Students are responsible for knowing and abiding by all policies, requirements and regulations in this handbook.

The provisions in this handbook are not to be regarded as a contract between the student and the institution.

Course content and policies are under constant review and evaluation.

The College of Nursing (CON) reserves the right to change any provision, regulation and requirement. Changes will be publicized through appropriate channels.

This handbook supersedes all previous handbooks of the CON.

Revised 02/2014
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**THE UNIVERSITY OF TOLEDO COLLEGE OF NURSING**

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SECTION 1
HISTORY MISSION STATEMENTS PHILOSOPHY
HISTORICAL BACKGROUND
OF THE UNIVERSITY AND THE COLLEGE OF NURSING

Established by an act of the Ohio Legislature in December 18, 1964, the Medical College of Ohio was a state-assisted, community-supported academic health science center, dedicated to education, patient care, medical and scientific research.

Because of proximity to UT and BGSU, the Medical College of Ohio pioneered a consortium plan for a baccalaureate nursing major. The proposal was submitted and approved by the Ohio Board of Regents in 1970.

Nursing coursework was implemented at BGSU in September, 1971. Full approval of the program was granted by the State of Ohio, Board of Nursing Education and Nurse Registration in May, 1974. The first class of eighteen students graduated in June, 1974, with a B.S.N. degree. Approval was given to UT to grant the Bachelor of Science in Nursing degree by the Ohio Board of Regents in June, 1974, and the consortium was fully implemented in September, 1974, with the admission of the first UT students to the nursing program. National League for Nursing initial accreditation was granted on December 12, 1974.

Approval for the baccalaureate nursing major for each university was obtained from the Ohio Board of Nursing and the Ohio Board of Regents. While the degree is granted by the specific university in which the student is registered, the only differences in curriculum are those that pertain to the specific lower division requirements of the respective university. The professional component of the program is identical regardless of the university in which the student is enrolled; the program is administered as one entity.

Modifications of the baccalaureate program were made and approved to facilitate entry of registered nurse students through UT in 1978 and through BGSU in 1979. An outreach program through Firelands College, a branch campus of BGSU was added in 1981; an outreach program at Northwest State Community College in Archbold, Ohio was added in 1985, and an outreach program in Lima, Ohio was added in 1994. The modifications of the baccalaureate program address the prior learning of RN students at the lower division and the learning needs of the adult, employed student. The program has identical terminal objectives as the basic student program.

Approval to offer the Master of Science in Nursing degree was granted to the Medical College of Ohio by the Ohio Board of Regents in 1980. The first nine students were graduated in June, 1982.

Nursing courses are taught on the Health Science Campus of UT campus. Initially, the School of Nursing occupied space in county-owned facilities at South Detroit and Arlington Avenue in Toledo, including the former Maumee Valley Hospital. The present campus began to take shape in the early 1970’s on a 350-acre site deeded to the college by the State of Ohio, between Arlington and Glendale Avenues, just east of Byrne Road.

The Health Science Building was dedicated in October 1974, followed by the Raymond H. Mulford Library in May 1975 and the Health Education Building in October 1976. The new, 290-bed Medical College of Ohio Hospital was opened in December, 1979. Dowling Hall, housing academic and clinical offices, the Coughlin Rehabilitation Center, and the Henry L. Morse Physical Health Research Center were completed in 1980.

The Eleanor N. Dana Center for Continuing Health Education opened in 1983, along with the Kobacker Center (Child & Adolescent Psychiatric Hospital). In 1988 a Hilton Hotel became part of the campus. This facility serves participants of continuing education programs and is also available to families visiting patients at The University of Toledo Medical Center (UTMC) or to patients from outside the community who can be treated on an out-patient basis. The Richard D. Ruppert Health Center was completed in 1988 and houses the ambulatory care services and clinical faculty offices. Some classrooms are also located in this building.
The Howard L. Collier Building, dedicated in 1996, houses the CON Administrative and Faculty offices, Learning Resource Labs, Office for Nursing Research and Evaluation, Interprofessional Immersive Simulation Center, and classrooms.

The Center for Creative education was dedicated in 2004; it provides space for the Center for Creative Instruction, the Clinical Skills Center, the Academic Testing Center, and Center for Clinical Research.

In July 2005, the institution was renamed the Medical University of Ohio following state legislative approval. In July 2006, the Ohio legislature endorsed merger of The Medical University of Ohio with UT; the two campuses are the Health Science Campus and Main Campus, which is located on Bancroft Street.

**The College of Nursing Mission Statement**

The mission of the College of Nursing is congruent with those of The University of Toledo, and the College of Graduate Studies.

The mission of the College of Nursing of The University of Toledo is to advance the art and science of nursing toward improving human health and quality of life by educating students in an environment that encourages professional responsibility and critical thinking.

**The College of Nursing Vision**

The College of Nursing is committed to excellence in:

1. Technology-enhanced nursing education.
2. Scholarly inquiry with an emphasis on clinical outcomes and translational research.
3. Evidenced-based nursing practice focused on selected populations across health care settings.
4. Actively seeking participation in interdisciplinary education, research and practice.
COLLEGE OF NURSING PHILOSOPHY

As a community of scholars, we are committed to the study and advancement of the art and science of nursing. The philosophy 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 holistic 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.

The education of professional nurses is a professional responsibility encompassing the scholarly integration of Education, Research, and Practice.

Education
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, 1/16/2003
SECTION 2

BACCALAUREATE NURSING PROGRAM

Overview

Purposes

Objectives

Requirements

Curriculum
OVERVIEW OF THE BACCALAUREATE PROGRAM IN NURSING

UT in cooperation with BGSU offers one baccalaureate program for all students who wish to earn a degree of Bachelor of Science in Nursing. The program of study consists of 123 semester hours for BGSU and 124 semester hours for UT, including general education courses and professional nursing courses.

The CON provides the professional nursing component for the undergraduate program in nursing at both universities. All college core (general) requirements are fulfilled through either UT or BGSU. The respective university confers the degree. Basic BSN courses are taught at UT Health Science Campus; RN-BSN courses are taught online.

The undergraduate program accommodates:

1. Basic students want to pursue a career in professional nursing. Students may enter directly from high school, may hold a degree or preparation in another field but desire a career change, may have delayed starting academic pursuits because of other commitments, or may have a practical nursing background.

2. Registered Nurse students who are graduates of a Diploma or Associate Degree Program in Nursing (RN-BSN student).

The RN-BSN student pursues the same program terminal objectives as the basic student. However, in recognition of previous learning experiences and unique characteristics of the adult learner, the RN may study in an accelerated and flexible manner. Faculty believes that adult learners possess varying degrees of knowledge gained through a myriad of means. Required nursing and supporting university courses provide opportunity for transition and growth in professional role development.

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.

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 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
Please note: A new curriculum has been proposed to be implemented academic year Fall 2014 for those students matriculating into the major. Students under the current curriculum will be time limited for completion.

UT - BGSU CONSORTIUM BACCALAUREATE PROGRAM PURPOSES

The purposes of the baccalaureate program guide the selection and organization of the content. The specific purposes of the baccalaureate nursing program are to assist the learner to:

1. Internalize values which reflect the worth and dignity of persons.
2. Acquire the critical elements which promote independent inquiry, decision-making and critical thinking through general and professional education.
3. Apply the Self Care Deficit Theory of Nursing in a variety of health care settings.
4. Develop an awareness of and concern for contemporary health care issues.
5. Develop collaborative relationships with health care consumers and other health care professionals.
6. Support the development of existing and emerging professional nursing roles adaptive to the changing health needs of society.
7. Provide a foundation for graduate study.
8. Assist the learner toward self-actualization as a professional person through self-directed behaviors and continued learning.
9. Facilitate the provision of nursing care to clients which is person-centered, family focused, holistic and self-care directed.
10. Develop accountability and responsibility for one’s decisions and actions as a professional.
11. Acquire knowledge, skills and attitudes for successful living as a person and as a professional.

Date: 2/91

TERMINAL OBJECTIVES OF BSN PROGRAM

The terminal objectives of the curriculum are built on the philosophy and purposes and are as follows. Upon completion of the baccalaureate program, the student will:

1. Design holistic nursing care with individuals, families, groups and communities based on Orem’s Self-Care Deficit Theory of Nursing.
2. Provide competent, culturally sensitive nursing care in a diversity of settings.
3. Use skills of critical thinking in the application of theory and research findings from nursing, other sciences, and the humanities as a basis for clinical judgments and scholarly endeavors.
4. Develop person-centered, therapeutic relationships with a commitment to individuals as unique self-determining agents.
5. Demonstrate effective communication skills (verbal, non-verbal, written and computer based).
6. Demonstrate consistent professional behavior.
7. Collaborate with patients, families, health care providers and others in the provision of care.
8. Integrate principles of leadership and management in the provision and coordination of care.

Approved 12/4/95
Editorial Corrections 12/11/95 Revised 2/8/96
PROGRAM REQUIREMENTS

BSN Student Requirements
The BSN program begins with a lower level division plan during which the general college requirements and pre-professional courses are completed. UT and BGSU provide information regarding core requirements. After pre-requisite courses are completed, basic BSN students begin the nursing curriculum on the Health Science Campus. Sample program of study is included in this handbook. Completion of all prerequisite and nursing courses with a grade of “C” or above is required for graduation.

RN-BSN Requirements
Prior to admission to the nursing major, RN students are required to complete all pre-requisite courses; completion of university requirements is recommended before entering the major sequence. General education courses taken at other colleges or universities are evaluated for equivalency transfer credit after admission to the University of Toledo or BGSU. Graduates of Associate Degree programs are granted transfer credit for course work. The diploma graduate earns 22 semester credit hours by successfully completing a professional portfolio. In addition, up to 12 semester hours may be granted as technical electives. Completion of all prerequisite and nursing courses with a grade of “C” or above is required for graduation.

CURRICULUM OVERVIEW

The curriculum is guided by Orem’s Self-Care Deficit Theory of Nursing. These concepts are taught within the framework of a liberal education including arts, humanities, and sciences with an emphasis on critical thinking, clinical competence and professional development.

The curriculum emphasizes both theory and clinical experience. In each of the clinical nursing courses, students spend six to eight clock hours per week in planned clinical learning experiences and learn to apply nursing concepts to nursing practice.

In addition to the clinical nursing courses, the nursing program also includes learning experiences in nursing theory courses and professional development studies. These courses address current issues concerning health care professionals, the structure and function of complex health care systems and sensitive ethical questions. Nursing electives are available for students who wish to pursue special interests and a departmental honors program is also available.

ASSESSMENT TECHNOLOGIES INSTITUTE (ATI) POLICY
Effective Fall 2013

Assessment Technologies Institute® (ATI) offers an assessment driven review program designed to enhance student NCLEX-RN success. UT CON integrates ATI across all semesters in the upper division program as a comprehensive assessment and review for all nursing students. The program consists of multiple assessment and remediation activities. These include assessment indicators for academic success, critical thinking, learning styles, online skills modules, online practice testing, and online proctored testing over the major content areas in nursing. ATI tools are to be used in conjunction with CON curricular content, to assist students in preparing for NCLEX, as well as increase confidence and familiarity with nursing content.

Data from student testing and remediation will be used by the CON lead faculty and Program Assessment Committee for quality improvement and outcome evaluation.

ATI information and resources are available by visiting their website at www.atitesting.com

Goals for utilization:
- Tutorials:
To develop a solid foundation of understanding, learning, and application of content taught in each course
To prepare for success on Practice and Proctored ATI Assessments, faculty assessments, and the NCLEX Examination

Non-proctored exams:

• Student self-assessment to identify areas of weakness and to develop a remediation plan
• Review of content

Proctored Exams:

• Gather assessment data for college wide improvement planning
• Ensure student is on target for NCLEX preparedness and success
• Course completion

Procedure

All Proctored Assessments have a benchmark of a Proficiency Level I. A student meeting the criterion for Proficiency Level I is expected to just meet NCLEX-RN® standards in the content area. Students not meeting course benchmarks will meet with faculty and program director to develop a plan for successful completion of the assessment at the benchmark level. A grade of NG will be issued for no longer than 3 weeks to allow the student to attain proficiency standard.

The Comprehensive Predictor exam will have a benchmark of a 74%-Predicted Probability of Passing NCLEX for all students. If a probability score of 74% or below is obtained, the student will be required to complete the Virtual ATI (VATI) online NCLEX review program, at the students’ expense. Students will receive an incomplete grade for the course until successful completion of VATI by receiving a “green light” to sit for the NCLEX. Once the student successfully completes the VATI, a course grade will be issued. Students will be held to University policy related to conversion of incomplete grades, and the incomplete will convert to a failure if the VATI is not successfully completed before the end of the next semester. Failure to successfully complete VATI will result in student meeting with the Program Director and Associate Dean for Academic Affairs to determine course of action, which will minimally include repeating the Professional Competency course.

Online practice assessments: Students must submit the results of their Online Practice Assessments with a minimum of one hour of Remediation in the Focused Review prior to taking the ATI Proctored assessment.

Grade Incentive: ATI will comprise a minimum of 5% - 10% of the overall class grade for courses that integrate ATI. See course syllabus and alignment chart for details.

Remediation plan includes:

1) Focused Review: An individualized, electronic, online review that aligns ATI resources with the topics that were missed on the assessment. Students will print off their student Transcript to verify to instructor required completion of assessment and Focused Review requirements. The student will be given a testing time and location for completing a second proctored exam, if necessary, usually after allowing some study time.

2) Short Answer Remediation: At the end of each chapter recommended to re-visit by the Topics to Review is a set of NCLEX style Application Questions. Please complete and turn in each of those sets for each chapter.

3) Create Topics to Review on atesting.com. Use the list of items/topics that were missed and use the ATI review modules to find the material for each item. Write out a paragraph or complete 4x6 note cards about what was missed and what the correct information would be. Include the
page numbers from the ATI book that was referenced. This material is submitted to the course instructor by the assigned due date.

4) **Create Remediation Templates** for each topic descriptor on the Topics To Review page or Focused Review

5) Revisit **Nurse Logic Testing and Remediation Lesson** and go through the **Practice Assessments** underlining and circling the critical elements of a test question.

**Plans for Implementation:**

- **Proctored Assessments**
  - Format: online
  - Scheduling and proctoring: Course faculty will make arrangements for proctoring services, or proctor the exams as per their preference. Students requiring accommodations will use paper/pencil tests to be completed in the testing center.
  - Schedule: to be given at the end of the course utilizing ATI content (see schedule).

- **ATI products:**
  - Materials will be ordered by the students before the first day of each semester.
  - Product distribution will take place once orders are placed and materials are received. Books will be shipped directly to the CON and distributed to students; online material is available to students upon payment.

- **Use of reports:**
  - Individualized Student focused study plan
  - Individual course evaluation
  - Assessment data for college wide quality improvement and outcomes measurement
  - Course credit
  - Course evaluation
  - Successful individual program completion

*Approved June 3, 2013 CON Faculty Assembly*

Revised: August 17, 2015
Prerequisites required to be completed prior to application for the nursing major:

NURS 1000 – Nursing Orientation (1)
ENGL 1110 – College Composition I (3)
PSY 1010 – Principles of Psychology (3)
EEES 2150 – Biodiversity (4)
CHEM 1120 – Chemistry for Health Sciences (4)
ENGL 2950 – Scientific & Technical Report Writing (3)
KINE 2560/2460 – Anatomy & Physiology I (3/1)
HEAL 1800 – Medical Terminology (3)
MATH 1180 – Math for Liberal Arts (3)
PSY 2510 – Lifespan Psychology (3)
HEAL 4700 – Nutritional Science (3)
KINE 2590 – Microbiology (3)
KINE 2570/2470 – Anatomy & Physiology II (3/1)
Statistics – SOC 3290 or RESM 4100 or MATH 2600 (3)
PHIL 3370 – Medical Ethics (3)

Additional courses to be completed prior to graduation:

Diversity of U.S. Culture Core Course (3) Non-Western Diversity Core Course (3)
Social Science Core Course (3) 2-Humanities Core Courses (6)

Application for professional program admission electronically submitted through NursingCAS
[https://portal.nursingcas.org](https://portal.nursingcas.org) and by completing a BSN Professional Major Supplemental Application.

Semester for application determined by nursing advisor.

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<td><strong>Fifth Semester (Summer, Fall, Spring)</strong></td>
<td><strong>Sixth Semester</strong></td>
</tr>
<tr>
<td>NURS 3010 Nursing Agency 1 (3)</td>
<td>NURS 3120 Adult Health Nursing (7)</td>
</tr>
<tr>
<td>NURS 3110 Nursing Agency 2 (3)</td>
<td>NURS 3630 Mental Health Nursing (5)</td>
</tr>
<tr>
<td>NURS 3210 Nursing Agency 3 (3)</td>
<td>NURS 3180 Concepts in Pharmacology (3)</td>
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<tr>
<td>NURS 3170 Concepts in Pathophysiology (3)</td>
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<tr>
<td>NURS 4950 Nursing Research (3)</td>
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<tr>
<td><strong>Seventh Semester</strong></td>
<td><strong>Eighth Semester</strong></td>
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<tr>
<td>NURS 4030 Adult Health Nursing 2 (7)</td>
<td>NURS 3640 Parent-Child Nursing (5)</td>
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<tr>
<td>NURS 3620 Women’s Health Nursing (5)</td>
<td>NURS 4010 Community Health Nursing (5)</td>
</tr>
<tr>
<td>NURS 4020 Leadership &amp; Management in Nursing (3)</td>
<td>NURS 3130 Gerontology (3)</td>
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<td>NURS 4250 Nursing Competency Prep (2)</td>
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<tr>
<td><strong>Total Credit Hours (15)</strong></td>
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</tr>
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</table>

BSN COURSE DESCRIPTIONS

NURS 3010 NURSING AGENCY I: CONCEPTS (3). Prerequisites: Admission to nursing major. Provides foundational knowledge of nursing theory, professional concepts, therapeutic communication and applied interventions. Incorporates laboratory experience with simulated clients.

NURS 3110 NURSING AGENCY II: ASSESSMENT (3). Prerequisites: Admission to nursing major. Provides for acquisition of knowledge and development of skill in comprehensive nursing assessment.

NURS 3210 NURSING AGENCY III: NURSING INTERVENTIONS (3). Prerequisites: Admission to nursing major. Application of principles of nursing interventions in the learning lab on simulated clients.

NURS 3170 CONCEPTS OF PATHOPHYSIOLOGY (3). Prerequisite: Admission to major. Basic science of pathophysiology of disease across the life span. Prepares for critical thinking in application of concepts to nursing practice.

NURS 4950 NURSING RESEARCH (3). Prerequisites: Admission to major. Introduction to concepts, issues, and processes in nursing research. Emphasis is on critical analysis and evaluation of published research for nursing practice and the research role of the baccalaureate nurse.

NURS 3120 ADULT HEALTH NURSING I (7). Prerequisites: NURS 3010, 3110, 3210, 3170, 4950. Care of adults with common nursing problems using Orem’s Self-Care Deficit Theory of Nursing.

NURS 3180 CONCEPTS OF NURSING PHARMACOLOGY (3). Prerequisite: 3010, 3110, 3210, 3170, 4950. Fundamental pharmacologic principles of physiological responses to drugs, therapeutic outcomes, and potential drug interactions. Prepares for critical thinking in application of pharmacotherapy principles to nursing.

NURS 3630 MENTAL HEALTH NURSING (5). Prerequisites: NURS 3010, 3110, 3210, 3170, 4950. Psychosocial influences on self-care agency are presented within the context of culturally competent nursing care. These concepts are interpreted within self-care deficit theory and applied in clinical experience.

NURS 3620 WOMEN’S HEALTH NURSING (5). Prerequisites: NURS 3120, 3180, 3630. Provides didactic and clinical opportunities relevant to the care of women across the lifespan. Various clinical settings are used to gain experience in the application of the nursing system with a self-care framework.

NURS 4020 LEADERSHIP AND MANAGEMENT IN NURSING (3). Prerequisites: NURS 3120, 3180, 3630; corequisite NURS 4030. Focus on principles and theories of management / leadership as a basis for provision of nursing care.

NURS 4030 ADULT HEALTH 2 (7). Prerequisites: NURS 3120, 3180, 3630; corequisites: NURS 4030. Design and implementation of nursing systems for the adult population with complex health states. Includes application of nursing leadership principles in clinical settings.

NURS 3640 PARENT-CHILD NURSING (5). Prerequisites: NURS 3620, 4020, 4030. Nursing care of infants, children, and adolescents within families and groups using Orem’s Self Care Deficit Theory of Nursing. Clinical experiences are in wellness, acute, and chronic care settings.

NURS 4010 COMMUNITY HEALTH NURSING (5). Prerequisites: NURS 3620, 4020, 4030. Focuses on the design and implementation of nursing care for aggregates and communities. Individual and family care is provided within the context of population health.
NURS 3130 GERONTOLOGICAL NURSING (3). Prerequisite: Admission to nursing major, 3620, 4020, 4030. Focus on theories and concepts of aging and health, based on Universal Self-Care Requisites from Orem’s Self-Care Deficit Theory of Nursing.

NURS 4250 PROFESSIONAL NURSING COMPETENCY (1). Prerequisites: NURS 3620, 4020, 4030. This course provides an overview of NCLEX and practice in the application of knowledge required for the professional nursing examination.

