sponsored Programs Forms are available online at <http://www.utoledo.edu/research/forms.html>.
- All study personnel must complete required University of Toledo Potential for Conflict of Interest form (RSP Financial Disclosure Form for potential conflict of interest RSP102) available online at <http://www.utoledo.edu/research/forms.html>.

#### **Research Involving Human Subjects**

Prior to completion of IRB Forms and participation in any research involving Human Subjects, Human Subjects Training and Education including HIPAA/Privacy Rule must be completed. Complete information and required forms may be found on the Human Subjects in Research link on the “Responsible Conduct of Research” section of The University of Toledo Research Enterprise web site. Please check the web site immediately prior to initiation of training and submission of forms to verify you have the most current instructions.

At the online site [http://www.utoledo.edu/research/RC/HumanSubs\\_Menu.html](http://www.utoledo.edu/research/RC/HumanSubs_Menu.html), click on the link for Training and Education. Select the link to “Biomedical IRB Training Form” if HIPAA training is required. Read the form to determine which training modules apply to your research situation. Follow the instructions on the form for the location of required training such as NIH, Federal Wide Assurance, HIPAA, etc. For the NIH Office of Extramural Research Online Training, print two copies of certification of completion.

#### **HIPAA Privacy/Security**

All students in the College of Nursing are required to complete HIPAA training. The student should keep a copy of the completion certificate to submit with IRB research application.

#### **IRB Application for Research Involving Human Subjects**

The University of Toledo Research Enterprise web site contains information for the Research Administration. The Department for Human Research Protections (DHRP) is part of the Research Administration organization. DHRP provides guidance to researchers and administrative support for the two UT Institutional Review Boards (IRB). The UT IRBs are named the Biomedical IRB and the Social

Behavioral and Educational IRB and are abbreviated Biomed IRB and SBE IRB respectively. The menu for DHRP information may be found at [http://www.utoledo.edu/research/RC/Human\\_Subs\\_Menu.html](http://www.utoledo.edu/research/RC/Human_Subs_Menu.html). Please review the links to familiarize yourself with the DHRP personnel, evaluate if your research requires IRB application, and determine which IRB (Biomed or SBE) is appropriate for your research. In addition, you will find information regarding the differences between Exempt, Expedited, and Convened applications at [http://www.hhs.gov/ohrp/humansubjects/guidance\\_decisioncharts.html](http://www.hhs.gov/ohrp/humansubjects/guidance_decisioncharts.html).

Once you have determined which IRB and type of application process is appropriate, click on the links for the form at [http://www.utoledo.edu/research/RC/HumanSubs\\_Menu.html](http://www.utoledo.edu/research/RC/HumanSubs_Menu.html). Whether your research is funded or unfunded, each study personnel must submit a Potential for Conflict of Interest form (RSP Financial Disclosure Form for potential conflict of interest RSP102). Please check the web site immediately prior to initiation of completing IRB forms to verify you have the most current versions and instructions. Helpful information regarding “what reviewers need from your research application”, “elements of a research protocol”, “removal of identifiers”, “guidance for research involving children”, and “guidance for student researchers”, can be found at <http://www.utoledo.edu/research/RC/HumanSubs/Beginning.html>. Biomed IRB and SBE IRB contact information may be found at <http://www.utoledo.edu/research/RC/HumanSubs/StaffIRB.html>. In addition, contact information may be found on the IRB forms.

### **All CON Research**

The College of Nursing Center for Nursing Research and Evaluation (CNRE) requires the following for all research submitted for Grant Funding or IRB approval by Faculty and Students.

- Prepare CON RRC Assurance form, available from Tera Sarvo of the CON CNRE. She may be contacted at 419.383.5826 or [tera.sarvo@utoledo.edu](mailto:tera.sarvo@utoledo.edu). Review Student Thesis or Field Experience Seminar for compliance before signing the Assurance form.

### **Process**

- Deliver research submission to Department Chair for review and signature. Make any additional recommended revisions to as requested by Department Chair.
- Deliver research submission to Chair, Research Review Committee, Center for Nursing Research and Evaluation for review. Make any additional recommended revisions as requested by Research Review Committee Chair.
- Copy as necessary and deliver original, fully signed, research submission with required number of copies to University of Toledo IRB Office, Research and Grants Administration, Rm. 148, Block Health Science Building.
- Keep one copy for records.

### **Chair, Research Review Committee, Center for Nursing Research and Evaluation**

- Review submission for compliance and inclusion of all required forms before signing appropriate University of Toledo IRB Review Form.
- If necessary, return submission to researcher for correction of omissions.
- Deliver signed submission to Secretary, Word Processing Specialist III, CNRE, for processing.

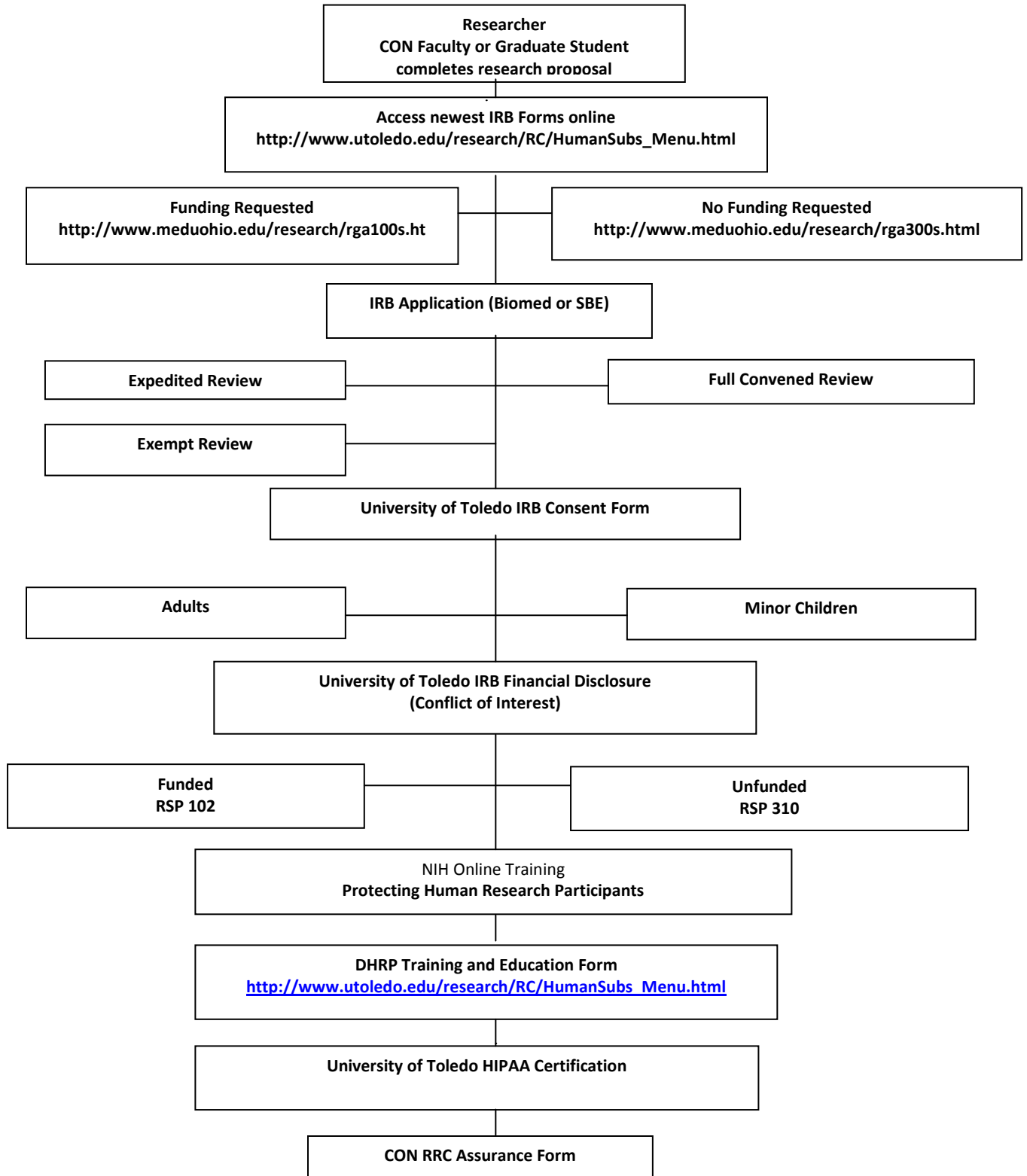
### **Secretary, Word Processing Specialist III, CNRE**

- Obtain signature from Chair, Research Review Committee. Copy all required forms.

- Deliver proposal requiring additional signatures to Departmental Chair, Dean, or Associate Dean as indicated for additional signatures, if necessary. Deliver fully signed proposal to researcher or to Research and Grants, as directed.

