



COLLEGE OF NURSING

THE UNIVERSITY OF TOLEDO

STUDENT HANDBOOK

UNDERGRADUATE PROGRAM

2016 - 2017

Student Handbook - Undergraduate Program
THE UNIVERSITY OF TOLEDO COLLEGE OF NURSING

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: 08/2016

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SECTION 1

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, and 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, 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. The Main Campus is located on Bancroft Street.

The Interprofessional Immersive Simulation Center (IISC), named in honor of UT's past president, Dr. Lloyd Jacobs, opened in spring 2014 on UT's Health Science Campus. The three-story, 65,000-square-foot center is equipped with high technology to enhance education and skills for UT students.

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 improve the human condition, to educate professional nurses in a manner that engages and serves a diverse learner population as part of a larger metropolitan university, to discover and disseminate nursing knowledge that informs evidence-based practice for quality patient outcomes, and to address the service needs of our stakeholders through innovative programs and entrepreneurial initiatives.

The College of Nursing Vision

The College of Nursing will be the college of choice across the span of nursing education that embodies excellence in the application of the art and science of nursing within an interprofessional context and is distinguished by scholarly inquiry that emphasizes clinical outcomes and translational research.

(1/14/2014)

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 of The University of Toledo College of Nursing expresses our beliefs about the essence of nursing and the education of professional nurses. The foundations of nursing science center on the concepts of the nursing metaparadigm: Person, Environment, Health, and Nursing.

Person

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

Environment

Environment is the milieu in which the person exists.

Health

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

Nursing

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

Education

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

Research

Research is an ongoing commitment to systematic inquiry and discovery.

Practice

Practice is the application of knowledge related to the health of individuals, groups, and communities.

Date: Approved 1/91

Revised 8/92, 1/16/2003, 7/04

SECTION 2

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 who want to pursue a career in professional nursing.
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 student learning outcomes 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.

UT - BGSU CONSORTIUM BACCALAUREATE PROGRAM FRAMEWORK AND DEFINITIONS

In the context of the existing philosophy of the BSN nursing programs at the University of Toledo College of Nursing, the organizing framework concepts of environment, health, person, and professional nursing are defined.

Person

The concept of person embodies: individual, family, aggregate, community or global perspectives. Person includes bio-psychosocial-spiritual aspects in the context of living (Morgan & Yoder, 2012). Thus, person comprises biological, individual and sociological levels of personhood (Burton, 2008).

Personhood includes both how one views oneself and how others view the individual. Attributes of the self (Forrest, 1993) include: conscience, consciousness, perception, memory, interaction, identity, and reflection. Attributes of "person" include a range of individual to societal vulnerabilities and capacities developed over time.

Environment

Environment is the unique physical and social context in which a person exists and has implications both locally and globally. The physical aspect consists of space, distance, and materials. The social aspect refers to persons in meaningful groups of which a person may or may not be a recognized member. The social environment includes sociopolitical influences on health.

Thus, an individual is embedded in a family and in other groups and communities as components of his or her environment. The meaning or relevance of any such affiliation to the individual and his or her health may be based on the function or role of that group, such as economic, cultural, or political; the need that it fulfills (or fails to fulfill), such as nutritional, educational, or recreational; the cost (e.g., effort, duties, expectations); or the threat (e.g., terrorism, cults, and gangs) that it poses or represents.

The physical and social environment affects accessibility to and quality of services; construction designs and spaces; exposure to infectious disease and hazards; engagement with neighborhoods and communities, and cultures. The environment is dynamic and interconnected with each person, such that one affects the other (Andrews & Moon, 2005; Kagan, 2011).

Health

Health is a balance of physical, mental, spiritual, social, and role function. Individuals set priorities for health based on personal values developed within the family and community. Individuals also make choices about acceptable ways for meeting those priorities (Lipworth, Hooker, & Carter, 2011; Saylor, 2004).

Professional Nursing

Nursing is a human practice discipline that uses evidence-based practice, art and caring relationships with others to facilitate well-being and health (Consensus Statement, 1999). Nurses defend the inherent dignity and worth of human beings and partner with persons at different points in time when needs exceed capabilities, as influenced by health (Horne, 2004). Partnerships involve person-centered care, which includes these qualities: holistic, caring, intentional, individualized, respectful, mutual, and empowering (Morgan & Yoder, 2012; Newman, Smith, Pharris, & Jones, 2008). Nurses engaging in person-centered care use reflective practice and presence.

Quality and Safety Education for Nursing (QSEN)

Within the overall framework as encompassed by person, environment, health and professional nursing, the BSN curriculum integrates the six QSEN competencies: (1) patient-centered care, (2) teamwork and collaboration, (3) evidence-based practice, (4) safety, (5) quality improvement and (6) informatics. These competencies reflect work from experts on quality and safety in health care and are considered core to increase nurses' valuing of quality and safety in the provision of health care (Brady, 2011). These competencies are defined in the article by Cronenwett et al. (2007). These competencies are identified and frame content in theory and experiential activities in the nursing major.

BSN Program Student Learning Outcomes

1. Incorporate liberal education as a basis for generalist professional nursing practice.
2. Apply leadership principles, skills, and clinical reasoning for the delivery of safe quality care in a variety of settings across the lifespan.
3. Integrate evidence-based and patient-centered care into nursing practice across the lifespan.
4. Use technology and informatics for delivery of quality patient care and evaluation of outcomes.
5. Examine factors that influence health care systems, policy, and finance.
6. Apply inter- and intra-communication skills to improve healthcare.
7. Promote, maintain, and restore health for individuals, families and populations.
8. Demonstrate accountability for personal professionalism and professional values.
9. Provide nursing care consistent with nursing theory in various healthcare environments.

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. A UT Planning guide 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.

TECHNICAL STANDARDS

All students applying to the College of Nursing are held to the same technical standards.

Technical standards are intended to constitute an objective measure of a qualified applicant's ability to meet the program performance requirements.


Standards	Examples
Critical thinking ability for effective clinical reasoning and clinical judgment consistent with level of educational preparation	<ul style="list-style-type: none">• Identification of cause/effect relationships in clinical situations• Use of the scientific method in the development of patient care plans• Evaluation of the effectiveness of nursing interventions

Interpersonal skills sufficient for professional interactions with a diverse population of individuals, families and groups	<ul style="list-style-type: none"> • Establishment of rapport with patients/clients and colleagues • Capacity to engage in successful conflict resolution
Effective and sufficient communication to facilitate professional interaction	<ul style="list-style-type: none"> • Explanation of treatment procedures, initiation of health teaching. • Documentation and interpretation of nursing actions and patient/client responses
Abilities sufficient for movement in various health care environments.	<ul style="list-style-type: none"> • Movement about patient's room, work spaces and service areas
Gross and fine motor abilities sufficient for providing safe, effective nursing care	<ul style="list-style-type: none"> • Calibration and use of equipment • Lift or support at least 50 pounds
Ability sufficient to monitor and assess health needs	<ul style="list-style-type: none"> • Ability to respond to monitoring device alarm and other emergency signals • Ability to perform physical assessment • Ability to determine patient's condition and responses to treatments

Criminal Record Check

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 required to have a BCII and FBI background check prior to matriculation into the program. The student is responsible for processing fees. Reports must be sent directly to the undergraduate program office. Duplicate reports from places of employment or other sources are not acceptable as report results must be current with matriculation.

Note: The printed copy of this policy may not be the most current version; therefore, please refer to the policy website (<http://utoledo.edu/policies>) for the most current copy.

<p>Name of Policy: <u>Criminal Records Checks</u></p> <p>Policy Number: 3364-82-07</p> <p>Approving Officer: President</p> <p>Responsible Agent: Dean of the College of Nursing</p> <p>Scope: Applicants of The University of Toledo College of Nursing.</p>	 <p>Effective date: May 5, 2014</p>				
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<input checked="" type="checkbox"/> New policy proposal	<input type="checkbox"/> Minor/technical revision of existing policy				
<input type="checkbox"/> Major revision of existing policy	<input type="checkbox"/> Reaffirmation of existing policy				

A) Policy Statement

A criminal record check will be conducted on applicants that wish to enter the College Nursing at The University of Toledo in the Upper Division B.S.N. and all of the graduate nursing programs.

B) Purpose of Policy

To assure that students in the College of Nursing at the University do not have a criminal history that may preclude the student from participating in various aspects of a program.

C) Scope

This policy applies to all applicants to the College Nursing wish to enter the College Nursing at The University of Toledo in the Upper Division B.S.N. and all of the graduate nursing programs.

D) Procedure

1) The College of Nursing will conditionally accept students into the College of Nursing in the Upper Division B.S.N. and all of the graduate nursing programs subject to completion of the Criminal Record Check.

2) Authorization Process and the Criminal Record Check

- a) All incoming applicants wishing to be students of the College of Nursing in the Upper Division B.S.N. and all of the graduate nursing programs will be fingerprinted through the Health Science Campus Police Department at the University. Applicants undergoing a criminal record check must complete the appropriate Authorization to Release Information (*Appendix A*). Fingerprint checks will be conducted under Senate Bill 38 (care of children) and Senate Bill 160 (care of the elderly) where necessary.
- b) The Bureau of Criminal Identification & Investigation will conduct an Ohio and Federal record check. If residence of the applicant is a state outside of the state of Ohio, the background check will be conducted for that state. The cost of the criminal record check will be paid by the applicant. The criminal history or records check will only report convictions, conviction-equivalent adjudications¹, and all arrests without final adjudication² (both felonies and misdemeanors).

¹ Conviction and Conviction-Equivalent Adjudications may include, but are not limited to, the following criminal records dispositions: Alford plea, bail/bond forfeiture, default judgment, fine/costs paid, guilty, no contest, plea in absentia, plea in abeyance, pled guilty, prayer for

- c) Acceptance into the University's College of Nursing in the Upper Division B.S.N. and all of the graduate nursing programs are conditional upon completion and approval of the information received regarding the criminal record check.

3) Handling Adverse Reports

- a) In the result of an adverse report, the report will first be submitted to the applicant along with a copy of the Fair Credit Reporting Act Notification attached as *Appendix B*. Upon receiving this Report, the applicant will have ten (10) calendar days from the date the Report is sent to review their Report. The accepted applicant will be provided with an opportunity to contest the contents of the Report within the specified ten-calendar day period.
- b) After the ten (10) day period has lapsed, the Report will be submitted to the Dean of the College. The Dean, or the Dean's designee, will review the report and if necessary, ask the applicant to provide a detailed, written description and explanation of the information contained in the criminal records report along with appropriate documentation, such as police reports, certificated court records and any institutional correspondence and orders. This information must be returned to the Office of the Dean of the College of Nursing within ten (10) working days of the date the communication is sent to the applicant. Any extension of this ten day period must be set forth in writing signed by an authorized College representative. The College 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.
- c) The criminal record report and the applicant's explanation (if requested) will be reviewed. No provided information may result in revocation of acceptance to the program. A final decision for continuation in the educational program will be made only after careful review of factors including, but not limited to:
 - (i) the nature and seriousness of the offense;
 - (ii) the circumstances under which the offense occurred;
 - (iii) the relationship between the duties to be performed as part of the educational program and the offense committed;
 - (iv) the age of the person when the offense was committed;
 - (v) whether the offense was an isolated or repeated incident;
 - (vi) the length of time that has passed since the offense;
 - (vii) past employment and history of academic or disciplinary misconduct;
 - (viii) evidence of successful rehabilitation;
 - (ix) safety of patient care;
 - (x) safety of fellow students or applicants or staff;
 - (xi) the applicant's violation of University policies and procedures;
 - (xii) state and federal regulations regarding consideration of an individual with a past misdemeanor, felony or similar offense; and
 - (xiii) the accuracy of any information provided by the applicant.

judgment, suspended execution of sentence, appealed, consolidated for judgment, covered by plea to charge, reduced, accelerated rehabilitative disposition, adjudication withheld, Article 894, conditional diversion, conditional dismissal, conditional discharge, conditional release, deferred sentence, first offender program, supervision, suspended imposition of sentence, work release program, and Sunshine Law.³ Arrests without Final Adjudication may include, but are not limited to, the following criminal records dispositions: adjourned, case is pending, continued, extradited, remanded, transferred, and dispositions that are not available.

- d) Upon consideration of the information provided a decision will be rendered by the Dean of the College, or the Dean’s designee, permit the applicant to join the College of Nursing Upper Division B.S.N. or any of the graduate nursing programs or whether the conditional acceptance will be revoked. The applicant will be notified in writing within ten (10) days of the final decision. A second Adverse Action Notice letter will be sent out if the final decision is to withdraw the conditional offer of acceptance along with a second copy of the Summary of Your Rights Under the Fair Credit Reporting Act. Applicants who are denied final admission to the College of Nursing will have no rights to due process for dismissal from either the University or College of Nursing. If the applicant is admitted into the College of Nursing and the College learns that the applicant was not truthful or honest with regard to the information provided as a conditionally accepted applicant, the College of Nursing may immediately revoke the status of the individual as a student in the Upper Division B.S.N. or graduate nursing programs.

