



# **COLLEGE of NURSING**

---

THE UNIVERSITY OF TOLEDO

**STUDENT HANDBOOK GRADUATE ENTRY MSN PROGRAM 2021-2022**

**THE UNIVERSITY OF TOLEDO COLLEGE OF NURSING**  
**GRADUATE ENTRY NURSING STUDENT HANDBOOK 2021-2022**

Students are responsible for knowing and abiding by all policies, requirements, and regulations in this handbook and the College of Nursing catalog.

University of Toledo General Catalog: <https://catalog.utoledo.edu/>

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 UToledo policy. In the case of conflicting policies, the stricter policy will apply. All current policies can be found at the University of Toledo Policy website: <http://www.utoledo.edu/policies/>

College of Graduate Studies: <http://www.utoledo.edu/graduate>

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

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: August 2021

## Table of Contents

<b>SECTION 1 - HISTORY, MISSION, VISION, PURPOSE, PHILOSOPHY, STUDENT LEARNING OUTCOMES</b> .....	6
<b><u>Historical Background of the University and the College of Nursing</u></b> .....	7
<b><u>Mission Statement</u></b> .....	8
<b><u>The College of Nursing Vision</u></b> .....	8
<b><u>The College of Nursing Purpose</u></b> .....	8
<b><u>College of Nursing Philosophy</u></b> .....	8
<b><u>Organizing Framework</u></b> .....	9
<b>SECTION 2 - PROFESSIONAL, LEGAL, AND ETHICAL STANDARDS</b> .....	12
<b><u>Technical Standards for Admission</u></b> .....	13
<b><u>Academic Dishonesty</u></b> .....	14
<b><u>Professional Standards</u></b> .....	15
<b><u>American Nurses Association Code of Ethics for Nurses with Interpretive Statements</u></b> .....	18
<b><u>Student Standards of Conduct</u></b> .....	19
<b><u>Professional Expectations</u></b> .....	20
<b>SECTION 3 - GENERAL INFORMATION</b> .....	21
<b><u>Criminal Record Check</u></b> .....	24
<b><u>Health Requirements</u></b> .....	24
<b><u>Flu Vaccine</u></b> .....	24
<b><u>Basic Life Support Health Care Provider Documentation</u></b> .....	24
<b><u>Liability Insurance</u></b> .....	24
<b><u>Mandatory Health Insurance</u></b> .....	24
<b><u>Occurrence Reports for Accidental Injury and/or Hazardous Exposure</u></b> .....	25
<b><u>Learning Resource Center Student Injury</u></b> .....	25
<b><u>Accidental Exposure to Blood and Body Fluids</u></b> .....	25
<b><u>Accidental Exposure to Communicable Disease</u></b> .....	25
<b><u>Emergency Procedure for Students in Classroom or Clinical</u></b> .....	25
<b><u>Emergency Treatment Responsibility for Cost</u></b> .....	26
<b><u>Reporting Health Problems</u></b> .....	26
<b><u>Healthcare Release Form</u></b> .....	26
<b><u>Student Guidance and Counseling Services</u></b> .....	26
<b><u>Social Media Statement</u></b> .....	26
<b><u>E-mail-Communication</u></b> .....	27
<b><u>Deadly Weapons Restriction</u></b> .....	27
<b><u>Smoke Free and Tobacco Free Policy</u></b> .....	27
<b><u>Drug Free Workplace and Campus</u></b> .....	27
<b><u>Responsibilities Related to Impairment</u></b> .....	27
<b><u>UToledo Rocket ID</u></b> .....	28