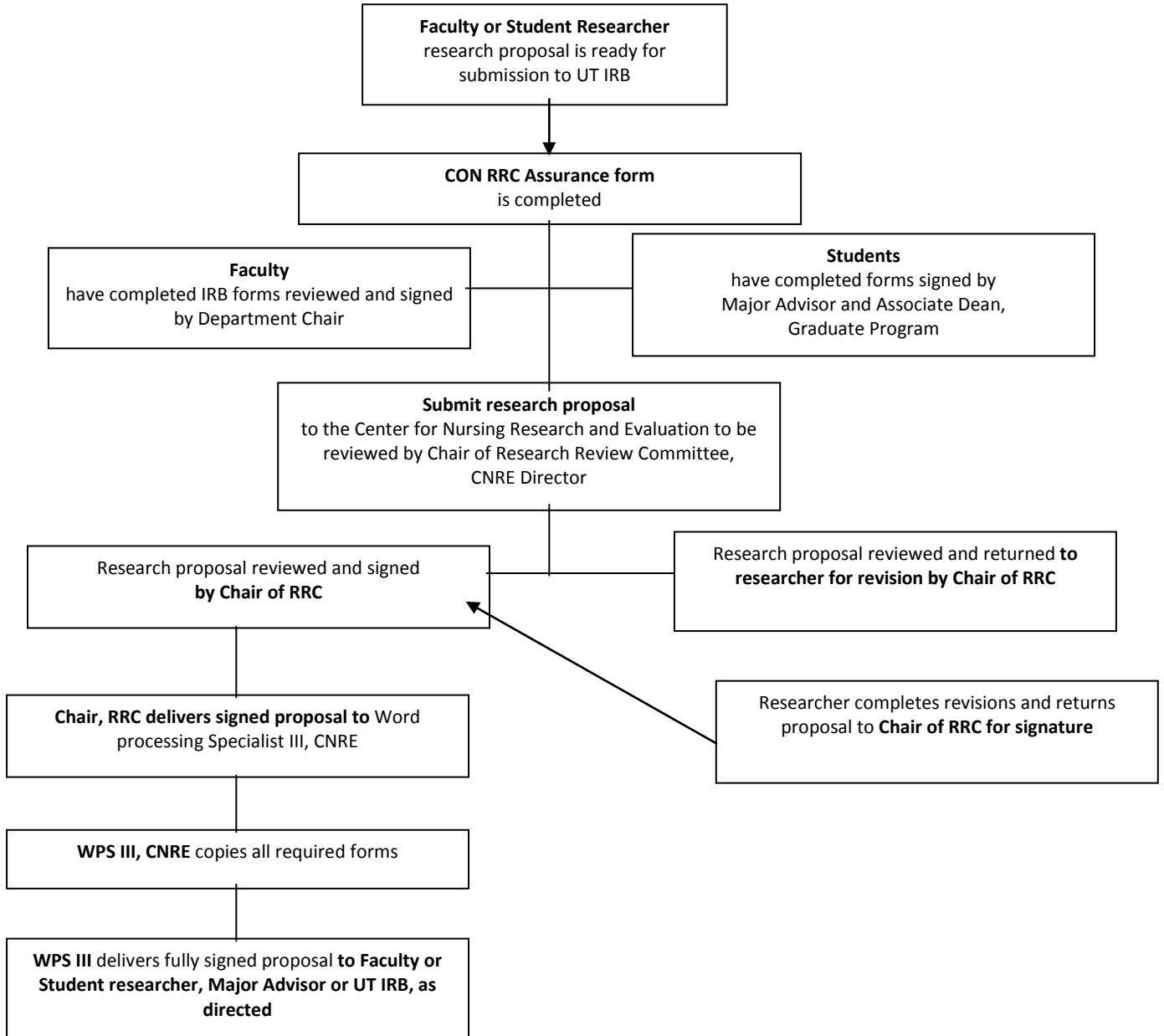
## Preparation of the IRB Forms

Preparation of the IRB Forms



1/12/2009

## IRB Submission Process



1/19/2005

## XXIV. THESIS

### Committee

The thesis committee is responsible for guiding the student through the development of a proposal and thesis, evaluating and assuring scientific merit, and counseling regarding the student's progress. The Chair and all committee members are responsible for providing feedback to the student and other committee members in a timely manner **(2 weeks from time paper was submitted)**.

### Chair of Committee

The committee chair serves as major contact for completion of the thesis or Capstone Research Option. The Thesis committee chair must hold regular membership in the University of Toledo Graduate School.

1. Validates that Graduate School requirements are met.
2. Selection of appropriate committee members in collaboration with student:
  - At least one committee member must be knowledgeable about the selected conceptual framework.
  - One committee member must be knowledgeable about the method of analysis.
  - At least one committee member must have expertise in the content area.
3. Carries major responsibility for ensuring overall validity and scientific merit of the thesis or Capstone Research Option.
4. Arbitrates differences of opinion among committee members outside presence of student.
5. Conducts meetings of the thesis committee or Capstone Research Option.
6. Determines that student has received appropriate statistical consultation from CNRE, and understands statistics used for data analysis.
7. Counsels student regarding preparation for thesis defense.
8. Counsels student regarding decision if the student has not made satisfactory progress toward completion of the thesis.
9. Carries major responsibility for determining that final draft of the thesis or theses meets the requirements of content and proper grammar and formatting.
10. Oversees completion of required College of Nursing and Graduate School forms. (See Thesis Form Protocol).

### **Committee Members**

1. Assures quality, clarity and accuracy of thesis.
2. Assures scientific merit of proposal and thesis.
3. Works with committee and student to promote student achievement.
4. Serves as content and/or methodology expert on committee.
5. Approves thesis proposal prior to IRB submission for implementation of theses.
6. Resolves disagreements among thesis committee members prior to discussions/meeting with student.
7. Signs Appropriate forms as designated by the College of Nursing and University of Toledo College of Graduate Studies. (Refer to Thesis/Scholarly Theses Form Protocol).
8. Participates in defense examination and/or presentation of scholarly theses. (NOTE: All members of the committee must be present before the presentation may begin).

### **Student Responsibilities**

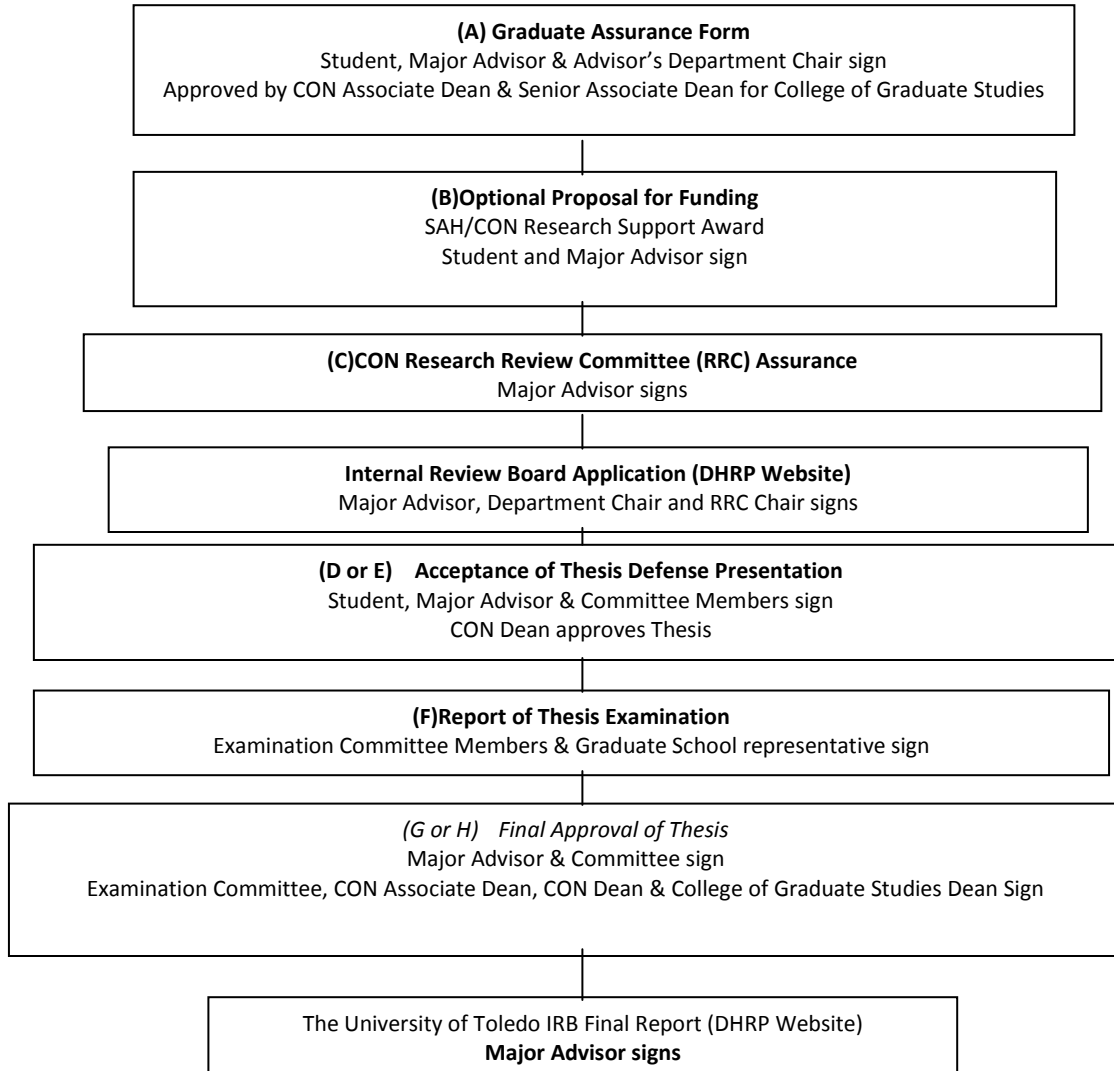
1. Students are ultimately responsible for their own thesis.
2. Assume responsibility for following thesis guidelines, meeting deadlines, making appointments, editing the manuscript, and the timely progress of the study.
3. Register for appropriate number of thesis credits each semester.
4. Develop objectives for research each semester. Faculty will use the objectives to determine grade (S/U). An unsatisfactory grade will be earned if no progress is made.
5. Selection of the thesis chair and committee with assistance of chair/major advisor.
6. Seek approval of major advisor/chair prior to distribution of drafts to other committee members.
7. Seek statistical consultation from the CNRE before final approval of proposal if thesis uses a quantitative methodology.
8. Seek writing/editing consultation as needed.
9. Complete work in a timely manner.
10. Provide committee members with typed copies of manuscript at least two weeks before feedback is expected.
11. Provide the Graduate School Representative with a copy of the thesis at least four weeks prior to the defense. Acceptance of Thesis form, date, time and place must accompany the final draft.
12. Complete College of Nursing and University of Toledo College of Graduate Studies forms and obtain signatures as required. (Refer to Thesis Form Protocol).
13. Review the ETD website for Health Science Campus and instructions for reloading documents to Ohio LINK and ProQuest.
14. Upload thesis OhioLink by posted deadline before uploading to ProQuest.
15. Upload placeholder (NOT the actual thesis) to ProQuest UMI and any associated fees by the posted deadline.

### **College of Graduate Studies Representative**

A representative of the College of Graduate Studies is appointed by the Senior Associate Dean of the College of Graduate Studies to attend each thesis defense. The representative has the responsibility of judging whether the student has been adequately and fairly examined and whether the responsibilities of the committee, the College of Graduate Studies, and the University of Toledo have been met. The representative is required to determine whether the examination conforms to the procedures, policies, and standards set forth by the College of Graduate Studies.



## Thesis Forms Protocol



## Thesis Research Overview and Process

Prerequisite NURS5910: Description: Research in nursing to fulfill the research requirement of the Master's Program. The required three credit hours may be repeated and divided across semesters. Only three credit hours are applicable for the degree. The thesis may be defined as part of faculty program of research, scholarly inquiry, or clinical practice.

### Guidelines for Process

All Graduate forms mentioned are available from your myUT portal or by entering the following website into your browser:

<http://www.utoledo.edu/graduate/currentstudents/academicprogramforms/index.html>

1. Select a Graduate Research Advisor and two additional College of Nursing faculty members for your Academic Advisory Committee. Your Major Advisor can assist you in accessing expert faculty consultants for your committee. Major Advisors must hold regular membership on the Graduate Faculty in the University Of Toledo College Of Graduate Studies. (see Faculty Research document on the College of Nursing resource web page: [http://hsc.utoledo.edu/nursing/grad\\_nursing\\_resources.html](http://hsc.utoledo.edu/nursing/grad_nursing_resources.html))
  - A. If you are doing a quantitative study, you will need access to expert consultation on quantitative methodology for data collection and statistical analysis.
  - B. If you are doing a qualitative study, you will need access to expert consultation on qualitative methodology for data collection and analysis.
2. Discuss the publication agreement with your major advisor and have potential committee members sign the form. Submit the signed form to the Secretary of the Graduate Program.
3. Complete the UT GRAD Form and obtain the appropriate signatures. Submit the form to the Graduate Nursing Advisor in the College of Nursing. The Program Chair and Associate Dean for Academic Affairs in the College of Nursing will sign and submit the form to the Senior Associate Dean of College of Graduate Studies for approval and filing in Graduate Studies.
4. After submitting the GRAD form and Nurs5910 is completed, the student is eligible to register for NURS6990, Thesis Research. Three credit hours of thesis are required. Consult with the Graduate Research Advisor to determine the number of credit hours for registration.
5. Use the thesis guidelines for Chapters 1, 2, and 3 included in this handbook to guide the proposal. Also use the current edition of the Format and Style Guidelines of the Graduate School of the University of Toledo and APA Publication Manual (6th Edition). Current instructions for submitting documents to the IRB are available on the Website: [http://www.utoledo.edu/research/RC/HumanSubs\\_Menu.html](http://www.utoledo.edu/research/RC/HumanSubs_Menu.html)
6. The Major Advisor must approve the proposal prior to submitting the document to committee members for review and comment.