- e) Once a person matriculates into the College of Nursing that person as a student of the University has a continuing obligation to immediately notify the University, through the Associate Dean of Academic Affairs in the College, with regard to any information that has changed as was contained in the initial Report provided to the University, including the reporting of any arrests, misdemeanor, felony charges or convictions. The College of Nursing reserves the right to conduct any additional record checks while the student is enrolled in any nursing program of the College.

- f) The College of Nursing will respect the laws of the state of Ohio or other state laws with regard to the person having a sealed juvenile record and having no obligation to reveal the records within the juvenile court system.

<p>Approved by: Lloyd A. Jacobs, M.D. President Timothy M. Gaspar, PhD, RN Dean, College of Nursing</p> <p><i>Review/Revision Completed by: Office of the Dean of the College of Nursing CON Student Admission, Retention, and Progression Committee CON Faculty Assembly 5/5/14 Office of Legal Affairs</i></p>	<p>Policies Superseded by This Policy: None Initial effective date: May 5, 2014 Review/Revision Date: May 5, 2014</p> <p>Next review date: May 5, 2017</p>
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Appendix A



AUTHORIZATION TO RELEASE INFORMATION

I have accepted a conditional offer of acceptance with The University of Toledo (UT) College of Nursing and hereby specifically authorize and permit The University of Toledo and its principals, employees, agents, servants, and contractors to contact my character references, former schools, colleges or universities, employers, law enforcement agencies, courts of law, federal, state and local regulatory agencies to obtain information from such sources about me. I understand that any investigation into my background may include reference to any information which is a matter of public record (for example, criminal convictions, traffic offenses and lawsuits). I hereby waive any rights of action I may have against The University of Toledo and its trustees, employees, agents, servants and contractors in connection with the obtaining or reporting of such information for purposes of determining my eligibility for entrance into the College.

This release is executed with full knowledge and understanding that the information is for the official use of The University of Toledo. I understand that this form may be photocopied and sent to Police Departments, employers, etc., as deemed necessary by the University.

Consent is also hereby granted to release requested information to the UT Campus Police Department. I hereby release you as the custodian of such records, both individually and collectively, from any and all responsibility or liability for damages of whatever kind, which at any time may result to me, my heirs, family, or associates, because of compliance with this authorization and request to release information or any attempt to comply with it. I understand and agree that this information is obtained by the University prior to my full acceptance as a student and therefore is not subject to the Family Education and Right to Privacy Act, even if I am or was previously enrolled in any capacity at The University of Toledo.

I understand that in signing this release I will be authorizing The University of Toledo to make inquiries into my personal, educational and work history. I also understand that a conditional offer of acceptance may be withdrawn based on the information obtained in such inquiries and tests, and also based upon the results of a pre-employment drug screen, physical examination and/or psychological examination as applicable.

Printed Name: _____ Social Security #: _____

Date of Birth (month/day/year): _____ College Program: _____

Signature: _____ Date: _____

Appendix B

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness, and privacy of information in the files of every “consumer reporting agency” (CRA). Most CRAs are credit bureaus that gather and sell information about you -- such as if you pay your bills on time or have filed bankruptcy -- to creditors, employers, landlords, and other businesses. You can find the complete text of the FCRA 15 U.S.C. 1681-1681u, at the Federal Trade Commission’s web site (<http://www.ftc.gov>). The FCRA gives you specific rights, as outlined below. You may have additional rights under state law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

- **You must be told if information in your file has been used against you.** Anyone who uses information from a CRA to take action against you -- such as denying an application for credit, insurance, or employment -- must tell you, and give you the name, address, and phone number of the CRA that provided the consumer report.
- **You can find out what is in your file.** At your request, a CRA must give you the information in your file, and a list of everyone who has requested it recently. There is no charge for the report if a person has taken action against you because of information supplied by the CRA, if you request the report within 60 days of receiving notice of the action. You also are entitled to one free report every twelve months upon request if you certify that (1) you are unemployed and plan to seek employment within 60 days, (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you up to eight dollars.
- **You can dispute inaccurate information with the CRA.** If you tell a CRA that your file contains inaccurate information, the CRA must investigate the items (usually within 30 days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA. (The source also must advise national CRAs -- to which it has provided the data -- of any error) The CRA must give you a written report of the investigation and a copy of your report if the investigation results in any change. If the CRA’s investigation does not resolve the dispute, you may add a brief statement to your file. The CRA must normally include a summary of your statement in future reports. If an item is deleted or a dispute statement is filed, you may ask that anyone who has recently received your report be notified of the change.
- **Inaccurate information must be corrected or deleted.** A CRA must remove or correct inaccurate or unverified information from its files, usually within 30 days after you dispute it. **However, the CRA is not required to remove accurate data from your file unless it is outdated (as described below) or cannot be verified.** If your dispute results in any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name, address and phone number of the information source.
- **You can dispute inaccurate items with the source of the information.** If you tell anyone -- such as a creditor who reports to a CRA -- that you dispute an item, they may not then report the information to a CRA without including a notice of your dispute. In addition, once you've notified the source of the error in writing, it may not continue to report the information if it is, in fact, an error.
- **Outdated information may not be reported.** In most cases, a CRA may not report negative information that is more than seven years old; ten years for bankruptcies.

- **Access to your file is limited.** A CRA may provide information about you only to people with a need recognized by the FCRA -- usually to consider an application with a creditor, insurer, employer, landlord, or other business.
- **Your consent is required for reports that are provided to employers, or reports that contain medical information.** A CRA may not give out information about you to your employer, or prospective employer, without your written consent. A CRA may not report medical information about you to creditors, insurers, or employers without your permission.
- **You may choose to exclude your name from CRA lists for unsolicited credit and insurance offers.** Creditors and insurers may use file information as the basis for sending you unsolicited offers of credit or insurance. Such offers must include a toll-free number for you to call if you want your name and address removed from future lists. If you call, you must be kept off the lists for two years. If you request, complete, and return the CRA form provided for this purpose, you must be taken off the lists indefinitely.
- **You may seek damages from violators.** If a CRA, a user or (in some cases) a provider of CRA data, violates the FCRA, you may sue them in state or federal court.

The FCRA gives several different federal agencies authority to enforce the FCRA:

FOR QUESTIONS OR CONCERNS REGARDING:	PLEASE CONTACT:
CRAs, creditors and others not listed below	Federal Trade Commission Consumer Response Center - FCRA Washington, DC 20580 202-326-3761
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Programs Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-518-6360
State chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Division of Compliance & Consumer Affairs Washington, DC 20429 800-934-FDIC
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051

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."

CURRICULUM OVERVIEW

The curriculum is concept based. These concepts are taught within the framework of a liberal education including arts, humanities, and sciences with an emphasis on critical thinking, clinical reasoning, 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.

ASSESSMENT TECHNOLOGIES INSTITUTE (ATI) POLICY

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 and to assist students in preparing for NCLEX, as well as increase confidence and familiarity with nursing content.

UT BSN PLANNING GUIDE

Prerequisites required to be completed prior to application for the nursing major. A grade of “C” or above is required on all prerequisite and nursing courses (a grade of C- is not acceptable).

CHEM 1120 – Chemistry for Health Sciences (4) [Prereq: CHEM 1110 or Placement Test]	KINE 2570 – Anatomy & Physiology II (3)
EEES 2150 – Biodiversity (4)	KINE 2470 – Anatomy & Physiology II Lab (1)
ENGL 1110 – College Composition I (3)	KINE 2590 – Microbiology (3)
ENGL 2950 – Scientific & Technical Report Writing (3)	MATH 2600 – Statistics (3) [Prereq: MATH 1200 or Placement Test]
HEAL 1800 – Medical Terminology (3)	NURS 1000 – Nursing Orientation (1)
HEAL 2800 – Principles of Nutrition (3)	PHIL 3370 – Medical Ethics (3)
KINE 2560 – Anatomy & Physiology I (3)	PSY 1010 – Principles of Psychology (3)
KINE 2460 – Anatomy & Physiology I Lab (1)	PSY 2510 – Lifespan Psychology (3)

Additional courses to be completed prior to graduation:

Diversity of U.S. Culture Core Course (3)
Social Science Core Course (3)

Non-Western Diversity Core Course (3)
2-Humanities Core Courses (6)

COURSE DESCRIPTIONS

BSN-1: First semester in the major

NURS 3040 Nursing to Promote Wellness across the Lifespan: 5 credit hours (3 theory; 2 clinical)

Course Description: Focus on wellness and primary prevention across the lifespan. Introduction to nursing as a discipline. Recognize individuals in context of family and community. Student experiences in community-based settings.

NURS 3080 Fundamentals of Nursing and Assessment across the Lifespan: 5 credit hours (2 theory; 3 lab)

Course Description: Focus on holistic assessment of individuals across the lifespan. Experiential learning with peers and patients. Incorporates culture and genetic factors. Introduction to electronic documentation. Students will learn basic nursing interventions.

NURS 3150 Pathopharmacology 1: 3 credit hours

Course Description: Focus on fundamental concepts in pathophysiology and pharmacology across the life span. Foundation for understanding disease processes and drugs [i.e. therapeutic outcomes and potential drug interactions].

NURS 3190 Nursing Research-1: 2 credit hours

Course Description: Introduction to concepts, issues, and processes in nursing research.

BSN-2: Second semester in the major

NURS 3280 Advanced Fundamentals -3 credit hours (1 theory; 2 lab)

Course Description: Application of assessment and technical skills in simulated experiences related to care of patients. Incorporates clinical reasoning, professional behaviors, and teamwork skills. Students will learn high-risk interventions.

NURS 3300 Nursing Care of Persons with Health Challenges: 4 credits (2 theory; 2 clinical)

Course Description: Focus on holistic care of adults and older adults in acute-care settings experiencing health problems. Incorporates concepts of leadership and management with an emphasis on teamwork and communication. Recognizes individuals in context of family and community.

NURS 3400 Family Health: 4 credit hours (2 theory; 2 clinical)

Course Description: Focus on health, wellness and illness of child-bearing families and children across various settings. Emphasis on concepts of gas exchange, sexuality, reproduction, grief, mood and affect, family, safety, advocacy and family communication. Recognizes individuals in context of family and community.

NURS 3290 Nursing Research 2: 1 credit hour

Course Description: Introduction to evidence-based practice. Emphasis is on learning how to evaluate research for evidence-based practice in nursing as a baccalaureate nurse.

NURS 3540 Pathopharmacology 2: 3 credit hours

Course Description: Focuses on selected alterations and related pharmacology across the life span. Foundation for understanding disease processes and drugs [i.e. therapeutic outcomes and potential drug interactions]. Basis for critical thinking in nursing to help clients cope with effects of illness and return to health. Emphasis on concepts of: clotting, elimination, gas exchange, intracranial regulation, mood & affect, nutrition, patient education, perfusion, reproduction, sensory perception, tissue integrity.

BSN-3: Third semester in the major

NURS 4130 Nursing Care of Persons in Crisis 1: 4 credit hours (2 theory; 2 clinical)

Course Description: Focus on nursing care of persons across the lifespan in the acute care setting with mental health issues. Emphasis on concepts related to coping and stress tolerance; emotion; cognitive function; and maladaptive behavior.

NURS 4240 Nursing Care of Persons in Crisis 2: 8 credits (5 theory, 3 clinical)

Course Description: Focus on concepts related to oxygenation and hemostasis; homeostasis and regulation; protection and movement, and coping and stress tolerance in the acute care setting across the lifespan.

NURS 4260 Professional Nursing Development: 3 credit hours

Course Description: Focus on the principles and theories of management/leadership as a basis for provision of nursing care. Emphasis on the concepts of health care delivery, health care infrastructures and attributes and roles of nurse.

BSN-4: Fourth/Final semester in the major

NURS 4510 Population Health: 4 credit hours (2 theory; 2 clinical)

Course Description: Focuses on the design and implementation of nursing care for aggregates and communities across the lifespan. Emphasis on professional nursing and health care concepts.

NURS 4620 Precepted Clinical Practicum: 5 credit hours (1 theory; 4 clinical)

Course Description: Focus on partnering with clients (individuals, families, groups and/or communities) who are dealing with complex health problems of any age group and setting. Emphasis on concepts of health-care delivery, attributes and roles of nurse, and care competencies. Includes weekly seminars relevant to clinical issues.