<b>Access Card pick up information:</b> .....	28
<b>College of Nursing Photo ID Badge</b> .....	28
<b>Student Nurse Uniform Guidelines</b> .....	29
<b>Confidentiality of Student Records (FERPA)</b> .....	30
<b>Inclement Weather Policy</b> .....	32
<b>Transportation</b> .....	32
<b>Discrimination Resources</b> .....	32
<b>College of Nursing Policy on Authorship</b> .....	34
<b>Program Evaluations</b> .....	36
<b>Educational Questionnaires</b> .....	36
<b>Clinical Agencies</b> .....	36
<b>Lost and Found</b> .....	36
<b>Parking</b> .....	36
<b>Academic Advisement</b> .....	36
<b>Financial Aid</b> .....	36
<b>Scholarships</b> .....	37
<b>National Council Licensure Exam- Registered Nurse (NCLEX-RN)</b> .....	37
<b>Commencement</b> .....	37
<b>SECTION 4 - ACADEMIC POLICIES</b> .....	38
<b>Attendance Policies</b> .....	39
<b>Excused Absences</b> .....	39
<b>Transfer of Credit to Graduate Degree</b> .....	40
<b>Progression</b> .....	41
<b>College of Nursing Minimum Course Grade of 'B' for NURS Courses</b> .....	41
<b>Probation</b> .....	42
<b>Repeating Courses in the College of Nursing</b> .....	42
<b>Withdrawal from Courses/ Electronic Withdrawal Period for a Grade of W</b> .....	42
<b>Leave of Absence</b> .....	42
<b>Academic Performance Referral</b> .....	42
<b>Immediate Dismissal</b> .....	43
<b>Readmission Policy</b> .....	43
<b>Incomplete Grade</b> .....	43
<b>Academic Due Process and Appeal of a Final Course Grade</b> .....	43
<b>Appeal of Disciplinary Action and Due Process</b> .....	43
<b>College of Graduate Studies Requirements</b> .....	44
<b>Academic Standards for the College of Graduate Studies</b> .....	44
<b>Graduation</b> .....	44
<b>Official Transcripts</b> .....	45
<b>Student Participation on Committees</b> .....	47

<b><u>Curriculum Committee</u></b> .....	47
<b><u>Diversity Committee</u></b> .....	47
<b><u>Program Assessment Committee (PAC)</u></b> .....	48
<b><u>Student Admission, Retention, and Progression (SARP) Committee</u></b> .....	48
<b><u>Student Grievance Committee</u></b> .....	48
<b><u>Student Organizations</u></b> .....	49
<b><u>Diversity in Nursing Association (DNA)</u></b> .....	49
<b><u>Sigma Theta Tau International (STTI) Nursing Honor Society</u></b> .....	50
<b><u>Ohio Nurses Association (ONA) / American Nurses Association (ANA)</u></b> .....	50
<b><u>Nursing Alumni Association</u></b> .....	50
<b>SECTION 6 - ACADEMIC RESOURCES</b> .....	51
<b><u>UTAD Account and the myUToledo portal</u></b> .....	52
<b><u>Blackboard</u></b> .....	52
<b><u>IT Assistance</u></b> .....	52
<b><u>Computer Lab Locations</u></b> .....	52
<b>SECTION 7 - ACADEMIC ADVISEMENT</b> .....	53
<b><u>Graduate Advising</u></b> .....	54
<b><u>Minimum Continuous Enrollment</u></b> .....	54
<b><u>Enrollment Status</u></b> .....	54
<b>SECTION 8 - FINANCIAL SUPPORT</b> .....	55
<b><u>Graduate Student Scholarships</u></b> .....	56
<b><u>Travel Support</u></b> .....	56
<b>SECTION 9 – MSN CAPSTONE: FIELD EXPERIENCE, COMPREHENSIVE EXAM, THESIS</b> .....	57
<b><u>MSN Capstone</u></b> .....	58
<b><u>The Field Experience</u></b> .....	58
<b><u>The Comprehensive Examination</u></b> .....	59
<b><u>Thesis Process &amp; Procedures</u></b> .....	61
<b>SECTION 10 - RN LICENSURE INFORMATION</b> .....	69
<b><u>Requirements and Application for RN Licensure</u></b> .....	70

**SECTION 1 - HISTORY, MISSION, VISION, PURPOSE, PHILOSOPHY, STUDENT LEARNING OUTCOMES**

## **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 UToledo 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 UToledo 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 UToledo 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 UToledo 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 UToledo 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 1970s 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 outpatient 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 UToledo; 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 UToledo's past president, Dr. Lloyd Jacobs, opened in spring 2014 on UToledo's Health Science Campus. The three-story, 65,000-square-foot center is equipped with advanced technology to enhance education and skills for UToledo 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 University of Toledo College of Nursing 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.