ELECTIVE COURSES

NURS 3060 HOLISTIC APPROACH TO NURSING INTERVENTIONS (3 semester hours) Focuses on the holistic model integrating technology, scientific knowledge and alternative/complementary clinical Caring modalities into basic and advanced practices of nursing.

NURS 3070 NURSING CARE OF THE TERMINALLY ILL: ISSUES IN PALLIATIVE CARE (2 semester hours) Pre-requisite: NURS 3120. This theory course focuses on the concepts, knowledge and skills necessary to provide holistic nursing care to individuals and their significant others who are affected by a terminal illness.

NURS 4050 ONCOLOGY NURSING (3 semester hours) Pre-requisite: NURS 3120. Focuses on concepts, knowledge and skills necessary to assist individuals who have cancer and their families. Emphasizes helping people to care for themselves throughout their illness.

NURS 4170 HEALTH CARE ASPECTS OF HUMAN SEXUALITY (3 semester hours) Pre-requisite: NURS 3120. Examination of impact on health care of selected components of human sexuality. Aspects include sexual assessment, sexual changes during the life span and disturbances in sexuality due to health conditions.

NURS 4280 THEORIES OF ADDICTIVE BEHAVIORS (3 semester hours) 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 the population are explored.

NURS 4600 CRITICAL CARE NURSING (4 credits: 1 hour theory and 90 hours clinical) Prerequisites: NURS 4020, 4030, 3630. The student works with a preceptor in a critical care unit to design and Implement nursing systems for clients with critical health states. Critical care content is presented in lecture.

NURS 4080 PERIOPERATIVE NURSING CARE (4 credits: 1 hour theory and 90 hours clinical) Prerequisites: NURS 4020,4030,3630. This course focuses on the practice of perioperative nursing. Application of SCDTN will be incorporated in class and clinical experiences (lab fee).

NURS 4720 PERINATAL NURSING (4 credits: 1 hour theory and 90 hours clinical) Prerequisites: NURS 3620, 4020, 4030. This course examines specialized level women’s and neonatal healthcare. Theory will include special topics and focus on nursing management of perinatal issues. Clinical experiences are individually arranged.
# BSN Upper Division Courses

<table>
<thead>
<tr>
<th>Smstr</th>
<th>Course</th>
<th>Course Credit</th>
<th>Theory Hours</th>
<th>Clinical Hours</th>
<th>Lab Hours</th>
<th>Simul Hours</th>
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<td>3010 Nursing Agency I: Concepts * &quot;&quot; ***</td>
<td>3</td>
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<tr>
<td></td>
<td>Provides foundational knowledge of nursing theory, professional concepts, therapeutic communication and applied interventions. Incorporates laboratory experience with simulated clients.</td>
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<tr>
<td>1st</td>
<td>3010 Nursing Agency II: Assessment *</td>
<td>3</td>
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<td></td>
<td>Provides for acquisition of knowledge and development of skill in comprehensive nursing assessment.</td>
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<tr>
<td>1rd</td>
<td>3210 Nursing Agency III: Interventions * &quot;&quot;</td>
<td>3</td>
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<td></td>
<td>Application of principles of nursing interventions in the lab on simulated clients.</td>
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<tr>
<td>1th</td>
<td>4950 Nursing Research *</td>
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<tr>
<td></td>
<td>Introduction to concepts, issues, and processes in nursing research. Emphasis is on critical analysis and evaluation of published research for nursing practice and the research role of the baccalaureate nurse.</td>
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<tr>
<td>1st</td>
<td>3170 Concepts of Pathophysiology *</td>
<td>3</td>
<td>45</td>
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<td></td>
<td>Basic science of pathophysiology of disease across the life span. Prepares for critical thinking in application of concepts to nursing practice.</td>
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<tr>
<td>2nd</td>
<td>3120 Adult Health I * &quot;&quot; ***</td>
<td>7</td>
<td>45</td>
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<td></td>
<td>Care of adults with common nursing problems using Orem’s Self-Care Deficit Theory of Nursing.</td>
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<tr>
<td>2nd</td>
<td>3650 Mental Health Nursing * &quot;&quot;</td>
<td>5</td>
<td>45</td>
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<tr>
<td></td>
<td>Psychosocial influences on self-care agency are presented within the context of culturally competent nursing care. These concepts are interpreted within self-care deficit theory and applied in clinical experience.</td>
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<td>3rd</td>
<td>4030 Adult Health II * &quot;&quot; ***</td>
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<td>Design and implementation of nursing systems for the adult population with complex health states. Includes application of nursing leadership principles in clinical settings.</td>
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<tr>
<td>3rd</td>
<td>3620 Women’s Health Nursing * &quot;&quot; ***</td>
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<td>Provides didactic and clinical opportunities relevant to the care of women across the lifespan. Various clinical settings are used to gain experience in the application of the nursing system with a self-care framework.</td>
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<tr>
<td>3rd</td>
<td>4020 Leadership and Management in Nursing * &quot;&quot;</td>
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<td></td>
<td>Focus on principles and theories of management / leadership as a basis for provision of nursing care.</td>
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<td>4th</td>
<td>3630 Parent Child Nursing * &quot;&quot;</td>
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<tr>
<td></td>
<td>Nursing care of infants, children, and adolescents within families and groups using Orem’s Self Care Deficit Theory of Nursing. Clinical experiences are in wellness, acute, and chronic care settings.</td>
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<tr>
<td>4th</td>
<td>4010 Community Health Nursing * &quot;&quot; ***</td>
<td>5</td>
<td>45</td>
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<td></td>
<td>Focuses on the design and implementation of nursing care for aggregates and communities. Individual and family care is provided within the context of population health.</td>
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<tr>
<td>4th</td>
<td>3130 Gerontological Nursing</td>
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<tr>
<td></td>
<td>Focus on theories and concepts of aging and health, based on Universal Self-Care Requisites from Orem’s Self-Care Deficit Theory of Nursing.</td>
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<tr>
<td>4th</td>
<td>4250 Professional Nursing Competency</td>
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<td></td>
<td>This course provides an overview of NCLEX and practice in the application of knowledge required for the professional nursing examination.</td>
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<td>TOTAL CREDIT HOURS</td>
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* Professional Course Fee **Lab fee ***Professional Liability Fee

6/20/2013
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<td>ENGL1110</td>
<td>College Composition I (3)</td>
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<td>ENGL2950</td>
<td>Scientific &amp; Technical Report Writing (3)</td>
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<tr>
<td>EEEES2150</td>
<td>Biodiversity (4)</td>
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<td>CHEM1120</td>
<td>Chemistry for Health Sciences (4)</td>
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<td>KINE2560</td>
<td>Anatomy &amp; Physiology I (3)</td>
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<td>KINE2460</td>
<td>Anatomy &amp; Physiology I Lab (1)</td>
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<td>KINE2570</td>
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<td>PSY1010</td>
<td>Principles of Psychology (3)</td>
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<td>PSY2510</td>
<td>Lifespan Psychology (3)</td>
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<td>PHIL370</td>
<td>Medical Ethics (3)</td>
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<td>HEAL4700</td>
<td>Diversity of Nutritional Science (3)</td>
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<tr>
<td>CMPT1100</td>
<td>Computer Info Applications (3)</td>
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<tr>
<td>Non-Western</td>
<td>Diversity of U.S. Culture (3)</td>
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<tr>
<td>Social Science Core Course (3)</td>
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<tr>
<td>Humanities Core Course (3)</td>
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</table>

Minimum cumulative GPA of 2.5 in all course work. All post-secondary, advanced placement credit, transfer and higher education course work are used to calculate the cumulative GPA; admission is competitive.

Apply for admission to the upper division major. RN graduates from diploma or non-accredited nursing programs are required to submit a portfolio for application to the nursing major. Semester for application determined by nursing advisor. RN/BSN Professional Major Supplemental Application due to the nursing advisor and online application electronically submitted to Nursing CAS: [https://portal.nursingcas.org](https://portal.nursingcas.org) by posted College of Nursing deadlines.

Nursing courses are online. The plan of study can be one course a semester, two courses a semester, three courses a semester or full-time. 124 semester credit hours are required for graduation.

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<td>NURS4180</td>
<td>Theoretical and Professional Foundations (4)</td>
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<tr>
<td>NURS4190</td>
<td>Interpersonal Skills in Nursing of Older Adults (6)</td>
</tr>
<tr>
<td>NURS4210</td>
<td>Applied Nursing Research (3)</td>
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<tr>
<td>NURS4230</td>
<td>Applied Health Assessment (3)</td>
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<tr>
<td>NURS4220</td>
<td>Applied Pathophysiology and Pharmacology (4)</td>
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<tr>
<td>NURS4120</td>
<td>Nursing Leadership and Management (5)</td>
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<tr>
<td>NURS4200</td>
<td>Population Focused Care (5)</td>
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6/20/2013
### RN/BSN Plans of Study: Full Time and Part Time Options

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<th>Semester 1</th>
<th>Semester 2</th>
<th>Semester 3</th>
<th>Semester 4</th>
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<td>NURS 4180 (4 credit hours)</td>
<td>NURS 4120 (5 credit hours)</td>
<td>NURS 4200 (5 credit hours)</td>
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<tr>
<td>Theoretical &amp; Professional Foundations in Nursing</td>
<td>Nursing Leadership &amp; Management</td>
<td>Population Focused Care</td>
<td>Population Focused Care</td>
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<tr>
<td>NURS 4190 (6 credit hours)</td>
<td>NURS 4200 (5 credit hours)</td>
<td>NURS 4220 (4 credit hours)</td>
<td>NURS 4210 (3 credit hours)</td>
</tr>
<tr>
<td>Interpersonal Strategies in Nursing of Older Individuals</td>
<td>Applied Pathophysiology &amp; Pharmacology</td>
<td>Applied Pathophysiology &amp; Pharmacology</td>
<td>Applied Nursing Research</td>
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<tr>
<td>NURS 4210 (3 credit hours)</td>
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<tr>
<td>Applied Nursing Research</td>
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<tr>
<td>NURS 4230 (3 credit hours)</td>
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<tr>
<td>Applied Health Assessment</td>
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<tr>
<th>Semester 1</th>
<th>Semester 2</th>
<th>Semester 3</th>
<th>Semester 4</th>
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<tbody>
<tr>
<td>NURS 4180 (4 credit hours)</td>
<td>NURS 4190 (6 credit hours)</td>
<td>NURS 4120 (5 credit hours)</td>
<td>NURS 4200 (5 credit hours)</td>
</tr>
<tr>
<td>Theoretical &amp; Professional Foundations in Nursing</td>
<td>Interpersonal Strategies in Nursing of Older Individuals</td>
<td>Nursing Leadership &amp; Management</td>
<td>Population Focused Care</td>
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<tr>
<td>NURS 4230 (3 credit hours)</td>
<td>NURS 4210 (3 credit hours)</td>
<td>NURS 4220 (4 credit hours)</td>
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<tr>
<td>Applied Health Assessment</td>
<td>Applied Nursing Research</td>
<td>Applied Pathophysiology &amp; Pharmacology</td>
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<th>Semester 1</th>
<th>Semester 2</th>
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<tbody>
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<td>NURS 4180 (4 credit hours)</td>
<td>NURS 4230 (3 credit hours)</td>
<td>NURS 4190 (6 credit hours)</td>
<td>NURS 4210 (3 credit hours)</td>
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<td>Theoretical &amp; Professional Foundations in Nursing</td>
<td>Applied Health Assessment</td>
<td>Interpersonal Strategies in Nursing of Older Individuals</td>
<td>Applied Nursing Research</td>
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<tr>
<td>NURS 4220 (4 credit hours)</td>
<td>NURS 4120 (5 credit hours)</td>
<td>NURS 4200 (5 credit hours)</td>
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<tr>
<td>Applied Pathophysiology &amp; Pharmacology</td>
<td>Nursing Leadership &amp; Management</td>
<td>Population Focused Care</td>
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</table>

NURS 4180 is pre or co-requisite for NURS 4230 and 4190
NURS 4180, 4190, and 4230 are pre-requisite for NURS 4120 and 4200
**RN-BSN COURSE DESCRIPTIONS**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Prerequisite</th>
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</thead>
<tbody>
<tr>
<td>NURS 4220</td>
<td>APPLIED PATHOPHYSIOLOGY AND PHARMACOLOGY (4). Prerequisite: Admission to major for RN. Basic concepts of pathophysiology and pharmacology. Prepares for critical thinking in application of concepts to nursing practice.</td>
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<tr>
<td>NURS 4230</td>
<td>APPLIED HEALTH ASSESSMENT (3). Prerequisite: Admission to the major for RN. Focuses on the development of health history, physical and psychosocial assessment skills across the life span.</td>
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</tr>
<tr>
<td>NURS 4200</td>
<td>POPULATION FOCUSED CARE (5). Prerequisites: NURS 4230, 4180, 4190. This course focuses on the design and implementation of nursing care for aggregates and communities. Individual and family care is provided within the context of population health.</td>
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<tr>
<td>NURS 4120</td>
<td>LEADERSHIP AND MANAGEMENT IN NURSING (5). Prerequisites: NURS 4230, 4180, 4190. RN course focusing on the principles of management / leadership as a basis for provision of nursing care.</td>
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</tr>
<tr>
<td>NURS 4180</td>
<td>THEORETICAL AND PROFESSIONAL FOUNDATIONS IN NURSING (4). Prerequisite: Admission to Nursing Major for RN. Focus on RN student’s transition to professional higher education and theory-based practice. Current professional issues are explored. Political, socioeconomic, ethical and legal issues are critically examined and discussed.</td>
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</tr>
<tr>
<td>NURS 4190</td>
<td>INTERPERSONAL STRATEGIES IN NURSING OF OLDER INDIVIDUALS (6). Prerequisites: NURS 4230, 4180. Focus on application of self-care deficit theory of nursing and health maintenance for older individuals within the family and environment; emphasis on development of interpersonal skills for RN.</td>
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</tr>
<tr>
<td>NURS 4210</td>
<td>APPLIED NURSING RESEARCH (3). Prerequisite: Admission to the major for RN. Introduction to concepts, issues, and processes in nursing research. Emphasis is on the research role, and critical analysis and evaluation of published research for use in nursing practice.</td>
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SECTION 3

ADMISSION
TECHNICAL STANDARDS FOR ADMISSION

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, or disability. A candidate for professional nursing must possess the essential abilities and skills to engage in any field of nursing. The College of Nursing Technical Standards for Admissions* is essential for matriculation and continuation in programs of the College 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 the Office of Academic Access http://www.utoledo.edu/success/academicaccess/.

Critical Thinking: Critical thinking ability sufficient for clinical judgment.

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

Communication: Communication abilities sufficient for interaction with others in verbal and written form.

Mobility: Physical abilities sufficient to move from room to room, to provide general and emergency nursing care such as CPR.

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

Hearing: Auditory ability sufficient to monitor and assess health needs.


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

Behavioral: Behavior demonstrating exercise of good judgment; prompt completion of responsibilities; mature, sensitive effective relationships with patients; ability to adapt to changing environments; ability to function effectively under stress; integrity and motivation.

Revised 4/1/1996 Revised 7/1/2013


Americans with Disability Act (ADA) Accommodations and Office of Academic Access

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 Academic Access Rocket Hall located in Rocket Hall 1820, 419.530.4981, email: officeofacademicaccess@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 Academic Access http://www.utoledo.edu/success/academicaccess/.

ADA/504 Compliance information is located at: http://www.utoledo.edu/offices/internalaudit/ada_504_compliance.html.
ADMISSION PROCEDURES

Admission to the pre-professional nursing program is through the Office of Admissions at the respective University. Admission to UT or BGSU must be completed before seeking admission to the nursing major. Successful completion of the university prerequisite courses is required for admission to the professional nursing program. The number of students accepted into the nursing program is limited by the availability of clinical facilities and faculty. Admission to the nursing major requires a special application that is processed by the Nursing Advisor at the respective university.

I. Baccalaureate of Science in Nursing

A. Admission to the Basic BSN program is based upon the following requirements:
1. Completion of the following courses with a grade of C or better. (A grade of C- is not acceptable).

**University of Toledo**
- Composition I (English 1110 or 1110) (3)
- Scientific & Tech. Report Writing (ENGL 2950) (3)
- Math (Math 1180 or higher) (3)
- Medical Ethics (PHIL 3370) (3)
- Humanities and Arts (6)
- Diversity of US Culture (3)
- Non-Western Culture (3)
- Biology (EEES 2150) (4)
- Chemistry (1120) (4)
- Anatomy & Physiology 1 (KINE 2460, 2560) (3/1)
- Anatomy & Physiology 2 (KINE 2470, 2570) (3/1)
- Microbiology (KINE 2590) (3)
- Psychology (1010) (3)
- Psychology (Lifespan 2510) (3)
- Social Sciences (3)
- Statistics -SOC 3290 or RESM 4100 or MATH 2600 (3)
- Computer Info Applications (3)
- Nutrition (HEAL 4700) (3)
- Medical Terminology (HEAL 1800) (3)
- Professional Nursing Orientation (NURS 1000) (1)

B. Students apply for admission at the junior level. The completion of sophomore level courses prerequisite to the junior year is required. Admission is competitive and dependent on space availability.

2. Cumulative grade point average of 3.0 or above.
3. Evaluation of all candidates for admission will include but not be limited to:
   a) Academic progression (including age of course work)
   b) Review of all course work (including failed, repeated, incomplete, no grade, in progress)
   c) Completion of prerequisite courses

**Bowling Green State University**
- GSW 1110 Intro to Academic Writing (3)
- GSW 1120 Academic Writing (3)
- Philosophy (Ethics 1020 or 2420) (3)
- Humanities and Arts (3)
- Cultural Diversity in US (3)
- International Perspectives (3)
- Biology (2050) (3)
- Chemistry (1090/1100) (3)
- Anatomy & Physiology I (3310) (3)
- Anatomy & Physiology II (3320) (3)
- Microbiology (3140/3150)
- Psychology (1010 or 2010) (3)
- Psychology (Lifespan 3100) (3)
- Social Sciences (3)
- Statistics (3)
- Computer (3)
- Nutrition (2070) (3)
- Medical Terminology (2)
- Introduction to Nursing (1000) (1)

II. Registered Nurse to Baccalaureate of Science in Nursing

Admission of the R.N. to the Nursing program is competitive and based on the following:
A. Current active unrestricted unencumbered licensure to practice as a Registered Nurse
B. Completion of pre-requisite courses (See basic student requirements, I.A.1.)
C. Cumulative GPA 2.5 or above
E. Graduation from an accredited program; RN graduates from diploma or non-accredited nursing programs are required to submit a portfolio for application to the nursing major.
F. Admission to BGSU or UT
III. Transfer Into the Nursing Major

BSN or RN-BSN Students requesting transfer into the nursing major will be considered on an individual basis.

Transfer students must be admitted to UT or BGSU. Because of the nature of the cooperative BSN program between UT and BGSU, transfer into the university does not signify transfer into the nursing program for BSN and RN-BSN students. Consideration for transfer into the nursing major is based upon:

a) Academic progression (including age of course work)
b) Review of all course work (including failed, repeated, incomplete, no grade, in progress)
c) Completion of prerequisite courses
d) Academic standing
e) Available space in the program

ADVANCED STANDING FOR TRANSFER STUDENTS

Credit earned at other institutions may apply toward a degree in the College of Nursing. Coursework from other institutions is accepted at the level at which the course was taught at that institution. To be eligible for transfer, as pre nursing students need to have earned a minimum cumulative GPA of 3.0 on a 4.0 scale; achieving the minimum GPA does not guarantee acceptance into the upper division nursing program.

Students with transfer credit are expected to fulfill all University and College of Nursing requirements for a degree as specified in the catalog for the year in which they matriculate into nursing courses (NURS). In some cases, not all credit that transfers to The University of Toledo will apply toward a degree in the College of Nursing.

Transferability of previously completed nursing courses is determined by the College of Nursing after the student submits official transcripts from all colleges and universities attended. In most cases, the student is expected to provide the Program Director with syllabi, course packs or workbooks for assessment of congruence with College of Nursing courses. Evaluation for advanced standing must be completed before matriculation into the major and is applicable only for the semester offered admission.

Students who transfer from other institutions must take at least 30 semester hours at The University of Toledo or Bowling Green State University. Transfer into the College of Nursing may require more than 30 semester hours of work in the major, regardless of the number of hours transferred. A minimum of 32 hours must be taken at the 3000 to 4000 levels. A minimum of 30 hours must be taken in the major. Official transcripts of records from all schools previously attended must be on file with the University of Toledo or Bowling Green State University before the student will be permitted to register.
SECTION 4

GENERAL INFORMATION
ACADEMIC ADVISEMENT

Nursing advisors serve as a resource person for the student. Nursing advisors are available at UT, BGSU, and BGSU-Firelands. Early contact between nursing students and the program advisor is essential, as well as follow-up contact for registration, to update the course check sheet and assess graduation requirements. Advisors assist the student in choosing appropriate courses, and in defining the policies and procedures of their respective university in conjunction with the nursing program. Ultimately, it is the student’s responsibility to know the policies, procedures and expectations of his/her respective college and to follow them.

CONTACT INFORMATION

Students must provide current and permanent residence addresses and telephone numbers to the CON Undergraduate Program Office and home university. This information is particularly important in emergency situations and for mailings. Name changes must be in effect at the university before CON records are updated.