NURS 4700 Nursing Care of Persons and Families with Complex Care Needs: 3 credit hours

Course Description: Focus on nursing care of people with complex health issues across the lifespan. Emphasis on care coordination and interprofessional collaborative teamwork.

NURS 4760 Professional Nursing Competency: 3 credit hours

Course Description: Focus on preparation for the National Council Licensure Examination for Registered Nurses (NCLEX-RN). All concepts in the curriculum are included in comprehensive review.



BSN UPPER DIVISION COURSES

Health Science Campus MS1026
 Collier Building 4430
 3000 Arlington Avenue
 Toledo, OH 43614-2598
 419-383-5859

Sem	Course	Course Credit	Theory credit Hours/week	Clinical credit Hours/week	Lab credit Hours/week
1 st	N3040 Nursing to Promote Wellness across the Lifespan –	5	3	2	
1 st	N3080 Fundamentals of Nursing and Assessment across the Lifespan	5	2		3
1 st	N3150 Pathopharmacology 1	3	3		
1 st	N3190 Nursing Research 1	2	2		
2 nd	N3280 Advanced Fundamentals	3	1		2
2 nd	N3300 Nursing Care of Persons with Health Challenges	4	2	2	
2 nd	N3400 Family Health	4	2	2	
2 nd	N3290 Nursing Research 2	1	1		
2 nd	N3540 Pathopharmacology 2	3	3		
3 rd	N4130 Nursing Care of Persons in Crisis 1	4	2	2	
3 rd	N4240 Nursing Care of Persons in Crisis 2	8	5	3	
3 rd	N4260 Professional Nursing Development	3	3		
4 th	N4510 Population Health	4	2	2	
4 th	N4620 Precepted Clinical Practicum	5	1	4	
4 th	N4700 Nursing Care of Persons and Families with Complex Care Needs	3	3		
4 th	N4760 Professional Nursing Competency	3	3		
	TOTAL CREDIT HOURS	60	38	17	5
	TOTAL CONTACT HOURS		570	510	150

COURSES IN THE PROFESSIONAL MAJOR

Semester in major	Course #	Course Title (credit hours)
BSN-1 First Semester	NURS 3040	Nursing to Promote Wellness across the Lifespan (5)
	NURS 3080	Fundamentals of Nursing and Assessment across the Lifespan (5)
	NURS 3150	Pathopharmacology 1 (3)
	NURS 3190	Nursing Research 1 (2)
		Total Credit Hours (15)
BSN-2 Second Semester	NURS 3280	Advanced Fundamentals (3)
	NURS 3300	Nursing Care of Persons with Health Challenges (4)
	NURS 3400	Family Health (4)
	NURS 3290	Nursing Research 2 (1)
	NURS 3540	Pathopharmacology 2 (3)
		Total Credit Hours (15)
BSN-3 Third Semester	NURS 4130	Nursing Care of Persons in Crisis 1 (4)
	NURS 4240	Nursing Care of Persons in Crisis 2 (8)
	NURS 4260	Professional Nursing Development (3)
		Total Credit Hours (15)
BSN-4 Fourth Semester	NURS 4510	Population Health (4)
	NURS 4620	Precepted Clinical Practicum (5)
	NURS 4700	Nursing Care of Persons and Families with Complex Care Needs (3)
	NURS 4760	Professional Nursing Competency (3)
		Total Credit Hours (15)

RN/BSN PLANNING GUIDE

- 1 Talk with a UT nursing advisor to identify current program courses that may transfer to the university.
- 2 Graduate from a diploma or associate degree program and obtain licensure. Apply to The University of Toledo and send an official transcript from all post high school programs to the Admissions Office.
- 3 Meet with nursing advisor to assess for completion of university core courses and nursing prerequisites. A grade of "C" or higher is required in all required courses. (A grade of "C-" is not acceptable.)

Pre-requisites:

CHEM 1120 – Chemistry for Health Sciences (4)
[Prereq: CHEM 1110 or Placement Test]

EEES 2150 – Biodiversity (4)

ENGL 1110 – College Composition I (3)

ENGL 2950 – Scientific & Technical Report Writing (3)

HEAL 2800 – Principles of Nutrition (3)

KINE 2560 – Anatomy & Physiology I (3)

KINE 2460 – Anatomy & Physiology I Lab (1)

KINE 2570 – Anatomy & Physiology II (3)

KINE 2470 – Anatomy & Physiology II Lab (1)

KINE 2590 – Microbiology (3)

MATH 2600 – Statistics (3)

[Prereq: MATH 1200 or Placement Test]

PHIL 3370 – Medical Ethics (3)

PSY 1010 – Principles of Psychology (3)

PSY 2510 – Lifespan Psychology (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)

Humanities Core Course (3)

Humanities Core Course (3)

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.

Nursing courses are online. A number of part and full time options are available to complete the courses in the nursing major. 124 semester credit hours are required for graduation.

Sample:

Semester 1 NURS4350 Transition to BSN Practice (2)
 NURS4360 Theory and Collaborative Practice (3)
 NURS4390 Health Promotion and Assessment of Families Across the Lifespan (3)

Semester 2 NURS4270 Applied Health Assessment Across the Lifespan (3)
 NURS4290 Nursing Care of the Older Adults (4)

Semester 3 NURS4310 Research Methods and Evidence Based Practice (3)
 NURS4330 Nursing Leadership and Management (5)

Semester 4 NURS4320 Pathopharmacology Across the Lifespan (4)
 NURS4340 Population Focused Care (5)

12/2011, 9/12, 6/13, 12/13, 7/14, 9/14, 10/14, 2/15, 3/15, 4/15, 7/16

RN-BSN COURSE DESCRIPTIONS

N4350 Transition to BSN Practice (2 credit hours)

This course facilitates the development and implementation of strategies to enable the synthesis of professional development for the baccalaureate nurse. The course enables the student to recognize and understand the critical role that nurses play in health care delivery. Students will analyze principles of professional practice and will explore strategies to model the professional practice role in current clinical situations. This course also assists the student in the online classroom environment. This is an online course.

N 4270 Applied Health Assessment Across the Lifespan (3 credit hours)

This course emphasizes the concepts and skills essential to the assessment parameter of the nursing process. The purpose of this course is to broaden the learners' knowledge base, to increase their assessment skills, and to facilitate their ability to apply these skills in a clinical setting. The knowledge from this course is immediately applicable to everyday patient care. This is an online course.

N4330 Leadership and Management (5 credit hours)

Students focus on the professional nurse's role in applying the principles and theories of leadership and management as a basis for provision of nursing care across healthcare delivery systems. Emphasis will be on leadership concepts to achieve safe, high quality patient-centered nursing care.

4290 Nursing Care of the Older Adults (4 credit hours)

Focus on the analysis and application of health and illness concepts with older adults. Concepts include healthcare delivery, attributes & roles of the nurse, and patient profile concepts. This is an online course.

4310 Research Methods and Evidence Based Practice (3 credit hours)

Introduction to concepts, issues and processes in nursing research and evidence-based practice. Emphasis is on the use of research as a baccalaureate-prepared nurse, including critical analysis and evaluation of published research for use in evidence-based practice.

4340 Population Focused Care (5 credit hours)

This course facilitates the development and implementation of strategies to enable the synthesis of professional development for the baccalaureate nurse within the community. The course enables the student to recognize and understand the critical role that nurses play in community and public health care delivery. Students will analyze principles of public health and will explore strategies to model the professional practice role in current community clinical situations. This course also assists the student in the online classroom environment. This is an online course.

4360 Theory and Collaborative Practice (3 credit hours)

This course facilitates the development and implementation of strategies to enable the synthesis of nursing theory and collaborative practice for the baccalaureate nurse. The course enables the student to recognize and understand the critical role that nurses play in health care delivery collaboration. Students will analyze theories of nursing and will explore strategies to apply nursing theory in current clinical situations. This course also assists the student in the online classroom environment. This is an online course.

4390 Health Promotion and Assessment of Families Across the Lifespan (3 credit hours)

Focus on wellness and primary prevention across the lifespan. Emphasis on concepts of wellness, communication, lifespan, and physiologic processes. Additional concepts include the role of the nurse in healthcare delivery as related to health promotion. This is an online course.

4320 Pathopharmacology Across the Lifespan (4 credit hours)

Basic concepts of pathophysiology and pharmacology. Prepares for critical thinking in application of concepts to nursing practice.

SECTION 3

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.

CONFIDENTIALITY OF STUDENT RECORDS (FERPA)

See Policy attached:

Name of Policy: <u>Confidentiality of student records (FERPA)</u> Policy Number: 3364-71-15 Approving Officer: President Responsible Agent: University Registrar Scope: all students, The University of Toledo		 Initial effective date: May 1, 2011	
<input type="checkbox"/>	New policy proposal	<input checked="" type="checkbox"/>	Minor/technical revision of existing policy
<input type="checkbox"/>	Major revision of existing policy	<input type="checkbox"/>	Reaffirmation of existing policy

(A) Policy statement

The university supports a student’s right to confidentiality of their records. The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, (the Act) is a federal law, which requires that a written institutional policy complying with the Act be established and that a statement of adopted procedures covering the privacy rights of students, be published.

Reinforcing longstanding institutional policy, the Act and other laws require The University of Toledo to maintain the confidentiality of student educational records except as noted below. The University Registrar is primarily responsible for the administration of this policy at The University of Toledo. Notification of this policy, associated procedures, and students’ rights under the Act is distributed annually to all enrolled students. This policy also conforms to the requirements of the Ohio Privacy Act, as amended.

(B) Purpose of policy

The purpose outlines the protection of the confidentiality of student records.

(C) Definitions

The following definitions are applicable:

(1) Student

A student is any individual currently or formerly enrolled in any University academic offering regardless of their age or status in regard to their parental dependency. FERPA rights begin once the student is enrolled The University of Toledo. A student is considered enrolled once he/she has registered and attended his/her first class.

(2) Dependent students

The definition contained in the applicable provisions of the United States Internal Revenue Code of 1954, as amended, is adopted herein by reference. No student shall be presumed to be a dependent student.

(3) Student educational records

Student educational records include all records maintained by the University concerning a student, including admissions, academic, financial, and placement records. Educational records include a university maintained list of requests by persons and offices external to the University for disclosure of educational records. The list will also indicate the basis upon which any disclosure is made.

Educational records do not include:

- (a) Records of instructional, administrative, and educational personnel which are in the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute,
- (b) The records of the department of campus security or law enforcement records,
- (c) Records relating to treatment provided by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional and disclosed only to individuals providing treatment.
- (d) Employment records, or
- (e) Alumni records.

(4) Administrative personnel

Administrative personnel are those persons with supervisory or staff responsibility charged with the management of the University, or a part thereof, as well as those staff members assigned to maintain student educational records.

(5) Academic personnel

Academic personnel are those persons holding regular or adjunct appointments to the faculty of The University of Toledo.

(6) School Official

School officials include administrative and academic personnel as defined in B4 and B5 as well as contractors, consultants, affiliates, and other external service providers used by, or acting on behalf of, The University of Toledo to perform institutional services and functions related to student educational records.

(7) Need to know

Need to know means the necessity of knowing, due to a normal and customary need or function or pursuant to a University rule, regulation or authorized delegation of authority.

(8) Directory information

Directory information at the University consists of:

- (a) Student name
- (b) Local address and local phone number
- (c) College and major field of study
- (d) Class (freshman, sophomore, etc.)
- (e) University E-mail address
- (f) Dates of attendance
- (g) Degrees, certificates, and awards received
- (h) Full or part-time status
- (i) Student photograph (College of Medicine only)
- (j) Graduate Medical Education placement (MD students only)

(D) Disclosure of student education records

(1) External disclosures of educational records

No one external to the University shall have access to nor will the University disclose any information from students' education records without the written consent of students except as noted below.

- (a) In connection with a student's application for, or receipt of, financial aid;
- (b) To parents or legal guardians of dependent students;
- (c) To government officials, as required by statute, regulation, or rule;
- (d) To accrediting organizations;
- (e) Pursuant to a court subpoena after a reasonable attempt to notify the student of the disclosure;
- (f) In response to a request for internal disciplinary records;
- (g) To organizations or individuals conducting studies for, or on behalf of, local and state educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction;
- (h) In any emergency to protect the health and safety of the student or other individuals.

(2) Internal use of educational records

Within The University of Toledo community, only school officials, individually or collectively, acting in the student's educational interest are allowed access to student educational records.