7. Always allow the Major Advisor and committee members two weeks for review and feedback on submitted documents.
8. Plan on revisions all along the way! Students are expected to make numerous significant revisions in the proposal. Plan time for revisions on the finished document as well.
9. When approved by the Major Advisor, schedule a meeting with your Academic Advising Committee to discuss the proposal. Obtain and complete the **CON Approval of Proposal Signature Form**. Once all committee members approve your proposal, you may proceed to secure the Research Review Committee (RRC) and the University IRB approval.
10. Review the following information from the University of Toledo Research and Grants Administration as you prepare for IRB approval:
  - “University Institutional Review Board Procedures and Deadlines”
  - “University Requirements for Research Involving Human Subjects or Related Materials”
11. For research that includes data collection from human subjects, submit the required documents to the University Institutional Review Board (IRB) through the Major Advisor. The Major Advisor is identified as principal investigator on IRB forms. If you will be collecting data from subjects in an agency other than The University of Toledo, you will need to complete IRB approval procedures in that institution before you obtain University of Toledo – IRB approval. Plan adequate time, because delays can be considerable!
12. **Students who are graduating must have their forms to the IRB for approval by the posted dates to participate in Convocation and Graduation ceremonies.**
13. Once you have secured all required IRB approvals, you may proceed with data collection. This step always takes longer than expected, so anticipate delays as you develop your timeline and schedule.
14. Complete the research procedures of data collection and analysis, and then write a draft of Chapters 4 and 5 using the College of Nursing Guidelines.
15. Submit a draft of the entire thesis to your Major Advisor, allowing two weeks for review and feedback. Revise as necessary. After approval from the Major Advisor, submit a draft to committee members for review and comments.
16. Schedule a meeting with your committee, allowing two weeks for reading.
17. Contact the Secretary of the MSN program in the College of Nursing and provide information needed to complete the form, University of Toledo **Acceptance of Thesis for Defense**. The secretary will prepare the form.

18. Review information about the defense process in the University of Toledo Health Science Campus Handbook of the Graduate Student. The section is labeled “Thesis/Dissertation Preparation”, and details procedures for completing the thesis.
19. Take the typed form, **Acceptance of Thesis for Defense**, to the committee meeting. If your thesis is approved, the committee members will sign the form, set the date and time for your defense.
20. Take the signed form to the secretary of the MSN program in the College of Nursing. Notify the secretary of the date and time to schedule the defense. Be sure to notify the secretary of equipment needed to present your defense. The secretary will arrange the room for your defense and complete necessary forms.
21. After the thesis is approved, submit a final draft of the document to the UT College of Graduate Studies Health Science Campus office along with the signed form, **Acceptance of Thesis for Defense**. You must also provide information on the date, time, and place for your defense.
22. Four weeks must be allowed between the submission of the tentative draft of the thesis in the Graduate School Office and the defense. The Assistant to the Senior Associate Dean of the Graduate School requires four weeks to review the document in the University of Toledo Graduate School Office for adherence to the University of Toledo Format Style and Guidelines. **The Assistant to the Senior Associate Dean of the Graduate School will provide two signature forms that are completed at the defense: Final Approval of Thesis and The University of Toledo Report of the Thesis Examination for the Degree of Master of Science in Nursing.** Please refer to the Thesis & Dissertation deadlines posted on the College of Graduate Studies website.  
**Check dates each semester to be certain!**
23. Schedule a defense at a time when all committee members can meet. Plan a two-hour block of time. Presentation should be 35-40 minutes with 15-20 minutes for questions. The second hour is scheduled for time to meet with your committee as needed.
24. Provide the Major Advisor with two copies of the final draft, and one copy to each committee member prior to the defense. The Major Advisor will send one copy to the College of Graduate Studies Graduate Faculty representative appointed to be observer for the defense.
25. Following successful defense of thesis, submit the following items and signed forms to the Assistant to the Senior Associate Dean of the College of Graduate Studies.
  - A. Report of the Thesis Examination for the Degree of Master of Science in Nursing.
  - B. Final Approval of Thesis.
26. It is customary to give a bound copy of your thesis to each committee member.
27. The thesis must be submitted to the College of Graduate Studies in electronic format.

28. Review the ETD website for Health Science Campus and instructions for uploading documents to OhioLink and ProQuest.
29. Upload thesis to [OhioLink](#) by posted deadlines before uploading to ProQuest.
30. Upload placeholder (Not actual thesis) to ProQuest UMI and any associated fees by the posted deadline.

### **Guidelines for Writing/Critiquing the Thesis**

***Signed Final Approval Form*** obtained from the Major Advisor

|                          |   |
|--------------------------|---|
| <b><i>Title Page</i></b> | Contains following four items <u>only</u> :   |
| Title                    | 15-word maximum. Fully explanatory when stands alone.<br>(Identifies variables of the study and relationship between them.) |
| Author                   | Spell out your name   |
| Institution              | “The University of Toledo” <u>only</u> (see sample title page)  |
| Date                     | Year of completion  |

*Dedication, do not justify margins*

*Acknowledgments*

*Table of contents*

*List of figures*

## **CHAPTER I INTRODUCTION**

Begin with an unlabeled introductory paragraph (no heading) orienting the reader to chapter content.

### **Statement of Problem**

Introduction to the problem/research is clear and complete.  
Concise background information related to the population being studied, the nursing problem, and the variables included in the research purpose/question.

Discussion leads logically to need (rationale) for the data generated in answering the research question (brief statement about gaps in information that the research will fill).

### **Statement of Purpose**

Purpose statement, a precise declarative sentence that adequately and logically orients the reader to the purpose of the investigation.

### **Identification of Nursing Conceptual/Theoretical Framework**

A brief description of the conceptual/theoretical framework and rationale for choosing it as a foundation for this work. May also incorporate theories of other disciplines as appropriate.

**Research Question(s)**

Research question(s) clearly identified.

Definition of Terms: Each term (variable) used in title/purpose/research question is clearly and concisely defined by:

(1) conceptual definition: expression of the general conceptual meaning of the terms and variables.

(2) operational definition: how the term/variable will be seen, observed, or measured.

**Hypothesis** (if appropriate to the research)

Hypothesis is explicit.

Definitions of variables can be placed here if not included with research question[s].

**Significance**

Specifies precisely how the results of the research will contribute or are important to nursing, health care and the public. In general, address issues of importance in relation to morbidity, mortality, or costs. Importance to nursing will include contributions to one or more of the following knowledge/theory, research, education, and/or practice.

Literature citations support significance discussion.

**Assumptions****Limitations****Summary**

Concise summary of chapter contents (one paragraph).

**CHAPTER II****LITERATURE**

Begin with an unlabeled introductory paragraph orienting the reader to chapter content.

**Nursing Conceptual or Theoretical Framework**

Conceptualization is crystal-clear, providing the nursing conceptual/the basis with which the research contributes information and showing derivation of the research with precise focus. Discussion includes the following:

- A. Introduction outlining the framework and concepts to be discussed;
- B. Conceptual basis discussed concisely for each concept (variable) and for
- C. If more than one concept/variable is being studied, show the relationship between them with a "map" (schematic). Synthesis paragraph as conclusion.

**Review of Research**

Discussion contains adequate review of existing research relevant to the purpose of the present study. It discusses what is known through research about the variables being studied and their relationships.

The review is selective; so relevant, important studies are reviewed in detail (purpose/question, design, subjects/sampling, methods, materials, results, limitations as appropriate). Less important studies with similar findings related to the projected results are summarized.

The review focuses on current and primary, rather than secondary sources. Citations are appropriate and complete.

Review concludes with brief summary of previous research, its adequacy and gaps that are relevant to the present study.

### **Summary**

Chapter concludes with concise summary of literature.

## **CHAPTER III METHOD**

Begin with an unlabeled introductory paragraph orienting the reader to chapter content.

### **Design**

Design is specified, e.g. specific type of descriptive, comparative, correlational, or experimental design.

### **Subjects**

Setting for study is described.

Description of sample is adequate and appropriate to study:

- a) Target population clearly described;
- b) Sample size adequate;
- c) Inclusion/exclusion criteria are specified and appropriate to the research.

### **Material**

Materials used are described clearly (questionnaire/interview guide/observation guide/physiological instrumentation, etc.)

Rationale for choice of material is appropriate to the study.

Materials used are described adequately:

- a) purpose,
- b) scoring information,
- c) **validity** and **reliability** statistical information,
- d) source

### **Data Collection**

All procedures are appropriate for generating data to answer the research question(s)/hypothesis (s).

The list of steps is precise for all procedures.

Sampling: selection/assignment of subjects.

Protection of human rights.

Procedures for experimental and control groups.

Data collection and recording.

Controls to insure internal/external validity.

Pilot study, if done.

Assumptions and limitations are clarified.

### **Data Analysis**

Steps in data analysis are clearly specified.

Rationale for choice of statistics is appropriate

Assumptions underlying statistical procedures are clearly met.

### **Summary**

Chapter ends with concise summary of contents.

## **CHAPTER IV**

### **RESULTS**

#### **Introduction**

Begins with an unlabeled introductory paragraph orienting the reader to chapter content.

#### **Sample**

Sample for study is described clearly, using appropriate descriptive statistics.

Representativeness of sample to the target population is discussed.

#### **Findings**

##### *Quantitative Studies:*

Data to answer each research question or to support/reject each hypothesis is stated.

Statistics are appropriate to research question/variables. Just the facts are provided, as discussion of findings is presented in Chapter V.

Tables, graphs, and illustrations follow APA format.

##### *Qualitative Studies:*

Format for qualitative study findings will depend upon the methodology used. Discuss with your major advisor.

#### **Summary**

Chapter ends with brief summary of contents.

## **CHAPTER V**

### **DISCUSSION**

#### **Introduction**

Begins with an unlabeled introductory paragraph orienting the reader to chapter content.

#### **Findings**

Each finding (answer to research question or support/rejection of hypothesis) is discussed separately to explain the results you obtained.

Findings should be related back to the literature. (“These findings support those of ...”, or “in contrast to the literature, these findings...”).