PROGRAM EVALUATIONS

Students are expected to provide feedback on classroom and clinical learning experiences, as well as faculty, clinical site and preceptor contribution to learning. Online evaluations are provided at the end of each semester. Quantitative data is compiled into aggregate reports for program assessment; qualitative remarks are reviewed by course faculty as a means to implement course improvement.

EDUCATIONAL QUESTIONNAIRES

From time to time the CON seeks relevant feedback about the curriculum, student services, quality of teaching and clinical instruction. Because the focus is on program improvement or assessment of learning outcomes, students are expected to participate as part of their professional responsibility. Effort is made to minimize unnecessary intrusion on student time and to protect student identity.

ELECTIVE COURSES

Nursing electives may be taken by undergraduate students, and have been approved by both universities. Scheduling depends on student interest and demand and available faculty.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

The CON complies with the Family Education Rights and Privacy Act of 1974, as amended, which is designed to provide privacy regarding a student’s education record. In general, the CON does not release student education record information without the expressed, written consent of the student. More detailed information regarding the privacy and release of student record information can be found in UT and BGSU college catalogs; inquiries for FERPA protected UT and BGSU student information is referred to the appropriate university.
FERPA PRIOR CONSENT FORM

This authorization is valid ONLY for the purpose indicated below.

☐ 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.
**NURSING RESEARCH CONFERENCES**

Opportunities are provided to participate/attend local research conferences presented or sponsored by the CON, Sigma Theta Tau International, other professional nursing organizations and/or other health care agencies. These are interesting and enlightening sessions and demonstrate progress in nursing.

**PAYMENT OF FEES AND EXPENSES**

Students are responsible for payment of university fees and expenses as explained in the respective university catalog. Students are also responsible for prompt resolution of parking and library fines. Additional costs incurred during nursing coursework will include but is not limited to fingerprinting, professional nursing course fee, clinical equipment, uniforms, comprehensive exam fees, convocation, graduation, and membership in student organizations. Although not part of the nursing program, the student is responsible for cost of licensure application and fingerprinting, as well as NCLEX-RN registration.

**PROGRAM COMPLETION EVENTS**

Students apply for graduation at the Office of the Registrar at UT or BGSU. An evaluation for meeting degree requirements is requested from the Nursing Advisor no later than fall semester for spring graduation. A formal application for the degree is submitted to the Registrar’s Office and fee paid to the bursar no later than two weeks into the students’ final term of the educational program.

Convocation is held at the end of each semester to recognize students for completion of the nursing major. All students are expected to attend. A special convocation fee is assessed.

Graduation or commencement ceremonies are held by UT and BGSU. The event marks a “Passage” in one’s lifetime: recognition for past achievements and a stepping-stone to the future.

Traditional caps and gowns are rented from the university bookstore; orders are placed in advance.

**RECRUITMENT STUDENT VOLUNTEERS**

Student participation in recruitment activity is highly valued because student representatives can be very influential public relation agents. Students who wish to participate in student recruitment are invited to submit their name to the Student Services Office on the Health Science Campus.

**RESEARCH SURVEYS**

Requests for student participation in nursing research projects are quite common. Data collection is very important today in studying nursing education issues, nursing practices, nursing theory and other related areas. Willingness to cooperate in such surveys is greatly appreciated and serves many useful purposes.

**STUDENT ACCESS TO PERSONAL FOLDERS**

Each student has a folder with cumulative academic information in the nursing office at the respective university. All information is kept confidential.

1. A student may request to see his/her personal folder in the presence of a CON representative. A minimum of 24-hour advance notice in writing to the Associate Dean for Academic Affairs by the student is required prior to reviewing his/her folder.
2. Students may not remove, delete or change any of the contents within the folder.
3. Students may request a conference with a specific faculty member to discuss the contents of the folder.
4. Students may respond in writing to any of the contents in the folder.
5. Upon written request, students may be provided a copy of their educational record at a standard fee.
6. Students who believe that information in their records is inaccurate or misleading may request in writing that their records be amended.
7. Requests for amending students’ records shall be processed and the disposition of the request reported back to the students.

**TRANSPORTATION**

Students must arrange for transportation to and from nursing classes and clinical experiences. Students are not excused from clinical because of transportation difficulties. Clinical assignments are randomized so car pool arrangements will need to be revised each semester in the program.
SECTION 5

ACADEMIC POLICIES
ACADEMIC POLICIES

Students are responsible for knowing information in the College of Nursing Catalog and Undergraduate Program Student Handbook, http://www.utoledo.edu/nursing. Students also have a responsibility to access online university policies and procedures when general university information is needed. The policies of the CON are congruent with both UT and BGSU policies; in case of conflicting policies, the stricter policies will apply.

ACADEMIC PROBATION

Any student who fails a nursing course (grade below C) is placed on CON probation. Probation is defined as the opportunity to continue conditionally in the nursing major after failing to meet establish academic standards. Following probation notification, the student must meet with the Program Director to outline a plan for academic improvement.

ATTENDANCE POLICIES

Class Attendance

Students are expected to attend all classes. Classroom activities are essential to learning and to the application of knowledge. The student is responsible for knowing and meeting all course requirements, including tests, assignments, and class participation as indicated by the course instructor. The responsibility for making up work missed during an absence rests with the student. Students are encouraged to initiate negotiations with the instructor regarding missed work as early as possible.

This policy also applies to courses offered as Web-assisted or totally online. Student attendance means regular participation in online discussions and learning activities as designated by the faculty. Absence from such participation is considered the same as absence from an on-campus class.

Clinical Attendance

Students are required to complete all clinical requirements. If a student is unable to attend a scheduled clinical, the student must notify the instructor prior to the clinical time or at the earliest possible time. Students are responsible for contracting with instructors for make-up work. Faculty will notify Program Director if student absence exceeds one week in the semester.

Examinations

Students are required to be present for all scheduled examinations. Examinations will not be given in advance of the scheduled date. If a student is unable to attend class on an exam day, the instructor is to be notified in advance of the class period.

Funeral Leave

Temporary absence from the academic program is granted for a death in the immediate family. The student must notify the Undergraduate Program Office in advance, provide verification in writing, and negotiate with faculty concerning missed classroom and clinical requirements.
**Jury Duty**

Temporary absence is granted for the actual hours of jury duty. The student must notify the Undergraduate Program Office in advance, provide verification in writing, and negotiate with faculty concerning missed classroom and clinical requirements.

**Maternity Leave**

Maternity absence in connection with the birth or adoption of a child is provided for a short period of time. The student must notify the Undergraduate Program Office in advance, provide verification in writing, and negotiate with faculty concerning missed classroom and clinical requirements. A pregnant student is required to provide a Healthcare Release form to continue in clinical experiences. Following delivery, the student is required to provide a Healthcare Release form indicating date for return to class and clinical experiences.

**Military Duty**

Temporary absence is granted for active military service. The student must notify the Undergraduate Program Office in advance, provide verification in writing, and negotiate with faculty concerning missed classroom and clinical requirements.

**Professional Development**

Students are encouraged to participate in nursing association professional development activities. The student must notify the Undergraduate Program Office in advance, provide verification in writing, and negotiate with faculty concerning missed classroom and clinical requirements.

**Sick Leave**

Sick leave (absence of more than one week) is granted within limits, in the case of personal injury or illness, emergency treatment for a medical, dental or optical condition, or exposure to a contagious disease that would jeopardize the health of others. Extended sick leave may necessitate a medical with draw per UT registrar’s policy.

A Healthcare Release form is submitted to the Undergraduate Program office after initial provider assessment, followed by a subsequent report when student is cleared for class and clinical. The student must negotiate with faculty concerning missed classroom and clinical requirements.

**Other Absence**

The Director of Undergraduate Program and faculty are not obligated to excuse absences unrelated to CON approved activity. In such instances, the student must notify the Director of Undergraduate Program in advance, provide verification in writing, and negotiate with faculty concerning missed classroom and clinical requirements.

**Unexcused Absence**

Students are not excused from class and clinical for externship or internship programs, employment, interviews or job searches. Student malpractice insurance does not cover work for hire activity.

Students are not excused from class and clinical for personal or social activities.

**SARP REFERRAL**

The Student Admission, Retention, and Progression Committee monitor the progress of students who perform at an “outstanding” level and those who experience difficulty in the program. Students are
referred to the committee during the semester when academic or professional conduct issues occur and at end of the semester for failing grades. Students receive a copy of the SARP Referral Form and a copy is placed in the academic file.

**CONCURRENT REGISTRATION**

Students registered at BGSU who are taking eight or more hours, may also take courses at UT or vice versa. An application for concurrent registration must be made through the Registrar’s Office and fees for these courses are paid through UT or BGSU Bursar’s Office.

In order to complete final transcripts for National Council Licensure Examination - RN (NCLEX-RN), senior basic students must take their final courses through the home university. Students cannot be concurrently registered at both universities during the final semester.

**COURSE FAILURES**

1. A failed nursing course may be repeated one time. If the same nursing course is failed the second time, the student is dismissed from the program.
2. Two failures of required nursing courses results in dismissal from the program.
3. Students may petition for readmission based on extenuating circumstances but are not guaranteed readmission.
4. Students dismissed from the nursing program will received a dismissal letter from the Associate Dean for Academic Affairs.

**FINAL EXAMINATION POLICY**

1. Final examinations are scheduled the last week of each academic semester.
2. Students are not permitted to take final exams in advance of the scheduled date.
3. Faculty may schedule a final exam after the scheduled date, if necessary, for students with extenuating circumstances.
4. The faculty teaching in each course shall determine if a final examination is to be administered.
5. Final examination schedules will be posted by the second week of the semester providing classroom assignments are complete. No final examination may be rescheduled from the time posted.

**GRADE DELETION**

When a course is repeated, the appropriate University procedure is followed.

**IMMEDIATE DISMISSAL**

Grounds for immediate dismissal from the nursing major include:
1. Unsafe practice.
2. Violation of patients’ rights.
3. Unprofessional conduct.
4. Academic dishonesty.
INCOMPLETE GRADE

When acceptable circumstances prevent a student from completing course requirements prior to the end of a term, the grade of “I” (Incomplete) may be given at the discretion of the faculty. The “Incomplete Grade Form” will be used to document the student and faculty agreement. The “I” will be removed and a grade entered when the student has successfully achieved course objectives. An Incomplete must be removed before the beginning of the next semester. The student will not progress to the next course until the incomplete course is finished. If the student does not complete the “I” graded course, the grade will convert to “F” under the university policy.

PERIODIC EVALUATION OF STUDENT PROGRESS

Students are provided formative feedback for clinical performance at mid-semester and summative feedback at end of the semester. Students are provided feedback on assignments and assessments (quizzes, tests, exams) for theory courses throughout the semester. Students with midterm grades below 76 (BSN and RN-BSN) receive recommendations for improvement. Student evaluation forms are filed in the student record. The Undergraduate Program Office reviews for satisfactory completion of courses at end of each semester. The Advising Office reviews for satisfactory completion of program concurrent with graduation.

PLAN OF STUDY

Students complete a Plan of Study with the respective university nursing advisor. The Plan of Study allows the CON to manage clinical placements and course sections. A new Plan of Study is developed when the student alters progression in the major to change from full-time to part-time status or must repeat a nursing course. The student and advisor sign the plan, then forward to the Program Director for approval.

RN-BSN students are required to complete a “Plan of Study” before starting nursing courses. The student and advisor sign the plan, then forward to the Program Director for approval. Once approved, the plan serves as a mutual contract for completing the RN sequence.

Appeal of a Final Grade

Procedure for Disputing a Final Course or Clinical Grade

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. Students may not dispute a final course or clinical grade: to appeal grading policies; or because of dissatisfaction with an assigned grade, particular examination or grading processes when course policies have been applied equitable to all students. The procedure for Appealing a Final Course or Clinical Grade is as follows:

To the faculty/instructor

Within five (5) business days of notification of final course grade, 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 Coordinator.

To the Course Coordinator

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

In the event the faculty is also the Course Coordinator, 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 policy. 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 appropriate Associate Dean 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).
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?

<table>
<thead>
<tr>
<th></th>
<th>NO</th>
<th>YES</th>
<th>Date</th>
</tr>
</thead>
</table>

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?

<table>
<thead>
<tr>
<th></th>
<th>NO</th>
<th>YES</th>
<th>Date</th>
</tr>
</thead>
</table>

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: ________________
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 below.  

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 SGC, 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.

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).
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 though a grievance conference)

___ The grievance is not supported by the evidence presented.

Outcome: 

Signature of Dean: ________________________________

Date:
Name of Policy: Academic Appeals and Appeal of a Final Grade

Policy Number:

Approving Officer: Provost and Executive Vice President for Health Affairs

Responsible Agent: Dean of the College of Nursing

Scope: Nursing Students, College of Nursing

☐ New policy proposal ☐ Minor/technical revision of existing policy
☒ Major revision of existing policy ☐ Reaffirmation of existing policy

(A) Policy Statement

The University of Toledo, College of Nursing (CON) upholds the principles of fairness and integrity in its grading processes.

(B) Purpose of Policy

To set forth the procedures for appeal of a grade.

(C) Procedure for Disputing a Final Course or Clinical Grade. Students may dispute a final course or clinical grade when the student believes that there has not been an equitable application of course or CON policies and procedures for student evaluation and grading. Students may not dispute a final course or clinical grade: to appeal grading policies; or because of dissatisfaction with an assigned grade, particular examination or grading process when course policies have been applied equitably to all students. The procedure for Appealing a Final Course or Clinical Grade is as follows:

1. To the faculty/instructor. Within five (5) business days of notification of final course grade, 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 no 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 Coordinator.

2. To the Course Coordinator. If the student wishes to further appeal the decision of the faculty, within give 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 Coordinator. After reviewing the petition, the Course Coordinator will meet with both the faculty member and the student. The Course Coordinator must notify the student in writing of the decision no later than five (5) business days after the petition was filed with the Course Coordinator.

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

(D) 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 SCG 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.

(E) Conduct of the Hearing
The student and faculty and SGC will follow the Grievance Procedure as outlined in the Student Handbooks and CON policy.
1. Any recommendation will be based exclusively on the information received at the SGC hearing.
2. 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.

(F) Commentary for Improvement to Faculty Parties to the Appeal
The recommendation of the SGC Committee will be given to the appropriate Associate Dean within five (5) business days of the hearing. The Associate Dean will make the decision.

(FG) Appeal Process
1) 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.
2) The Dean of the CON may review all applicable evidence presented in the hearing.
3) After completing such review, the Dean may ask for a meeting with the student.
4) The Dean will provide a decision to the student within five (5) business days of the meeting.
5) The decision of the Dean is final.

(G) 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).

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<table>
<thead>
<tr>
<th>Approved by:</th>
<th>Policies Superseded by This Policy:</th>
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<tbody>
<tr>
<td>Jeffrey P. Gold</td>
<td>Initial effective date: May 1, 2009</td>
</tr>
<tr>
<td>Provost and Executive Vice President for Health Affairs</td>
<td>Review/Revision Date: March 19, 2009</td>
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<tr>
<td></td>
<td>Next review date: May 1, 2012</td>
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<tr>
<td>Timothy M. Gaspar, PhD, RN</td>
<td></td>
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<tr>
<td>Dean, College of Nursing</td>
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<td>Date</td>
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</tbody>
</table>

Review/Revision Completed by:
College of Nursing
Office of Legal Affairs, HSC
READMISSION

Students who discontinue or withdraw from nursing courses must submit a petition for readmission to the major. The student must write a letter to the Program Director of the Undergraduate Program indicating state of readiness and discuss factors which may influence the student's success in completing the program. Students who readmit must comply with existing university and CON requirements at the time of readmission. Absence of one academic year for any reason may require auditing previously passed nursing courses and satisfactory performance of skills to assure current clinical competency.

The student also meets with the nursing advisor to review the academic record and to determine a tentative plan of study.

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSES

In addition to the University requirements, the CON has the following scholastic requirements.

1. A grade of at least a "C" is necessary for satisfactory completion of all required nursing courses. Grades of less than "C" constitute “failure.” For BSN and RN-BSN students, an average grade of 76% or above must be achieved on exams in order to pass a course.

2. BSN: The minimum grading scale is A (93-100), B (85-92), C (76-84), D (68-75), F (67 or below). Individual courses may have higher standards which are stated in the course syllabus.

3. RN-BSN: The minimum grading scale is A (93-100), B (85-92), C (76-84), D (68-75), F (67 or below). Individual courses may have higher standards which are stated in the course syllabus.

4. Satisfactory achievement of both the theoretical and clinical aspects of the course are required. If a grade of less than "C" is earned in the theory component of required clinical courses, the earned theory grade is recorded for the course and both theory and clinical must be repeated. If a student earns an “Unsatisfactory” in the clinical component of a required clinical course, a grade of “F” is recorded for the course and both theory and clinical must be repeated.

5. Pre-requisite courses must be met with a grade of "C" or better prior to entering nursing courses (English, math, chemistry, biology, psychology, anatomy, physiology, microbiology, lifespan psychology, ethics, medical ethics, statistics, computer science, and medical terminology).

6. Students must meet the university requirements of maintaining a minimum semester GPA of 2.0 to retain academic status in the university and in the nursing major.

7. Grades of "I" for incomplete, "NC" for no credit, "PR" for grade of progress, or "NR" for not reported must be resolved prior to graduation. The student must have a grade for every course to graduate.

REQUIREMENTS FOR PROGRESSION IN PROGRAM

Satisfactory completion of prenursing prerequisite courses with a grade of “C” or higher is required for matriculation into upper division professional courses. Satisfactory completion of nursing courses with a grade of “C” or higher is required each semester for student to progress to the next semester. Nursing courses have established a prerequisite, which also defines the sequence of courses in the major.
REQUIREMENTS FOR COMPLETION OF PROGRAM

Satisfactory completion of university core and nursing prerequisites, as well as all nursing courses in the major, is required for program completion. BSN and RN-BSN plans of study are provided in this handbook. A grade of “C” or higher is required for university, prenursing and nursing courses. The minimum number of credit hours required for graduation appears in the respective university catalog.

TRANSFER OF CREDIT

When requesting credit for previously taken courses, or planning to take a course at another institution to fulfill a prerequisite requirement, the student should:

1. Submit an official transcript from each post-secondary educational institution attended.
2. Request validation of equivalent credit from the Registrar’s Office at UT or BGSU.
3. Determine if validation of equivalency credit has been sent by the university registrar to the College of Nursing Program Director for the Undergraduate Program.
4. The last 30-32 hours of course work must be taken at the university.

WITHDRAWAL

Students who withdraw from a nursing course must notify the Undergraduate Program Director in writing before submitting the paper or electronic Withdrawal Form at the university. Students must notify the Registrars Office at UT or BGSU in writing if withdrawing from nursing course work. University policies apply to refund of money and academic status.

One nursing course failure and one nursing course withdrawal results in dismissal from the program. Two nursing course withdrawals, whether the same or different semester, results in dismissal from the nursing program.

Eligible students who want to return to the program following one withdrawal must petition for readmission. Readmission is not automatic. If accepted, the student must meet current admission standards and accept readmission for the semester offered.

Students dismissed for nursing course withdrawals have the right to petition for reinstatement with documented circumstances of catastrophic life events. If accepted, the student must meet current admission standards and accept readmission for the semester offered.

A student may be readmitted only one time after a withdrawal.

INCLEMENT WEATHER/EMERGENCY POLICY

View UT Policy # 3364-25-14 at:

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.
SECTION 6

HSC STANDARDS OF CONDUCT

ACADEMIC MISCONDUCT

STUDENT RIGHTS & RESPONSIBILITIES

PROFESSIONAL STANDARDS

UNIFORM POLICY

EXAM PROCEDURE
PROFESSIONAL EXPECTATIONS

In addition to the University Toledo Student’s Code of Conduct [http://www.utoledo.edu/studentaffairs/conduct/pdfs/3364_30_04_Student_code_of_conduct.pdf](http://www.utoledo.edu/studentaffairs/conduct/pdfs/3364_30_04_Student_code_of_conduct.pdf), the nursing profession demands that the individual be responsible, accountable, self-directed and professional in behavior. The process of becoming a professional person begins upon entering a professional education program. Students demonstrate professionalism by attending classes and clinical experiences, by exhibiting courteous behavior, being prepared for class and clinical assignments, and by being punctual for class and clinical.

ACADEMIC FREEDOM OF STUDENTS

The CON subscribes to the principles of academic freedom and inquiry. Students attending the CON shall have the freedom to seek the truth. In 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, including social media.