(3) Directory information

At its discretion the University may provide "directory information" upon inquiry in accordance with the provisions of the Act. Students may prohibit the release of "directory information" by notifying the Office of the Registrar in writing or by updating their 'Directory Information/Release Status' online in the myUT portal

(E) Inspection and challenge of educational records

Students have the right to inspect and review most information contained in their educational records, to challenge the contents of their educational records, to have a hearing of the outcome if the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panel to be unacceptable. The University Registrar at The University of Toledo is responsible for coordinating the inspection and review procedures for student educational records. Inquiries as to the extent and location of student educational records subject to inspection should be directed to the Office of the Registrar. Students wishing to review their educational records must make written requests to the University Registrar or a designee listing the item or items of interest. Student educational records covered by the Act will be made available as soon as possible, but within forty-five days of the request.

(1) Inspection

The right of inspection includes access to a University official capable of providing any necessary explanation or interpretation of the data contained in a student's educational record. The University may require that the inspection proceed in the presence of a University official. Students may have copies made of their educational records except that certified copies of transcripts shall be available only if their outstanding obligations to the University are paid or excused.

Students may not inspect and review the following records:

- (a) Financial information submitted by their parents;
- (b) Confidential letters and recommendations placed in their files prior to January 1, 1975, provided these letters were collected under the established policies of confidentiality and were used only for the purpose for which they were collected.
- (c) Confidential letters and recommendations placed in their files after January 1, 1975, regarding which the student has waived his/her right to inspect and review and that are related to the student's admission, application for employment, or job placement, or receipt of honors.
- (d) Educational records containing information about more than one student, in which case the University will permit access only to that part of the record which pertains to the inquiring student.

(2) Challenge

Students who believe that their educational records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights, may discuss their problems informally with the University Registrar or a designee. If such discussions result in a decision which is in agreement with a student's request, the University Registrar or a designee shall take steps to see that the appropriate records are amended. If not, the student will be notified within a reasonable period of time that the records will not be amended and the student will be informed by the University Registrar or a designee of the student's right to a formal hearing.

A request for a formal hearing must be made in writing to the University Registrar and must contain a statement of the dispute. The University Registrar, within a reasonable period of time after receiving such request, will inform the student of the date, place, and the time of the hearing. A student may present evidence relevant to the issues raised and may be assisted or represented at the hearing to resolve problems concerning student educational records.

Transcripts of the hearing may be made at the requesting party's expense. A copy of any such transcript must be supplied to the hearing council before it renders its decision.

The hearing panel that will adjudicate such challenges will be composed of no less than three senior academic officials who are impartial to the outcome of the hearing to ensure fair judgment. No one with prior involvement in the matter shall be designated.

Recommendations of the hearing panel will be based solely on the evidence presented at the hearing, will consist of written statements summarizing the evidence and stating the reason for the decisions, and will be delivered to all parties concerned. The student's educational records will be corrected or amended in accordance with the recommendations of the hearing panel if the recommendations are in favor of the student. If the decisions are unsatisfactory to the student, the student may place with the disputed education records a brief statement commenting on the information in the records, or a statement setting forth any reasons for disagreeing with the decisions of the hearing panel. The statement must be reasonably concise, normally not more than one hundred words, and will be maintained with the student's educational records, and released whenever the records in question are disclosed.

At any time after a request for a formal hearing is made, a student may request in writing that the University Registrar furnish a copy of the student's statement of dispute or the resolution thereof to any person specifically designated by the student.

Students who believe that adjudication of their challenges is unfair, or not in keeping with the provisions of the Act, may request, in writing, assistance from the senior academic administrator; however, if the incumbent of that office has served on the hearing panel in the matter, the request may be directed to the Office of the President of the University. Further, students who believe that their rights have been abridged, may file a complaint with the U.S. Department of Education's Family Policy Compliance Office concerning the alleged failures of The University of Toledo to comply with the Act.

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

(3) Transcripts

Students with outstanding obligations to the University will be unable to obtain their transcripts until the outstanding obligations have been resolved.

(F) Rules

The University Registrar may adopt such rules and procedures as are necessary to place this policy into effect.


<p>Approved by:</p> <p><u>/s/ laj</u></p> <p>Lloyd A. Jacobs, M.D. President</p> <p><u>August 19, 2011 Date</u></p> <p><i>Review/Revision Completed by:</i></p> <p>Provost & Executive Vice President for Academic Affairs and Chancellor & Executive Vice President for Biosciences & Health Affairs/Dean of the College of Medicine</p>	
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Policies Superseded by This Policy:

- *3364-81-04-0009-01 Student records/FERPA, former Health Science Campus policy, previous review/revision date 8/20/2007*
- *3360-30-02 Policy on confidentiality of student records, former Main Campus policy, previous effective date 7/20/2004*

Initial effective date: May 1, 2011 Review/Revision Date:

See Policy

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

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 the semester prior to graduation.

Graduation or commencement ceremonies are held by UT and BGSU. UT summer candidates are invited to participate in either the spring or fall ceremony; however if they wish to walk in the spring ceremony, the candidates should apply for summer graduation but submit the application by the fifth week of the spring term to be included in the spring commencement program.

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

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 4

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), or has a GPA below 2.0 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 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 withdraw 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. Students are not excused from class and clinical for personal or social activities.

ACADEMIC PERFORMANCE REFERRAL

The Student Admission, Retention, and Progression Committee (SARP) 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.

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 receive a dismissal letter from the Associate Dean for Academic Affairs.
5. Students may only repeat required courses one time after a grade of "W" has been earned. Students who have a "W" in a required course and then earn a grade of "D" or "F" for the same course or withdraw from the course a second time may not repeat this course for a higher grade and is subject to dismissal.

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
5. Breach of patient confidentiality

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 may 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.

Name of Policy: Academic Due Process and Appeal of a Final Course Grade

Policy Number: 3364-82-05

Approving Officer: President

Responsible Agent: Dean of the College of Nursing

Scope: Any NURS course at UT College of Nursing Programs



Effective date: May 5, 2014

- | | |
|---|--|
| <input type="checkbox"/> New policy proposal | <input type="checkbox"/> Minor/technical revision of existing policy |
| <input checked="" type="checkbox"/> Major revision of existing policy | <input type="checkbox"/> Reaffirmation of existing policy |

ACADEMIC DUE PROCESS and APPEAL of a FINAL COURSE GRADE

The policy 3364-82-05 for academic due process is found on the University policies website:
http://www.utoledo.edu/policies/academic/college_of_nursing/pdfs/3364_82_05.pdf

(A) Policy Statement

The University of Toledo, College of Nursing upholds the principles of fairness and integrity and equitable application of the course syllabi, College of Nursing policies and procedures for student evaluation and the grading processes for the assignment of a final course grade.

(B) Purpose of Policy

To set forth the criteria and procedures for when a student may challenge a final course grade when the Student believes that there has not been an equitable application of the course syllabus or College of Nursing policies and procedures for student evaluation and grading.

(C) Scope

The procedure for disputing a final course grade applies to all students enrolled in a College of Nursing programs and is the appeal process to be used instead of the undergraduate Grievance Policy 3364-71-05. Students enrolled in courses through the College of Graduate Studies are subject to and have additional appellate rights in addition to the rights set forth in this policy. *See* policies 3364-77-02 and -01.

(D) Procedure for Disputing a Final Course Grade.

1. When a Student May Dispute a Final Course Grade; Grievance Criteria. Students may dispute a final course grade when the Student believes that there has not been an equitable application of the course syllabus or College of Nursing policies and procedures for student evaluation and grading. Students may not dispute a final course grade because of dissatisfaction with an assigned grade, particular examination or grading process when course policies have been applied equitably to all students. Students may not challenge the actual grading policies themselves where applied equitably to all students.

2. Availability of Information. To protect the Faculty member and the Student, it is crucial that tests, papers, and other such material (which were evaluated and were considered in arriving at the final course grade but have not been returned to the Student) be available for inspection by the Student and by other persons (i.e., the Departmental Chair, the Dean or Faculty representatives, and members of the SGC Committee involved in the grievance procedure).
3. Informal Resolution. The procedure for disputing a final course grade must first start with an attempt at informal resolution. The Student must adhere to the steps as follows:
 - a) Step 1: To the Faculty Member. Within **five (5) business days** of the posting of final course grade by the Registrar (not merely when posted by the Faculty member on Electronic Course Management System), the Student must submit to the Faculty member of the class who assigned the final course grade to the Student (hereinafter referred to as “Faculty”) a Petition of Final Course Grade form. The required Petition of Final Course Grade form is attached to this policy and must be initiated by the Student. After reviewing the petition, the Faculty member may gather information from other sources, including the Clinical Associate and Teaching Associate, if applicable, before making a decision, but no later than **five (5) business days** after submission of a proper petition. The Faculty member 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 petition to the Course Leader. If the issue is resolved then the Faculty member will forward the original Petition of Final Grade form to the Associate Dean of Academic Affairs for disposition.
 - b) Step 2: To the Course Leader. If the Student wishes to further challenge the decision of the Faculty member, within **five (5) business days** of the Faculty member’s decision, the Student must forward the original written petition form to the Course Leader. After reviewing the petition, the Course Leader will meet with both the Faculty member and the Student. The Course Leader must notify the Student in writing of the decision no later than **five (5) business days** after the petition was filed with the Course Leader. If the issue is not resolved to the Student’s satisfaction, the Student may petition to the Program Director. If the issue is resolved, then the Course Leader will forward the Petition of Final Grade form to the Associate Dean of Academic Affairs for disposition.

In the event the Faculty member is also the Course Leader, the student may petition to the Faculty member/Course Leader as in 3a, and then the Program Director as in 3b who will be the final person reviewing (3c will not apply).

- c) Step 3: To the Program Director. If the Student wishes to further challenge the decision of the Faculty member/Course Leader, within **five (5) business days** of the Faculty member/Course Leader’s decision, the Student must forward the original written petition form to the Program Director. The Program Director may call a meeting of the involved parties, which must include the Faculty member/Course Leader who assigned the final course grade, to explore options for resolution. If a resolution is not achieved to the satisfaction of the Student, the petition form will be forwarded by the Program Director to the Student Grievance Committee (SGC) Chairperson within **two (2) business days** for review or scheduling of a grievance hearing, if appropriate, in accordance with article E below. In the event the Program Director serves as faculty in which the course being grieved, the student will omit step 3 and petition directly to SCG Chair.

(E) Formal Resolution Process/Student Grievance Committee

Only after the Student has exhausted the Informal Resolution, does the Student have the right to a hearing by the College of Nursing Student Grievance Committee (SGC) and only when the Student meets the criteria for disputing a final course grade. The SGC Chair along with no less than two (2) other members of the SGC will determine whether the request fits the criteria, as set forth in Section (D) 1 above, for petitioning the final course grade, known as a grievance. If grievance criteria are met, the SGC Chair will provide all involved parties a written notice that includes: the charge(s), the date, time, and location of the Hearing; and membership composition of the SGC within **ten (10) business days before** the hearing date. The SGC Chair may use discretion in setting the hearing date with the goal as having it within a reasonable time so as not to disadvantage the student from further studies. The notice will include the specific protocols to be followed in the Hearing and will include a copy of this policy. In the event that the SGC Chair is unavailable, the Vice Chair will serve in that role.

(F) Conduct of the SGC Hearing

1. The Hearing will be conducted as follows:

- a) The Chair of the SGC will promptly notify the Grievant, respondents, Associate Dean of Academic Affairs, and the Dean of the College of Nursing of the date, time, and place of the Hearing and the Committee members who will be present. The Chair of the SGC will appoint the members of the SGC Committee, which Committee will be comprised of no less than two (2) Faculty members from the College of Nursing, and two Student members in programs within the College of Nursing and the designated Chair of the SGC. The Chair should strive to make the Hearing Committee an odd number of persons (adding 2 additional Faculty members if necessary). The Committee members of the SGC will include those appointed by the College of Nursing Faculty. In the event that there is difficulty assembling a full committee from the members, either the Chairperson or Vice Chairperson of the Committee may appoint substitute(s) that are unbiased Faculty or Students to fill the vacancies. An appointed Committee member who perceives conflict or bias in a particular petition may also withdraw from serving on the Hearing after discussion with the Chair of the SGC. The Vice Chair will serve as Chair if a conflict exists with the Chair.
- b) The Student may challenge the composition of the Committee **within 24 hours** of the notification of the member composition by the Chair if there is a member with a potential or actual conflict. If challenged, the Chair may decide to appoint an acceptable replacement taking into consideration the best interests of the Student.
- c) Confidentiality will be maintained by all persons involved in the SGC Hearing and no discussion will be entertained outside by the parties involved as to the information, testimony, or recommendations of the grievance process or hearing. This is an essential component of the grievance procedure and due process. All specific information is kept within the Committee. Proceedings of the Committee are to be kept in a secured file at the College of Nursing for seven (7) years.
- d) The Student may have a Grievant Support Representative (GSR) attend the Hearing and

assists the Student. The role of the GSR is to provide emotional support and neutrality for the Student during the hearing process. This representative may be a faculty member, a student, or an academic advisor. Attorneys and family members are excluded from functioning in this role. In addition, the GSR may not be a testimonial witness to the grievance. The Student may proceed without a GSR, but if the Student wishes to have a GSR present at the Hearing, the name of the GSR will be submitted in advance to the SGC Chair. GSR is to remain quiet during the Hearing; and may only address the Committee if requested by the Chair.