Findings are discussed in relation to the theoretical framework and whether or not the data support or fail to support the theory. What do the findings mean?

#### **Conclusions**

Conclusions are based on the data and clearly stated.

Generalizations are warranted by the results.

#### **Limitations**

Limitations are specified.



## **Implications**

Implications for nursing theory, practice, education, and administration (as appropriate) are identified, with inferences clearly drawn from the results and the research questions/hypotheses.

## **Recommendations for Further Research**

Recommendations for further research are listed. Each is relevant and appropriate to the controls used in the design.

## **Summary**

## **REFERENCES**

APA style is used correctly. All citations in the manuscript must appear in the reference and all references must be cited in text.

## **ABSTRACT**

Maximum length: 150 words written in past tense. Follow the APA Publication. Manual format.

Developed by Research Task Force, 1997, J. Ehrmin, Chair, J. Anderson, S. Batten, B. Butler, J. Ransom. Revised March 2002 by Research Inquiry Task Force: J. Ehrmin, Chair, J. Anderson, D. Buchman, J. Evans, L. Pierce, K. Sink. Approved Graduate Faculty. (3/02)

## **TIME FRAME FOR COMPLETION OF THESIS OR PROJECT**

Develop timetable, working backwards from the projected defense date. It takes about 1 and 1/2 years to go from start to finish! You may need more time for IRB approvals, data collection, data analysis, and final writing than is shown in the example. If you project a need for more time at the end, start earlier than in the example. Complete the proposal and secure IRB approvals, by the end of spring semester, so you can begin data collection in the summer.

### ***ALWAYS ALLOW TWO WEEKS FOR FACULTY READING AND FEEDBACK***

### **Sample Plan for Completing a Thesis or Scholarly Project for Spring Graduation**

- 1<sup>ST</sup> SEMESTER:** Select Major Advisor and Academic Advisory Committee  
Complete and submit:  
**Graduate Research Advisory Committee Approval & Assurances Form**  
Identify Project/Thesis topic with Major Advisor  
Begin to collect relevant literature
- 2<sup>ND</sup> SEMESTER:** Develop initial proposal (Chapters 1-3 through NURS5910  
Submit to Major Advisor for feedback  
Identify Theoretical Framework  
Submit Author Agreement

**3<sup>RD</sup> SEMESTER:** Complete proposal  
Submit proposal to Major Advisor for approval  
Following approval of Chapters 1-3, schedule meeting with Committee  
Meet with Committee to review proposal  
Make revisions suggested by Committee  
Submit Proposal Approval Form  
With approval of Major Advisor, obtain letters of support if needed  
Submit documents to CON Research Review Committee (RRC) for approval (Allow 3-5 days)  
Submit documents to outside agency if needed (Allow 4-6 weeks)

**Students who plan to graduate must get IRB approval by designated date in order to participate in Convocation and Graduation Ceremonies.**

**4<sup>TH</sup> SEMESTER:**

**Month 1:** Data analysis (thesis) or evaluation (project outcomes)  
Allow adequate time for data entry. Analyze data.  
Write Chapters 4 and 5. Revise Chapters 1, 2, and 3.

**Month 2:** Final draft of thesis or project to Major Advisor.  
Meet with Major Advisor. Thesis or project initially approved. Send copies to Committee for approval.

**Month 3:** Committee meets with you for final approval. Make revisions recommended by Committee.

Obtain signatures on the appropriate acceptance forms; University of Toledo  
**Acceptance of the Thesis for Defense.**  
Refer to College of Graduate Studies Master Thesis and Dissertation deadlines.

**Month 4:** Prepare for defense or presentation.  
Give copies of thesis or project to Advisory Committee members.  
Complete additional editing after appointment.  
Prepare thesis for printing.  
Presentation or Defense Successful.  
Make changes to final copy as directed by Academic Advisory Committee.  
Submit signed **Report of Thesis Examination for the Degree of Master of Science in Nursing to College of Graduate Studies Health Science Campus office.** Get signatures on **Final Approval Form.**

**Month 5:** To printers for printing, copying.  
Pick up copies (unbound).  
Distribute copies.  
Submit completed form, **Final Approval of Thesis**, with copies for the Graduate School Office.  
Complete **IRB Final Report** form and  
attach copy of abstract and submit to Major Advisor.

## **CELEBRATE!**

Developed by the Research Task Force – 1997, J. Evans, Chair, J. Anderson, S. Batten, B. Butler, J. Ransom, Revised March 2002, J. Ehrmin, Chair, J. Anderson, D. Buchman, J. Evans, L. Pierce, K. Sink. Approved, Graduate Faculty. Revised by Research Task Force 2002, Approved Graduate Faculty 3/02.

## **XXV. COMPREHENSIVE EXAM PROCESS & PROCEDURES**

### **Goal and Purpose of the Comprehensive Examination**

#### **Guidelines for Successful Course Completion**

All students must have access to broadband (DSL) computer connectivity.

**Goal and Purpose of the Comprehensive Examination:** The Comprehensive Examination is a culminating experience for master's-prepared nursing students. The goals of the Comprehensive Examination are to demonstrate not only student mastery of advanced nursing knowledge, but also the ability to analyze, synthesize, and apply knowledge acquired through the program of study to issues and problems that confront master's-prepared nurse professionals. This essay exam should reflect the student's ability to integrate coursework and should not be seen as a re-testing of individual courses. Essay answers are designed to integrate knowledge from all courses, including theory, research, and practice. The student's responses must demonstrate mastery of the subject matter, critical analysis, and independent thinking.

The examination may include content from any course taken in student's program of MSN studies. In general, there is at least one question that deals with the student's major clinical and functional role; this can include sub-questions that relate to the clinical and functional role such as pathophysiology or theory. Because a masters program expects integration of content, questions in one area may overlap complementing areas. Additionally, there are typically one or more questions that address theory, research, healthcare policy, or other content germane to the student's program study. The student may be asked to answer two or more questions. Depending on the examination the student MAY or May Not be given a choice of number of questions that he/she is required to answer.

**Time Line:** Students must take the Comprehensive Examination during the final semester in the master's program. All prior coursework from previous semesters must be completed; if the student has an outstanding grade of "Incomplete" from a prior semester, the student must complete the coursework and produce written faculty confirmation of a passing grade prior to taking the Comprehensive Examination. This confirmation needs to be received by the Graduate Nursing Advisor prior to registration for NUR 5980.

Exams are scheduled during the first week in November (Fall Semester) or the first week of April (Spring Semester). The exact date of the examination will be announced within the first two weeks of the semester. All students must take the exam at the date and time posted.

**Grading Policies:** If the student is unable to take the exam for legitimate reasons (illness, death of an immediate family member, etc.), this reason must be documented and will result in the student receiving a WP (withdraw passing). If the student cannot take the exam for any other reason, he/she will receive a grade of unsatisfactory (U). All students who receive a WP or U must retake the course the next time it is offered. If the student repeats the course and receives an unsatisfactory, he/she will not be given the option of repeating the course for a third time (Bulletin and Handbook for the Graduate Student) and will be dismissed from the program. An incomplete (I) grade is not permitted for this course.

**Procedures:** If the exam date is interrupted by a disaster, the faculty reserves the right to reschedule the exam. This decision and date will be communicated with the student.

### **Procedure for Comprehensive Examination:**

1. A student must indicate to the Graduate Nursing Advisor the intent to choose the Comprehensive Examination as their Capstone option. The Graduate Nursing Advisor places a permit for the student to register for Comprehensive Written Examination.
2. The student must be enrolled for the comprehensive exam during the semester the exam is taken.
3. The Course Contact person will provide a syllabus and exam procedure after registration in the course is confirmed by the Graduate Nursing Advisor.
4. Exams will be held in designated testing center.
5. The student will have four (4) hours to answer examination questions.
6. The student will be instructed on a method to electronically forward the examination to the course contact person.
7. The student will be given a computer storage device at the testing center on which all answers will be stored.
8. No notes, textbooks, PDAs, cell phones, or other materials are to be brought to the testing center. Students will be provided with pencils and paper on which to make notes; these items will be collected by proctors at the end of the examination.
9. The student will compose all answers on a computer and save to the computer storage device.
10. The student will save all answers to the computer storage device. The computer specialist will assist in saving all examinations at the end of the examination. The student will NOT turn off the computer.
11. The Course Contact person will deliver all computer storage devices to the Program Director.

### **Grading the Comprehensive Examination:**

**Process:** A minimum of three graduate faculty evaluators will read the student exams. All faculty readers will be blinded to the student's identity. Exams are graded as satisfactory or unsatisfactory. A student who receives an unsatisfactory will not be allowed to graduate and must retake NUR 5980 the next semester it is offered. The student must receive a satisfactory the second time in order to successfully complete the program. If the student receives an unsatisfactory on the second attempt, the student will be dismissed from the program.

**Recording of Grades:** Results of the examination will be reported to the Registrar and Program Director in the same manner as other course grades. Students will be notified of exam grade in a timely way.

**Criteria for Assessing Performance on the Comprehensive Examination:** In order to achieve a satisfactory essay examination score, the student must address the course objectives as appropriate for each examination question. In addition, the student must demonstrate each of the following three criteria within their essay responses:

**Content:** The content of the answer should incorporate relevant aspects of nursing theory and/or a conceptual framework, basic and social sciences, research, and practice.

**Analysis/synthesis:** The student must analyze, synthesize, and apply knowledge acquired through the program of study, citing appropriate sources of literature that are relevant to the question. Exact citations (author, title, journal, page number, and year) are not expected; however, sufficient information must be provided that demonstrates the student has critically integrated and discussed content from sources cited.

**Quality of Writing:** Responses should be clear and grammatically correct. Arguments and ideas need to be well developed and clearly stated.

### **Preparing for Comprehensive Examination**

#### **Strategies for preparing for the comprehensive examination:**

Students prepare in different ways. The following are tips that may assist in preparing for the examination:

1. Begin studying several months prior to the examination. Spread the studying out over at least one semester.
2. Review the student procedures posted on Blackboard.
3. Be familiar with the best way that you review and study. Some students do best studying alone; others do well in groups. Some do well with only re-reading; others do well with rewriting notes, and yet others do best with “talking the content out loud”. Know your style for reviewing!
4. Create a timeline or breakdown of study strategy for the semester preceding the comprehensive examination. Breaking down a review into several sections allows the student to make studying more manageable.
5. Get organized. Create a file of all of the courses; include relevant notes; papers, examinations, etc.
6. Don't be compulsive about memorizing facts. Instead think about what these factual ideas mean and how they fit together.
7. The written portion of the exam will be composed on a computer; if this is not a familiar skill, practice composing on the computer!
8. Review the relevant content of courses taken in your program of study. Summarize and synthesize this knowledge. Make detailed notes of these summaries.
9. As each is reviewed, write questions that might be possible examination questions. When the review is completed, practice answering the questions on the computer that were posed as possible examination questions. When composing possible examination questions that have been posed during study, continue to organizing and clarifying responses. When done composing on the computer, re-read and analyze responses for weakness or errors.
10. Practice self-rewards as study goals are met-determine a positive reward. (Perhaps some ice cream, wander the mall, or go to a special movie?) Practice self-care-eat health, exercise, and rest.