### **The College of Nursing Purpose**

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

- Foster high standards of nursing practice, education and administration through continuing nursing education;
- Contribute to the health of the citizens of the region served by The University of Toledo through interdisciplinary endeavors; and
- Advance nursing as a discipline through scholarship, research, and practice.

### **College of Nursing Philosophy**

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

## **Organizing Framework**

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

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

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

Baccalaureate and MSN Graduate Entry graduates are generalists and Master's and Doctoral nursing graduates are specialists. All are prepared as professionals for practice, education, research, and leadership. Their University of Toledo education will provide the foundation for their quest for lifelong learning.

## **Overview of the Graduate Entry Track in Nursing**

The Graduate Entry (GEM) program at The University of Toledo is ideal for the goal-directed person who seeks a career as a professional registered nurse in the dynamic field of health care. Applicants must have a bachelor's degree. Graduates may decide to pursue a graduate certificate to enter an advanced practice role as a nurse practitioner, or they may opt to pursue a doctor of nursing practice (DNP) or doctor of philosophy (PhD) degree.

The Graduate Entry program includes:

- 66 semester credit hours
- 540 clinical clock hours
- 150 lab clock hours

### **Graduate Entry MSN Track Outcomes**

#### Program Outcomes for Graduate Entry Track

1. Synthesize theories, concepts, and research in nursing, bio-psychosocial sciences, and humanities as the basis for evidence-based practice;
2. Integrate nursing knowledge and skills in designing and implementing care to individuals and populations with diverse life experiences, perspectives and backgrounds;
3. Engage in scholarly inquiry to advance the profession of nursing and healthcare;
4. Engage in leadership strategies that contribute to the improvement of health care delivery and influence health care policy; and
5. Design strategies to promote lifelong learning to incorporate professional nursing standards and accountability for practice.

**Summary of Graduate Entry Course Credit Hours**

<b>Course Number</b>	<b>Course Title</b>	<b>Course Credit Hours</b>	<b>Theory Clock Hours</b>	<b>Lab Clock Hours</b>	<b>Clinical Clock Hours</b>	<b>Total Course Clock Hours</b>
<b>Fall Year 1</b>						
NURS 5000	Population Focused Care	4 (3T/1CL)	45	0	45	90
NURS 5001	Health Assessment and Technical Competencies I	5 (2T/3L)	30	90	0	120
NURS 5002	Physiology and Pathophysiology I	3 (3T)	45	0	0	45
NURS 5003	Professional Socialization	3 (3T)	45	0	0	45
<b>Spring Year 1</b>						
NURS 5004	Nursing Care of Adults in Health and Illness	5 (3T/2CL)	45	0	90	135
NURS 5005	Health Assessment and Technical Competencies II	3 (1T/2L)	15	60	0	75
NURS 5006	Physiology and Pathophysiology II	3 (3T)	45	0	0	45
NURS 5007	Pharmacology for the Graduate Entry Nurse	3 (3T)	45	0	0	45
<b>Summer Year 1</b>						
NURS 5008	Healthcare for Women and Children	5 (3T/2CL)	45	0	90	135
NURS5009	Mental Health and Therapeutic Communications	3 (2T/1CL)	30	0	45	75
INDI 6000	Introduction to Biostatistical Methods	3 (3T)	45	0	0	45
<b>Fall Year 2</b>						
NURS 5910	Advanced Research for Evidence Based Nursing Practice	3 (3T)	45	0	0	45
NURS 6001	Nursing Care of Adults with Complex Health Problems	5 (3T/2CL)	45	0	90	135
NURS 6002	Quality and Informatics in Healthcare	3 (3T)	45	0	0	45
NURS5530	Public Policy and Healthcare	3 (3T)	45	0	0	45
<b>Spring Year 2</b>						
NURS6003	Experiencing Nursing Systems Practicum	7 (3T/4CL)	45	0	180	225
NURS6004	Professional Nurse Competency	2 (2T)	30	0	0	30
NURS 5220, or NURS 6990, or NURS 5980	Capstone Option: Field Experience or Thesis or Comprehensive Exam	3	45	0	0	45
<b>Total Hours</b>		<b>66</b>	<b>735</b>	<b>150</b>	<b>540</b>	<b>1425</b>

**SECTION 2 - PROFESSIONAL, LEGAL, AND ETHICAL STANDARDS**

### Technical Standards for Admission

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

## **Academic Dishonesty**

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, Policy #[3364-77-01](#).