HEALTH SCIENCE CAMPUS STANDARDS OF CONDUCT

The University of Toledo Health Science Campus’ goals of excellence in education, research, and patient care are supported by a set of standards of conduct. The Standards of Conduct prohibit all persons from engaging or participating in any of the following activities:

1. Other than public information, the disclosure of information that becomes accessible through association with The University of Toledo College and its Medical Center and other clinical sites should be considered as privileged and confidential including information pertaining to patients and their care or research subjects;

2. Unauthorized accessing and use of information stored on any computer system of The University of Toledo, including unauthorized use of such equipment for other than The University of Toledo College business that is unreasonable in nature and scope;

3. Dishonesty, for example, cheating, plagiarism, or knowingly furnishing false information to The University of Toledo;

4. Forgery, alteration, or misuse of The University of Toledo documents, records or identification;

5. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other The University of Toledo activities, including its public service functions or of other authorized activities, on The University of Toledo owned or controlled property;

6. Physical abuse or detention of any person on The University of Toledo owned or controlled property or at The University of Toledo sponsored or supervised functions, or conduct which threatens or endangers the health or safety of any such person;

7. Theft or damage of property of The University of Toledo College of Nursing or of a member of The University of Toledo College of Nursing community or campus visitor;

8. Unauthorized entry into or use of The University of Toledo facilities and/or equipment;

9. Violation of The University of Toledo policies and regulations;

10. Disorderly or obscene conduct or expression on The University of Toledo owned or controlled property;
11. Use, possession, or distribution of alcohol or of narcotic or dangerous drugs or paraphernalia, as
specified by the Food and Drug Administration, except as expressly permitted by law;
12. Failure to comply with directions of The University of Toledo officials or police and any other law
enforcement officers acting in the performance of their duties;
13. Illegal or unauthorized possession or use of firearms, explosives, other weapons or chemicals on or off
of The University of Toledo property.
14. Violators of these regulations may be ejected from The University of Toledo owned or controlled
property and may be subject to criminal prosecution and/or The University of Toledo discipline which
may include, but is not limited to, suspension or expulsion from The University of Toledo.

The University of Toledo administration is empowered to adopt and publish additional provisions for the
administration and enforcement of these regulations.

**EQUIPMENT USAGE**

Students assume full responsibility at all times for the loss of or damage to UT equipment. Such loss or
damage shall result in the assessment of the replacement cost as established by the Treasurer of the
institution.

**SMOKING POLICY**

Smoking is banned in all buildings and most public space under Ohio law. The Health Science Campus
is smoke free including open spaces and parking areas. Students are responsible for monitoring and
reminding others that smoking is not permitted.

**DRUG FREE WORKPLACE AND CAMPUS**

UT HSC is committed to maintaining an educational environment that is free from the effects of drug and
alcohol abuse. To this end, UT HSC prohibits the unlawful manufacture, distribution, dispensation,
possession, or use of any controlled substance, or alcohol, on UT property or as any part of its activities.
This includes all illegal and legal drugs used without a physician’s order. It does not prohibit taking
prescribed medication under the direction of a physician. Individuals found to be in violation of this policy
are engaged in serious misconduct and subject to disciplinary action, up to and including dismissal,
consistent with UT HSC policies.

**RESPONSIBILITIES RELATED TO IMPAIRMENT**

The student will not use alcohol or drugs in a manner that could compromise the academic environment
or patient care. It is the responsibility of every student to protect the public from an impaired colleague
and to assist a colleague whose capability is impaired because of ill health. The student is obligated to
report persons of the health care team whose behavior exhibits impairment or lack of professional
conduct or competence, or who engage in fraud or deception. Such reports must conform to established
institutional policies.
NAME BADGE
Students must wear the provided Health Science Campus name badge at all times on Health Science Campus, during clinical experiences and learning events sponsored by the College of Nursing. It is the responsibility of Campus Police to question any individual not wearing an identification badge.

HARRASSMENT AND DISCRIMINATION CONCERNS
The CON will not tolerate discrimination or harassment as indicated by established university policy. Issues related to sexual harassment and/or discrimination revolving around education at UT should be directed to the Office of Institutional Diversity. Any issue presented to the Office of Institutional Diversity will be held in strict confidence. http://www.utoledo.edu/offices/oid/

There is an Ohio Code that prohibits student harassment of other students on school property. Issues related to student harassment of other students (threatening to harm, destruction of property, unsolicited phone calls or letters, stalking, injuring an individual) should be reported to the Associate Dean for Academic Affairs and Police Department (419-383-2600 or 419-530-2600).

SEXUAL AND VERBAL HARASSMENT
The CON is committed to maintaining an institutional climate that fosters an open learning and working environment. Sexual/gender harassment is unacceptable behavior and will not be tolerated or condoned. Violations of this policy will result in disciplinary action up to and including dismissal.

Sexual harassment includes repeated and unwelcome sexual advances, repeated sexual orientated kidding, teasing or jokes, flirtations, advances, or propositions; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling, touching, pinching or brushing against another's body; and the unwelcome display of objects or pictures that are sexual in nature that would create a hostile or offense work or learning environment.

Verbal harassment includes speaking to another person in a loud, abusive, rough or threatening manner which creates an intimidating, hostile or offensive teaching/learning/working environment.

Anyone who believes they have been the object of sexual or verbal harassment should follow the university guidelines for reporting harassment, and advise the Associate Dean for Academic Affairs as well. http://www.utoledo.edu/policies/administration/diversity/pdfs/3364_50_01.pdf
ACADEMIC MISCONDUCT

The CON seeks to foster intellectual and moral development of nursing students. Academic misconduct implies deception in fulfilling academic requirements and includes but is not limited to plagiarism, cheating and fabrication.

Academic misconduct is viewed as a serious matter and is a direct violation of the ANA and NSNA Code of Ethics; alleged acts will be investigated and confirmed acts will result in academic sanction. The Academic Honesty Code of CON is in accordance with those of UT and BGSU (see respective university policy).

Plagiarism is submission of work that is not the student's own work or submitting ideas, thoughts, writings or product of another person without proper documentation. Cheating during testing includes use of notes, texts or electronic devices without faculty consent, looking at another student's paper, or communicating with another person during testing. Fabrication is submitting false information on a clinical or theory assignment; an example is making up patient data on an assignment.

When academic misconduct is suspected, faculty will discuss the incident with the student and file a written report. It is the obligation of all students to report questionable conduct to the Associate Dean for Academic Affairs. Following examination of facts and supporting evidence, the student may fail the course or be dismissed from the program. Communication will be in writing, with a copy placed in the student record.

There are five major areas of academic misconduct that are not in accordance with professional nursing standards. Students must be vigilant to avoid such behavior and report occurrences that compromise the individual, an assignment, a course, or the program.

Plagiarism: the act of taking ideas or writings, etc from another person or source and passing it off as one's own thoughts (Webster's 2002); not crediting the source. Examples include but are not limited to:
- Submitting work for credit which was not written by the student
- Paraphrasing or summarizing ideas without citing the source
- Word for word quoting without using quotation marks, citation, or footnotes

Cheating: the act of deceiving, using deception or fraud (Webster 2002). Examples include but are not limited to:
- Copying from another individual's answer sheet or paper
- Working with another student on any take home assignment when the instructor expects independent and unaided effort
- Buying, selling, soliciting, possessing, transmitting or using any quiz, test, or exam material that has not been released by faculty for student use on an upcoming assessment
- Substituting for another person during an examination or using a substitute
- Using materials that have not been authorized by faculty
- Collecting and/or transmitting information without faculty consent via phones, cameras, computers or other electronic devises during quizzes, tests, or exams
- Submitting a care plan or assignment that has been previously submitted by another student, either in similar or identical form
- Soliciting or bribing another student for quiz, test or exam information

Failing to report: not bringing facts to attention of appropriate individual when such information is needed for investigation or to prevent harm. Examples include but are not limited to:
- Overlooking behavior that is harmful to persons or property
- Not telling the truth during a fact-finding inquiry or grievance hearing
- Withholding information that may cast doubt on personal performance
- Not recalling or documenting important findings that may seriously impact care
Lying: the telling of false or untruthful information in an attempt to deceive (Webster's 2002); making written or verbal statements which are known or should have been known not to be true. Examples include but are not limited to:

- Altering academic material or patient records
- Making untrue comments about students, faculty, patients or employees
- Providing evidence that is false
- Fictitious creation of research data or outcomes

Stealing: taking or attempting to appropriate another's property without permission. Examples include but are not limited to:

- Destroying, hiding or making unavailable public use items such as library books, reference materials, computer components, media equipment, etc.
- Removing personal belongings from another individual's room, office, backpack, purse, etc
- Theft of academic materials (software, media, journals, testing materials, lab resources, etc)

**STUDENT RIGHTS AND RESPONSIBILITIES**

This statement is adopted from an original statement by the Ohio Nurses Association and endorsed by the Nursing Students Association of Ohio.

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 CON should be unrestricted in the sense that no student should be denied admission on the basis of such factors as race or sex.

At the same time, students should realize that the CON is accountable to the public for the quality of nurses graduated and that the College 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 college's resources and facilities--to qualified students as determined by admission standards.

Students should be aware that the CON 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.
PROFESSIONAL STANDARDS

Students are held to the same standard of behavior as a practicing nurse. Failure to adhere to professional standards will result in dismissal from the program. Student conduct while providing nursing care includes, but is not limited to the following:

Rules Promulgated from the Law Regulating the Practice of Nursing
4723-5-12, Ohio Administrative Code
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.

(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.

(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.

Effective: 02/01/2008
R.C. 119.032 review dates: 10/01/2007
Promulgated Under: 119.03
Statutory Authority: 4723.07
Rule Amplifies: 4723.06
Prior Effective Dates: 2/1/96, 4/1/97, 2/1/02, 2/1/04, 2/1/07
AMERICAN NURSES ASSOCIATION CODE OF ETHICS FOR NURSES
WITH INTERPRETIVE STATEMENTS
Approved as of June 30, 2001

The ANA House of Delegates approved these nine provisions of the new Code of Ethics for Nurses at its
June 30, 2001 meeting in Washington, DC. In July, 2001, the Congress of Nursing Practice and
Economics voted to accept the new language of the interpretive statements resulting in a fully approved
revised Code of Ethics for Nurses With Interpretive Statements.

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.

The nurse's primary commitment is to the patient, whether an individual, family, group, or community.

The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.

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.

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.

The nurse participates in establishing, maintaining, and improving healthcare 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.

The nurse participates in the advancement of the profession through contributions to practice, education,
administration, and knowledge development.

The nurse collaborates with other health professionals and the public in promoting community, national,
and international efforts to meet health needs.

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.
NATIONAL STUDENT NURSES’ ASSOCIATION, INC.
CODE OF ACADEMIC AND CLINICAL CONDUCT

PREAMBLE

Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments.

The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust with which society has placed in us. The statements of the Code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

A CODE FOR NURSING STUDENTS

As students are involved in the clinical and academic environments, we believe that ethical principles are a necessary guide to professional development. Therefore, within these environments we:

1. Advocate for the rights of all clients.
3. Take appropriate action to ensure the safety of clients, self, and others.
4. Provide care for the client in a timely, compassionate and professional manner.
5. Communicate client care in a truthful, timely and accurate manner.
6. Actively promote the highest level of moral and ethical principles and accept responsibility for our actions.
7. Promote excellence in nursing by encouraging lifelong learning and professional development.
8. Treat others with respect and promote an environment that respects human rights, values and choice of cultural and spiritual beliefs.
9. Collaborate in every reasonable manner with the academic faculty and clinical staff to ensure the highest quality of client care.
10. Use every opportunity to improve faculty and clinical staff understanding of the learning needs of nursing students.
11. Encourage faculty, clinical staff, and peers to mentor nursing students.
12. Refrain from performing any technique or procedure for which the student has not been adequately trained.
13. Refrain from any deliberate action or omission of care in the academic or clinical setting that creates unnecessary risk of injury to the client, self, or others.
14. Assist the staff nurse or preceptor in ensuring that there is full disclosure and that proper authorizations are obtained form clients regarding any form of treatment or research.
15. Abstain from the use of alcoholic beverages or any substances in the academic and clinical setting that impair judgment.
16. Strive to achieve and maintain an optimal level of personal health.
17. Support access to treatment and rehabilitation for students who are experiencing impairments related to substance abuse and mental or physical health issues.
18. Uphold college policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per college grievance policy.

STUDENT NURSE UNIFORM POLICY

The CON believes that professionalism begins with appearance and attire. In striving to uphold a high professional standard, this policy addresses student nurse clinical clothing requirements. The values of asepsis, client safety, and client sensitivity are also incorporated into the Student Nurse Uniform Policy.

Acute care and clinic settings: Each student will wear the designated student nurse uniform that includes top, pants, and lab coat. The uniform is to be clean and wrinkle free. Exceptions are units where scrub attire is required. Shoes must all white. White socks or hose must be worn; undergarments must be white or beige color.

Clinical experiences outside acute care and clinics: Professional attire with designated student nurse lab coat. Appropriate female professional apparel is a skirt or pant with top, or a dress of appropriate length. Appropriate male professional garments include trousers and shirt with a collar. Jeans, denim, spandex, sweatshirts, or t-shirts are not acceptable. Faculty reserve the right to make the final decision of appropriate attire.

The official Health Science Campus nametag is required at all times.

Hair needs to be a “natural” color; such hair colors as burgundy, purple, or green are not acceptable. If hair is longer than collar length, it must be secured up (back) with a band or clip. Hair must be clean. Men must be clean shaven or facial hair be neatly trimmed and clean (moustache, beard, goatee).

Students with pierced ears may wear one (1) small post type earring per ear. Students with body and head piercings cannot wear rings or studs while in the clinical setting.

One band style ring may be worn per hand. Bracelets and necklaces are prohibited.

Tattoos must be covered while in the clinical setting.

Nails should be short and neat with clear, if any, polish. Artificial nails are not allowed.

Chewing gum is not allowed. Avoid wearing perfume, after shave, or fragrant lotions; if worn the smell should be very subtle.

Students must arrive at clinical prepared with the proper equipment including stethoscope, watch with second hand, scissors, hemostat, penlight, and other required items specified in the course syllabus or workbook.

Faculty reserve the right to inform a student if he/she is not in appearance and attire in keeping with the Student Uniform policy. The student may be asked to leave the clinical experience if not in keeping with the Policy.

May, 2011
EXAM PROCEDURE

Before exam day:
Contact the course coordinator if unable to attend exam.

Before the exam:
Leave all personal items such as tote bags and backpacks in a vehicle or locker.
Coats or sweaters cannot be hung on the back of chairs.
Hats are not allowed in the exam room.
All cell phones, pagers and any electronic equipment must be turned off and placed in a locker.
No food, candy or drinks are allowed into the test room.
No tissues are allowed; proctors will provide tissues if needed.
Check exam room door for seat and room assignment.
Remain in hallway until exam room doors are opened.
Students must be seated 15 minutes prior to the start of the exam.
Be On Time! No late entry is allowed once a student leaves the exam room.
Bring student ID. All students are checked-in prior to the start of exam.

During Reading of Exam Instructions:
Students who arrive after the ID check is completed must remain in the back of the room until the exam has been started. After the start of the exam student may sit in assigned seat. ID will be checked prior to providing student the exam. No extra time will be given.
Leave examinations face down when distributed.
Count exam pages when instructed to do so if paper exams are used. Raise hand if page is missing or unreadable.
Print name on exam book when instructed to do so.
Verify that exam and scantron number matches seat number.
Complete the bubble sheet by entering the following: name, personal code number, test form A or B.
Computer-based exams are accessed when permission to begin is provided.
Begin exam when instructed.
Beginning and ending exam time will be written on the board in front of the room.

During the Exam
Raise hand to use restroom. Proctor will escort student to the restroom. No additional time given. The exam will be “held” in the exam room and returned when arrive back from the restroom break.
Use blank sheet on exam book to write questions regarding a test question.

Ending the Exam
Check bubble sheet to make sure all questions are answered before turning in exam.
Students may leave the exam early. Turn in the exam book, bubble sheet, and seat number to a proctor before leaving
Leave room quietly. Students will not be allowed to re-enter the room.
Do not talk outside of exam room.
Leave the testing area entirely.

If students do not leave early, follow the instructions given for ending the exam.
No writing or erasing will be allowed after “Time” is called.
No additional time will be given for transferring answers.
Follow instructions for submission of the exam.

Note: Unprofessional conduct will result in removal from the testing session and grade of “0” on exam.
Unprofessional conduct may result in immediate dismissal from program.
SECTION 7

GRIEVANCE PROCEDURE
PURSUING NON-GRIEVABLE ACADEMIC CONCERNS

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

In the CON, 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 Non-Grievable Academic Concerns 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 Non-Grievable Academic Concerns 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 Associate Dean for Academic Affairs.
5. Academic Advisors and Class Advisors 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 Institutional Diversity 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.
STUDENT NON-GRIEVABLE ACADEMIC CONCERNS FORM
College of Nursing

Health Science Campus MS1026
Collier Building 4405
3000 Arlington Avenue
Toledo, OH 43614-2598
419.383.5810

Name _________________ Date __________

Phone contact ___________ or _____________

Explanation of concern: __________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Requested outcome: ______________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Action taken: ____________________________________________________________________
                                                                                       
______________________________________________________________________________

Signature/Date/Time ________________

Revised: August 2011
GRIEVANCE PROCEDURE

Preliminary Action

The student(s) is permitted to continue in courses with 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), Program Director, and Associate Dean for Academic Affairs. 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. In the event that not all student category representatives are available, the chair will find appropriate substitutions.

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 or decline a GSR. If the student declines a grievant support representative, 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 for Academic Affairs
• 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 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
SECTION 8

HEALTH POLICIES

INSURANCE POLICIES
ACCIDENTAL EXPOSURE TO BLOOD AND BODY FLUIDS

Nursing students sustaining an accidental percutaneous (puncture wound) and/or mucous membrane exposure to blood or body fluids or blood-born pathogen shall comply with the following guidelines.

If the exposure occurs in an acute care setting, the policy for the agency should be followed. The clinical instructor will be notified of incident immediately. An occurrence report is completed according to agency policy. The student should be treated in the hospital's Employee Health Services or Emergency Department in accordance with the agency policy. The student is responsible for the cost of treatment.

If exposure occurs while the student is affiliated with an agency which has no policy to cover such an incident, the student should be treated by the personal healthcare provider or by the Student Health Center at the respective University or University of Toledo Medical Center, as soon as possible.

ACCIDENTAL EXPOSURE TO COMMUNICABLE DISEASE

A student who experiences accidental exposure to a communicable disease during clinical must notify the clinical instructor immediately. Follow the clinical site policy for immediate assessment, since rapid assessment for risk is essential. The student is responsible for any cost incurred.

BASIC LIFE SUPPORT HEALTH CARE PROVIDER CERTIFICATION

Students enrolled in nursing courses must be certified in BLS by the American Heart Association. Certification cannot expire during the course of the semester; there is no grace period. Students will provide a photocopy of the BLS Health care Provider card to the Undergraduate Program Office. Incomplete CPR documentation on the first day of the semester may result in administrative dismissal from the program.

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 HSC Family Practice 419.383.5535, their healthcare provider, or the Emergency Department for interventions.

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.

EMERGENCY TREATMENT RESPONSIBILITY FOR COST

The student is responsible for all cost associated with evaluation and treatment following classroom, clinical or lab illness or injury. The CON, UT and BGSU and clinical agency do not assume liability for any accident or illness during the student assignment. The clinical agency will make available emergency treatment as required. Students may utilize University of Toledo Medical Center and University Health Services. Responsibility for cost of care and related charges (treatment, tests, x-rays, medications) belongs to the student.
HEALTH FORMS

A Undergraduate Program PPD and Physical Exam Record Health Form and an Immunization Record are to be completed and on file at the CON. No student will be allowed in a clinical setting if this information is not on file for the current academic year. Incomplete health and immunization documentation on the first day of the semester may result in administrative dismissal from the program.

The purpose of maintaining health records of students enrolled in the CON is threefold:
1. Promotion and maintenance of optimal level of health for all nursing students.
2. Satisfaction of health and safety requirements of clinical agencies.
3. Availability of health information in the event of student illness or accident.

The cost of any health care is at the student's expense. Immunizations, lab work, and physical examinations are available at the UT Student Medical Services on Main Campus, Family Practice on Health Science Campus, and BG Student Health Services.

The original PPD, Physical Exam Record and Immunization Form will be retained by Health Information Management. Validation of the physical examination and immunization requirements will be sent to each clinical site prior to the start of each semester. Information in the student health record is confidential and will only be released to appropriate faculty, clinical agencies in the event of medical emergency.

Students should copy all health data for future employment purposes. The CON does not provide copies of medical information (FERPA protected).

HEALTH INSURANCE

Students are not covered by Worker's Compensation. Students are required to have proof of active health insurance coverage while registered as a student. The student is to show proof at the beginning of each semester, or to subscribe to the student health insurance of the University of Toledo. (Policy 3360-30-15 – Health Insurance Mandate [http://www.utoledo.edu/policies/main_campus/student_life/pdfs/3360-30-05%20Student%20health%20insurance%20mandate.pdf]). Payment for medical, hospital and emergency treatment, in case of illness or injury, is borne by the student. The CON does not offer undergraduate student health insurance coverage, since policies are available through UT and BGSU. Waiver for required inclusion in the student health insurance program is managed by the respective university. The College of Nursing is not responsible for any medical costs incurred during enrollment.

HEALTH REQUIREMENTS

All students must meet the following requirements prior to beginning any clinical nursing course:
1. Current history and physical, on CON "fit and free" statement form, signed by provider.
2. Current tuberculin testing (initial two step PPD then one step annually) or MD statement "free of disease" if history of positive PPD or known infection.
3. Immunity to rubella, rubeola, varicella and mumps as evidenced by a positive titer.
4. Immunity to hepatitis B, or receiving the vaccine series of three followed by a titer, or annual negative hepatitis B antigen.
5. Tetanus, diphtheria and pertussis booster within the past ten years.
6. Annual Flu shot.