- e) The Student may wish to provide a witness if able to provide supporting evidence that is pertinent to the grievance at hand. The intent of a witness's testimony should be submitted to the Chair 48 hours in advance of the Hearing. The Committee reserves the right to restrict the testimony to those issues relevant to the grievance during the Hearing. Any witness is to be available outside the hearing room until called; to answer specific questions; to leave the hearing room on completion of testimony.
- f) The Student and the Faculty member(s) involved, including the Faculty member who assigned the final course grade and Program Director if appropriate, will be present during the grievance Hearing, but not during deliberations of the SGC Committee. Persons attending the Hearing will be limited to the Committee members, the appropriate Faculty members, a GSR for the Student, witnesses to be called and a recorder.
- g) The Role of the Chair during the Hearing includes:
 - Indicating the purpose of meeting and time limitations of the Hearing;
 - Making introductions and identify role of each person in attendance;
 - Read brief statements of Student's petition;
 - Direct the discussion;
 - Call and excuse the witnesses;
 - Allow for the making of final statements;
 - Excuse the Student, GSR, Faculty members involved in the assignment of the Final Course Grade and witnesses;
 - Facilitate the deliberation and the preparation of the written recommendations;
 - Call for Committee vote with the Chair being a voting member; and
 - Submit recommendations to Associate Dean of Academic Affairs
- h) Audio recording or transcription will record the Hearing to ensure accuracy of the information and proceedings. Committee deliberation will not be part of the recording or be made a part of the record.
- i) Deliberations will be conducted in closed session by SGC Committee members only. Deliberations will be limited to data and testimony collected during the Hearing. If the Committee wishes to review the transcript, the Committee deliberations may be suspended until the transcript is completed for review. The Chair will reconvene the Committee. The evidence presented during the Hearing is to be weighed and conclusions of fact should be drawn and a recommendation approved by majority vote. A written recommendation will

be created by the committee Chair. Any recommendation will be based exclusively on the information received at the SGC Hearing.

j)The findings of fact and the written recommendation of the SGC Committee will be delivered by the SGC Chair to the Associate Dean of Academic Affairs within **five (5) business days** of the Hearing. The written report may also contain suggestions for the College of Nursing to consider with respect to policies or procedures or improvements. The Associate Dean of Academic Affairs will make a decision regarding the Student’s petition, which will be upheld or denied and the Student will be notified in writing within **five (5) business days** by personal hand delivery or by certified mail, return receipt requested, with a copy to the Dean of the College of Nursing and the SGC Chair.

(G) Appeal Process

1. 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 receipt of the written decision of the Associate Dean of Academic Affairs by the Student, or any further right to appeal is waived.
2. The Dean may review all applicable evidence presented in the Hearing and any other information requested or approved by the Dean.
3. After completing such review, the Dean will ask for a meeting with the Student.
4. The Dean will meet with the Student to consider the appeal only after the Student is provided with **at least five (5) business days’** notice of the date, time, place of the appeal, and who will be present. The Student may have a GSR attend the appeal and assist the Student. The GSR is to remain quiet during the appeal, and may only address the Dean if requested by the Dean.
5. The Dean will review the information and may choose to uphold, reverse, or return findings and decisions to the SGC Hearing Committee or the Associate Dean for Academic Affairs for reconsideration of some or all of their findings or decisions. The Dean will provide the decision to the Student within **ten (10) business** days of the filing of the appeal, unless circumstances warrant additional time, with sufficient notice provided to the Student.

(H) Pendency of Action

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

Policies Superseded by This Policy:

- none

Initial effective date: May 1, 2009

Review/Revision Date: May 5, 2014

Next review date: May 5, 2017

**PETITION OF A
FINAL COURSE GRADE
FORM**



COLLEGE OF NURSING

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

1. Background Information

Student name: _____ Date: ____/____/____

Course Name & No.: _____ Instructor of Record: _____

Course Term: ____ Fall ____ Spring ____ Summer ____ Year

Final Course Grade Received as Posted by the Registrar:

2. Nature of Concern Note: Students may dispute a final course grade when the student believes that there has not been an equitable application of the course syllabus or College of Nursing policies and procedures for student evaluation and grading. Students may not dispute a final course grade because of dissatisfaction with an assigned grade, particular examination or grading process when course policies have been applied equitably to all students.

*You may attach copies of any important documents along with a description of the elements that may be important in determining whether this petition will be heard or dismissed by the grievance committee. Please number pages.

Desired Outcome (to be completed by the Student):

Student signature: _____

Date:

Petition form received by: _____

Date: _____

3. Actions taken

Outcome of attempt to resolve this matter through discussion with the Faculty member: (If no meeting occurred, explain why.) (To be completed by the Faculty Member.)

Faculty Member (Print Name)	Signature	Date
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Outcome of attempt to resolve this matter with the Course Leader: (If no meeting occurred, explain why) (To be completed by the Course Leader.)

Course Leader (Print Name)	Signature	Date
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Attempt to resolve this matter through a discussion with the Program Director
What was the outcome of your meeting(s) with the Program Director? (If no meeting occurred, explain why.) (To be completed by the Program Director.)

Issue is not resolved to the Student's satisfaction and will be forwarded to the Student Grievance Committee Chairperson by the Program Director.

Program Director (Print Name)	Signature	Date
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If you contacted any other faculty member, advisor or any other person about your concern, please have them write a brief description that includes the date, who, why and outcome of the discussion. Please attach documentation and have them sign below.

Print Name & Title	Signature	Date
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4. Review of Petition/Exhaustion of Informal Process

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 petition is dismissed.

Grievance Chair (Print Name)	Signature	Date
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5. Result of Grievance Hearing

Date of hearing: _____

Outcome of hearing:

____ The grievance was resolved.

____ The grievance was not resolved.

Explanation: _____

6. Recommendation of Associate Dean _____ Date _____

Outcome: _____

7. 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: _____

**A copy of this form should be kept in the Student's file and the original should be provided to the Student.
(Form Rev: 5/2014)**

<p>Name of Policy: Appeal of Disciplinary Action and Due Process</p> <p>Process Policy Number: 3364-82-06</p> <p>Approving Officer: President</p> <p>Responsible Agent: Dean, College of Nursing</p> <p>Scope: Nursing students, College of Nursing</p>	 <p>Effective date: May 5, 2014</p>								
<table border="0"> <tr> <td><input type="checkbox"/></td> <td>New policy proposal</td> <td><input type="checkbox"/></td> <td>Minor/technical revision of existing policy</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Major revision of existing policy</td> <td><input type="checkbox"/></td> <td>Reaffirmation of existing policy</td> </tr> </table>		<input type="checkbox"/>	New policy proposal	<input type="checkbox"/>	Minor/technical revision of existing policy	<input checked="" type="checkbox"/>	Major revision of existing policy	<input type="checkbox"/>	Reaffirmation of existing policy
<input type="checkbox"/>	New policy proposal	<input type="checkbox"/>	Minor/technical revision of existing policy						
<input checked="" type="checkbox"/>	Major revision of existing policy	<input type="checkbox"/>	Reaffirmation of existing policy						

(A) Policy Statement

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..

(B) Purpose of Policy

Students in the CON are responsible for understanding and complying with University and CON policies, procedures, regulations, standards of conduct, and expectations for professional behavior when representing the CON both on and off-campus. A failure to comply may result in disciplinary action up to and including dismissal from the College of Nursing. Students subject to certain adverse actions are entitled to due process and appeal rights as outlined below.

(C) Scope

This policy applies to all students enrolled in a College of Nursing program and works in conjunction with the University’s Student Code of Conduct Policy 3364-30-04.

(D) Procedure for Disciplinary Action

1. Procedure. This policy sets forth the procedure for disciplinary action and due process. The procedure for academic misconduct is guided by The University of Toledo College of Nursing Academic Due Process and Appeal of Final Course Grade Policy (3364-82-05).
2. Conditions for Disciplinary Action. Nursing students are subject to disciplinary action for violation of the institutional and nursing standards of conduct, including breach of student responsibilities and public safety. Students are responsible to inform the Associate Dean for Academic Affairs of any arrests, charges, convictions or pleas. The CON cannot guarantee the licensure of a student who has any criminal charges or convictions on their record regardless of the admission decision. 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. Students who may be subject to disciplinary action, or believe that his/her rights are being impinged upon are entitled to due process and appeal rights in accordance with articles E and G below.
3. Levels of Disciplinary Action. When a code of conduct or professionalism violation is suspected the responsible CON Faculty member will discuss the incident with the Student

and file a written report (in accordance with Faculty Manual CON-04-020).

The levels of disciplinary action include but are not required to be progressive and are dependent on the situation at hand, including suspension or dismissal.

(E) 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 the Student has been advised that dismissal from the CON is a possibility. The written request must be delivered by the Student to the Associate Dean for Academic Affairs **within ten (10) business days** of receiving the notice of dismissal. The Student will then be given a written notice that they have the opportunity to appear before the SGC to fully present their position on the charge(s) as set forth in section 1 below. The student may waive the right to a hearing at the student's sole discretion.

1. Upon receiving a request for a hearing before the SGC, the SGC 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 **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.
2. The Associate Dean for Academic Affairs may suspend the SGC hearing until finalization of a criminal matter before a criminal court or administrative venue which has the same acts or omissions as the conduct under review of the CON, in which case, written notice should be sent to the Student and SGC Chair immediately. The CON cannot guarantee licensure of a student who has any criminal charges or convictions on their record that is determined by the Ohio Board of Nursing, which has legal accountability for licensure.

(F) Conduct of the Hearing

1. The hearing will be conducted as follows:
 - a) The Chair of the SGC will promptly notify the Grievant, Respondents, Associate Dean for Academic Affairs, and the Dean of the College of Nursing of the date, time, and place of the Hearing and the Committee members who will be present. The Chair of the SGC will appoint the members of the SGC Committee, which Committee will be comprised of no less than two (2) Faculty members from the College of Nursing, and two (2) Student members in programs within the College of Nursing and the designated Chair of the SGC. The Chair should strive to make the Hearing Committee an odd number of persons (adding 2 additional Faculty members if necessary). The Committee members of the SGC will include those elected by the College of Nursing Faculty. In the event that there is difficulty assembling a full committee from the appointed members, either the Chairperson or Co-Chairperson of the committee may appoint substitute(s) that are unbiased Faculty or Students to fill the vacancies. An appointed Committee member who perceives conflict or bias in a particular petition may also withdraw from serving on the Hearing after discussion with the Chair of the SGC. The Vice Chair will serve as Chair if a conflict exists with the Chair.
 - b) The Student may challenge the composition of the Committee **within 24 hours** of the notification of the member composition by the Chair if there is a member with a potential or actual conflict. If challenged, the Chair may decide to appoint an acceptable replacement taking into consideration the best interests of the Student.
 - c) Confidentiality will be maintained by all persons involved in the SGC Hearing and no discussion will be entertained outside by the parties involved as to information, testimony,

or recommendations of the grievance process or hearing. This is an essential component of the grievance procedure and due process. All specific information is kept within the Committee. Proceedings of the Committee are to be kept in a secured file at the College of Nursing for seven (7) years.

- d) The Student may have a Grievant Support Representative (GSR) attend the Hearing and assist the Student. The role of the GSR is to provide emotional support and neutrality for the Student during the hearing process. This representative may be a faculty member, a student, or an academic advisor. Attorneys and family members are excluded from functioning in this role. In addition, the GSR may not be a testimonial witness to the grievance. The Student may proceed without a GSR, but if the Student wishes to have a GSR present at the Hearing, the name of the GSR shall be submitted in advance to the SGC Chair. GSR is to remain quiet during the Hearing; and may only address the Committee if requested by the Chairperson.
- e) A Student may wish to provide a witness if able 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 relevant to the grievance during the Hearing. Any witness is to be available outside the hearing room until called; to answer specific questions; to leave the hearing room on completion of testimony.
- f) The Student and the Faculty member(s) involved, including the Faculty member who assigned the final course grade and Program Director if appropriate, will be present during the grievance Hearing, but not during deliberations of the SGC Committee. Persons attending the hearing will be limited to the Committee members, the appropriate Faculty members, a GSR for the Student, witnesses to be called and a recorder.
- g) The Role of the Chair during the Hearing includes:
 - Indicating the purpose of meeting and time limitations of the Hearing;
 - Make introductions and identify role of each person in attendance;
 - Read brief statements of Student's petition;
 - Direct the discussion;
 - Call and excuse the witnesses;
 - Allow for the making of final statements;
 - Excuse the Student, GSR, Faculty members involved in the assignment of the Final Course Grade and witnesses;
 - Facilitate the deliberation and the preparation of the written recommendations;
 - Call for Committee vote with the Chair being a voting member; and
 - Submit recommendations to Associate Dean for Academic Affairs.
- h) Audio recording or transcription will record the Hearing to ensure accuracy of the information and proceedings. Committee deliberation will not be part of the recording or be made a part of the record.
- i) Deliberations will be conducted in closed session by SGC Committee members only. Deliberations will be limited to data and testimony collected during the Hearing. If the Committee wishes to review the transcript, the Committee deliberations may be suspended until the transcript is completed for review. The Chair will reconvene the Committee. The evidence presented during the Hearing is to be weighed and conclusions of fact should be drawn and a recommendation approved by majority vote. A written recommendation will be based exclusively on the information received at the SGC Hearing.