Plagiarism is submission of work that is not the student's own work or submitting ideas, thoughts, writings, or products 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 an 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 without crediting the source. Examples include, but are not limited to:

- Submitting work for credit that 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. 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; making written or verbal statements that 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.)

### **Professional Standards**

Students are held to the same standard of behavior as a practicing nurse. Failure to adhere to professional standards, including the Ohio Revised Code, the Ohio Administrative Code, and the American Nurses Association Code of Ethics for Nurses (2015), is grounds for dismissal from the program.

#### **Ohio Revised Code Standards for Safe Nursing Practice**

- (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, alcohol, or other chemical substances to an extent that they impair 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 cause 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.

### **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 unique 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 and 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.

## **Student Standards of Conduct**

The University of Toledo has a student code of conduct that students must review Policy #[3364-30-04](#). 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 University of Toledo 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 University of Toledo documents, records, or identification;
5. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other University of Toledo activities, including its public service functions or other authorized activities, on University of Toledo owned or controlled property;
6. Physical abuse or detention of any person on University of Toledo owned or controlled property or at 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 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 University of Toledo owned or controlled property;
11. Use, possession, or distribution of alcohol or 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 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 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 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.

### **Professional Expectations**

In addition to [The University of Toledo's Student Code of 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.

**SECTION 3 - GENERAL INFORMATION**

## Office of Accessibility and Disability Resources

The University of Toledo Office of Accessibility and Disability Resources ensures equal access and full participation for students with documented disabilities in all programs and activities at the University of Toledo. The principles of Universal Design guide our mission to proactively identify and remove barriers to participation wherever possible.

All students, including those with disabilities, must be able to meet the technical standards of their health science program. Modifications that would fundamentally alter the nature of a course, program or activity are not considered to be a reasonable accommodation.

The Office of Accessibility and Disability Resources supports students in developing academic and life skills, learning about campus and community resources by providing confidence and empowerment needed to meet each student's individual career and life objectives. If you have a medical condition that has an associated impact on academic performance get the support and assistance you need by affiliating with the Office of Accessibility and Disability Resources.

The Office of Accessibility and Disability Resources serves almost 200 students on the Health Science Campus.

It is the student's responsibility to seek available assistance at The University of Toledo, to make their needs known, to complete the application, and to provide verifying documentation from a health care provider when necessary.

Examples of Conditions/Impairments:

- Acquired Brain Injury
- Attention Deficit/Hyperactivity Disorder
- Deaf/Hard of Hearing
- Chronic Health (e.g. Diabetes, Irritable Bowel, Asthma, etc.)
- Learning Disability (e.g. Dyslexia, Dysgraphia, Written Expression, Dyscalculia, etc.)
- Neurological Impairment (e.g. Epilepsy)
- Psychological Disability (e.g. Depression, Anxiety, etc.)
- 

Accommodations are individualized for each student. Accommodations vary with disability, course selection, and each individual. Some examples of course related accommodations include:

Testing:

- Extended Time
- Distraction-Reduced Environment
- Access to Medical Device or Food/Drink
- Breaks as Part of Extended Time
- Use of computer or Other Assistive Technology

Alternative Media:

- Electronic Text
- Audio Output
- Captioning
- Braille
- Large Print

Note –Taking Assistance:

- Use of Technology (e.g., Computer or LiveScribe Smartpen)

American Sign Language Interpretation Real Time Transcription  
Housing/Dining

[Register for Academic Accommodations in three easy steps:](#)

1. Complete an online Student Application and submit your disability documentation by either uploading it to the Disability Accommodations Portal, Fax, email or hand deliver to the Office of Accessibility and Disability Resources.
    - From the Office of Accessibility and Disability Resources homepage click on Prospective Student. Then the student will be able to complete the new student application.
    - Many different types of disability related documentation is acceptable (please see the document guidelines listed on the website). For your convenience, you can have your health care provider complete the Disability Verification Form found on the Office of Accessibility and Disability Resources website.
    - Once your documentation is reviewed you will receive an email in your Rocket email account, on your next steps.
  2. Once your application has been reviewed and accepted you will be asked to complete a disability access initial appointment with an Accessibility Specialist.
  3. Once accommodations have been agreed upon, you will be able to request accommodations for your courses via our UToledo Accessibility Portal UTAP.
- \*You are able to utilize accommodations after the conclusion of the initial appointment.
- \*Information about your medical condition/impairment will not be shared without your permission.