HEALTHCARE RELEASE FORM

The Healthcare Release Form must be completed by the healthcare provider prior to student return to the University for class and clinical. It is applicable for illness, injury, childbirth, communicable disease, or other conditions that preclude participate in class or clinical experiences. Form is to be taken to the Undergraduate Program Office.

The College of Nursing is not responsible for any medical costs incurred while enrolled as a student.
HEALTHCARE RELEASE
College of Nursing

Main Campus MS 119
Health Sciences Human Services Bldg
2801 West Bancroft
Toledo, Ohio 43606-3390
419.530.2673

Health Science Campus MS1026
Collier Building 4430
3000 Arlington Avenue
Toledo, OH 43614-2598
419.383.5859

Return form to the Program Office. Course coordinators are notified that a release is on file. If clinical participation is in progress, the college will seek clinical site approval. The student will abide by the agency decision regarding involvement in patient care or other services.

Student Name _______________ Program: ____________

I plan to return to class on this date: ____________
☐ Full-time
☐ Part-time

I plan to return to clinical on this date: ____________
☐ Full-time
☐ Part-time

Student Signature __________________ Date ____________

These sections must be completed by the healthcare provider (MD, DO, NP, PA) prior to return to the university for class and clinical. It is applicable for illness, injury, childbirth, communicable disease, or other conditions that preclude participation in class or clinical experiences.

Health Status:
☐ Recovered, able to return to class full-time on this date: ____________
☐ Recovered, able to return to clinical full-time on this date: ____________

☐ Able to return to class with restrictions on this date: ____________
☐ Able to return to clinical with restrictions on this date: ____________

Restrictions __________________________ __________________________

☐ Date of next evaluation: ____________

Justification (by healthcare provider)
☐ The entire duration of the absence was justified for medical reasons

Start date: ____________
Stop date: ____________

☐ I cannot justify the entire duration of the absence due to:

______________________________________________________________

______________________________________________________________

Healthcare Provider

Signature __________________ Date _____

Phone ____________ License Number ____________

Address ________________________________
LEARNING RESOURCE CENTER STUDENT INJURY

Learning Resource Center injuries are immediately reported to the Director of the LRC or a Teaching Assistant. An injury/illness Report for Employees and Students Form is completed and signed by the Director of the LRC. One copy is taken to the Office of Safety and Health, and a second copy is kept in the LRC. The student is expected to have the injury evaluated and treated at an appropriate health care setting, such as the UT University Health Services or BGSU Student Medical Center.

OCCURRENCE REPORTS FOR ACCIDENTAL INJURY AND/OR HAZARDOUS EXPOSURE

Students who experience an accidental injury or hazardous exposure during clinical experiences are expected to complete an Occurrence Report. The form is signed by the faculty member and promptly submitted the nursing service department of the clinical agency. A copy is provided to the Associate Dean for Academic Affairs. Information should be concise but complete relative to the injury or illness.

PROFESSIONAL LIABILITY INSURANCE

Students are required to maintain professional liability insurance during the academic year. Minimum coverage of $1,000,000/$3,000,000 is required. BSN students are covered by a group policy charged as a regular fee on the respective university's billing.

RN-BSN students must photocopy the policy cover page and provide it to the CON. The policy is retained by the student. Students may not participate in clinical experiences until proof of liability insurance is on file in the CON.

Students who subscribe to a university group policy must check with the respective university to determine if coverage includes employment during the academic year, holidays, and between semesters.

REPORTING HEALTH PROBLEMS

It is the responsibility of each student to inform the clinical faculty of any and all health problems that could in any way impact on safe clinical performance. The information should be reported the first day of the semester or at time of occurrence.

RESPONSIBILITY WHEN ILLNESS OCCURS

Students are expected to seek professional health care when illness occurs and to follow directions regarding class attendance. A more cautious practice must be observed regarding clinical experience for the protection of the patient and student. The Healthcare Release Form will be submitted before return to clinical activity. Students are responsible for contacting course coordinators and faculty for make-up assignments.

RESPONSIBILITY WHEN PREGNANCY OCCURS

A pregnant student will provide a statement to the Program Director from the health care provider stating that the student may continue in clinical nursing laboratory experiences. Following delivery, the Healthcare Release Form will be submitted before return to clinical activity.
SECTION 9
FINANCIAL AID
SCHOLARSHIPS
HONORS PROGRAM
INDEPENDENT STUDY
FINANCIAL AID

The University of Toledo is committed to helping find ways to make a college education affordable to UT students and their families. All questions regarding financial aid are handled through Rocket Solution Central Office which is located in Rocket Hall.

SCHOLARSHIPS

Several scholarships are available to students admitted to the professional nursing major. In order to be considered, applicants must be admitted to the nursing major as a University of Toledo student. Unless otherwise noted, students must complete a general nursing scholarship application in order to be considered for College of Nursing scholarships by the posted deadline to the office for Student Services.

All need-based scholarships require that a completed Free Application for Federal Student Aid (FAFSA) be on file. Students may complete the FAFSA online at [http://www.fafsa.ed.gov](http://www.fafsa.ed.gov). Students are required to complete a FAFSA annually. The University school code for completing FAFSA is 003131. Information provided on each scholarship is subject to change. Private scholarship awards are based on donor criteria.

Students wishing to use their scholarship for summer enrollment must complete a summer aid application (available in late March/early April). If you are filing a FAFSA, it must be completed and accepted before your summer aid application can be processed. In addition, if you are selected for verification, your verification must be complete before your summer aid application can be processed.

Scholarship recipients are notified through their student email.
HONORS PROGRAM

The purpose of the CON Honors Program is to provide opportunities for students to increase the depth and breadth of their undergraduate program of study by means of a plan of goal-directed learning, including discovery, analysis, and application of theoretical knowledge to the practice of nursing. It allows the student to explore specialized areas of study, participate in research and develop collegial relationships with faculty.

The CON Honors Program accepts students based upon the following criteria:

1. Admission to the Jessop Scott Honors College
2. Admission to the nursing major
3. Overall GPA of 3.5 or better

Criteria for Continued Participation in Honors Program

1. 3.5 overall GPA with a minimum of 3.5 GPA in nursing major courses.
2. In the event that the nursing GPA falls below 3.5, the student has two consecutive semesters to bring the GPA up to 3.5. If unable to do so, the student will not be allowed to continue in the Honors Program. The student will arrange to meet with the Honors Coordinator when the GPA falls below 3.5.
3. Criteria for Graduating with CON Honors:
   a) Successful completion of CON Honors Courses and/or Honors Sections for a total of at least ten (10) semester hours of credit. The student’s program of studies is designed by the Program Coordinator and the student to focus on a particular area of interest.
   b) Students are required to take Honors Recognition courses and CON Honors Sections from more than one professor.
   c) All Honors courses must be graded (not S/U).
   d) Honors Research Project: This requirement is fulfilled while the student is enrolled in independent study or honors seminar within the CON. The project is intended to provide an opportunity to become involved with various phases of the research process. The project may be a part of a larger study already in progress (by faculty or other health care researcher) and should reflect the student’s particular area of interest.

   The project is designed and implemented by the student, with guidance and approval from the faculty advisor and clinical project director. Specific guidelines are available for the Honors Project.
   
e) Honors credit will be implemented after a contract is signed by both student and faculty member and has been submitted to the CON Honors Coordinator.

COLLEGE OF NURSING HONORS COURSES

Independent Study

Independent study courses are those designed by the student and faculty member when the student is interested in pursuing a subject in which there are no courses available. These courses give the student the opportunity to pursue a topic in depth and to develop a close working relationship with the faculty member.

Honors Recognition Courses

Honors Recognition courses are those courses in which honors students do specialized work. These courses are characterized by self-directed learning and emphasis upon critical reasoning.
CONVOCATION HONORS AND AWARDS

The College of Nursing recognizes graduating students from The University of Toledo and Bowling Green State University at the College of Nursing Convocation. All graduates are expected to attend and pay the nursing convocation fee. Academic regalia is required.

Special recognition is given to selected members of the faculty and graduating class at convocation. The awards and criteria for selection of the candidates are listed below.

1. The Ruth L. Kelly Award - presented to BSN graduates with outstanding academic achievement. The undergraduate recipients of the award include basic BSN Senior and an RN-BSN Senior. Criteria: Highest cumulative grade point average.

2. The Dean’s Award - presented to undergraduate candidates identified as outstanding seniors. The recipients include a basic BSN senior and an RN-BSN Senior. Criteria: Cumulative grade point average of 3.3 or above, a record of outstanding clinical performance, leadership ability and exemplification of the philosophy of the College of Nursing. Selected by vote of faculty.

3. Excellence in Teaching - vote to recognize faculty for “Excellence in Teaching” award. Selected by vote of graduating students. All student votes for summer, fall, and spring are summarized collectively and a “Excellence in Teaching Award” is presented at the spring convocation.

INDEPENDENT STUDY

Independent Study, an academic course completed outside of required classroom, clinical or laboratory experiences, provides the learner an opportunity to pursue an area of interest in depth. Independent study courses are not substituted for required courses and are supervised by a faculty member. The Contract Form is completed by the student, approved by the faculty member, signed by the Associate Dean and Dean 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 Independent Study Contract and Evaluation 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 the learning will occur
      (3) Means and frequency of communication between student and faculty
   d) Evaluation methods specifically stating how will be evaluated and assigned percentages for each objective; example: successful completion of 10-page written paper with a grade of 70% or above.
   e) Grading (letter grade or pass/fail) is determined by the student and the faculty member
   f) Preceptor and agency arrangements must be made in advance for clinical.
   g) Course credits are determined according to the following criteria: 1 semester credit hour 1 hour theory weekly for 15 weeks or 2 hours of clinical weekly for 15 weeks

3. The completed Contract Form is filed in the student’s permanent file.
SECTION 10

COMMITTEES

ORGANIZATIONS

STUDENT SPONSORED EVENTS
STUDENT PARTICIPATION ON COMMITTEES
The College of Nursing (CON) invites students to participate in any of the listed College of Nursing Standing Committees. Service is voluntary and solicited during the fall semester of each academic year. The CON Faculty Affairs Committee has responsibility for filling committee positions. Students are not expected to miss class or clinical to participate.

CURRICULUM COMMITTEE

Purpose of the Curriculum Committee
The purpose of the Curriculum Committee is to ensure integrity and relevancy of curricula in the College of Nursing to meet accrediting bodies’ requirements and stakeholder’s needs.

Functions of the Curriculum Committee
1. Conducts regular reviews of all curricula of CON on a cyclical basis in consideration of criteria of appropriate accrediting agencies, relevant stakeholders, and societal trends, taking action as appropriate,
2. Uses results of cyclical reviews and input from CON committees, students, faculty and stakeholders for potential revisions/modifications of curricula with approval of Faculty Assembly,
3. Designs curricula for new programs and makes recommendation for approval to the Faculty Assembly, and other University approval bodies,
4. Reviews proposals for new courses or course modifications and make recommendations for approval to the Faculty Assembly and other University approval bodies.

Membership of the Curriculum Committee
Faculty Membership
Six members elected by faculty voting members of Faculty Assembly and ex-Officio (non-voting) members by virtue of Administrative appointment. All faculty must have UT Graduate Faculty Membership

Students Membership
- One Baccalaureate Program Student Representative
- One MSN Program Student Representative
- One DNP Program Student Representative

Meeting Schedule for Curriculum Committee
Committee meetings are pre-scheduled monthly during the fall and spring semesters and are placed on the CON Master calendar.

DIVERSITY COMMITTEE

Purpose of the Diversity Committee
The College of Nursing embraces differences in ideas, and acknowledges the value of learning, working, and social experiences that promote acceptance of human diversity related to age, color, ethnicity, gender, religion, disability, socio-economic status, sexual orientation, gender identity, race, and national origin. Within this framework, a diversity of engagements will foster faculty, staff, and student respect for each other. The College of Nursing is committed to creating a learning environment where students provide healthcare for diverse populations in a spectrum of settings. The purpose of the Diversity Committee is to foster and promote these ideals.
Functions of the Diversity Committee
1. Provide a welcoming atmosphere to learn and develop cultural competency,
2. Attract and retain a diverse student, staff, and faculty population through collaboration with governance and advisory committees within the College and University,
3. Review and monitor diverse student/faculty demographics (enrollment, graduation, and more) within the College of Nursing,
4. Assure that the curricula in the College of Nursing provide culturally diverse experiences,
5. Provide diversity initiatives within the College of Nursing to ensure academic success for under-represented student populations.

Membership of the Diversity Committee
Faculty Membership
Four faculty members elected by faculty voting members of Faculty Assembly; CON Dean; a representative of the community; Assistant Dean of Student Affairs; and Nurse Recruiter/Advisor

Student Membership
- One Baccalaureate Program Student Representative
- One MSN Program Student Representative
- One DNP Program Student Representative

Meeting Schedule for the Diversity Committee
Committee meetings are pre-scheduled monthly during the fall and spring semesters and are placed on the CON Master calendar. The committee will meet a minimum of four times per semester. If there is a need for a special meeting, members must be notified at least three days in advance.

PROGRAM ASSESSMENT COMMITTEE (PAC)

Purpose of the Program Assessment Committee
The Program Assessment Committee (PAC) leads in the continued development of learning assessment at the College of Nursing through the ongoing evaluation of data that measures student learning in order to inform continuous improvement decisions to committees, faculty, and administrative leadership.

Functions of the Program Assessment Committee
1. Define assessment parameters for all programs,
2. Synthesize program assessment data and make recommendations for continued program improvement,
3. Assure timely action to recommendations by responsible parties.

Membership of the Program Assessment Committee
Faculty Membership
Five faculty members elected by faculty voting members of Faculty Assembly and seven ex-Officio voting members, by virtue of Administrative appointment, and the appointed CON University Assessment Committee Liaison.

Students Membership
- One Baccalaureate Program Student Representative
- One MSN Program Student Representative
- One DNP Program Student Representative
Meeting Schedule for Program Assessment Committee

Committee meetings are pre-scheduled monthly during the fall and spring semesters and are placed on the CON Master calendar.

STUDENT ADMISSION, RETENTION, AND PROGRESSION (SARP) COMMITTEE

Purpose of the SARP Committee

The SARP Committee recommends to the Faculty Assembly criteria for admission, re-admission, retention, and/or progression of students to the College of Nursing in conformance with the guidelines of the College and affiliating universities. The committee reviews and recommends changes to the Faculty Assembly relevant to all SARP policies and collaborates with the CON Program Assessment Committee, Curriculum Committee (s), and other CON committees as needed.

Functions of the SARP Committee

1. Admission
   a. Review and recommend criteria for admission of students to the College of Nursing.
   b. Review credentials of all applicants to the College of Nursing.
   c. Recommend graduate applicants for admission (re-admission) to the graduate program through the Associate Dean for Academic Affairs for final approval/denial by the Dean of the College of Graduate Studies.
   d. Recommend baccalaureate applicants for admission to the upper division of the College of Nursing through the Associate Dean for Academic Affairs for final approval/denial by the Dean of the College of Nursing.
   e. Advise the Dean and the respective Program Directors/Department Chairs of the status of the applicant pools.
   f. Support the College of Nursing Diversity Committee initiatives to recruit a diverse population of students.

2. Retention
   a. Develop strategies for retaining admitted students
   b. Recommend resources that may need to be developed or acquired to maintain a successful retention program (e.g., personnel and material resources) to the Dean, the Associate Dean for Academic Affairs, the Assistant Dean for Student Services, the respective Program Directors/Department Chairs and the Faculty Assembly.

3. Progression
   a. Monitor the progression of students in the College of Nursing.
   b. Review undergraduate and graduate SARP referrals.
   c. Recommend strategies for academic improvement in consultation with the parties involved.
   d. Follow all University of Toledo and/or College of Nursing policies relevant to progression.

Membership of the SARP Committee

Faculty Membership

Eight faculty members elected by faculty voting members of Faculty Assembly and seven ex-officio (non-voting) members by virtue of Administrative appointment. All faculty must have UT Graduate Faculty Membership.

Students Membership

- One Entry-level Baccalaureate Program Student Representative
- One RN to BSN Program Student Representative
- One CNL Program Student Representative
- One APN, NE, or DNP Program Student Representative graduate student

Student members may serve and vote on issues/functions that do not involve confidential student matters.
Meeting Schedule for SARP Committee
Committee meetings are pre-scheduled monthly during the fall and spring semesters and are placed on the CON Master calendar. If necessary, a special meeting can be called to address urgent business. Every effort will be made to notify the membership 5 days in advance of the special meeting.

STUDENT GRIEVANCE COMMITTEE

Purpose of the Student Grievance Committee
Students are entitled to due process throughout the academic program and procedures used to 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. The purpose of the Student Grievance Committee is to provide students with due process.

Functions of the Student Grievance Committee
1. Review all grievances filed by students to ensure protection of student rights.
2. Provide recommendations to the Dean of the College of Nursing about grievances to ensure that undergraduate and graduate nursing students’ and faculty rights are protected in academic and professional matters.
3. Recommend policies and procedures for student grievances.

Membership of the Student Grievance Committee
Faculty Membership
Seven full-time faculty members representative of each major program within the College of Nursing: (2) BSN, (1) RN-BSN, (1) MSN CNL, (1) MSN NE, (1) MSN NP, and (1) DNP. Administrative faculty, who by their position in the College of Nursing and may be part of the grievance process, are ineligible for committee membership.

Students Membership
- One Baccalaureate Program Student Representative
- One RN-BSN Program Student Representative
- Two Graduate Program Student Representative (One preferably a DNP Student)

Students will be excused from the grievance proceedings if there is a perceived conflict of interest.

Meeting Schedule for Student Grievance Committee
Committee meeting are scheduled on a bi-monthly basis and placed on the CON Master calendar. Grievance hearings are scheduled per Student Grievance Policy and Procedure.

NURSING STUDENT ASSOCIATIONS
The CON student organizations provide for interaction among students preparing for a career in the nursing profession. The organizations act as a vehicle for professional socialization and promotion of health care. Active participation in meetings helps prepare students for involvement in professional nursing organizations. Students are encouraged to attend local, state, and national meetings. All students presently enrolled in the BSN program are eligible for membership in the BSN Student Nurse Association.

University of Toledo/ Bowling Green State University Student Nurse Association Bylaws

DATE ORGANIZED: October 1980
DATE REVISED: October 8, 2012
I. NAME
This organization shall be known as the University of Toledo/Bowling Green State University Student Nurses Association of the College of Nursing (CON).

II. PURPOSE
1. To promote engagement in a professional organization that fosters leadership, citizenship and community service.
2. To provide a structure for student participation in decisions affecting the interests and welfare of the student body.
   a. To foster among the students an understanding and appreciation of their rights and privileges, duties and responsibilities as members of the nursing body at UT and BG.
   b. To secure a closer working relationship with administrators, faculty, staff, alumni and the student body.
   c. To promote unification of the various student groups pursuing career goals in nursing through the CON.
3. To serve as a central source of communication within the CON.
4. To promote involvement in the political and shared governance processes as it pertains to the CON.
5. To promote membership involvement in the state and national levels of the National Student Nurse Association.

III. MEMBERSHIP
A. Rights and Duties:
   • Membership is open to all students enrolled in the UT CON BSN program.
   • Members have the right to get involved in as much or as little as they would like to.
   • Members can also join or leave active membership at any time.
   • Members have the duty to keep in touch with their committee chair and complete their assigned tasks on time.
   • Members have the duty to show up and participate in events that they previously signed up for.
   Resignations: A member can take leave at any time, deciding when they may or may not want to become active with the organization again. However, if they are on a committee, they need to notify the chair of that committee of their new status.

IV. DUES
A. Amount: There are no dues to be an active member of the school chapter.
   • The Annual NSNA/State dues for both new and renewing members will be $20.00 for national dues plus state dues at this time. Usually, individual students renewing NSNA membership pay $30.00 plus state dues; however, at this time, NSNA is offering a savings of $10.00 for new and renewing members. The dues year for membership shall be a period of twelve consecutive months.
   • The dues will be $50.00 to join as an NSNA Individual Sustaining Member. The dues year for membership shall be a period of twenty-four consecutive months.
   • The school association board of directors shall have the authority to change membership dues, providing such dues do not exceed the amounts set in these bylaws.
   • Students who receive chapter funds for state or national events or are board members must be active NSNA members.
B. Collection Procedures:
   • National and state dues shall be payable directly to NSNA, or the local chapter can collect all forms and money to send all at once. This may make the local and state chapter more likely to win awards for the number of members recruited. NSNA shall after receiving our payment, remit to each state constituent the dues received on behalf of the constituent. NSNA shall not collect nor remit school chapter dues.
C. Failure to Pay Dues:
   • Any member who fails to pay current NSNA/State dues shall forfeit all privileges of NSNA/State membership, but may still have all privileges of the local chapter’s membership.