- j) The findings of fact and the written recommendation of the SGC Committee will be delivered by the SGC Chair to the Associate Dean of Academic Affairs **within five (5) business days** of the Hearing. The written report may also contain suggestions for the College of Nursing to consider with respect to policies or procedures or improvements. The Associate Dean for Academic Affairs will make a decision regarding the Student’s petition, which will be upheld or denied and the Student will be notified in writing **within five (5) business days** by personal hand delivery or by certified mail, return receipt requested, with a copy to the Dean of the College of Nursing and the SGC Chair.

(G) Appeal Process

1. 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 receipt of the written decision of the Associate Dean for Academic Affairs by the Student, or any further right to appeal is waived.
2. The Dean may review all applicable evidence presented in the Hearing.
3. After completing such review, the Dean will ask for a meeting with the Student.
4. The Dean will meet with the Student to consider the appeal only after the Student is provided with **at least five (5) business days’** notice of the date, time, place of the Hearing, and who will be present.
5. The Dean will review the information and may choose to uphold, reverse, or return findings and decisions to the SGC Hearing Committee or the Associate Dean for Academic Affairs for reconsideration of some or all of their findings or decisions. The Dean will provide the decision to the Student within **ten (10) business days** of the filing of the appeal, unless circumstances warrant additional time, with sufficient notice provided to the Student.

(H) Pendency of Action

Generally, implementation of dismissal of a Student from the College of Nursing will be deferred until all the due process hearing and time for appeals made by the Student have been exhausted. However, the Dean of the College of Nursing or the Associate Dean for Academic Affairs for the College of Nursing 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 students).

<p>Approved by: Lloyd A. Jacobs, M.D. <i>Review/Revision Completed by:</i> <i>College of Nursing</i> <i>College of Nursing Faculty Assembly(5/5/14)</i> <i>Office of Legal Affairs, HSC</i> (Form Rev: 5/2014)</p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none"> • <p>Initial effective date: November 9, 2007 Review/Revision Date: May 5, 2014 Next review date: May 5, 2017</p>
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READMISSION

Students who leave the program must reapply 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 is 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, 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 pre-nursing 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. Students out of sequence must meet with the program director to develop a revised plan of study. Students out of sequence are not guaranteed course or clinical placement.

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, pre-nursing, 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. Consult with academic advisor at the respective university.
2. Submit an official transcript from each post-secondary educational institution attended.
3. The last 30 (BGSU), 32 (UT) hours of course work must be taken at the respective 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. 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.

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.

INCLEMENT WEATHER/EMERGENCY POLICY

View UT Policy # 3364-25-14 at:

http://www.utoledo.edu/policies/administration/humanresources/pdfs/3364_25_14.pdf

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 consultation with the course lead. 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 lead. 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 lead.

SECTION 5

PROFESSIONAL EXPECTATIONS

In addition to the University Toledo Student's Code of Conduct <https://www.utoledo.edu/studentaffairs/conduct/>, 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 AND SOCIAL MEDIA STATEMENT

The CON subscribes to the principles of academic freedom and inquiry. Students attending the CON shall have the freedom to seek the truth. When speaking or writing, students shall be responsible and accurate, and shall indicate that they speak as individuals. As scholars, students must remember that the public may judge their professions and the institution by their public statements, including social media. Please review the National Student Nurses Association white paper recommendations on social media and National Council State Board of Nursing White Paper: A Nurse's Guide to the use of Social Media at <https://www.ncsbn.org/3874.htm>

STUDENT STANDARDS OF CONDUCT

The University of Toledo has a student code of conduct that students must review Policy 3364-30-04, <https://www.utoledo.edu/studentaffairs/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 dismissed 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.

SMOKE FREE AND TOBACCO FREE POLICY

The University of Toledo campuses are tobacco free. This includes all tobacco-derived obtaining products, including but not limited to cigarettes (clove, bidis, kreteks), electronic cigarettes or nicotine vaporizers, cigars, cigarillos, hookah smoked products, pipes, oral tobacco (e.g., spit and spitless, smokeless, chew, snuff) and nasal tobacco. It also includes any product intended to mimic tobacco products, contain tobacco flavoring or deliver nicotine other than for the purpose of cessation. Policy 3364-60-01

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.

DEADLY WEAPONS RESTRICTION

University students are subject to deadly weapons restrictions found in policy 3364-61-03 and regulations cited in any related policy including but not limited to the student code of conduct, housing agreement, event policies, and other related university policies. All persons who enter university property are prohibited from carrying a concealed handgun/firearms (as prescribed under state law) or prohibited

weapon of any kind onto the property. Possession of a valid concealed weapons permit authorized by the State of Ohio is NOT an exemption under this policy.

NAME BADGE

Students must wear the official University name badge at all times on Health Science Campus during testing, , and learning events sponsored by the College of Nursing. The College of Nursing will issue photo ID badges that are to be worn for clinical or experiential opportunities as part of the student's academic program. The CON ID is not the official University ID. It is the responsibility of Campus Police to question any individual not wearing an identification badge.

CON ID Badge Photo Guidelines:

- Photo must be free if any item on the head (No hats, scarves, sunglasses, etc.)
- Photo must be free of anything covering the face (no symbols, scarves, sunglasses)
- Students with pierced ears may wear one (1) small post type earring per ear. Students with body or head piercings cannot wear rings or studs in the clinical settings.
- Photo must be of the full face (no angle view)
- Photo must be in color

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 Inclusion. Any issue presented to the Office of Inclusion will be held in strict confidence.

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 harassment or discrimination should follow the university guidelines. 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. Students are responsible for understanding and complying with University and CON policies, procedures, regulations, standards of conduct, and expectations for professional behavior when representing the CON both on and off campus. A failure to comply may result in disciplinary action up to and including dismissal from the College of Nursing. Students subject to certain adverse actions are entitled to due process and appeal rights. 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 alleged acts will be investigated, and confirmed acts will result in academic sanction. See The University of Toledo Academic policy on academic dishonesty: <http://www.utoledo.edu/policies/academic/undergraduate/pdfs/3364-71-04%20%20Academic%20dishonesty.pdf>

The University of Toledo Appeal policy on disciplinary action and due process: http://www.utoledo.edu/policies/academic/college_of_nursing/pdfs/3364_82_06.pdf

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 faculty, program director, or 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 devices 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 appraised 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 patient, and the patient'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 patient 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, time records or reports, and other documents related to billing for nursing services.
- (4) A student shall implement measures to promote a safe environment for each patient.
- (5) A student shall delineate, establish, and maintain professional boundaries with each patient.
- (6) At all times when a student is providing direct nursing care to a patient the student shall:
 - (a) Provide privacy during examination or treatment and in the care of personal or bodily needs; and
 - (b) Treat each patient with courtesy, respect, and with full recognition of dignity and individuality.
- (7) A student shall practice within the appropriate scope of practice as set forth in division (B) of section [4723.01](#) and division (B)(20) of section [4723.28](#) of the Revised Code for a registered nurse, and division (F) of section [4723.01](#) and division (B)(21) of section [4723.28](#) of the Revised Code for a practical nurse;
- (8) A student shall use universal and standard 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 patient;
 - (b) Engage in behavior toward a patient that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.
- (10) A student shall not misappropriate a patient's property or:
 - (a) Engage in behavior to seek or obtain personal gain at the patient's expense;
 - (b) Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient's expense;
 - (c) Engage in behavior that constitutes inappropriate involvement in the patient's personal relationships; or
 - (d) Engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient's personal relationships.

For the purpose of this paragraph, the patient 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 patient;
- (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 patient;
- (d) Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a patient.

For the purpose of this paragraph, the patient 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, or self-administer or otherwise take into the body any drug that is a schedule I controlled substance.

(14) A student shall not habitually or excessively use 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 the use of drugs, alcohol, or other chemical substances.

(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 causes harm to a patient or deprive a patient of the means to summon assistance.

(18) A student shall not misappropriate or attempt to misappropriate 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 administrators, faculty, teaching assistants, preceptors, or to the board.

(24) A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the health care team for health care purposes only, shall access patient information only for purposes of patient care or for otherwise fulfilling the student's assigned clinical responsibilities, and shall not disseminate patient information for purposes other than patient care or for

otherwise fulfilling the student's assigned clinical responsibilities through social media, texting, emailing or any other form of communication.

(25) To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority.

(26) For purposes of paragraphs (C)(5), (C)(6), (C)(9), (C)(10), (C)(11) and (C)(12) of this rule, a student shall not use social media, texting, emailing, or other forms of communication with, or about a patient, for non-health care purposes or for purposes other than fulfilling the student's assigned clinical responsibilities.

Effective: 02/01/2014

R.C. [119.032](#) review dates: 10/15/2016

Promulgated Under: [119.03](#)

Statutory Authority: [4723.07](#)

Rule Amplifies: [4723.06](#)

Prior Effective Dates: 02/01/1996, 04/01/1997, 02/01/2002, 02/01/2004, 02/01/2007, 02/01/2008, 02/01/2012

AMERICAN NURSES ASSOCIATION CODE OF ETHICS FOR NURSES
WITH INTERPRETIVE STATEMENTS

The latest version of the American Nurses Association Code of Ethics was released January 1, 2015. The *Code of Ethics for Nurses with Interpretive Statements* can be assessed online at <http://nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses>

1. The nurse practices with compassion and respect for the inherent dignity, worth, and uniqueness attributes of every person.
2. The nurse's primary commitment is to the patient, whether an individual, family, group, community or population.
3. The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
4. The nurse has the authority, accountability, and responsibility for nursing practice; makes decisions and takes action consistent with the obligation to promote health and to provide optimal care.
5. The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
6. The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
7. The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
8. The nurse collaborates with other health professionals and the public to protect human rights, promote the health diplomacy, and reduce health disparities.
9. The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health 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.
2. Maintain client confidentiality.
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 those proper authorizations are obtained from 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.

Adopted by the NSNA House of Delegates, Nashville, TN, on April 6, 2001.

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. Shoes must be all white. White socks or hose must be worn.

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 College of Nursing ID is to be worn for clinical or experiential learning opportunities. Students must also bring the official University of Toledo ID to clinical.

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, 2016

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 6

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-borne pathogen shall comply with the following guidelines. https://www.utoledo.edu/policies/utmc/infection_control/pdfs/3364-109-EH-601.pdf

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 should follow up with Family Medicine at UTMC and be treated by a healthcare provider as soon as possible. **PLEASE NOTE: *The student is responsible for the cost of treatment.***

If exposure occurs while the student is affiliated with an agency that 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. UT students should follow up with Family Medicine at UTMC 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 DOCUMENTATION

Documentation of current Basic Life Support for Healthcare Providers is required before clinical starts. Cards cannot expire during the semester.

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, their respective university Student Health Center, or UTMC 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, 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

Clinical Agency Requirements

Students must meet health and safety requirements based on agency, local, state and federal government mandates. Students are responsible for the cost of meeting these obligations. Documentation must be submitted at least six weeks before a semester begins.

Clinical agencies have the right to deny a student access to the facility when requirements are unmet. Students who fail to provide documentation of health, immunization, and BLS by established deadlines may be administratively dismissed for the semester.

Physical Examination

"Fit and free for duty" statements are documented on the College of Nursing health form every year. The physical examination documentation cannot expire during the semester.

Proof of Immunity

All students are required to submit antibody lab reports as proof of immunity for hepatitis B, rubella, rubeola, varicella, and mumps. Immunization does not provide the proof of immunity required by the clinical agencies. The Hepatitis B surface antibody is required 2 months after completing the series of Hepatitis B vaccine. Documentation of tetanus and pertussis immunization within the past ten years is required. Other vaccinations may be required as dictated by CDC guidelines.