**Health Science Campus Resources:**

Academic Enrichment Center Mulford Garden Café 419.383.6118/419.383.4274.

Academic Testing Center  
 Center for Creative Education Building 2920 Transverse Dr.  
 419.383.4436

Student Health & Wellness Center Ruppert Health Center Room 0013 419.383.5000

**Office of Accessibility and Disability Resources**

Health Science Campus  
 Mulford Library Building  
 Room 130  
 Mail Stop 1041  
 3000 Arlington Ave.  
 Toledo, OH 43614  
 Hours: Monday – Friday 8:15am to 5:00pm  
 (Hours Vary, By Appointment Only)  
 Phone Health Science Campus: 419.530.4981  
 Fax: 419.530.6137  
 E-mail: [studentdisability@utoledo.edu](mailto:studentdisability@utoledo.edu)

Main Campus  
 Rocket Hall  
 Room 1820  
 Mail Stop 342  
 2801 West Bancroft St.  
 Toledo, OH 43606  
 Hours: Monday - Friday 8:15am to 5:00 pm  
  
 Phone Main Campus: 419.530.4981  
 Fax: 419.530.6137  
 E-mail: [studentdisability@utoledo.edu](mailto:studentdisability@utoledo.edu)

This information is available in an alternative format upon request.

### **Criminal Record Check**

Criminal record checks will be conducted on all students accepted for admission to CON programs and for any student visiting affiliated clinical facilities. Ohio students are required to have a BCII and FBI background check prior to matriculation into the program. If a student lives outside the state of Ohio, they need FBI only. The student is responsible for processing fees. Reports from BCII and FBI must be sent directly to the College of Nursing respectively. 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://www.utoledo.edu/policies> for the most current copy. Please do not send fingerprint cards directly to the College of Nursing.

### **Health 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.

Prior to matriculation, the student must submit required health information to CastleBranch/MyCB as mandated by the program. There is a one-time fee that will be required to set up your account. Students will be prevented from registering for clinical courses if this has not been satisfied.

### **Flu Vaccine**

An influenza vaccine is required annually not only by the College of Nursing, but by the University of Toledo Health Science Campus as a whole. The vaccine is available to students in the fall, prior to the start of the flu season.

### **Basic Life Support Health Care Provider Documentation**

Documentation of current American Heart Association BLS for Health Care Providers (not Red Cross or other educational providers) is required of all students prior to matriculation. If the certification card expires during the program, students must complete the American Heart Association BLS for Health Care Providers and provide a copy of the front and back of the card to CastleBranch/MyCB. BLS must be up to date in order to complete clinical experiences.

### **Liability Insurance**

College of Nursing students engaged in an academically approved assignment are covered under the University of Toledo general liability insurance.

### **Mandatory Health Insurance**

The University of Toledo believes it is important that all students maintain health care coverage to help ensure academic success and well-being. Students in the College of Nursing are required to maintain health insurance, and the charge for student health insurance care coverage will be placed on your student account. Please see University Policy #[3364-40-27](#).

### **What This Policy Means to You**

When you register for classes, health insurance will be added to your account if you meet the registration requirements as above. If you have health insurance that is equivalent to, or exceeds, the health insurance offered by the University, you may complete the online waiver process requesting to waive UToledo's insurance by logging in to the [UToledo portal](#).

If you do not complete the online waiver process within the specified deadline, typically by the last day of



add/drop for the semester, the health insurance fee will remain on your account. After the deadline, you must contact the Main Campus Medical Center Insurance Office for waiver appeal information. Students are not covered by Workers' 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.

### **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 per the agency's policies with their clinical faculty. The clinical faculty will then complete necessary documentation and submit it to the program director.

### **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 Quality Management, 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.

### **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 at UTMC shall comply with the Blood borne Pathogens Exposure Control Plan.