Remember, the comprehensive examination is your opportunity to “pull together” all you learned during your graduate study, and a rewarding opportunity to demonstrate new knowledge gained over the last several semesters!!

## **XXVI. THE FIELD EXPERIENCE SEMINAR**

**Purpose of the Field Experience Seminar:** The Field Experience Seminar is one of three options which will satisfy the Master of Science in Nursing degree requirement for a capstone experience. These seminars incorporate concepts from theoretical foundations, research, and practice; these concepts are applied to phenomena specific to the practice of advanced practice nurses, nurse educators and/or clinical nurse leaders. Field Experience seminars are developed by faculty members, often individually, but sometimes as a team. These seminars offer students a broad range of experiences, including participation in faculty research and practice.

**Notification of Field Experience Possibilities:** Graduate Faculty in the College of Nursing (CON) often enter into informal discussions with students regarding experiences they may be planning. Faculty may post the syllabus for the experience at [http://www.utoledo.edu/nursing/grad\\_nursing\\_resources.html](http://www.utoledo.edu/nursing/grad_nursing_resources.html) under the Capstone heading. In addition to NURS 5910 Advanced Nursing Research, a prerequisite for all Field Experiences, faculty have the option of designating prerequisite courses, experience, or licensure for the field experience. Availability of a Field Experience Seminar is not guaranteed.

**Enrollment Process for a Field Experience Seminar:** Students who are interested in a Field Experience Seminar must contact the faculty member to request permission to enroll. A Grad form must be completed by the student and signed by the faculty member prior to registration. The Graduate nursing advisor will place the permit for registration and notify the student. Enrollment is limited.

**Responsibility for Expenses:** There may be expenses involved with a Field Experience Seminar above and beyond the tuition and fees for the course. For example, students have accompanied faculty members on medical missions to underserved areas. The College of Nursing is not responsible for any expenses involved with such an experience. Funding may be available through external sources. Students contemplating such an experience must contact faculty members to determine availability of such funding. There may be additional health requirements in certain circumstances. U.S. Passport may also be required.

**Grading of the Field Experience Seminar:** The Field Experience Seminar is graded as satisfactory/unsatisfactory. Students are responsible for such evaluation strategies as are published in the syllabus. Credit hours may be divided over more than one semester.

**Presentation Requirements for the Field Experience Seminar:** The requirements for all Field Experience Seminars include a public presentation by individual members of the group. These presentations are announced throughout the College of Nursing through distribution of an e-mail. Students are responsible for communicating information regarding presentations in a timely manner, not less than three weeks prior to the presentation. All presentations must be completed by the end of the semester.

## **XXVI. CONVOCATION AND GRADUATION**

### **Student Awards at Convocation**

A number of student and faculty awards and honors are presented at the time of Convocation. College of Nursing Administration will notify students regarding these awards.

## **XXIX. ADVANCED PRACTICE CERTIFICATION**

**American Nurses Credentialing Center (ANCC):** All APN graduates are eligible to sit for the ANCC certification corresponding to their major on graduation. The process for application is found on the ANCC website at: <http://www.nursingworld.org/ancc/cert/index.html>

The verification of degree completion, Form E: Students are responsible for downloading this form from the OBN website <http://www.nursing.ohio.gov> and sending to the Office of the Associate Dean for Academic Affairs upon posting of the degree by the Registrar's office. This form is completed and sent directly to the Ohio Board of Nursing. Students are responsible to visit the website and complete all other application requirements.

**American Academy of Nurse Practitioners (AANP):** Graduates of the Family and Adult Nurse Practitioner programs are eligible to sit for AANP certification. The process for application is found on the AANP website at: <http://www.aanp.org/default.asp>. Students are responsible to visit the website and complete all other application requirements.

**Ohio Board of Nursing (OBN) Certificate of Authority:** Advanced practice students seeking prescriptive authority in the state of Ohio must complete an application with the Ohio Board of Nursing. Application materials can be found at: <http://www.nursing.ohio.gov/AdvPractice.htm>. Students who wish to seek prescriptive authority in other states must explore the Board of Nursing website for that state to learn about application procedures.

**Pediatric Nursing Certification Board (PNCB):** Graduates of the Pediatric Nurse Practitioner program are eligible to sit for PNCB certification. The process for application is found on the PNCB website at: <http://www.pncb.org/ptistore/control/index>. Specific information about the exam: <http://www.pncb.org/ptistore/control/exams/pnp/products> students are responsible to visit the website and complete all other application requirements.

**American Association of Colleges of Nursing (AACN):** Graduates of the clinical nurse leader program are eligible to sit for the clinical nurse leader certification exam. <http://www.aacn.nche.edu>



## **XXIX. CLINICAL NURSE LEADER LICENSURE INFORMATION (Graduate Entry)**

### **National Council Licensure Exam-Registered Nurse (NCLEX-RN)**

All graduating students must seek licensure as a registered nurse. This is accomplished by making application to the desired State Board of Nursing and the National Council. The website for the Ohio Board of Nursing is: <http://www.nursing.ohio.gov/>. The website for the National Council for State Boards of Nursing is: <http://www.ncsbn.org/>.

### **Background Check**

Students who wish to seek licensure outside the state of Ohio should visit the website for the Board of Nursing in that state to learn about the processes therein. Students seeking licensure are required to follow the directions of the state board of nursing regarding background checks. In Ohio this information is printed clearly on the application form available on their website.

### **Verification of CNL Education in a Professional Nursing Program**

All states require some form of verification of education. In many states, including Ohio, a transcript is requested. HOWEVER, UT-CNL students do NOT need to request a transcript as documentation will be sent by the Office of the Associate Dean for Academic Affairs as soon as the degree is posted in the Registrar's office.

### **Payment of Fees for Licensure and/or Background Check**

Fees are required for licensure with the Board of Nursing, for the background check, and for testing. Please read carefully to determine what form of payment is required. In many cases, a personal check is not acceptable.

### **Commission on Nurse Certification (CNC)**

Graduates of Clinical Nurse leader program are eligible to sit for the CNL Certification examination [www.aacn.nche.edu](http://www.aacn.nche.edu)

**XXX. PRE-LICENSURE INFORMATION FOR CNL STUDENTS**

***Please be aware of the information communicated within this letter regarding crimes that would prevent a Graduate from becoming a registered nurse in the state of Ohio:***

May 12, 2003

Dear Mr./Ms.:

You have requested information from the Ohio Board of Nursing regarding attending nursing school and/or obtaining a nursing license when you have a criminal history.

Please be advised that the following crimes are automatic bars to licensure for applicants who entered a pre-licensure education program on or after June 1, 2003:

AGGRAVATED MURDER; MURDER;  
VOLUNTARY MANSLAUGHTER;  
FELONIOUS ASSAULT;  
KIDNAPPING;  
RAPE;  
AGGRAVATED ROBBERY;  
AGGRAVATED BURGLARY;  
SEXUAL BATTERY;  
GROSS SEXUAL IMPOSITION; and  
AGGRAVATED ARSON.

Further, the Board may propose to deny an application for the following:

ANY FELONY;  
A CRIME INVOLVING GROSS IMMORALITY OR MORAL TURPITUDE;  
A MISDEMEANOR DRUG LAW VIOLATION; and  
A MISDEMEANOR COMMITTED IN THE COURSE OF PRACTICE.

Other than the automatic licensure bars described above, the Board is unable to give definitive answers regarding licensure prior to entry into or during participation in a Nursing education program. The Board does not have the authority to make a determination or adjudication until an application has been filed. In addition, the Board is unable to advise, speculate, or give informal answers to the question of licensure prior to the time that the application is filed.

If an applicant has a criminal history, the Board conducts a thorough investigation of any grounds that may exist for licensure denial at the time that the application is filed. The Board may consider whether the applicant has made restitution and/or has been rehabilitated. However, the Board's primary mission is protection of the public so the Board must determine an applicant's risk to the public as a licensed nurse.

There may be additional considerations for individuals interested in attending nursing school that include but are not limited to Senate Bill 160. This bill sets forth automatic and discretionary bars to employment of those providing direct care to older adults and children for certain crimes. SB 160 is separate from the Nurse Practice Act. A copy of a worksheet regarding SB 160 has been included for your reference.

I hope that the information provided will be of assistance to you.

Very truly yours,  
Lisa Ferguson-Ramon, R.N., J.D.  
Compliance Manager

**OHIO BOARD OF NURSING REQUIREMENTS FOR SECTION 4 OF THE APPLICATION  
FOR LICENSURE AS A NURSE**

**Ohio Revised Code: Section 4723.28**

It is the responsibility of each applicant for licensure as a Licensed Practical Nurse or a Registered Nurse to accurately fill out all areas of the application form for licensure. It is the responsibility of the Board of Nursing (Board), under Section 4723.28 of the Ohio Revised Code (ORC) to consider certain matters prior to granting licensure.

Each applicant for licensure will be required to answer questions on the application related to certain past behaviors or legal history. Among areas applicants must report to the Board is whether the individual seeking licensure has been convicted of, found guilty of, pled guilty to, or pled no contest to, or received treatment in lieu of conviction for the following:

1. Any misdemeanor committed in the course of practice in Ohio, another state or U.S. territory;
2. Any felony in Ohio, another state, or US territory;
3. A crime involving gross immorality or moral turpitude in Ohio, another state or US territory;
4. A violation of any municipal, county, state, or federal drug law.

If the applicant for a licensure examination must answer any of the above questions "yes", the applicant is asked to submit explanatory documents with the application, address the envelope to "Manager, Compliance Unit," Ohio Board of Nursing, and mark the envelope "Confidential." The explanatory documents may include a statement of the problem related to the above area(s), the dates the behavior(s) occurred, a copy of a conviction record (if applicable), and a statement of what has happened since the occurrence of the conviction or behavior in question. Based upon the documentation submitted and further investigation, the Board will determine whether the candidate will be permitted to take the licensure examination or will be licensed.

It is critical that all questions on the application for licensure be answered honestly, since misrepresentation may constitute fraud or deception. Students needing more information are encouraged to request a copy of Chapter 4723 of the Ohio Revised Code from the Board, or consult with the Administrator of their nursing education program (or designee).

Substance abuse is always a serious concern of the Board. In order to promote and protect the health and well-being of the future nurses, the Board encourages student nurses with a substance abuse problem to seek entry into appropriate treatment as soon as the need is recognized. Impairment of the ability to practice nursing according to acceptable and prevailing standards of safe nursing care because of habitual or excessive use of drugs, alcohol, or other chemical substances can result in disciplinary action by the Board.

The Board frequently receives calls from prospective students, school officials, and the Bureau of vocational Rehabilitation Services regarding whether the Board will permit a person who has a prior record of misdemeanors and / or felonies to sit for the licensure examination or become licensed. The Board of Nursing has no statutory authority to advise as to whether an individual will be permitted to take a licensure examination or be able to become licensed until the individual actually applies to the Board for licensure by examination.