V. DUTIES OF OFFICERS
A. The President shall:
   • Be chief executive officer of the Student Nurses Association, presiding at all meetings of the
     Student Nurses Association and/or the Board of Directors of the Student Nurses Association.
   • Be spokesperson for the Student Nurses Association.
     ➢ Present student views to the Student Affairs Committee.
     ➢ Give regular reports about the status of the Student Nurses Association and related activities
       to students.
   • Be responsible for faithfully executing the Constitution and Bylaws of the Student Nurses
     Association.
   • Ensure that any agreements between the Student Nurses Association and the UT-CON are
     faithfully upheld.
   • Keep suitable records of business completed or pending.
   • Be responsible for an annual review and needed revisions of the bylaws (in cooperation with the
     Vice President).
   • Meet with the faculty advisor at least once a month.
   • Schedule executive, general, and special meetings at his/her discretion.
   • Appointment of special committees with the approval of the Board of Directors.
   • Serve as ex-officio member of all committees.
   • Be responsible (along with the Secretary and Treasurer) for proper record keeping of the
     organization.
   • Be responsible for turning in the annual report to the Office of Student Life at the end of each
     school year.
   • Ensures that meetings run smoothly and in a business manner, by following *Robert’s Rules of
     Order*.
   • Promote membership and involvement to students at the local, state, and national levels.
   • Maintain list of current membership of the organization.

B. The First Vice President shall:
   • Assume the duties of the president in the absence of the president.
   • Be responsible for the review and recommendations for changes in the bylaws annually (in
     cooperation with the president).
   • Coordinate and direct local, state, and national representatives.
   • Be responsible for programming general meetings including scheduling meeting rooms and
     keynote speakers.
   • Aid the president in carrying out the duties of the Board of Directors.
   • Be responsible for completion of Student Life forms related to chapter events and maintaining
     compliance with the rules set by the Office of Student Life.

C. The 2nd Vice President (Social Chairperson) shall:
   • Coordinate and direct all communication for all social activities by supervising a committee and by
     encouraging participation of all members.
   • Be responsible for organizing at least one social activity for the SNA per month.
   • Direct public relations.
   • Be the chairperson of the social committee.
   • Work with the Office of Student Life and other UT organizations for mutual social events.
   • Ensure that paperwork (request for event approval and risk assessment) is completed and
     submitted to student life.

D. The 3rd Vice President (Community Service Chairperson) shall:
   • Advocate for and coordinate programs to promote health awareness in the community such as
     health fairs, screening programs, immunization events, bloodmobile drives, and passing along
     information from health publications.
   • Coordinate community service activities and encourage membership participation.
   • Be the chairperson of the community service committee.
   • Work with the Office of Student Life and other UT organizations for mutual community events

E. The Secretary shall:
• Record the minutes of the meetings of the Board of Directors and the general meetings of the Student Nurses Association.
• Distribute minutes and agendas of the meetings to the Student Nurses Association Board of Directors, the Student Nurses Association file, the Student Affairs Committee, the Office of Student Life, and post extra copies on the SNA bulletin board.
• Maintain files of all minutes.
• Prepare and send official letters or other correspondence as directed.
• Maintain files of all correspondence.
• Distribute to President and advisors copies of all official letters of correspondence.

F. The Treasurer shall:
• Be responsible for keeping accurate records of all expenditures and financial transactions of the Student Nurses Association.
• Submit monthly financial reports to the Board of Directors of the Student Nurses Association, the Office of Student Life, and the SNA advisors.
• Submit an annual financial report to the out-going and in-coming Board of Directors, the Office of Student Life, and the SNA Advisors.
• Sign checks for monetary disbursement as indicated.
• Submit all bills, receipts, and forms to the Office of Student Life for reimbursement.

G. The Fundraising Chairperson shall:
• Submit a request for all fundraiser to the Office of Student Life and make sure that Student Affairs is aware of the dates and times of these fundraisers.
• Be the chairperson of the Fundraising Committee.
• Coordinate, execute, and promote fundraisers with the fundraising committee.

H. The Risk Assessment Coordinator shall:
• Create an organizational focus on risk management.
• Be responsible for facilitating discussion within the SNA on risk management issues pertaining to all events, programs, and travel that is undertaken by the SNA.
• Work with the Office of Student Life, advisor, and members of the SNA to facilitate communication pertaining to risk management issues.
• Be responsible for assessing the risk of the SNA and any other organizations involved in events, programs, and travel.
• Be responsible for filling out the Risk Assessment Form (#014) and submitting it to the Event Chair or Secretary for further submission to the Office of Student Life within the time frame specified on Form (#014).
• After approval of an event from the Office of Student life, shall be responsible for notifying the secretary that it is okay to precede with the event.
• Be responsible for collecting waiver forms from all participants in all club events occurring on or off campus.
• Be responsible for taking attendance at all events or assign another person to fulfill the responsibility.

I. The Breakthrough to Nursing Chairperson shall:
• Be responsible to promote nursing to the general student body focusing on minority students.
• Shall head committees to attend local high schools and display a program that both encourages and promotes students into the nursing field.
• Shall work closely with the Admissions Office to advance programs into local high schools and universities.
• Be responsible for all programs to which nursing promotion is the main goal.
• Work with all other Board members to introduce Breakthrough to Nursing into routine activities within the organization.
• Promote a positive and accurate image of nursing.

J. The Convention Planner shall:
• Present information about upcoming conferences and conventions to the general student body with specific details about costs, schedule of events, location, and dates it will be held.
• Post an RSVP list for interested members to sign up. This list must be posted well in advance so that reservations can be made. Posting the RSVP in advance also gives the Treasurer time to make a budget for the specific event, and add more fundraising to cover the trip costs if necessary.
• Organize carpools, shuttles, or flights with the majority of students attending as possible.
• Contact the appropriate professors to check on quiz/exam/classroom make-ups.
• Hold a convention meeting for all interested members where a delegate and alternate will be elected.
• Assist students with completion of Student Life Forms.

K. The Newsletter Editor shall:
• Communicate chapter information through newsletter, webpage, and other forms of media.
• Include articles on upcoming events, give officer contact information, a calendar for the month, etc.

L. The Historian shall:
• Keep track of all SNA sponsored events and get pictures and other items to put in a scrapbook for the organization.
• In charge of designing poster boards, signing up for a spot, finding volunteers, and overall organizing a table for all organization fairs to include BGSU and UT campuses.
• Update the SNA bulletin board regularly, and make any minor changes as needed.

M. BG Representatives shall:
• Attend all Board meetings.
• Update the student body on upcoming events through class announcements, help pass out materials, and serve as a communication link to the entire student body.
• Give input at Board meetings.
• Serve on a committee if so inclined.
• Keep the Board current on events at BGSU’s campus.
• Act as a resource and communicate with the BGSU pre-nursing organization.

N. UT Representatives shall:
• Attend all Board meetings.
• Update the student body on upcoming events through class announcements, help pass out materials, and serve as a communication link to the entire student body.
• Give input at Board meetings.
• Serve on a committee if so inclined.
• Keep the Board current on events at UT’s campus.
• Act as a resource and communicate with the UT pre-nursing organization.

O. UT CNL Representatives shall:
• Attend all Board meetings.
• Update the CNL student body on upcoming events through class announcements, help pass out materials, and serve as a communication link to the entire student body.
• Give input at Board meetings.
• Serve on a committee if so inclined.
• Keep the Board current on events at UT’s campus.
• Act as a resource and communicate with the UT CNL cohort.

P. The Membership Director shall:
• Serve as a liaison between ONSA and the University of Toledo’s Student Nurses’ Association.
• Be responsible for membership promotion.
• Be the liaison to ONSA for all membership promotion/implementation of ONSA at the chapter level.
• Compile a membership list, including contact person(s).
• Be responsible for organizing and maintaining the election process at the chapter level.
• Resolutions Director shall:
• Facilitate synthesis of chapter resolutions on current student/health issues.
• Keep informed as to all current and proposed resolutions at the state and national levels and report information to this association’s membership at regularly scheduled membership meetings.
• Make available to members updates, explanations, and copies of current and proposed state and national resolutions.

R. Faculty Advisor(s) shall:
• Serve as ex-officio member without a vote.
• Act as a liaison between the Board and faculty members.
• Serve as a resource person consulting with the Board of Directors and members.
• Attend meetings of the SNA at the UT-CON.

VI. DELEGATES
A. Purpose and Function shall be:
• To serve as spokesperson for the school chapter at the annual state and national conventions.
• Present to the state and national organizations all proposed resolutions or amendments to bylaws or policies proposed by this association.
• Keep informed as to all current and proposed resolutions at the state and national levels and report information to this association’s membership at regularly scheduled membership meetings.
• Make available to members updates, explanations, and copies of current and proposed state and national resolutions.

B. Delegates Qualifications and Appointments shall be:
• Any member in good standing, who is who is active (or would like to become active) in SNA at the UT College of Nursing and is interested in holding the position of delegate.
• If an overwhelming number of people are interested in being a delegate, then a vote will be taken by those attending convention. A majority vote will win.
• Appointment shall be only for the one convention they were specifically elected for.

C. Delegate Representation/School Constituents:
• Student Nurses Association of the UT College of Nursing, when recognized as an official NSNA constituent, shall be entitled to one voting delegate and alternate at the NSNA House of Delegates, and in addition, shall be entitled to one voting delegate and alternate for every 50 members.
• The Student Nurses Association of the UT College of Nursing delegate(s) and alternate shall be a member(s) in good standing in the chapter and shall be selected and/or elected by members of the school chapter at a proper meeting according to chapter bylaws. The school association may designate an alternate delegate for each delegate by one of the following two mechanisms:
  ➢ Selection and/or election by members of the school chapter according to chapter bylaws; or
  ➢ Written authorization to the State Board of Directors requesting them to appoint a member of the State Board to act as a state-appointed alternate for their school chapter.
    ➢ School chapters shall approve of the appointment.
    ➢ The State Board of Directors shall verify that any state appointed alternate is a member of good standing of the NSNA and the state association.
    ➢ A school chapter must have a selected and/or elected delegate present at the NSNA Convention in order to have a state-appointed alternate seated in the House of Delegates.
    ➢ All alternates, whether school selected or state-appointed, shall have the same privileges as an elected delegate when seated in the House.
  ➢ The school association shall be entitled to delegates according to the number of members of good standing in NSNA. Delegates shall be computed on the basis of the number of members in each constituent as evidenced by the annual dues received by NSNA on a date eight weeks prior to the annual meeting.
  ➢ General extra funding paid towards convention may be used as an incentive, but monetary amount must be approved by the SNA advisor and the Board, and may vary each year depending on the current budget.

VII. PROCEDURES FOR ELECTIONS
• The Membership Director shall be responsible for the election process. This includes, but is not limited to, forming an election committee prior to elections with the approval of the Board of Directors (BOD).
• Election of the SNA BOD officers shall take place three (3) times a year for each class matriculating in the Fall, Spring, and Summer.
• Every office shall be filled for each class.
• Any vacancies after elections may be filled through a volunteer process. If vacancies remain after an
  election, a student may hold two positions.
• Board of Director position during “off semester” will be inactive, but may attend SNA meetings and
  retain voting privileges provided they are duly informed of the issue if desired.

VIII. COMMITTEES
A. Positions Requiring Committees
• Treasurer-Fundraising; Social Chairperson-Social Events; Community Service Chairperson-
  Community Events.
• Any of the other positions can also have a committee formed at their request.

B. Responsibilities of Committee Chairs
• All Chairpersons shall also be responsible to Board of Directors for reporting committee activities on a
  regular basis and shall, upon direction of the Board of Directors, report the same to the general
  membership.

C. Committee Members Requirements
• Committee members shall be appointed by the committee chairperson or selected by the Board of
  Directors from a group of volunteers.
• Committee members must attend scheduled meetings and keep in contact with their respective
  chairperson.

IX. ORDER OF BUSINESS
Board of Directors meetings shall follow this agenda outline:
• Call to Order
• Roll Call
• Reading and Approval of Minutes
• Officer Reports
• Old Business
• New Business
• Open Forum/Announcements
• Adjournment

X. VOTING PROCEDURES
• Every Board member with the exception of president and the faculty advisor get one vote on every
  issue discussed at a Board of Directors meeting.
• A motion is made and then seconded for a vote on an issue.
• Each voting member is asked to say ‘Yay’ or ‘Nay’ when a vote is called, and then objections or
  abstentions are called next.
• A Majority vote of active members present is needed to officially pass a motion.

XI. MEETINGS
Section 1. Board of Directors Meetings
A. Meeting dates shall be set by a plurality vote of members present at each previous meeting, or if the
  Board is in agreement. Dates for meetings may be planned for one semester at a time.
B. Meeting location and time will be voted on and approved by a plurality vote of all members present
  and voting at each previous meeting, or if the Board is in agreement, locations and times for meeting
  may be set for one semester at a time.
C. The President shall have the authority to convene a special meeting as such time as is deemed
  necessary and shall notify the general membership of such a meeting, location, and time.
Section 2. General Meetings
A. The general meeting dates, times, and locations must be made so that the highest attendance of
  students is achieved.
B. The First Vice President in is charge of setting up these meetings.

XII. REFERENDUM AND RECALL
Section 1. Absences
A. Members of the Board of Directors who have missed more than two regularly scheduled meeting of any current term year without prior notification to the Board of Directors and who offer no valid reason for such absences may be removed for office by a plurality vote of the current membership present at the next scheduled meeting. The officer is question will be notified in advance of the meeting.
B. An officer may also be removed from office by a plurality vote of members of the Board of Directors present at a meeting called for that purpose if that officer is deemed negligent in the functions of that office as stated in these bylaws.
C. Prior notification of two weeks shall be given to the individual in questions and a special Board Directors meeting shall be held to review the circumstances.

XIII. AMENDMENTS AND RATIFICATION
Amendments to the bylaws may be made with a majority vote of those present and voting at a Board of Directors meeting provided that notice of proposed amendments had been sent to all members at least one week prior to the meeting, via written document or email. Every voting member has a responsibility to review the proposed changes and purpose friendly amendments before a vote is taken to the next scheduled meeting. These are the requirements for adopting this constitution.

ALCOHOL POLICY
There will be NO ALCOHOL permitted for on-campus functions sponsored by student organizations. No Student Life allocated funds may be used to purchase alcohol. If alcohol is being served at an off-campus event sponsored by a student organization, there must be a professional bartender, non-alcoholic beverages, food, and designated drivers provided. Publicity for an event posted within the Health Science Campus may not advertise alcohol.

NURSING HONOR SOCIETY (SIGMA THETA TAU INTERNATIONAL)
The CON Consortium of UT and BGSU established a nursing honor society in the Spring 1979. This preceded the establishment of a Sigma Theta Tau Chapter. The Sigma Theta Tau charter for the chapter, Zeta Theta-at-Large, was granted in the fall of 1981. The chapter was rechartered in 1998 when Lourdes College joined the organization, and again in 2006 when Mercy College of Northwest Ohio was approved for inclusion.

The purposes of the organization are to recognize superior achievement and leadership in professional nursing, foster high professional standards, encourage creative work, and strengthen commitment to the ideals and purposes of the profession.

Membership in the organization is an honor conferred on students in baccalaureate and graduate programs who have demonstrated excellence in their nursing programs. Induction is held in the fall and spring of each year.

Applications and eligibility criteria for Sigma Theta Tau are available from the STTI counselor in the CON. Activities of the organization include an annual research day, awarding research grants and scholarships; and annual recognition for excellence in research, leadership, and practice.

OHIO NURSES ASSOCIATION AMERICAN NURSES ASSOCIATION
BSN graduates are encouraged to become active members of the professional organization. Personal and professional involvement provides opportunity to network with nurses who possess a broad spectrum of nursing knowledge and expertise. Benefits from membership include collaboration, cooperation and collegiality. Nurses can make a difference through their professional organization as it strives to meet the challenge of nursing's future. As nurses work together to assure quality of care, set relevant standards and policies and influence health care delivery through appropriate political action, they reflect their concern, contribute to the united efforts of a dynamic profession and demonstrate professional
accountability for their practice. Membership in ONA provides membership in the American Nurses Association as well.

**NURSING ALUMNI ASSOCIATION**

Graduates of the CON are encouraged to join the Alumni Association. Dues for the first year are waived. Newsletters are sent to alumni twice yearly and an Alumni Reunion is held annually.
SECTION 11

FACILITIES

SERVICES
ACCESSING NETWORK ACCOUNTS

All students have network and email accounts at the respective university. BGSU students will also be assigned passwords for The University of Toledo. It is the student's responsibility to change passwords and report system related problems. The Help Desk number is 419-530-2400.

To activate your account or reset your password, use your Internet browser to go to: myUTaccount

1. Enter your UT student ID or Employee ID number. As you type in this number, you will only see asterisks (*) displayed, this is so no one can read your information as you type it in.

2. Next, enter your birth date in the format specified on the webpage.

3. If a message is displayed saying there is an error, the student ID or birth date do not match what is stored in the Active Directory then click on the back arrow button in the upper left of your browser's menu bar. Try retyping whichever field had the error. If you still have problems then please contact the Help Desk at (419) 530-2400.

4. Click on Activate Your UTAD Account.

5. Read the computer usage policy and click I Agree.

6. If everything is found correctly, you will see a new screen displaying your name and the userid that you have been assigned for the UTAD domain. You will also be asked to enter the password for your UTAD account. You will have to enter it a second time to insure you did not mistype it.

7. Click on the Set button.

8. Next, you will be asked to enter a question that only you know the answer to. This will allow you to make changes to your password or to reset your password if you have forgotten it. Type in your question and enter your answer.

9. Click the Set button.

10. At this point, your account will be activated, your password set and the question and answer stored. If you do not already have an email account, you will be asked if you want a university email account. Click Yes to create one.

11. You are then notified that a mailbox has been created. It can take up to four hours for your mailbox to become active. Click Continue.

12. You should get a message saying your university computer account has been activated. You now have a UTAD account and a myUT username!

13. Click Confirm.

14. Please write down the username and home directory path. This information can be found by clicking on view your account information. Look in the user id field at profile/home/web host field.

ACCESSING COMPUTERS

All incoming upper division Basic BSN students are required to have their own laptop for class activities.

There are student computer stations in the Collier Building. Students provide own media storage (flash drive) as documents cannot be saved to the hard drive. Printers are available. Damage, destruction or removal of computer devises from the Collier Building will be reported to the police department; offending individuals are prosecuted as well as dismissed from the program. There is also computer access at The
University of Toledo Main Campus and Bowling Green State University. Both universities maintain a computer loan program as well.

ACCESSING EMAIL

Email is the primary way faculty, and administration communicates with students. Notices of scholarships, special events, course material, etc are provided via group email. Each student is responsible for checking email frequently.

COLLEGE OF NURSING ANNOUNCEMENTS

Information is frequently transmitted to students through bulletin board notices, television monitors, Facebook, and glass enclosed boards on ground floor, and first floor of Collier contains items of importance to juniors and seniors. Students are responsible for checking bulletin boards at the CON as well as the Nursing Office of UT or BGSU for pertinent information.

CLASS ADVISOR

Faculty members are named to be advisors for the Junior and Senior Classes. The function of the advisor is to meet with the class periodically, to answer questions and discuss issues and needs, and to serve as a liaison between the class and other appropriate individuals as indicated.

CLINICAL AGENCIES

Students have experiences in a variety of health care agencies depending upon the objectives of the particular course. New or alternative experience sites are added as appropriate. While assigned to Clinical Agencies, students will not be considered employees of the agency and will not be covered by any Social Security, worker's compensation, or malpractice insurance policy of the Agency. Each student is required to carry individual professional liability insurance. Students will abide by existing clinical rules and regulations of the assigned to the Clinical Agency.

FACULTY OFFICES

Administrative and faculty offices are located in the Collier Building on the Health Science Campus.

Learning Resource Center Policies and Procedures

Welcome to UT College of Nursing Learning Resource Center (LRC)! The team of educators in the LRC consists of your course faculty member, the director of the LRC, and eight teaching assistants (TA's). Our team is committed to providing the necessary tools to help you learn nursing fundamentals.

General Guidelines

Each student is assigned to a lab group. Each lab group is assigned a learning time and a testing time. The “Lab Group” schedule is posted on the course website and this form will inform you of your learning time and your testing time. Also posted on the course website is the “Skills Schedule”. The skills schedule document indicates what skill will be taught and what skill will be tested each week. Each student will be given a folder that will be kept in the lab. This folder will contain a pink document called “Evaluation of Student Performance”. This document serves as a tracking system for completion of required skills and the student's ability to maintain professionalism. This folder will also contain a yellow or green document called “Student Progress Report”. This document serves as a tracking system for students who miss a lab or require more time to achieve beginning level competency of a skill.
Rules to Live By

Safety and Professionalism are of utmost importance in the LRC, therefore the following rules will be enforced:

Do not:
1. Eat, drink or chew gum in lab
2. Use cell phones, pagers, laptops or any other electronic device while in the lab
3. Sit or lie in bed if you are not the patient

Do:
1. Come prepared to learn by reviewing content in book, viewing media, and printing off 2 skill competency sheets
2. Wear your nametag and a watch with a second hand to every lab
3. Place book bags, coats and personal items in the locker
4. Dispose of all needles in red sharps containers
5. Keep your voice down so others can concentrate
6. Ask questions while in the lab
7. Put all equipment away and clean up your space before leaving lab
8. Dress appropriately (see professional dress guidelines)

Attendance

Attendance to every scheduled laboratory is mandatory, and attendance will be taken. Time will be allotted for instruction and practice during each class and students must stay until dismissed by a TA. Student’s assignment to a lab group is very complicated with over 400 students using the lab per semester: therefore, students are not allowed to move out of their assigned lab time or group. Since class time to learn and practice is limited, students need to arrive 5 minutes early to be prepared to start on time. If a student is late they must fill out a pink slip and have it signed by a Teaching Assistant (TA). Three “late arrivals” will require student to make an appointment with the Director, Marty Sexton PhD(c), RN, CNS at martha.sexton@utoledo.edu to discuss issues of professionalism.