If the exposure occurs in an acute care setting, the policy for the agency should be followed. A student who experiences accidental exposure to blood or body fluids during clinical must notify the clinical instructor immediately. An occurrence report is completed according to agency and university policies. 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 University Health Services after initial treatment.

*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 University Health Services at the respective campus/university or UTMC Emergency Department.

### **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.

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

If a student becomes ill in the classroom, an immediate assessment should be performed to determine if simple measures will suffice or there is a need for more complex care. The faculty member or a classmate should call 419.383.2600 (or 2600 from a campus phone) if ambulance transport is warranted; the UT Toledo Police Department will summon "911." A faculty member, staff member, or peer should remain with the student until the health concern is resolved or emergency transport begins. The individual can be referred to University of Toledo Family Medicine, 419.383.5555, their healthcare provider, or the UTMC Emergency Department for interventions.

If a student becomes ill or is injured in the clinical setting, they should seek available emergency

treatment at the clinical site. If treatment is not available, the clinical faculty member should 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 costs associated with evaluation and treatment following classroom, clinical, or lab illness or injury. The CON, UToledo, 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 the 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.

### **Reporting Health Problems**

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

### **Healthcare Release Form**

Students who experience acute illness or injury must provide the College of Nursing with healthcare provider documentation of release before returning to class and clinical. Students will be evaluated individually for the ability to provide safe patient care and comply with clinical facility regulations.

A signed provider's release must be completed by the health care provider prior to student return to the University for class and clinical and then be submitted to the program director. It is applicable for illness, injury, childbirth, communicable disease, or other conditions that preclude participation in class or clinical experiences. Documentation is to be taken to the Program Director.

The College of Nursing is not responsible for any medical costs the student may incur while enrolled as a student.

### **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 (or a signed provider's release form) must be submitted before return to clinical activity. *Students are responsible for contacting course coordinators and faculty for make-up of clinical assignments.*

### **Student Guidance and Counseling Services**

Students have access to counseling services through their respective universities. Additional information can be found at: <https://www.utoledo.edu/studentaffairs/counseling/>

*UToledo University Counseling Center  
Main Campus Medical Center  
1735 W. Rocket Dr.  
Phone: 419.530.2426  
Fax: 419.530.7263*

### **Social Media Statement**

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, 'A Nurse's Guide to the Use of Social Media,' at <https://www.ncsbn.org/3874.htm>

### **E-mail-Communication**

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

**ALL CON information will be communicated through the student's university email address. Failure to check email does not absolve a student from responsibility for this information.**

### **Deadly Weapons Restriction**

Persons entering the university campus must comply with all laws and university regulations governing weapons. Please see Policy [#3364-61-03](#).

### **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. Please see Policy [#3364-60-01](#).

### **Drug Free Workplace and Campus**

UToledo is committed to maintaining an educational environment that is free from the effects of drug and alcohol abuse. To this end, UToledo prohibits the unlawful manufacture, distribution, dispensation, possession, or use of any controlled substance, or alcohol on UToledo 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 UToledo 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.

## UToledo Rocket ID

The Rocket Card is the official UToledo identification card. In order to obtain a Rocket Card (Student ID), students must upload their own photo. Below are the steps for photo submission and photo requirements.

### Photo Requirements:

- Photo must be free of anything covering your face (other than for religious purposes)
- Photo must be of your full face
- Photo must be of you by yourself
- Photo must be unedited and free of filters

### Step For Photo Submission:

1. You must activate your myUT (UTAD) account first, and you will be able to submit your photo 24 hours after you have activated your account. You should only submit your photo one time if you plan on attending UToledo, as you will incur a \$35 charge for the card.
2. Visit [idupload.utoledo.edu](http://idupload.utoledo.edu) and log in using your UTAD and password. Verify that your information is correct, and select the ID Pickup location as Health Science Campus. Click on the Upload Your Photo blue button and follow the steps for photo submission.

**If you have questions about the photo submission process or your Student ID, please contact 419-530-5842 or [rocketcard@utoledo.edu](mailto:rocketcard@utoledo.edu). There is a Rocket Card Office located in the Student Union on Main Campus in Room 1560, or in the Mulford Library Annex on the Health and Science Campus in Room 245.**

### HSC Proxy Access Card:

You will need to also request an "Access Card," which is a white card that allows entrance into the HSC on evenings/weekends, etc.