9/23/98 (MM/nsged/form misc/exam und/req)

*The Ohio Revised Code requires those applying for a license or certificate issued by the Ohio Board of Nursing (Board) to submit fingerprints for an FBI (federal) and BCI (civilian) criminal records check completed by the Bureau of Criminal Identification and Investigation (BCI&I).*

Effective immediately, BCI&I will ONLY accept electronic fingerprints for FBI and BCI background checks, except for the reasons listed below. Electronic fingerprints must be completed by a Web check location in Ohio that will submit the applicant's fingerprints electronically to BCI&I. The applicant must request that BOTH reports be sent to the Board DIRECTLY from BCI&I, or they will not be accepted by the Board. A complete list of Web check locations is available online at the following website address: [www.webcheck.ag.state.oh.us/webcheckcommunity.htm](http://www.webcheck.ag.state.oh.us/webcheckcommunity.htm). When locating an electronic fingerprinting site on this web page, please note that only the locations designated with the notation of "BCI & FBI" perform both the BCI and FBI records check. The Board does not endorse or recommend any specific Web check fingerprinting company.

Fingerprint cards will ONLY be accepted by BCI&I (with an Exemption Form) for one of the following reasons:

- Applicant's home address is 75 miles or more from the nearest Web check location;
- Amputations or digits missing (Web check 4.0 only);
- Out-of-state applicant;
- Poor quality prints (Not able to capture at Web check location, provide name of location where the background check was attempted on the waiver form);
- BCI/FBI rejects from original electronic submission. Note: The original reject letter must accompany the fingerprint card (s); and
- Public Housing Organization background checks.

If an applicant meets any of these exemptions, they may submit their name and complete address to the Board in writing (Attention: CRC) at the above address, by fax at (614) 466-0388, or by email at [crc@nursing.ohio.gov](mailto:crc@nursing.ohio.gov) to request the Exemption Form, fingerprint cards and instructions for completing the cards.

6/08

**OHIO NURSES ASSOCIATION GUIDELINES FOR REGISTERED NURSES IN DELEGATING TASKS TO  
NURSING STUDENTS EMPLOYED BY HEALTH CARE AGENCIES**

Nursing students are individuals who are currently enrolled in an approved program for nursing. Working under the direct supervision of a registered nurse, employed student nurses assist in providing a variety of direct and indirect care activities to clients. Some of the care activities that employed student nurses could participate in are below.

Employed student nurses may assist the nurse in the implementation and evaluation of performed care activities. They cannot perform tasks that are restricted to the role of the registered nurse or licensed practical nurse.

Each health care agency is responsible for educating, evaluating and documenting the competency of the employed student nurse in performing care activities. An evaluation should be performed during orientation and at appropriate intervals. Policies must be developed that reflect the scope of nursing practice and established professional nursing standards.

Care Activities which may be delegated to employed student nurses include:

- Taking vital signs
- Bathing
- Making beds
- Feeding patients
- Positioning
- Applying restraints
- Providing oral hygiene
- Assisting with preop and postop care
- Collecting specimens
- Transporting patients
- Applying non-sterile soaks /dressings
- Assisting in diagnostic procedures
- Assisting in admission and discharge procedures

**OHIO BOARD OF NURSING STATEMENT ON EMPLOYMENT OF PRELICENSURE NURSING STUDENTS**

Pub No:           PRAC-1018  
                          EDUC-3009

Eff: 3/14/91

Individuals currently enrolled in pre-licensure nursing education programs or who have graduated from a pre-licensure program, failed the licensure examination, and are waiting to retake the examination, who seek employment in nursing-related positions shall be considered unlicensed and therefore must not engage in the scope of practice for the registered nurse defined in Section 4723.02(A), (B), (C), and (D) ORC, or the scope of practice for the licensed practical nurse defined in Section 4723.02 (F) ORC.

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## **EMPLOYMENT OF NURSING STUDENTS AS NURSE AIDES IN LONG-TERM CARE FACILITIES**

In order to work as a nurse aide in a long-term care facility, students must complete a Training and Competency Evaluation Program (TCEP) and the Competency Evaluation Program (CEP) examination. Nursing students will be exempt from the required 75-hour TCEP if the educational program verifies that the nursing student is able to perform the required basic nursing skills included in Rule 3701-17-071 (E) (2) Ohio Administrative Code. The required basic nursing skills included in the applicable sections of the TCEP are as follows:

Principles of infection control; infection control techniques which prevent growth and spread of microorganisms, signs and symptoms of infection and universal precautions; measures which ensure the safety of the geriatric patient, safety procedures involving the use of oxygen, oxygen equivalent, fire prevention, disaster procedures for fire and tornado and other natural disasters; principles of ergonomics, body mechanics and patient transfer and positioning; proper use and application of restraints, proper use of assistive devices such as wheelchairs, geriatric chairs, lifts, and ambulation devices; observational skills recognizing abnormal physical signs and symptoms and maintaining the safety and comfort of the patient's environment; bed-making techniques and comfort measures for bed-bound residents; assisting with nutrition and fluid needs of individuals, measurement of height and weight, measurement of vital signs (temperature, pulse, respiration and blood pressure) and recognition of significant variations; assisting with or performing personal hygiene measures, principles of elimination, use of common techniques and devices used in urinary and bowel elimination; care of cognitively impaired residents

If the nursing student is currently enrolled in the nursing education program and has met the above criteria, the nursing education program may complete the Verification of Nursing Student Training Form and give it to the student in lieu of the nursing student taking the TCEP. The nursing student then has 120 days to work and to take and receive a passing score on the CEP exam administered by the Ohio Nurses Testing Service. If the nursing student has not passed the CEP exam at the end of the 120 days, the nursing student can no longer work as a nurse aide and the Verification of Nursing Student Training Form is no longer valid. If the nursing student is not currently enrolled in the nursing education program, the nursing student must be actively participating in a TCEP in order to work as a nurse aide in a long-term care facility.

## **GRADUATE NURSING**

### **Course Descriptions**

#### **INDI6000 Introduction to Biostatistical Methods**

Fall, Spring, Summer

Credits: G 3

Prerequisites: CNL NURS5140, NURS5250, NURS5670. Other MSN students :none Introduction to statistical reasoning with an overview of selected descriptive and inferential statistics commonly used in healthcare research. Computer analysis of data will be included.

#### **NURS5040 Health Assessment and the Nursing**

Process for Promoting Health

Fall

Credits: G 6

Prerequisites: Admission to the CNL/major. Using Orem's SCDT, students assess individuals and Families and apply the nursing process in order to promote the health of individuals and families across the life span. Includes 90 clinical hours.

#### **NURS5050 Integrative Health Sciences I**

Fall

Credits: G 3

Prerequisite: Admission to CNL/major. Examines foundational chemical, physical, cellular biological and microbiological principles of human physiology. Focuses on advanced physiologic and pathophysiologic mechanisms underlying human responses to genetic, defense, and nervous system disease.

#### **NURS5060 Professional Socialization I**

Fall

Credits: G 3

Prerequisite: Admission to CNL/major. Focuses on the development of the professional nursing role. Students explore the effects of historical, legal, and ethical influences on professional nursing. Cultural diversity also is examined.

#### **NURS5070 Therapeutic Communication Skills for Nurses**

Fall

Credits: G 3

Prerequisite: Admission to CNL/ major. Focuses on therapeutic communication skills at the intrapersonal and interpersonal levels. Explore nursing agency from a holistic perspective. Includes 30 lab hours.

#### **NURS5090 Psychiatric Mental Health Nursing I**

Spring (Odd Years)

Credits: G 5

Prerequisites: Admission to Psych/Mental Major; NURS5400, NURS5680, NURS5740; and Co-requisites NURS5190, NURS5690. Investigate human behavior using nursing and other theories from related disciplines. Apply psychotherapeutic intervention theories. Evaluate for clinical application with individuals and groups. Includes 135 clinical hours.

#### **NURS5100 Psychiatric Mental Health Nursing II**

Fall (Odd Years)

Credits: G 6

Prerequisite: NURS5090, and NURS5690. Analyze human responses to bio-psychosocial and spiritual stressors. Examine stressors in relation to group and family psychotherapy theories. Includes 180 clinical hours.

#### **NURS5110 Psychiatric Mental Health Nursing Practicum**

Spring (Even Years)

Credits: G 6

Prerequisite: NURS5100 Students maintain a caseload of clients/families/groups experiencing mental health problems in a practicum setting. Motivation for change will be analyzed in relation to human behavior. Includes 270 clinical hours.

#### **NURS5140 Designing Nursing Systems to Promote Self-Care**

Spring

Credits: G 6

Prerequisite: NURS5040, NURS5050, NURS5060, NURS5070. Apply Orem's SCDT in the design and implementation of nursing systems that assist individuals and families in achieving and maintaining optimal health. Includes 90 clinical hours

#### **NURS5160 Professional Socialization II**

Spring

Credits: G 3

Prerequisite: INDI 6000 and NURS5240. Integrate nursing theory and models into professional nursing practice. Focuses on ethical, political, and economic issues that impact nursing practice. Differentiation of advanced practice and entry level roles is explored.

**NURS5190 Advanced Interpersonal Interventions**

Fall, Spring

Credits: G 3

Prerequisite: Admission to MSN major or permission of Faculty. Integrates interpersonal strategies and complementary modalities through peer counseling and supervision. Analyzes personal abilities and limitations in developing therapeutic relationships with individuals and groups. Includes 60 hours lab.

**NURS5220 Field Experience Seminar**

Fall, Spring

Credits: G 3 Graded S/U

Prerequisite: NURS5910, and enrollment by permission of course faculty. Course faculty reserve the right to require specific prerequisites per the course content. Program Capstone experience that integrates theory, research, and practice to fulfill the requirements of the Master of Science in Nursing Program. The 3 credit hours may be divided across, semesters only 3 credit Hours are applicable to the degree.

**NURS5240 Designing Nursing Systems for Compromised Health States**

Summer

Credits: G 6

Prerequisites: NURS5140, NURS5250, NURS5670. Using Orem's SCDT, students design and implement nursing systems that assist individuals and families with complex problems to achieve and maintain optimal health. End of life care is addressed. Includes 120 clinical hours.

**NURS5250 Health Science II**

Spring

Credits: G 3

Prerequisite: NURS5040, NURS5050, NURS5060, and NURS5070. Focuses on advanced physiologic and pathophysiologic mechanisms underlying disease across the life span. Examines cardiovascular, respiratory, endocrine, muscular skeletal, nervous, genitourinary, hepatobiliary, renal, integumentary and gastrointestinal systems.

**NURS5280 Theories of Addictive Behaviors**

Spring

Credits: G 2

Required for Psychiatric- mental health students Research and treatment related to addictive behaviors are critiqued. Nursing interventions specific for addicted persons are evaluated. Implications of legal/social/health policies on services for this population are explored.