Missed Lab Policy

If you miss a lab due to an unforeseen circumstance follow this procedure*:
1. E-mail Pat Evans MSN, RN, Teaching Assistant, at patricia.evans@utoledo.edu prior to class time and set up an individual practice session with a TA.
2. Meet with a classmate and attend open lab to review the material.
3. Complete a three page Professional Journal Article Summary covering the content missed submitted to Pat Evans, at patricia.evans@utoledo.edu prior to the next class time. (see guidelines below)
4. A student who misses more than 3 classes will need to make an appointment with the Director of the LRC, Marty Sexton by requesting an appointment at martha.sexton@utoledo.edu to discuss issues of professionalism.

*Failure to follow policy will lead to failure of the course

Competency Check-offs

Students will learn a skill during their scheduled lab time. In the following weeks students are required to demonstrate beginning level competence of the skill taught. Competencies are designated as individual, group, or practice. This designation indicates the forum for which the skill will be tested. Individual skills will be tested one on one with a TA. Group skills require a group of 2-4 students to work together to demonstrate beginning level competence of the skill. Practice skills require the student to spend time independently reviewing the skill. Our Teaching Assistant (TA) team will determine if a student is successful or if a student or groups of students need more practice. This decision will be based on a standard point system for each skill. The following guidelines apply to all individual and group competency testing:
1. Students will come prepared to their competency by:
   a. Dressing professionally or in dark blue scrubs with lab coat and name tag
   b. Arriving 10 minutes ahead of scheduled time
   c. Bringing a clean copy of the skill being tested and filling out top portion
   d. Retrieving folder from file cabinet
2. Not showing up for testing time will be a considered an “unsuccessful” and will require student to follow the “unsuccessful completion of skill competency policy”.

* All individual, group, and practice competencies must be completed by the end of the semester to pass the course

**Failure to Pass Skill Competency Check-offs: N3210 Agency 3: Interventions**

1. If a student fails a skill check-off such as IM injections:
   1 or 2 times → student must attend an Individual Practice Session (IPS)
   3 times → student must repeat N3210 Agency 3: Interventions course.

2. If a student fails 4 different check-offs on their first attempt such as: IM injections, foley catheterization, suctioning, an NG placement → student must repeat the N3210 Agency 3: Interventions course.

**Failure to Pass Assessment Competency Check-offs: N3110 Agency 2: Assessment**

3. If a student fails an assessment check-off such as assessment of the thorax:
   1 or 2 times → student must attend an Individual Practice Session (IPS)
   3 times → student must repeat N3110 Agency 2: Assessment course.

4. If a student fails 4 different check-offs on their first attempt such as: assessment of the thorax, cardiac system, neurological system, and skin, hair and nails → student must repeat the N3110 Agency 2: Assessment course.

*Failure to follow up and/or to not successfully complete all skill testing within the semester enrolled in course will result in a failure of the course.
Professional Dress

Learning Time
Do dress appropriately
Do not wear revealing tank tops or short shorts
Limit jewelry to 2 earnings, one necklace, one bracelet, 2 rings
No facial or tongue piercings
Hair should be pulled back out of face
Shoes worn at all times
Female assessment students must wear a sports bra that fits properly during assessment of heart, lungs and head to toe
All assessment students must wear shorts during assessment of neuromuscular, and head to toe

Testing Time
Do dress professionally or wear dark blue scrubs
Must wear lab coat and your name tag for all testing
May wear long shorts, Capri’s and T-shirts if they are professional in appearance
All rules as stated above in learning time also apply

*Students who fail to adhere to professional dress policy will be asked to meet with the Director to discuss issues of professionalism and potential failure of the course.

I have read and understand the Policies and Procedures of the CON Learning Resource Center.

Signature_________________________________________ Date__________________

PROFESSIONAL JOURNAL ARTICLE SUMMARY GUIDELINES

Please choose a professional Nursing Journal article that relates to your missed lab.
Search for an article on current research or evidence based practice related to the topic.

This assignment is Sat/Unsat. Student must receive 23 points to receive a satisfactory grade.

After reading the article complete the following: Points in Bold - 25 points possible: Please include a copy of the article with your final draft. Plagiarism is considered means for dismissal from program.

• (10) Summarize what the article was about. Identify who the author is and the main purpose of the article. Include key concepts and main ideas. (Minimum of 2 paragraphs)

• (5) Identify how this topic is important to the nursing profession. How does this article and information impact nursing or nursing care? (Minimum of 1 paragraph)

• (5) Explain what you personally learned from the article, what your opinion of the article was, and how you may be able to use this information in your future career as a nurse. (Minimum of 1 paragraph)

• (5) Please use APA format to complete assignment. This includes a title page, the body of the paper, and a reference page. Assignments should be typed, concise, and include all elements without exceeding three pages double spaced. Submit completed assignment and article to patricia.evans@utoledo.edu by your next scheduled learning lab time. Online Resource for APA Formatting and Style Guide (Purdue University) http://owl.english.purdue.edu/owl/resource/560/01/
LOST AND FOUND

Inquiries on Health Science Campus should be made at the Campus Security Office (Mulford Building 007) for lost articles and to provide information regarding articles found.

OFFICIAL TRANSCRIPTS

Official transcript requests are processed by the Registrars Office at The University of Toledo or Bowling Green State University.

PARKING

Parking is available in front of Collier Building as well as in other parking areas on Health Science Campus.

A current University of Toledo parking permit is required for each vehicle. There is a fee for parking. Check with the Office of Student Services for any questions regarding parking.

http://www.utoledo.edu/parkingservices/index.html

Fines for traffic and parking violations must be paid promptly. Failure to do so may result in legal action to collect delinquent penalties and may forfeit eligibility for graduation. Transcripts will not be released if there are fees owed.

PSYCHOLOGICAL COUNSELING SERVICES

Psychological issues impact on academic and personal lives. Students have access to counseling services at UT University Counseling Center Main Campus Rocket Hall Room 1810, Phone: 419.530.2426, Fax: 419.530.7263.

Bowling Green State University Counseling Center office hours are Monday - Friday: 8:00 - 5:00 (some evening hours available) and Walk-In Hours are Monday - Friday: 1:30 - 4:00

No Walk-In hours during Fall, Winter or Spring break. (please see Emergency Info)

BGSU Counseling Center Location is 104 College Park Office Building, Bowling Green State University Bowling Green, OH 43403, Phone: 419-372-2081, Fax: 419-372-9535.

Students who are not able to come during the times listed above should contact the Counseling Center at 419-372-2081 to discuss other options.

Students are advised to clearly ascertain what they would need from psychological services by asking pertinent questions such as: services offered; composition of the agency staff; fees, sliding scale or reduced fee available for students; appointment availability; usual length of counseling appointments; emergency/crisis services are available; agency's hours of operation and location.
REFERENCES
An original signed release must be on file prior to the release of information regarding a student’s performance in the nursing program. A student may secure a letter of reference from an individual faculty member after conferring with the faculty member regarding the request. References for graduate college will be sent on request when the release/waiver statement has been signed. FERPA form can be found at http://www.utoledo.edu/nursing/studentforms.html

TRIO STUDENT SUPPORT SERVICES
The TRIO Student Support Services program at UT is designed to help low-income and first-generation college students as well as students with disabilities successfully complete college and graduate.

Services provided by SSS include multicultural social events, individual academic advising, tutoring, and career and social adjustment counseling, as well as helping students to utilize existing university services and complete financial aid forms. TRIO projects are funded under title IV of the Higher Education Act of 1965 and are the TRIO programs because there were initially three (TRIO Educational Talent Search, TRIO Upward Bound, and TRIO Student Support Services). SSS programs across the country help students overcome class, social and cultural barriers to higher education. Find us on Facebook, Twitter, and YouTube. http://www.utoledo.edu/success/trio/

College of Nursing Office of Student Services

Our Mission
The College of Nursing Office of Student Services is dedicated to the success of its students by providing advising and support services to prospective and current nursing students. The Student Services staff is committed to treating students with the upmost respect and supplying the highest quality service available. Information for Student Services is found at www.utoledo.edu/nursing
(10-09-13)

UNIVERSITY LIBRARIES

Nursing students are required to use a variety of references other than textbooks and web-based sources. Required and enrichment readings are listed in course syllabi. Information for the Mullford Library is found at http://www.utoledo.edu/library/mulford/index.html
UNIVERSITY OF TOLEDO UNDERGRADUATE STUDENT SERVICES

Students should contact their nursing advisor for the specific contact person in each program. Student resources may be accessed through http://myUT.utoledo.edu and logging into the MyUT portal.

**Academic Enrichment Center**  
Website: [http://www.utoledo.edu/med/depts/aec/](http://www.utoledo.edu/med/depts/aec/)  
The purpose of the AEC is to provide resources and assistance for students to enhance their academic performance and to facilitate access for qualified disabled students.

**Office of Accessibility**  
Website: [http://www.utoledo.edu/utlc/accessibility/](http://www.utoledo.edu/utlc/accessibility/)  
Provides a variety of accommodations and support services to students with documented disabilities.  
Phone: 530-4981  RH 1820

**Career Services**  
Website: [http://www.utoledo.edu/utlc/career/](http://www.utoledo.edu/utlc/career/)  
Career Counseling and Career Information through computers, books, and periodicals, and detailed information on hundreds of occupations.  
Phone: 530-4341  SU 1532

**Carlson Library**  
Website: [www.utoledo.edu/library/](http://www.utoledo.edu/library/)  
Info/Reference Desk – 530-2324  
See website for hours: [http://www.utoledo.edu/library/info/hours.html](http://www.utoledo.edu/library/info/hours.html)

**Catherine S. Eberly Center for Women**  
Website: [http://www.utoledo.edu/centers/eberly/](http://www.utoledo.edu/centers/eberly/)  
Serves the women of the University and the larger Toledo communities by advocating for women’s equity in education, work, and health. Phone: 530-8570  TH 0168

**Chemistry Help Center**  
Free tutoring by Chemistry Department Graduate Teaching Assistants. Phone: 530-2100 BO 2020 Call for Hours

**Commuter and Off-Campus Services**  
Website: [http://commuter.utoledo.edu/](http://commuter.utoledo.edu/)  
Programs and services for students living off-campus in apartments and/or private homes.  
Phone: 530-8521  SU 2521

**Computer Services**  
To obtain a UTAD/email account: [http://myutaccount.utoledo.edu/](http://myutaccount.utoledo.edu/) Log on to your email at: [http://email.utoledo.edu](http://email.utoledo.edu) (utad/user id-password)  
EIT Computer labs are located in each Residence Hall (residents only) and for public use in the Carlson Library and RH 1559.  
Computer Lab hours and information can be found at: [http://www.utoledo.edu/depts/it/Service_and_Support/LSG/LabHours.html](http://www.utoledo.edu/depts/it/Service_and_Support/LSG/LabHours.html)  
Call the Service Request Line at 530-2400 (UC 1101) for further assistance.

**Counseling Center**  
Website: [http://www.utoledo.edu/studentaffairs/counseling/](http://www.utoledo.edu/studentaffairs/counseling/)  
Provides individual, group, and relationship counseling available to students for a variety of concerns including personal development, anxiety, depression, life planning, and stress management.  
Phone: 530-2426  RH 1810 M-F 8:15 a.m. – 5:00 p.m. 530-2600 All Emergency Situations 911 – Life threatening emergencies

**Learning Enhancement Center (LEC)**  

**Math Learning & Resource Center**  
Website: [http://www.utoledo.edu/utlc/lec/](http://www.utoledo.edu/utlc/lec/)
Professionals and faculty members tutoring in various labs. Labs open to all university students at no expense. Most labs are drop-in.

**Multicultural Student Center**  Website: [http://www.utoledo.edu/studentaffairs/omss/index.html](http://www.utoledo.edu/studentaffairs/omss/index.html)
Offers a variety of services and programs including awards, grants, and scholarships, benefit dinners, mentoring programs and orientation for African American, Asian American, Latino American, and Native American students. Phone: 530-2261  SU 2500 M-F 8:15 a.m. – 5:00 p.m.

**Night Watch (Escort Service)**  Website: [http://www.utoledo.edu/depts/police/Night_Watch.html](http://www.utoledo.edu/depts/police/Night_Watch.html)
The Escort Service consists of 20 students, employed by the UT Police Department, who provide safety, convenience, and personal security to anyone walking on campus at night.
Phone: 530-3024  Transportation Center Hours: M-F 5:00 p.m. to 12:00 a.m.

**Parking Services**  Website: [www.parkingservices.utoledo.edu](http://www.parkingservices.utoledo.edu)
A valid parking permit is required in order to park in any campus parking area.
Phone: 530-5842  RH 1610 Hours: M-F 8:30 a.m. – 5:00 p.m

**Police Department (UT)**  Website: [http://police.utoledo.edu](http://police.utoledo.edu)
The University Police Department provides 24-hour-a-day patrols to the grounds, parking lots, residence halls, academic buildings.
Phone 911 or 530-2600  TC 1302 Hours: Open 24 hours a day

**Residence Life, Office Of**  Website: [http://www.utoledo.edu/studentaffairs/reslife/index/index.html](http://www.utoledo.edu/studentaffairs/reslife/index/index.html)
Residence life provides quality living environments and services that directly contribute to the success of students through educational, social, and personal development.
Phone: 530-2941  Ottawa House West 1016  Hours: M – F 8:00 a.m. – 5:00 p.m.

**Rocket Solution Central**
Rocket Solution Central provides services from the offices of Registrar, (help obtaining transcripts, registering for classes and graduation, add/drop or withdrawing from courses ), Financial Aid (assistance with scholarships, grants, loans, or work-study employment), and Office of the Treasurer (student accounts, cashiers services, and collections).
Phone: 530-8700  RH 1200 Hours: MRF 8:15 a.m. – 5:00 p.m., TW 8:15 a.m. – 6:00 p.m. (open peak times until 7:30 p.m.)

**Rocket Telecom**  Website: [http://telecom.utoledo.edu](http://telecom.utoledo.edu)
Provides quality, real-time voice and video communication systems for staff, faculty, and students.
Phone: 530-4098  RH 1917

**Rocket Card**  Website: [http://rocketcard.utoledo.edu](http://rocketcard.utoledo.edu)
The Rocket Card is the official University of Toledo Identification Card and provides safe, quick access to campus service including door access to residence halls, meal plans and library privileges.
Phone: 530-5842  RH 1610 Hours: M-F 8:15 a.m. – 5:00 p.m.

**Sexual Assault Education & Prevention Program Website:**
[http://utoledo.edu/studentaffairs/SAEPP/index.html](http://utoledo.edu/studentaffairs/SAEPP/index.html)
Phone: 530-3431 (24 hour voice mail) RH 1810 When closed, crisis intervention available through the Rape Crisis Center 241-7273.

**Student Legal Services**  Website: [http://www.utoledo.edu/studentaffairs/studentlegalservices/](http://www.utoledo.edu/studentaffairs/studentlegalservices/)
Provides quality legal counsel, information, and advice or representation to students.
Phone: 530-7230  SM 1020  Hours: MRF 8:30 a.m. – 5:00 p.m., T 1:00 – 8:00 p.m., W 8:30 a.m. – 1:30 p.m.; 6:00 – 9:00 p.m.

**Student Medical Center (Main Campus)**
Website: [http://www.utoledo.edu/healthservices/student/index.html](http://www.utoledo.edu/healthservices/student/index.html)
Provides health care, psychological, and health educational needs including free, anonymous HIV/AIDS testing, and pharmacy services. If you have any questions or would like to make an appointment, please contact us at: The University of Toledo Medical Center Department of Family Medicine Ruppert Health Center 2000 Arlington Avenue Toledo, OH 43614 (Health Science Campus).
Phone: (419) 383-5555
Fax: (419) 383-3113
Phone: 530-3451  SMC Building  M - F 8:15 a.m. – 5:00 p.m. (Walk-Ins F 9:00 a.m. – 4:00 p.m.)

**Student Recreation Center**
Provides the University of Toledo Community with student-centered programs and services that enrich the mind, body and spirit.
Information: 530-3700 Reservations/Information: 530-3711 Call to confirm hours.

**Test Center- Bancroft Campus & Scott Park Campus Website:**
http://www.utoledo.edu/utlc/testing_centers/index.html
The Bancroft Testing Center provides Placement and Make-up Testing (no appointment necessary)
Phone: 530-2011 Field House 1080 Hours: MTF 8:30a.m. – 4:45 p.m.; WR 8:30a.m. – 7:45 p.m.
*Picture I.D. Required
The Scott Park Test Center provides Placement Tests, CLEP Tests, and Graduate Testing (by appointment only).
Phone: 530-3266 ASC 1200 Hours: M - F 9:00 a.m. – 4:00 p.m. (Open some SatS. Call for dates)
*Picture I.D. Required
(Testing must be done by closing time)

**Transit Services**
Website: http://www.utoledo.edu/facilities/transit/
Provides shuttle bus service for University students, faculty and staff, to maximize accessibility to, within, and between campuses.
Phone: 530-1026  Plant Operations 1010 Hours: M-F 7:45 a.m. – 4:45 p.m.
Freshman Call-A-Ride 530-1033 Hours: Sunday 5:00 p.m. – 1:30 a.m.; M – R 7:30 p.m. – 10:30 p.m.; F 6:30 p.m. – 10:30 p.m. Serves Bancroft & Scott Park Campus

**Treasurer’s Office/Bursar’s Office/Student Accounts**
Website: http://www.utoledo.edu/offices/treasurer/
Phone: 419.530.5755  Rocket Hall 1800 Hours MRF 8:15a.m. – 6:00p.m.
Services include Cashier area accepts payments for tuition, parking fines, telephone bills, room, board,
rocket card deposits, etc.

**The Writing Center**
Website: http://www.utoledo.edu/success/writingcenter/
Provides free tutorial assistance for any type of writing assignment or project. Appointments are not required but strongly recommended.
Phone: 530-4939  Carlson Library 1005 Hours: MTWR 10:00 a.m. – 8:00 p.m.; F 10:00 a.m. – 5:00 p.m.
Students should contact their nursing advisor for the specific contact person in each program.

The Learning Commons, Jerome Library [http://www.bgsu.edu/offices/learningcommons/]
Hours: MTWRF 8am-5pm
Three University-wide centers are housed in the Learning Commons – the Math & Stats Tutoring (MAST) Center, the Study Skills Center, and the Writing Center. The Math & Stats Tutoring Center (419.372.8009) supports campus-wide learning in mathematics and statistics. Tutoring, reference materials, and computer-assisted instruction are available. The Study Skills Center (419.372.8840) provides academic support in a variety of disciplines including the natural sciences and social sciences. The Writing Center (419.372.2221) provides one-to-one tutoring and online consultation to any writer on campus.

Career Center, 318-C Math-Science Building (419.372.2356) [http://www.bgsu.edu/offices/career/]
Hours: MTWRF 8am-5pm
The center provides career development and employment services to students and alumni. Student employment, both on and off-campus, is coordinated through this office.

Counseling Center, 114 college Park (419.372.2081) [http://www.bgsu.edu/offices/sa/counseling]
Hours: MTWRF 8am-5pm
The Counseling Center provides individual and group personal counseling to enrolled students and consultation regarding student concerns to faculty and staff. Issues often addressed in counseling include: study/test taking concerns; stress/anxiety reduction; relationship concerns; depression; family concerns; eating disorders; sexual concerns; grief and loss; and other related concerns. Except for emergencies (which are handled promptly), all counseling services are available by appointment only.

Stress Clinic (419.372.2081)
An innovative Counseling Center program that blends counseling and education and was developed specifically for college students. The clinic aims to provide support and helps students reduce stress, cope with negative events, develop more positive thoughts, and take better care of their physical, mental, and emotional well-being. Students must register to attend sessions by calling 419.372.2081.

Disability Services, 413 South Hall (419.372-8495) [http://www.bgsu.edu/offices/sa/disability]
Hours: MTWRF 8am-5pm
This office provides individuals with assistance in obtaining reasonable accommodation, counseling, assistance in overcoming architectural and attitudinal barriers, and acts as a liaison between rehabilitation agencies and various University offices. Individuals with physical and/or learning disabilities are encouraged to contact the office for consultation and assistance.

National Test Center (419.372.7533)
The Test Center is located in the Disability Services Office. National testing programs are administered through this office. Hours are MRWRF, 9am-3pm

Financial Aid, 231 Administration Building (419.372.2651) [http://www.bgsu.edu/offices/sfa/]
Hours: MTWRF 8am-5pm
All types of financial aid including scholarships, grants, loans, and student employment are coordinated through this office.

Multicultural Affairs, 318-B Math Sciences Building, Suite 300 (419.372.2642) [http://www.bgsu.edu/offices/sa/oma/]
Hours: MTWRF 8am-5pm
The center provides cultural, academic, personal, and social support to underrepresented students.

**Psychological Services Center, Psychology Building, Suite 300 (419.372.2540)**  
http://www.bgsu.edu/departments/psych/page31047.html  
Hours: MRF 8am-5pm/ Hours: TW 8am-7:30pm  
Provides services to students on issues such as stress, depression, anxiety, grief, substance abuse, and relationship problems through its doctoral training program.