PPD

A two-step PPD is required before starting nursing courses, followed by an annual PPD. Students with a history of positive PPD must obtain annual healthcare provider documentation of "free of active disease" statement on the College of Nursing Physical and PPD form. Students with active disease must obtain medical intervention and are limited in clinical experiences according to agency policy.

Flu Shot

An influenza vaccine is required annually.

HIPAA, Safety, and Diversity training are required by the College of Nursing before clinical begins, along with an annual review of regulations and updates.

Documentation of completion of Basic Life Support for Healthcare Providers is required before clinical starts. Cards cannot expire during the semester.

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

HEALTH INSURANCE Policy 3364-30-05

Students in the College of Nursing are required to maintain healthcare insurance. UT students will have the charge for health insurance placed on their account. If the student has health insurance that is equivalent to or exceeds the health insurance offered by the University, an online waiver process may be completed. If the UT student does not complete the online waiver process within the specified deadline, the health insurance will remain on the student's account.

Students are not covered by Worker's Compensation. Payment for medical, hospital, and emergency treatment, in case of illness or injury, is the responsibility of the student. The College of Nursing is not responsible for any medical costs incurred during enrollment.

HEALTHCARE RELEASE FORM

Students who experience acute illness or injury must provide the College of Nursing with healthcare provider documentation of release to return to class and clinical. Students will be evaluated individually for ability to provide safe patient care and compliance with clinical facility regulations. Students experiencing pregnancy must provide healthcare provider of approval to continue in clinical; clearance to return to clinical is submitted before restarting clinical activity.

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 participation 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.



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

**HEALTHCARE RELEASE
 College of Nursing**

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 Clinical Laboratory 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 to 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.

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 of clinical 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 7

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 for University of Toledo students are handled through Rocket Solution Central Office which is located in Rocket Hall. BGSU students should contact the financial aid office at BGSU.

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>. 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 a student is filing a FAFSA, it must be completed and accepted before the summer aid application can be processed. In addition, if a student is selected for verification, the verification must be complete before the 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 Director 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 Honors Director and the student to focus on a particular area of interest.

- b) Students are required to take Honors 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 Director.

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 Courses

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

COMMENCEMENT

The College of Nursing students participate in their respective University's commencement at The University of Toledo or Bowling Green State University. UT summer graduates are invited to participate in either the fall or spring commencement ceremony. The names of the summer graduates will be included in the fall commencement program. Summer undergraduate candidates who apply by the fifth week of the spring term will have their names in the spring commencement program. Academic regalia is required.

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, and 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 8

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 CON Council,
3. Designs curricula for new programs and makes recommendation for approval to the CON Council, and other University approval bodies,
4. Reviews proposals for new courses or course modifications and make recommendations for approval to the CON Council and other University approval bodies.

Membership of the Curriculum Committee

Faculty Membership

Six members elected by faculty voting members of CON Council 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.
6. Prepare and revise the CON Diversity plan (aligned with UT Diversity Plan requirements) for approval by College of Nursing Council. Obtain Administrative and Staff input prior to submission to College of Nursing Council. Dean of College of Nursing is responsible for submission of plan and related communication to UT senior leadership.

Membership of the Diversity Committee

Faculty Membership

Four faculty members elected by faculty voting members of CON Council (2 from each College of Nursing Department); CON Dean; a representative of the community; Assistant Dean of Student Services; 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 CON Council 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 College of Nursing Council 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 will review and recommend changes to the College of Nursing Council relevant to all SARP policies. The committee will collaborate with the CON Program Assessment Committee, Curriculum Committee (s), and other CON committees as needed. The Chair (or designee) will be the representative to the CON Cabinet.

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
 - a. 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 College of Nursing Council. .
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 CON Council 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 MSN Student Representative
- One DNP Student Representative

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

- Two (2) undergraduate students to represent the BSN program
- Two Graduate Program Student Representative to represent the MSN and DNP programs)

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.

STUDENT NURSES ASSOCIATION

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

DATE ORGANIZED: October 1980

DATE REVISED: March 2014

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/BGSU CON BSN and CNL 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.

B. 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.
- In the event that a committee chair person leaves their position, it is their duty to inform another Board of Directors member.

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 the pre-determined amount according to the NSNA website.
 - The current one year membership cost is \$35, while a two year membership is \$70. To sign up for NSNA membership, please go to: <https://nsnamembership.org>
- The school association Board of Directors shall have the authority to change membership dues.
- Students who receive chapter funds for state or national events, or are Board members, must be active NSNA members to be eligible.
- 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 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.
 - 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/BGSU 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 advisors 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 academic semester.
- 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.
- Shall work with the Treasurer to maintain the budget at the end of the semester.

B. The 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 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/BGSU organizations for mutual social events.

D. The 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.
- Shall be responsible for working with President to make end of the semester budget.

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 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.

I. 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.
- Schedule meeting for next Board of Directors for "handoff" of responsibilities to new, incoming Board of Directors for the next semester.

J. 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.
- Communicate chapter information through newsletter, webpage, and other forms of media.
- Include articles on upcoming events, give officers contact information, a calendar for the month, etc.

K. BGSU 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.

L. 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.

M. 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.
- Maintain list of current membership of the organization.

N. 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.
 - The faculty advisor(s) shall be assigned
- Cohort/CNL Representatives
 - a. Their responsibility is to communicate SNA meetings and events to their cohort.
 - b. The representative shall be elected by midterm of the academic semester for the BSN1 and CNL1 semester.
 - c. The representative shall remain in office for the remainder of the program unless they cannot fulfill their duties.
 - d. In the case of a representative stepping down, a re-election shall take place as soon as possible.

- e. The elected represent is eligible for election to any of the Board of Directors positions. If elected to another Board position, representative must step-down and a new representative from the cohort will replace them.
- f. Representatives are voting members of the Board of Directors.

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.
- Any vacancies after elections may be filled through a volunteer process. If vacancies remain after an election, a student may hold two positions.

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.
 - Example: Resolutions committee

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

- 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.
- 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.
- 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.
- The Board of Directors meetings shall be open for all members to attend. This provides a learning opportunity for members seeking office.

- E. The purpose of the Board of Directors meetings is to organize ahead of time the meeting for the general members.

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 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. Any member who is absent for more than the required amount of meetings and still wishes to run for office may ask to have a call to vote by the Board to be eligible for office.
- D. 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.

SIGMA THETA TAU INTERNATIONAL (STTI) NURSING HONOR SOCIETY

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.

Students are invited based on eligibility criteria. Students will receive application information from the STTI . Activities of the organization include an annual research day, awarding research grants and scholarships; and annual recognition for excellence in research, leadership, and practice. Induction is held in the fall of each year.

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 five years are waived.

SECTION 9

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 419-383-2400/ 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 user ID 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 and Mulford Library. 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 devices 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.

EMAIL

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

COLLEGE OF NURSING ANNOUNCEMENTS

Information is transmitted to students through bulletin board notices, television monitors, Facebook, and glass enclosed boards on ground floor.

CLINICAL AGENCIES

Students have experiences in a variety of health care agencies depending upon the objectives of the 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. Students will abide by existing clinical rules and regulations of the assigned Clinical Agency.

FACULTY OFFICES

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

LOST AND FOUND

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

OFFICIAL TRANSCRIPTS

Requests for official transcripts should be submitted directly to the Registrar's Office at The University of Toledo or Bowling Green State University. University of Toledo students can request their transcripts through Rocket Solutions Central or MyUT portal. Transcripts will not be released if there are fees owed.

PARKING

The University of Toledo requires you to register your vehicle every semester. Parking is available in designated areas on Health Science Campus.

A current University of Toledo parking permit is required for each vehicle. There is a fee for parking. Questions regarding parking can be directed to parking@utoledo.edu or by calling Parking Services at 419-530-5844. <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.

Students with a current paid BGSU parking pass, who are not working as a nursing assistant at UTMC, are entitled to park on UT campus without purchasing a UT permit, however you must register your vehicle.

Full time BGSU nursing students who are also employed at UTMC as a nursing student, need to purchase a student employee permit for \$35.00.

STUDENT GUIDANCE AND COUNSELING SERVICES

Students have access to counseling services through their respective universities.

UT University Counseling Center Main Campus Rocket Hall Room 1810, Phone: 419.530.2426, Fax: 419.530.7263.

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.

Americans with Disability Act (ADA) Accommodations and Student Disability Services

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 Student Disability Services Rocket Hall located in Rocket Hall 1820, 419.530.4981, email: studentdisabilitysvs@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 Student Disability Services studentdisabilitysvs@utoledo.edu .

ADA/504 Compliance information is located at:

http://www.utoledo.edu/offices/internalaudit/ada_504_compliance.html

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 TRIO 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). TRIO 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

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

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 Mulford Library is found at <http://www.utoledo.edu/library/mulford/index.html>

UNIVERSITY OF TOLEDO STUDENT RESOURCES

Student resources may be accessed through <http://myUT.utoledo.edu> and logging into the MyUT portal.

SECTION 10

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>

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/> .

Licensure information and application is state specific. Application for licensure in Ohio is made through the Ohio Board of Nursing. Details can be found on the website at www.nursing.ohio.gov Students are responsible to apply for licensure in Ohio. A verification of program completion is provided directly to the Ohio Board of Nursing after the University has cleared the student as having met all degree requirements. Students licensing out-of-state are responsible to consult with the appropriate State Board of Nursing and must supply all required paperwork to the College of Nursing for processing.

Candidates may contact the Board at www.nursingohio.gov to inquire about their application.

4723-7-02 Requirements and application for licensure by examination as a nurse.

- (A) The NCLEX-RN shall be the approved examination for licensure as a registered nurse in Ohio.
- (B) The NCLEX-PN shall be the approved examination for licensure as a licensed practical nurse in Ohio.
- (C) To apply for licensure by examination to practice nursing as a registered nurse in Ohio, an applicant shall have successfully completed a registered nursing education program that satisfies one of the following:
- (1) Is approved by the board according to section [4723.06](#) of the Revised Code and Chapter 4723-5 of the Administrative Code;
 - (2) Is approved by a jurisdiction of the national council of state boards of nursing; or
 - (3) Has been determined to be acceptable by the board for a foreign educated nurse graduate according to rule [4723-7-04](#) of the Administrative Code.
- (D) To apply for licensure by examination to practice nursing as a licensed practical nurse in Ohio, an applicant must have successfully completed a practical nursing education program that satisfies one of the following:
- (1) Is approved by the board according to section [4723.06](#) of the Revised Code and Chapter 4723-5 of the Administrative Code;
 - (2) Is approved by a jurisdiction of the national council of state boards of nursing; or
 - (3) Has been determined to be acceptable by the board for a foreign educated nurse graduate according to rule [4723-7-04](#) of the Administrative Code.

(E) In addition to the requirements set forth in paragraphs (C) and (D) of this rule, an applicant for licensure by examination shall:

(1) Submit to the board a completed application on the form required by the board, located at <http://www.nursing.ohio.gov/forms.htm> (revised October 2013);

(2) As required by section [4723.09](#) of the Revised Code, submit to a criminal records check completed by the bureau of criminal identification and investigation the results of which indicate that the individual has not been convicted of, pleaded guilty to, or had a judicial finding of guilt for any violation set forth in section [4723.092](#) of the Revised Code;

(3) As required by section [4723.09](#) of the Revised Code, not be required to register under Chapter 2950. of the Revised Code or a substantially similar law of another state, the United States, or another country;

(4) Submit to the board the applicable licensure application fee required by section [4723.08](#) of the Revised Code; and

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

(F) Prior to the board determining an applicant is eligible to take an examination, the board shall have received the following:

(1) For an applicant who has successfully completed an Ohio nursing education program approved by the board, written notification of the applicant's completion of the program, submitted directly by the education program administrator or designee to the board, according to paragraph (B)(9) of rule [4723-5-09](#) of the Administrative Code. If the program has closed, the board may accept a copy of the applicant's official transcript certified to be a true copy by the custodian of the original transcript, instead of a program completion letter.

(2) For an applicant who has successfully completed a nursing education program approved by a jurisdiction of the national council of state boards of nursing, other than Ohio, an official transcript from the nursing education program submitted directly by the education program administrator or designee to the board that sets forth the completed program requirements and the date on which it was completed. If the program has closed, the board may accept other documentation evidencing that the applicant's educational preparation is substantially similar to that required for programs approved by the board.

(3) For an applicant who is a foreign educated nurse graduate, the information set forth in paragraph (A) of rule [4723-7-04](#) of the Administrative Code.

(G) The board may propose to deny admission to the licensure examination pursuant to an adjudication under Chapter 119. of the Revised Code. Based on the results of the adjudication, the board may grant admission to the licensure examination, deny admission to the licensure examination, or condition admission to the licensure examination on the applicant's successful correction of the area of deficiency identified by the board.