**NURS5330 Health Assessment**

Summer

Credits: G3

Prerequisite: NURS56800 or NURS5250. Focuses on acquisition of graduate level skills in collection and documentation of assessment data across the life-span. Differentiates normal from abnormal findings. Supervised laboratory practice is required.

**NURS5400 Theoretical and Ethical Foundations of Nursing**

Fall, Spring

Credits: G 3

Prerequisite: Admission to MSN major Explores roots of nursing as a science and art. Examines personal and professional values in the context of ethical decision-making. Emphasis is on analysis and evaluation of selected nursing and ethical theories.

**NURS5440 Population Focused Care**

Fall

Credits: G 6

Prerequisite: NURS5240, INDI 6000. Students apply epidemiological principles and Orem's SCDT to improve the health status of aggregates, vulnerable populations and communities. Includes 90 clinical hours.

**NURS5500 Family and Cultural Diversity Theories**

Fall, Spring

Credits: G 3

Prerequisite: Admission to MSN major or permission of Faculty. Explores family and cultural diversity theories and processes. Examines assessment, analysis and evaluation of family function. Analyzes cultural competence of advanced practice nursing.

**NURS5510 Advanced Clinical Seminar in Nursing**

Fall

Credits: G 4

Prerequisites: Admission to Nurse Educator major; NURS5330, NURS5400, NURS5680. Application of nursing theory and research with clients in wellness promotion or complex care states. Emphasis is on the assessment and analysis of human responses and outcomes of care. Includes 90 clinical hours.

**NURS5530 Public Policy and Health Care**

Spring, Summer

Credits: G 3

Explores the public policy process from agenda setting through program evaluation. Focus is on how health problems are brought to the attention of government and solutions are obtained. Some field work is expected.



**NURS5540 Advanced Practicum in Nursing Systems Design**

Spring

Credits: G 12

Prerequisites: NURS5160, NURS5440, NURS5910, NURS6070. Students demonstrate integration of nursing knowledge and skill in designing and implementing nursing systems in a capstone clinical experience. Includes 300 clinical hours.

**NURS5670 Pharmacology**

Spring

Credits: G 3

Prerequisites: NURS5040, NURS5050, NURS5060, NURS5070. Focuses on fundamental pharmacological principles. Prepares for critical thinking in application of pharmacotherapy principles to nursing. Emphasizes physiological responses to drugs, expected outcomes, and potential drug interactions.

**NURS5680 Advanced Physiology and Pathophysiology**

Fall, Spring, Summer

Credits: G 3

Focuses on advanced physiologic and pathophysiologic mechanisms underlying human responses to disease illness across the life-span. Students will build on existing knowledge of human anatomy and physiology.

**NURS5690 Advanced Pharmacotherapeutics**

Fall, Spring

Credits: G 3

Focuses on advanced pharmacologic principles in decision making for pharmacotherapy. Emphasizes responses to drugs, expected outcomes, and potential drug interactions. Discusses professional responsibilities of prescriptive privileges.

**NURS5740 Advanced Health Assessment**

Fall, Summer

Credits: G 4

Prerequisite or Co-requisite: NURS568 and admission to MSN major. Focuses on acquisition of advanced skills in collection and documentation of assessment data across the life span. Differentiates normal from abnormal findings. Supervised laboratory practice is required. Includes 60 hours laboratory.

**NURS5810 Pediatric Nurse Practitioner Clinical I: Care of Children and Concepts of Wellness**

Spring (Odd Years)

Credits: G 6

Prerequisites: Admission to Pediatric Nurse Practitioner Program, NURS5740, NURS5680, NURS5400, NURS5690 (Co-requisite), and NURS5190 (Co-requisite). Focuses on the health care needs of children and adolescents and principles of health promotion and wellness. Students will have opportunity to begin development of skills in primary and specialty care settings. Includes 180 clinical hours.

**NURS5820 Pediatric Nurse Practitioner Clinical II: Common Acute and Stable Chronic Illnesses**

Fall (Odd Years)

Credits: G 6

Prerequisites: NURS5690, and NURS5810. Focuses on the care of children and adolescents with an emphasis on the management of common acute and stable chronic illnesses. Includes 180 hours clinical.

**NURS5830 Pediatric Nurse Practitioner Clinical III: Complex, Chronic Illnesses or Disabilities**

Spring (Even Years)

Credits: G 6

Prerequisite: NURS5820. Focuses on management of common and complex acute and chronic conditions of children and adolescents. Issues of disability and developmental conditions are addressed. Emphasis is on integration of the advanced practice role. Includes 180 clinical hours.

**NURS5910 Advanced Nursing Research**

Fall, Spring, Summer

Credits: G 3

Prerequisites: NURS5240 and INDI6000 other MSN students NURS 5400 INDI 6000. Critically evaluate published research for clinical relevance, identify a research problem, select a conceptual framework, review selected literature, and prepare a quantitative or qualitative research proposal.

**NURS5980 Comprehensive Examination in Nursing**

Fall, Spring

Credits: G 3 Graded S/U

Prerequisite: students must be enrolled in the final semester of study as indicated on the plan of study. Program Capstone emphasized independent comprehensive review preparation for exams with synthesis of knowledge from the total graduate nursing curriculum and review of relevant literature in selected field of study.

**NURS6030 Adult Nurse Practitioner Certificate Clinical I: Primary Care of Adolescents and Adults**

Spring

Credits: G 7

Prerequisites: NURS5680, NURS5740. Focuses on the care of adolescents and adults with an emphasis on the management of common acute and stable chronic illnesses. Includes 180 clinical hours.

**NURS6040 Adult Nurse Practitioner Certificate Clinical II: Primary Care of Women**

Fall

Credits: G 6

Prerequisites: NURS6030; NURS5690 Focuses on the care of women and principles of health promotion and wellness. Students will have the opportunity to continue development of skills in primary care. Includes 180 clinical hours.

**NURS6050 Adult Nurse Practitioner Certificate Clinical III: Care of Adults and Older Adults**

Spring

Credits: G 6

Prerequisite: NURS6040. Focuses on management of common and complex acute and chronic conditions of adults and older adults. Urgent care issues are addressed. Emphasis is on integration of the advanced practice role. Includes 180 clinical hours.

**NURS6070 Advanced Communication Skills and Group Dynamics for Nurses**

Fall

Credits: G 3

Prerequisite: NURS5240 INDI 6000. Focuses on advanced therapeutic communication skills in the nurse-client relationship and analysis of Self-care agency. complementary modalities are explored. Includes 30 lab hours.

**NURS6080 Adult Nurse Practitioner/Clinical Nurse Specialist I: Care of Adolescents and Adults**

Spring

Credits: G 7

Prerequisites: Admission to ANP/CNS major; NURS5680 and NURS5740; NURS5400. Co-requisites: NURS5190, NURS5690. Focuses on the care of adolescents and adults with an emphasis on the management of common acute and stable chronic illnesses. Includes 180 clinical hours.

**NURS6090 Adult Nurse Practitioner/Clinical Nurse Specialist II: Care of Women and Concepts of Wellness**

Fall

Credits: G 7

Prerequisites: NURS6080 and NURS5690. Focuses on the care of women and principles of health promotion and wellness. Students will have an opportunity to begin development of skills in primary and specialty care settings. Includes 180 clinical hours.

**NURS6100 Adult Nurse Practitioner/Clinical Nurse Specialist III: Care of Adults and Older Adults With Specialty Focus**

Spring

Credits: G 8

Prerequisite: NURS6090. Focuses on management of common and complex acute and chronic conditions of adults and older adults. Urgent care issues are addressed. Emphasis is on integration of the advanced practice role. Includes 270 clinical hours.

**NURS6140 Advanced Practice Nurse: Role and Issues**

Fall, Spring

Credits: G 2

Prerequisite: Admission to APN major

Focuses on the issues and role of the advanced practice nurse, including historical and current perspectives of the advanced role. Examines health care system issues pertaining to advanced practice.

**NURS6210 Family Nurse Practitioner Clinical I: Primary Care of Adolescents and Adults**

Spring

Credits: G 7

Prerequisites: Admission to FNP major; NURS5680 and NURS5740; NURS5400 or previous MSN. Co-requisites: NURS5690, NURS5190 or previous MSN. Focuses on primary care of common and chronic illness of adolescents and adults. Clinical experiences will continue to incorporate women and children, adults, and target populations. Includes 180 clinical hours.

**NURS6220 Family Nurse Practitioner Clinical II: Primary Care of Women and Children**

Fall

Credits G: 7

Prerequisites and Co-requisites: NURS6210, and NURS5690 (or Co-requisite). Focuses on the primary care of children and women's health and includes normal prenatal care. Emphasis is on health promotion and common acute illness. Includes 180 clinical hours.

**NURS6230 Family Nurse Practitioner Clinical III: Primary Care of Adults and Older Adults**

Spring

Credits: G 8

Prerequisite: NURS6220. Focuses on primary care management of acute and chronic conditions of adults and older adults. Urgent care issues are addressed. Emphasizes integration of primary care concepts across the life span. Includes 270 clinical hours.

**NURS6710 Developing Instructional Programs in Nursing**

Summer

Credits: G 3

Prerequisite: Admission to Educator major Focuses on skills to develop curricular components for nursing instructional programs. Examines the relationships among mission, philosophy, goals, and outcomes for various learning environments.

**NURS6720 Teaching, Learning and Evaluation in Nursing**

Spring

Credits: G 4

Prerequisite: Admission to Educator major Focuses on teaching-learning theories, processes, strategies, and styles. Examines evaluation principles and strategies in the classroom and clinical setting.

**NURS6730 Practicum and Seminar in Teaching**

Fall

Credits: G 4

Prerequisite: NURS6710 and NURS6720 Applies knowledge of learning and evaluation theories in the development and implementation of a program of instruction. Within a seminar format, emphasizes significant issues in healthcare education. Includes 135 clinical hours.

**NURS6890 Independent Study in Nursing**

Variable

Credits: G 1-4

Prerequisites: Consent of faculty and approval of Independent Study Contract and Evaluation Forms The student and faculty member agree on a course of study that will enable the student to achieve his/her objectives. An independent study contract and evaluation form is submitted to the Associate Dean for Academic Affairs. May be repeated for credit.

**NURS6990 Thesis Research**

Variable

Credits: G 1-3

Fall, Spring

Prerequisite: NURS5910 and permission of Major Advisor Research in nursing to fulfill the research requirement of Nursing Master's Program. The 3 credit hours may be divided and repeated across semesters. Only 3 credit hours are applicable for the degree. May be repeated for credit.

**NURS7010 Scientific Basis Nursing Practice**

Fall

Credits: G 3

Prerequisite:co-requisites: Admission to the DNP program or permission of instructor; graduate level nursing theories courses graduate level genetics course This course examines nursing science from a broad range of perspectives. The emphasis is on identification and analysis of nursing phenomena, use of nursing science to manage phenomena, and evaluation of outcomes.