**Student Health Services, Health Center Building (419.372-2271)**  
http://www.bgsu.edu/offices/sa/health/index.html  
Provides outpatient care to all currently registered students. Regular clinical hours when classes are in session fall and spring semester are as follows:  
Medical Services & BGSU Pharmacy Hours  MTWR 8am-7:30pm  F 9:30am-4:30pm  
Wellness Connection Hours  MTWR 8am-8pm  F 8am-5pm

**Student Support Services, 318-A Math-Science Building (419.372.2677)**  
http://www.bgsu.edu/offices/sa/trio/sss/  
Hours: MRWTF 8am-5pm  
This federally funded program provides special academic support services to disadvantaged students enrolled at the University. Special developmental classes, academic counseling and tutoring are available.

(Revised 6/24/2011 TG/dp)
SECTION 12

CRIMINAL RECORDS CHECK PROCESS

LICENSURE 4723-7
NCLEX TESTING 4723-7
PROHIBITIONS 4723-7

CRIMINAL RECORDS CHECK LAW IN OHIO

NURSING STUDENTS EMPLOYEED AS UNLICENSED ASSISTIVE PERSONNEL

STATE TESTED NURSES ASSISTANT
STUDENT CRIMINAL RECORDS CHECK POLICY

Criminal record checks will be conducted on all students accepted for admission to CON programs, and for any student visiting university clinical facilities. Students are responsible for costs incurred.

The purpose of conducting criminal record checks is three-fold:
- 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 that requires such checks.
- To identify students in The University of Toledo who have a criminal history that may preclude them from participating in 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 student criminal record check will be done via a fingerprint record search, based on past residence. The University of Toledo Police Department provides fingerprint service for a fee. Electronic prints are sent to the Ohio Bureau of Criminal Identification and Investigation (BCII) and the Federal Bureau of Investigation (FBI). All criminal record reports are to be sent directly back to the educational program.

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

HANDLING ADVERSE REPORTS

Self-Disclosure Forms or record reports showing convictions or pleas of guilty to offenses listed in “Unfavorable Convictions or 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 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 intended state of nursing practice for more details. The decision to continue matriculation then will be that of the student and at their own risk.

**SUBSEQUENT CRIMINAL RECORD CHECKS AND CONTINUED SELF-DISCLOSURE**

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

It will be the responsibility of the student to disclose to the College of Nursing any change in the information initially presented on the Student Self-Disclosure Form.

**COST OF CRIMINAL RECORD CHECKS**

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

**RECORD KEEPING OF REPORTS**

Criminal record check reports will be maintained securely and confidentially in the applicant’s admission file or the student’s educational file. Criminal record check reports will be maintained for a period of time consistent with the College of Nursing retention schedule applicable to the file in which it is placed.

**APPLICATIONS AND INFORMATIONAL LITERATURE**

The following statement shall be included on admissions application forms for College of Nursing programs:

"I understand that, as a condition of admission, I must authorize The University of Toledo to obtain criminal record check(s). If results of the criminal record check(s) are deemed unfavorable by the College of Nursing, or if information received indicates that I have provided false or misleading statements, have omitted required information, or in any way am unable to meet the requirements for completion of the program, the admission may be denied or rescinded, or I may be disciplined or dismissed."
The College of Nursing will inform potential applicants, enrolled students and visiting students that criminal record checks will be performed by means of an announcement in the catalog, student handbook, bulletin or any other pertinent informational materials stating that:

“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. Students must declare and document misdemeanor and/or felony offenses that occur prior to admission in the nursing program and/or during program progression. Convictions may result in denial of admission to the program or dismissal after matriculation.”
In order to complete your matriculation process at The University of Toledo the performance of a completed criminal record check is required. The College of Nursing engages a fingerprint service to submit prints the Ohio Bureau of Criminal Identification and Investigation and the Federal Bureau of Investigation to conduct this record check. Authorization to conduct this record check and results deemed favorable by the College of Nursing are conditions for matriculation and continued enrollment. Please complete the following authorization:

I hereby authorize the College of Nursing to obtain a criminal record check in order to satisfy the requirements of my educational program. This check will require me to undergo a fingerprint check. I will be informed if the report presents a concern by the College of Nursing and will be provided a copy of any adverse report and provided an opportunity to respond and clarify my record. The College of Nursing's decision on my application, following my explanation, will be final.

Name (please print): ____________________________________ SS#: ________________________

Other name(s) used (please print): ______________________ Date of birth: _______________

Current address and former addresses for the past 5 years (include address, town, state and zip code), please print:

Current: ____________________________________________________________

Previous: ___________________________________________________________

Previous: ___________________________________________________________

Previous: ___________________________________________________________

Previous: ___________________________________________________________

Previous: ___________________________________________________________

(Print any additional addresses on a separate attachment if necessary.)

Signature: ___________________________________ Date: ______________________
STUDENT SELF-DISCLOSURE FORM
College of Nursing

Health Science Campus MS1026
Collier Building 4428
3000 Arlington Avenue
Toledo, OH 43614-2598
419.383.5859

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) on the reverse side.
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.

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.]
   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.

YES NO

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)? [Note: DUI is not considered a minor traffic violation.]
   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.

YES NO

I hereby release The University of Toledo, its trustees, administrators, employees, agents and College of Nursing from all liability for requesting the above information and/or criminal record 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)

Signature: _______________________________________

Date: _______________________________________

(name of company)
Ohio Department of Job and Family Services

STATEMENT OF NONCONVICTION FOR CHILD CARE CENTERS AND TYPE A HOMES

This statement must be signed upon hire and annually thereafter by every: individual owner, administrator, employee, second adult in a child care center or type A home and all persons 18 years of age and older who reside in a type A home. This statement must be kept on file at the center or home.

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<tr>
<th>Name (print or typewritten)</th>
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<tr>
<td>D</td>
<td>I hereby attest that I have never been convicted of or pleaded guilty to crimes set forth in divisions (A)(8) or (A)(9) of section 109.572 or division (A)(1) of 5104.09 of the Revised Code and that no child has been removed from my home as described in section 2151.353 of the Revised Code.</td>
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<tr>
<td>D</td>
<td>I have had a child removed from my home as described in section 2151.353 of the Revised Code.</td>
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<tr>
<td>D</td>
<td>I have been convicted of a crime included in divisions (A)(8) or (A)(9) of section 109.572 or division (A)(1) of 5104.09 of the Revised Code.</td>
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<td>D</td>
<td>I have reviewed the rehabilitation requirements of rule 5101:2-12-26 or 5101:2-12-26 of the Administrative Code, and determined that the employee meets the rehabilitation requirements. I have attached a completed copy of the JFS 01206 and the documents to verify how these requirements have been met.</td>
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Administrator's Signature

Note: A false or misleading statement on this form is guilty of falsification, a misdemeanor of the first degree. No individual owner, administrator, employee, second adult, or person eighteen years of age or older who resides in a type A home or is in an emergency or substitute caregiver, and the owner or operator of the home or agency shall have knowledge of, or acquiesced in, the commission of the offense. If the employee is rehabilitated, the statement must be resubmitted.

Centers and Type A Homes

The administrator is required to sign and date below verifying that fingerprints have been electronically submitted to the Ohio Bureau of Criminal Identification and Investigation (BCII), or mailed if electronic processing exemption criteria are met. A criminal records check for the above named individual was requested on (date) — — — — — —

Ohio BCII records check

Federal Bureau of Investigation (FBI) records check

Signature of Administrator

Type A Homes Only

The licensee of a type A home must sign the following statement: I hereby attest that no one who resides in my home and who is under eighteen years of age has been adjudicated a delinquent child for committing a violation of any offense listed in divisions (A)(8) or (A)(9) of section 109.572 or division (A)(1) of 5104.09 of the Revised Code.

Signature

To Be Signed by the Administrator

I have reviewed the results of these persons criminal records check on the following dates:

Signature of Administrator

Note: If the employee is rehabilitated, the statement must be resubmitted.
### Prohibited Offenses

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| RC.2913.11 | Passing bad checks |
| R.C.2913.21 | Misuse of credit cards |
| R.C.2913.31 | Forgery, identification card |
| R.C.2913.32 | Criminal usage |
| R.C.2913.40 | Medicaid fraud |
| R.C.2913.41 | Prima facie evidence of purpose to defraud |
| R.C.2913.42 | Tampering with records |
| R.C.2913.43 | Securing Wills by deception |
| R.C.2913.44 | Personating an officer |
| R.C.2913.44 | Law Enforcement personnel's display |
| R.C.2913.45 | Deceiving auditors |
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| R.C.2913.47 | Insurance fraud |
| R.C.2913.48 | Workmen’s compensation fraud |
| R.C.2913.49 | Identity fraud |

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**Or a felony or lower offense of any class 5 or 6 felony in addition to the other offenses listed above.**

This is a précised form of the text that was previously extracted for it. It is substantially equivalent to the table of offenses.
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, child stealing in violation of section 2905.04, criminal child enticement in violation of section 2905.05, extortion in violation of section 2905.11, rape in violation of section 2907.02, sexual battery in violation of section 2907.03, corruption of a minor 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 2917.31, unlawful abortion in violation of section 2919.12, endangering children in violation of section 2919.22, contributing to unruniness 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 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.
4723-7-03 Authorization to test, accommodations, retesting, and notification

(A) If the board determines an applicant is eligible to take the examination it shall request that the testing service issue the applicant an authorization to test.

(1) The testing service shall issue an authorization to test to each eligible applicant.

(2) An eligible applicant who has received an authorization to test must contact the testing service to schedule a time to take the examination.

(B) If an eligible applicant fails to take the examination within one year from the date the authorization to test was issued, the authorization is void, and the applicant must submit a new application for licensure by examination to the board and complete the registration process for the examination required by the testing service.

(C) The national council of state boards of nursing may grant accommodations for the examination related to the applicant's disability. In order to be considered for accommodations, the board must receive the following:

(1) A letter from the applicant that includes information regarding the specific type of disability involved, the specific type of accommodations requested, the applicant's contact information and the preferred test date and test center location;

(2) A letter from the applicant's nursing education program administrator stating that accommodations of the same type that the applicant is requesting were provided to the applicant during the nursing education program, unless the disability occurred after the completion of the program;

(3) Documentation submitted to the board directly from a qualified professional with expertise in the area of diagnosed disability, on the professional's letterhead including:

(a) Recent reports, diagnostic test results, interpretations of test results, evaluations and assessments of the applicant demonstrating the need for accommodations due to a disability that substantially limits one or more major life activities; and

(b) Information regarding the history of the disability, its impact on the applicant's ability to function, and past accommodations granted to the applicant, if any.

(D) The board shall notify the applicant of the results of the examination as reported by the testing service.

(E) If an applicant fails the examination, the board shall inform the applicant of the right to repeat the examination. To repeat the examination, the individual shall:

(1) Apply for licensure by examination to the board and meet all requirements as set forth in this chapter, including submitting an application on the form required by the board and the application fee required by section 4723.08 of the Revised Code; and

(2) Complete the registration process for examination required by the testing service.

(F) If the applicant passes the examination, the board shall issue a license if the applicant has:

(1) Completed all requirements for licensure required by this chapter and section 4723.09 of the Revised Code; and

(2) Has not committed any act that may be grounds for disciplinary action under section 4723.28 of the Revised Code.
(G) The board shall send reports of the testing results to nursing education programs for their graduates on a schedule established by the board.

Replaces: Replaces former 4723-7-03

Effective: 02/01/2012
R.C. 119.032 review dates: 10/15/2016
Promulgated Under: 119.03
Statutory Authority: 4723.07
Rule Amplies: 4723.06, 4723.08, 4723.09, 4723.10

http://codes.ohio.gov/oac/4723-7-03

Candidates may contact the Board at 614.466.4357 or licensure@nur.state.oh.us to inquire about their application.
NATIONAL COUNCIL LICENSURE EXAM- REGISTERED NURSE (NCLEX-RN)

The National Council State Boards of Nursing is responsible for administration of NCLEX-RN. The NCSBN website offers a test map and scoring details. [https://www.ncsbn.org/1287.htm](https://www.ncsbn.org/1287.htm)

The Pearson VUE application for NCLEX-RN, as well as information related to the testing process is available online at [http://www.vue.com/nclex/](http://www.vue.com/nclex/).
Licensure information and application is state specific. Application or licensure in Ohio is made through the Ohio Board of Nursing. Details can be found on the website at [www.nursing.ohio.gov](http://www.nursing.ohio.gov)

COMPLETION OF INFORMATION FOR THE OHIO BOARD OF NURSING

Please complete form as required noting specific instructions. You may access the form at [http://www.utoledo.edu/nursing/student_services_web/studentforms.html](http://www.utoledo.edu/nursing/student_services_web/studentforms.html) and go to the Ohio Board of Nursing Certification Information Form.

RULES PROMULGATED FROM THE LAW REGUALING THE PRACTICE OF NURSING

4723-7 OHIO ADMINISTRATIVE CODE

4723-7-03 Authorization to test, accommodations, retesting, and notification.

(A) If the board determines an applicant is eligible to take the examination it shall request that the testing service issue to the applicant an authorization to test.

(1) The testing service shall issue an authorization to test to each eligible applicant.

(2) An eligible applicant who has received an authorization to test shall contact the testing service to schedule a time to take the examination.

(B) If an eligible applicant fails to take the examination within one year from the date of issuance of the authorization to test, the authorization shall be considered void, and the applicant must submit a new application for licensure by examination to the board and complete the registration process for the examination as required by the testing service.

(C) An eligible applicant may request accommodations for the examination related to the applicant's disability by submitting written documentation to the board of the nature of the applicant's disability and the accommodations requested. In addition, the board shall have received the following:

(1) Verification, if applicable, submitted from the applicant's nursing education program administrator that the applicant was afforded accommodations of the type requested while completing the nursing education program; and

(2) Verification submitted from a physician or psychologist who has personally examined the applicant and made the diagnosis of a disability requiring the accommodations.

(D) A representative of the board may recommend to the national council of state boards of nursing that a request for accommodations related to an applicant's disability be granted in accordance with examination procedures established by the national council of state boards of nursing.

(E) An applicant who is granted approval for reasonable accommodations to take the examination shall be eligible for the same reasonable accommodations if it is necessary for the applicant to repeat the examination for which the approval was originally granted.

(F) The board shall notify the applicant of the results of the examination as reported by the testing service.
(G) If an applicant fails the examination, the board shall inform the applicant of the right to repeat the examination.

(1) The applicant may repeat the examination in accordance with the policies established by the national council of state boards of nursing. Effective: 02/01/2007  
http://codes.ohio.gov/oac/4723-7

**RULES PROMULGATED FROM THE LAW REGULATING THE PRACTICE OF NURSING**

4723-7 OHIO ADMINISTRATIVE CODE

4723-13-03 Prohibitions

(A) No person to whom a nursing task is delegated shall delegate the nursing task to any other person.

(B) An unlicensed person who performs a nursing task and does not comply with all the provisions as set forth in this chapter, and who is not otherwise excepted from licensure pursuant to section 4723.32 of the Revised Code, or otherwise legally authorized, shall be engaging in the unauthorized practice of nursing, which is prohibited by section 4723.03 of the Revised Code.  
http://codes.ohio.gov/oac/4723-13

**The Criminal Records Check Law in Ohio**  
http://www.nursing.ohio.gov/pdfs/OHCRC.pdf

This information is being sent to you per your inquiry about how the Criminal Records Check law may impact your employment as a nurse in Ohio. This information is not intended to be used as legal advice. It is intended to be used as general information and for guidance as it only provides a limited summary of parts of the Criminal Records Check law. For additional information, consult the Ohio Revised Code and Ohio Administrative Code as referenced below. If you have a specific issue or problems consult with your legal counsel.

**The History of Senate Bill 38 and Senate Bill 160**

Ohio is one of the many states in the country to mandate criminal records checks. In 1993, Senate Bill 38 (SB 38) was passed and codified in Section 3701.881 of the Ohio Revised Code (ORC). SB 38 requires criminal records checks for potential employees working in positions with responsibility for the care, control, or custody of children. Senate Bill 160 (SB 160), effective January 27, 1997, requires entities to request a criminal records check of each applicant under final consideration for a position that involves providing care to a person age 60 and older. SB 160 applies to home health agencies, hospice care programs and PASSPORT (Medicaid waiver) provider agencies, as well as other types of entities such as nursing homes, skilled nursing facilities, residential care facilities, adult care facilities, certain adult day care centers, and homes for the aging. The law requires the record checks be requested from the Bureau of Criminal Identification and Investigation (BCII) and prohibits hiring an applicant who has been convicted of certain offenses or who fails to provide the information necessary for a records check. The law requires a criminal records check for all prospective employees who are under final consideration for either a full-time, part-time, or temporary position where the individual will be caring for older adults or children. The law applies only to those applicants who are under final consideration for employment, not to all those who apply for a position.

**Disqualifying Offenses and Personal Character Standards**

The Criminal Records Check law sets forth a list of disqualifying offenses. Certain of the offenses are absolute bars to employment; however for other offenses, an employer may choose to employ an applicant, if the applicant meets the “personal character standards” set forth in Ohio Administrative Code (OAC) rules. If an employer finds an applicant has a certain disqualifying offense but the employer believes the applicant warrants further consideration, the employer may apply the OAC rules and the personal character standards. If the applicant provides proof that the personal character standards are met, the employer may hire the applicant. However, even if the applicant meets the personal character standards, the employer is not obligated to hire the applicant. The employer
chooses to hire or not to hire based on all the factors considered.

The various sets of rules are generally consistent in their requirements, but there are some differences. A PASSPORT agency must apply the rules and the personal character standards to applicants as specified in OAC rule 173:3-1-13. A home health agency must apply the personal character standards established in OAC rules 3701-60-02 through 3701-60-10. Other providers must apply the rules and the personal character standards in OAC rules 3701-13-01 to 3701-13-09.

Again, this document is for guidance only and is not intended to provide legal advice. For specific questions or problems, contact your legal counsel.

**Criminal Records Check and Felony Preclusion Bill**

On April 8, 2002, the Governor signed HB 327, a bill that, in part, amends the Nurse Practice Act to require applicants to submit to a criminal records check conducted by the Bureau of Criminal Identification and Investigation (BCII) before initial licensure or certification as a nurse in Ohio. The results of the criminal records checks will be made available to the Board by BCII. The bill also allows the Board to automatically preclude from initial licensure or certification anyone who has previously been convicted of, pleaded guilty to, or had a judicial finding of guilt for an egregious felony in Ohio or other jurisdiction. The egregious felonies triggering automatic preclusion are: (1) aggravated murder; (2) murder; (3) voluntary manslaughter; (4) felonious assault; (5) kidnapping; (6) rape; (7) sexual battery; (8) gross sexual imposition; (9) aggravated arson; (10) aggravated robbery; and (11) aggravated burglary. For all other misdemeanors or felonies, the Board will be required to continue its practice of conducting a full adjudication as set forth in Chapter 119 of the Ohio Revised Code.

**POSITION ON NURSING STUDENTS EMPLOYED AS UNLICENSED ASSISTIVE PERSONNEL**

*Practice Statement NP 63 (Developed 7/91 Reviewed 6/03)*

**STATEMENT**

Students of nursing who are working in health care facilities for remuneration are deemed unlicensed assistive personnel. Although enrolled in a prelicensure nursing program, the student does not possess the licensure status required for assuming the role and duties of a registered or practical nurse in the employment setting.

Additionally, the academic institution is not required to provide supervisory oversight of the student undertaking employment in the health care setting; nor should the academic institution be held liable for the student’s actions as an employee of health care facility.

The trained unlicensed person, include a student of nursing, may perform specific tasks that are delegated to them by a licensed nurse in accordance with the rules of delegation (Ohio Administrative Code 4723-13).

While working as unlicensed assistive personnel, the student nurse(s) may not use the term “nurse” or any other term that would imply that they are licensed nurses, including “nurse extern” or “nurse intern”.

Health care facilities that allow or encourage nursing students to accept work beyond those tasks normally delegated to an unlicensed individual may be guilty of abetting the unlawful practice of nursing.

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Maps for Campus and Clinical Locations

The University of Toledo Main Campus Map:
http://www.utoledo.edu/campus/directions/pdfs/MainCampusMap.pdf

St. Anne Mercy Hospital
3403 West Sylvania Avenue, Toledo, Ohio
http://www.mercyweb.org/hospital_stanne_maps.aspx

The Toledo Hospital
2142 North Cove Boulevard; Toledo, Ohio 43606
http://www.promedica.org/toledodirections

St. Luke’s Hospital
5901 Monclova Road; Maumee, Ohio 43537-1899
http://www.stlukeshospital.com/body.cfm?id=32

Bay Park Community Hospital
2801 Bay Park Drive
Oregon, Ohio 43616
Telephone: 419.690.7735
http://www.promedica.org/bayparkdirections

FLOWER HOSPITAL
5200 Harroun Road Sylvania, Ohio 43560
http://www.promedica.org/flowerdirections

Mercy St. Vincent Medical Center
2213 Cherry St. Toledo,
OH 43608-2801 (419)
251-3232
http://www.mercyweb.org/stv_map_directions.aspx

http://www.mercyweb.org/images/StV_Campus_Map2.jpg