(H) If an application for licensure by examination submitted to the board remains incomplete for one year, the application shall be considered void and the fee submitted with the application shall be forfeited. All applications provided or required by the board shall state this limitation.

Effective: 02/01/2014

R.C. [119.032](#) review dates: 10/15/2016

Promulgated Under: [119.03](#)

Statutory Authority: [4723.07](#)

Rule Amplifies: [4723.06](#), [4723.08](#), [4723.09](#), [4723.10](#)

Prior Effective Dates: 01/01/1971, 07/24/1982, 08/01/1983, 04/01/1991, 04/01/1993, 04/01/1994, 02/01/1996, 04/01/1997, 04/01/1998, 02/01/2002, 02/01/2003, 02/01/2007, 02/01/2012

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 and the applicant's contact information;

(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; and

(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, located at <http://www.nursing.ohio.gov/forms.htm> (revised October 2013), 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;

(2) Has not committed any act that may be grounds for disciplinary action under section [4723.28](#) of the Revised Code ; and

(3) Is not ineligible for licensure under section [4723.09](#) of the Revised Code based on conviction of, plea of guilty to, or judicial finding of guilt for any violation set forth in section [4723.092](#) of the Revised Code, or based on status as a sex offender required to register under Chapter 2950. of the Revised Code or a substantially similar law of another state, the United States, or another country.

(G) The board shall send reports of the testing results to nursing education programs for their graduates on a schedule established by the board.

Effective: 02/01/2014

R.C. [119.032](#) review dates: 10/15/2016

Promulgated Under: [119.03](#)

Statutory Authority: [4723.07](#)

Rule Amplifies: [4723.06](#), [4723.08](#), [4723.09](#), [4723.10](#)

Prior Effective Dates: 08/01/1983, 04/01/1991, 04/01/1993, 10/01/1993, 04/01/1994, 02/01/1996, 04/01/1997, 04/01/1998, 02/01/2002, 02/01/2003, 02/01/2004, 02/01/2007, 02/01/2012

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.

(C) Nothing in this chapter shall be construed to allow an unlicensed person to perform a delegated nursing task on any individual other than the individual specified by the delegating nurse.

R.C. [119.032](#) review dates: 10/13/2011 and 10/13/2016

Promulgated Under: [119.03](#)

Statutory Authority: [4723.07](#)

Rule Amplifies: [4723.01](#), [4723.03](#), [4723.07](#)

Prior Effective Dates: 12/01/1995, 04/01/1997, 04/01/1998, 02/01/2000, 02/01/2002, 02/01/2007

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.

Name (please print or type)			
<input type="checkbox"/>	I hereby attest that I have never been convicted of or pleaded guilty to crimes set forth in division (A)(5) of section 109.572 of the Revised Code and that no child has been removed from my home as described in section 2151.353 of the Revised Code.		
<input type="checkbox"/>	I am unable to sign the statement above because I have had a child removed from my home as described in section 2151.353 of the Revised Code.		
<input type="checkbox"/>	I am unable to sign the statement above because I have been convicted of a crime included in divisions (A)(5) of section 109.572 of the Revised Code.		
Signature of Person Completing Form			Date
Street Address			
City	State	Zip Code	Telephone Number

Note: Anyone who withholds information from, or falsifies information on this statement is guilty of falsification, a misdemeanor of the first degree. If the offender is an owner of a center or a licensee of a type A home, a type B home provider or an in home aide, the conviction constitutes grounds for denial, revocation, or refusal to renew a child care license or child care certification. If the offender is an employee of a center or type A home, or is a person eighteen years of age or older who resides in a type A or type B home or is an emergency or substitute caregiver, and if the owner or licensee had knowledge of, and acquiesced in the commission of the offense, the conviction constitutes grounds for denial, revocation, or refusal to renew a child care license or child care certification.

Note: All civilian background checks must be submitted electronically through use of WebCheck or other approved methods. More information can be found at:
<http://www.ohioattorneygeneral.gov/backgroundcheck>

▼ 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 Investigation (BCI), or mailed if electronic processing exemption criteria are met.

A criminal records check for the above named individual was requested on (date) _____

Ohio BCI records check Federal Bureau of Investigation (FBI) records check (please check)

Signature of Administrator(+)	Date
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▼ 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)(5) of section 109.572 of the Revised Code.

Signature	Date
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▼ TO BE SIGNED BY THE ADMINISTRATOR

I have reviewed the results of this person's criminal records check on the following dates: _____ Ohio BCI records check, FBI records check. Section 5104.013 of the Revised Code requires the results of these records checks to be reviewed and approved by the administrator prior to the employee having sole responsibility for children.

Signature of Administrator(++)	Date
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(-)(++) Administrators need to sign this section only when a new BCI or FBI criminal records check is requested (-) or completed (++)

Prohibitive Offenses found in division (A)(5) of section 109.572 of the Revised Code

Homicide

- R.C. 2903.01 - Aggravated murder
- R.C. 2903.02 - Murder
- R.C. 2903.03 - Voluntary manslaughter
- R.C. 2903.04 - Involuntary manslaughter

Assault

- R.C. 2903.11 - Felonious assault
- R.C. 2903.12 - Aggravated assault
- R.C. 2903.13 - Assault
- R.C. 2903.16 - Failing to provide for a functionally impaired person

Menacing

- R.C. 2903.15 - Permitting child abuse
- R.C. 2903.21 - Aggravated menacing
- R.C. 2903.211 - Menacing by stalking
- R.C. 2903.22 - Menacing

Patient abuse and neglect

- R.C. 2903.34 - Patient abuse, neglect

Kidnapping and related issues

- R.C. 2905.01 - Kidnapping
- R.C. 2905.02 - Abduction
- R.C. 2905.04 - Child stealing (as this law existed prior to July 1, 1996)
- R.C. 2905.05 - Criminal child enticement
- R.C. 2905.32 - Trafficking in persons

Sex offenses

- R.C. 2907.02 - Rape
- R.C. 2907.03 - Sexual battery
- R.C. 2907.04 - Corruption of a minor
- R.C. 2907.05 - Gross sexual imposition
- R.C. 2907.06 - Sexual imposition
- R.C. 2907.07 - Importuning
- R.C. 2907.08 - Voyeurism
- R.C. 2907.09 - Public indecency
- R.C. 2907.12 - Felonious sexual penetration (as this former section of law existed)
- R.C. 2907.19 - Commercial sexual exploitation of a minor
- R.C. 2907.21 - Compelling prostitution
- R.C. 2907.22 - Promoting prostitution
- R.C. 2907.23 - Procuring
- R.C. 2907.24 - Soliciting - after positive HIV test driver's license suspension
- R.C. 2907.25 - Prostitution
- R.C. 2907.31 - Disseminating matter harmful to juveniles
- R.C. 2907.32 - Pandering obscenity
- R.C. 2907.321 - Pandering obscenity involving a minor
- R.C. 2907.322 - Pandering sexually oriented matter involving a minor
- R.C. 2907.323 - Illegal use of a minor in nudity-oriented material or performance

Arson

- R.C. 2909.02 - Aggravated arson
- R.C. 2909.22 - Soliciting or providing support for act of terrorism
- R.C. 2909.23 - Making terroristic threat
- R.C. 2909.24 - Terrorism
- R.C. 2909.03 - Arson

Robbery and Burglary

- R.C. 2911.01 - Aggravated robbery
- R.C. 2911.02 - Robbery
- R.C. 2911.11 - Aggravated burglary
- R.C. 2911.12 - Burglary

Theft and Fraud

- R.C. 2913.02 - Theft; aggravated theft
- R.C. 2913.03 - Unauthorized use of a vehicle

- R.C. 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 simulation
- 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 writings by deception
- R.C. 2913.44 - Personating an officer
- R.C. 2913.441 - Law Enforcement emblem display
- R.C. 2913.45 - Defrauding creditors
- R.C. 2913.46 - Illegal use of food stamps or WIC program benefits
- R.C. 2913.47 - Insurance fraud
- R.C. 2913.48 - Worker's compensation fraud
- R.C. 2913.49 - Identity fraud

Offenses against the family

- R.C. 2919.12 - Unlawful abortion
- R.C. 2919.22 - Endangering children
- R.C. 2919.23 - Interference with custody
- R.C. 2919.24 - Contributing to unruliness or delinquency of a child
- R.C. 2919.25 - Domestic violence
- R.C. 2919.224 - Misrepresentation relating to provision of child care
- R.C. 2919.225 - Disclosure and notice regarding death or injury of child in facility

Offenses against justice and public administration

- R.C. 2921.11 - Perjury
- R.C. 2921.13 - Falsification
- R.C. 2921.14 - Making or causing false report of child abuse or neglect

Weapons control

- R.C. 2923.12 - Carrying a concealed weapon
- R.C. 2923.13 - Having a weapon while under disability
- R.C. 2923.161 - Improperly discharging a firearm at or into a habitation or school
- R.C. 2923.01 - Conspiracy
- R.C. 2923.02 - Attempt, that relates to a crime specified in division 109.572 (A)(5)
- R.C. 2923.03 - Complicity, that relates to a crime specified in division 109.572 (A)(5)

Drug offenses

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

Other

- R.C. 959.13 - Cruelty to animals
- R.C. 2151.421 - Reporting child abuse or neglect
- R.C. 2905.11 - Extortion
- R.C. 3716.11 - Placing harmful objects in food or confection
- R.C. 2909.04 - Disrupting public services
- R.C. 2909.05 - Vandalism
- R.C. 2917.01 - Inciting to violence
- R.C. 2917.02 - Aggravated riot
- R.C. 2917.03 - Riot
- R.C. 2917.31 - Inducing panic

R.C. 2913.04 - Unauthorized use of property, computer, cable,
or telecommunication property or service
R.C. 2923.02 - Attempt
R.C. 2913.041 - Possession or sale of unauthorized cable
television device
R.C. 2913.33 - Making or using slugs
R.C. 2913.05 - Telecommunications fraud
R.C. 2913.06 - Unlawful use of telecommunications

R.C. 2921.03 - Intimidation
R.C. 2921.34 - Escape
R.C. 2921.35 - Aiding escape or resistance to authority
R.C. 2927.12 - Ethnic intimidation
R.C. 4511.19 - Operating vehicle under the influence of alcohol
or drugs – OVI. (A second violation within five years of
the date of application for licensure or employment.)

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 unruliness or delinquency of child in violation of section 2919.24, domestic violence in violation of section 2919.25, intimidation in violation of section 2921.03, escape in violation of section 2921.34, aiding escape or resistance to authority in violation of section 2921.35, carrying concealed weapons in violation of section 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.



CRIMINAL HISTORY FACT SHEET

Currently, there are eleven offenses that are *automatic bars* to obtaining a nursing license for applicants who entered a prelicensure nursing education program after June 1, 2003. This means that the Board of Nursing (Board) is prohibited from issuing a license to a person who has pled guilty to, been convicted of, or has a judicial finding of guilt for one of the offenses listed below.

•Aggravated Murder • Murder • Voluntary Manslaughter • Felonious Assault
•Kidnapping • Rape • Aggravated Robbery • Aggravated Burglary • Sexual Battery • Gross Sexual Imposition • Aggravated Arson • or a substantially similar law of another state.

In addition, the Board may propose to deny an application, or place restrictions on a license granted, for a conviction of, a plea of guilty to, a judicial finding of guilt of, a judicial finding of guilt resulting from a plea of no contest to, or a judicial finding of eligibility for intervention in lieu of conviction for the following: (1) any felony (that is not an absolute bar); (2) a crime involving gross immorality or moral turpitude; (3) a misdemeanor drug law violation; or (4) a misdemeanor in the course of practice. **In regard to these four types of offenses, the Board is unable to advise or give a definitive answer about the effect a criminal history will have on the ability to obtain a nursing license in the State of Ohio.**

The Board does not have the authority to make a determination or adjudication until an application has been filed. If an applicant has a criminal history, the Board conducts a thorough investigation and considers a number of factors, including but not limited to: whether the applicant has made restitution, completed probation and/or otherwise been rehabilitated; the age of the offense; the facts and circumstances underlying the offense; and the total number and pattern of offenses.

Please also be advised that although the Board may grant a license to an applicant who has a criminal offense history, an individual may be restricted from working in certain settings based on his or her criminal history due to federal and state laws, which require criminal records checks prior to employment in certain settings, and which may impose absolute or discretionary bars to employment in certain patient care settings, for example, in facilities or settings involving care provided to older adults or children. *See, e.g., Ohio Administrative Code Chapter 3701-13.*

Similarly, the Board cannot answer questions regarding one's eligibility to attend nursing school or participate in clinical instruction. Nursing programs vary in regard to enrollment criteria, so it is recommended that you contact the nursing program to determine whether you are eligible to enroll.

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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