**NURS7020 Organizational and Systems Leadership in Health Care**

Fall

Credits: G 3

Prerequisite: co-requisites: Admission to the DNP Program or permission of faculty. This course examines application of organizational and leadership theories/ strategies to assess process/outcomes in health care settings. Focuses on role of advanced practice nurses analyzing clinical patterns/issues in complex practice settings. Includes 40 clinical hours.

**NURS7030 Quality Management and Performance Improvement in Health Care Organizations**

Spring

Credits: G 3

Prerequisite: co-requisites: Admission to the DNP Program or permission of faculty This course examines principles/practice of quality management/clinical performance in care delivery and outcomes Focuses on role and accountability of the advanced practice nurse/collaborative team for maintaining safety and improving quality care. Includes 40 clinical hours.

**NURS7040 Applied Nursing Research**

Fall

Credits: G 3

Prerequisite: Admission to the DNP program, graduate level multivariate statistics course with B or better within five years of enrollment. This course is an extension of basic research and utilization methods. The focus is on preparing the student for leadership in clinical research and research utilization.

**NURS7050 Information and Technology in Nursing and Health Care Systems**

Fall

Credits: G 3

Prerequisite: co-requisites: Admission to the DNP Program or permission of faculty. Systematic assessment of clinical and administrative information needs of health care systems. Examines the technology and strategies needed to support patients nurses ,and health care delivery in dynamic environmental systems.

**NURS7060 Population Health**

Spring

Credits: G 3

Prerequisite: co-requisites: Admission to the DNP Program or permission of faculty, graduate level biostatistics. This course uses epidemiologic models to analyze and construct interventions for health care delivery systems. The focus is on safe, quality, culturally- appropriate advanced nursing practice activities to meet emerging world needs.

**NURS7070 Marketing and Entrepreneurial Activities in Complex Health Care**

Spring

Credits: G 3

This course examines marketing and entrepreneurial strategies for advanced nursing practice in complex health states. The focus is on creating and evaluating market plans and entrepreneurial activities.

**NURS7080 Evidence Based Diagnostic Methods in Advanced Practice**

Fall

Credits: G 3

Prerequisite: co-requisites: Admission to the DNP program or permission of faculty. Examines diagnostic laboratory/imaging methods for assessment of patient populations. Explores basis for diagnosis using laboratory and imaging procedures, assessing quality/reliability/ sensitivity of tests understanding technology used and utilizing cost-benefit data. Includes 80 clinical hours.

**NURS7090 Project Seminar**

Fall

Credits: G 3

Prerequisite: co-requisites: Acceptance into the DNP program, Applied Nursing Research (NURS 7040), and permission of the course faculty and /or capstone advisor. This course provides a forum to articulate and explore advanced nursing practice roles and responsibilities. The focus will be on leading nursing practice in patient advocacy, teaching, collaboration, and the design and provision of care.

**NURS7100 Evidence-based Practice Project**

Variable

Credits: G 1-3 Graded S/U

This variable credit course may be offered over more than one term. The number of credit hours allocated per term will be determined in collaboration with the capstone advisor. Prerequisite: co-requisite: Acceptance into the DNP program, Applied Nursing Research (NURS 7040), NURS7010, NURS7090, defense of project proposal and permission of the capstone advisor. This course is a guided, independent project, utilizing research to improve patient outcomes, health care delivery, or nursing practice.

**NURS7180 Evidence Based Administration in Complex Health Systems**

Fall

Credits: G 3

Prerequisites/co-requisites: Admission to the DNP program or permission of faculty. This course examines evidence practices in administrative health care settings. The focus is on examining current status and creating and evaluating innovative administrative practices based on best practices. Competencies include model application for finance and clinical outcomes. Includes 80 clinical hours.

**NURS7970 Capstone Practicum: Direct Care**

Variable

Credits: G 1-6

The total number of credit hours allocated per semester will be decided by the course faculty and/or capstone advisor. The total number of clinical hours taken as variable credit prior to the final term NURS797 cannot exceed 3 semester hours. Graded S/U Prerequisites/co-requisites: Acceptance into the DNP program, Scientific Foundations of Nursing (NURS701), and permission of the course faculty and/or capstone advisor. Individually precepted practicum that requires advanced nursing practice with individuals and groups. Include seminar that facilitates synthesis and application of all prior learning for evidence-based practice. Includes 360 clinical hours.

**NURS7980 Capstone Practicum: Indirect Care**

Variable

Credits: G 1-6

This variable credit course may be offered over more than one semester. The number of credit hours allocated per semester will be decided by the course faculty and/or capstone advisor. The total number of clinical hours taken as variable credit prior to the final term NURS798 cannot exceed 3 semester hours. Graded S/U Prerequisites/co-requisites: Acceptance into the DNP program, Scientific Foundations of Nursing (NURS701), and permission of the course faculty and/or capstone advisor. Individually precepted practicum that requires leadership and practice at the aggregates/systems/organizational level of health care. Includes required seminar that facilitates application, synthesis, and evaluation of prior learning in applied practice. Includes 360 clinical hours.

**APPENDIX A**  
**Academic Standards for the College of Graduate Studies**

A minimum cumulative GPA of 3.0 (four point grading system) in graduate coursework is required for graduation. Graduate students whose cumulative GPA falls below 3.0 during any semester will be placed on academic probation. Depending on the program, a full-time student on academic probation will have one or at most two semesters (excluding summers) to meet the cumulative GPA standard. A student failing to meet the standard will be subject to dismissal. A part-time student on academic probation will be required to meet the GPA standard after 12 additional credit hours of graduate coursework. A grade of C is the minimum passing grade for graduate courses. Therefore, any graduate course in which a grade below "C" or grade of "U" was earned will not be permitted on the Plan of Study. Grades of below "C" will continue to be counted in calculating the cumulative grade point average. Individual programs may offer a specific number of credit hours with earned grades of C or below to be repeated one time. Colleges are permitted to establish individual program course retake standards. However, such standards shall not exceed two courses up to a maximum of 12 credit hours. Both the original and repeated grades will appear on the transcript and be calculated into the cumulative GPA. Colleges/departments/degree programs may enact additional coursework grade requirements beyond the minimum standard established here by the Graduate Faculty. Graduate students shall be responsible to consult with the appropriate graduate degree program director for the applicable standards.

Grades of A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, S, U, WP, or WF may be awarded depending on College/program/departamental policies. A limited number of graduate courses earn grades of S (Satisfactory) or U (Unsatisfactory) upon completion. A grade of S will be allowed for credit toward graduation but is not computed in the grade point average. A grade of U earns no credit and the course must be repeated to earn graduate credit but it is not computed in the grade point average. The grade of PR may be awarded to indicate work in progress and courses with this grade will not be included in the GPA calculation. The grade of IN is assigned only under extraordinary circumstances when unexpected events prevent a student from completing the requirements of the course within the term of enrollment. The student must complete the required work before the end of the following semester (excluding summers) in which the IN grade was received; otherwise the grade will be converted to the grade of F by the Office of the Registrar. The student may initiate a request for an additional semester to complete the work for the grade (excluding summers). The extension is granted upon the approval of the faculty member and the associate dean of the college offering the course. Once the IN grade has been converted to F, the student must re-register and take the course again. The grade of IN will not be included in the GPA calculation. It is recommended that faculty set specific benchmarks for completion of the course or material each term, and regularly assign S, U or IN grades as appropriate instead of awarding a PR. Students may not graduate with a grade of U, IN, or PR on their Plan of Study. Students may not graduate with a grade of IN or PR on their transcript. A grade of WP (withdrawal passing) or WF (withdrawal failing), according to the status of the student at the time of withdrawal, will be assigned to students who withdraw after the university established withdrawal period at the discretion of the instructor. The grade of WP will not be included in the GPA recalculation.

A grade of WF indicates that a student's work is unsatisfactory (grade of less than C), and will be included in the GPA calculation as a grade of F. Students may repeat courses with grades WF or U subject to the maximum credit hour repeat limitation.

***The above standards are effective beginning summer 2011 for all University of Toledo graduate students.***



**APPENDIX B**

**2011-2012 GRADUATE NURSING PROGRAMS DEGREE REQUIREMENTS**

The following is a summary of requirements for completion of your degree:

1. DNP/Doctor of Nursing Practice = 36 credits

2. Completion of a minimum of 51-55 credits for the APN Master of Science in Nursing degree is required. Credit requirements for each major are as follows:

Adult Nurse Practitioner/CNS = 55 credits

Family Nurse Practitioner = 55 credits

Pediatric Nurse Practitioner = 51 credits

Psych/Mental Health/CNS = 52 credits

Nurse Educator/MSN = 39 credits

BSN to Clinical Nurse Leader = 42 credits

Clinical Nurse Leader (Graduate Entry) = 66 credits

**Certificate** Programs are as follows:

Adult Nurse Practitioner = 22 credits

Family Nurse Practitioner = 25 credits

Pediatric Nurse Practitioner = 21 credits

Psych/Mental Health/CNS = 25 credits

Nursing Education Certificate = 11 credits

3. Completion of the MSN and Certificate programs within six calendar years.

4. A minimum cumulative 3.0 (four point grading system) GPA in graduate course work is required for graduation. Graduate students whose GPA falls below 3.0 during any semester will be placed on academic probation. **A Grade of B, or higher, is required to pass any MSN nursing course in all MSN programs.** A grade of 3.0 (B) is the minimum passing grade for nursing courses in the nursing curricula. A course may be repeated one time to achieve a higher grade. Students are allowed to repeat up to two courses in which a grade of less than B is earned. However, retake standards **SHALL NOT** exceed two courses up to a maximum of 12 credit hours. Both the original and repeated grade will appear on the transcript and be calculated into the cumulative GPA.

5. Students who decide not to attend, or stop attending any or all classes for which they have registered must drop a course via Self-Service. Specific drop and withdrawal dates are listed on the University's academic calendar. Students are advised to consult with the academic advisor prior to initiating a drop or withdrawal to discuss implications for their plan of study and/or financial aid. Failure to drop a course for which a student has stopped attending may result in a grade of "F". Students may only repeat required courses one time after a grade of "W" has been earned. Students who have a W in a required course and then earn a grade of C, D, or F for the same course or withdraw (W, WP, and WF) from the course a second time may not repeat this course for a higher grade and is subject to dismissal. A student who withdraws from a course (W, WP, WF) after a grade of less than "B" has been earned in a NURS course or less than "C" in INDI600 may not repeat the course for a higher grade and is subject to dismissal. Withdrawal from courses after the UT electronic withdrawal period requires the approval of the faculty in the course, the Graduate Advisor, the Associate Dean Graduate Nursing Programs, and the Associate Dean College of Graduate Studies. Course faculty will be responsible for assigning a grade that reflects what has been earned per the course syllabus at the time of withdrawal after the UT electronic withdrawal deadline. (see Graduate Handbook for entire policy).

6. The candidate for an MSN degree must successfully defend a thesis, complete a field experience, or pass the comprehensive exam.

**The student is ultimately responsible to assure that all administrative and academic requirements have been met.**