Please go to <https://dooraccessrequest.utoledo.edu/login.aspx> to request the card (requires your user ID and password, the same info you use to access the UToledo Portal).

Please use the same uploaded photo as above.

### Access Card pick up information:

Located in the basement level of Mulford Library, room #007

Students will need to present your Rocket ID when picking up your access card.

### College of Nursing Photo ID Badge

In addition to your Rocket ID, you also need to obtain a College of Nursing photo ID. The CON photo ID is to be worn during your clinical experiences unless the institution requires their own ID.

### Photo Guidelines:

- Photo must be in square aspect ratio and should NOT exceed 400 x 400 pixels
- Photo must be in .jpg format
- Use a RECENT, full-face, straightforward photo (no angle views) with no hair blocking face
- Photo must be in full color WITHOUT a filter
- No fashion headwear (hats, sunglasses, scarves, etc.) or accessories blocking your face
- Students with pierced ears may wear ONE pair of stud-type earrings.

**\* Note: body/head piercings are NOT permitted in clinical settings**

### Request Process:

1. Email will be sent to: [collegeofnursingID@utoledo.edu](mailto:collegeofnursingID@utoledo.edu)
2. In the SUBJECT LINE, put “**LAST NAME, FIRST NAME**”
  - a. Please list in exactly this order with a comma to separate
3. In the BODY of the email, include:
  - a. Rocket ID Number
  - b. The program you are entering (Grad Entry MSN)
  - c. Semester you will begin (Fall)
4. Attach your photo to the email.

ID badges will be disseminated prior to your first clinical.

**Students are responsible for the cost of a duplicate badge.**

### Student Nurse Uniform Guidelines

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 Guidelines. *These guidelines will be enforced and are in alignment with affiliating organizational policies.* Reasonable accommodation will be made in regards to religious, cultural, or disability situations and will be reviewed on an individual basis for compliance with these guidelines, with input from the Office of Institutional Diversity, as needed.

**Acute care and clinic settings:** Each student will wear the designated student nurse uniform that includes top, pants, and lab coat (long or short sleeve, all white (no graphics) t-shirt may be worn underneath top). The uniform is to be clean and wrinkle free. Shoes must be closed-toed, impermeable, and neutral in color (white, tan, brown, navy, or black). 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 pants with top, or a dress of appropriate length. Appropriate male professional garments include pants 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 unless organization specific ID is required.

Hair needs to be clean and of a “natural” color; such hair colors as pink, blue, purple, green, etc., are not acceptable. If hair is longer than collar length, it should be secured up (back) with a band or clip. All facial hair (moustache, beard, goatee, etc.) should be trim and neat in appearance.

Jewelry and pierce sites will be visible on the ear only. All other piercings must be covered or removed during clinical, lab, and simulation. Other jewelry should be appropriate for the clinical site and worn in a limited fashion when working directly with patients. Tattoos must be covered while in the clinical setting, whenever possible.

Nails should be clean, well-manicured, and moderate in length with clear, if any, polish. Artificial nails are not allowed.

Chewing gum is not allowed.

Personal cleanliness, including proper oral hygiene and absence of controllable body odors, are a


standard. 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 for the clinical site, such as: 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 Guidelines. The student may be asked to leave the clinical experience if not in keeping with the guidelines.

### **Confidentiality of Student Records (FERPA)**

Please see [Policy #3364-71-15](#), which outlines the university policy on the confidentiality of student records (FERPA). The prior consent form below allows students to indicate if they would like records released to an individual or entity.

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

**FERPA PRIOR CONSENT FORM (Rev. 7/11/11)**

**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 Student Printed Name

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.**

### **Inclement Weather Policy**

The University of Toledo Policy for inclement weather can be found at [https://www.utoledo.edu/policies/administration/humanresources/pdfs/3364\\_25\\_14.pdf](https://www.utoledo.edu/policies/administration/humanresources/pdfs/3364_25_14.pdf)

### **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.

### **Discrimination Resources**

<http://www.utoledo.edu/title-ix/discrimination-resources.html>

The University of Toledo does not discriminate in its employment practices or in its educational programs or activities on the basis of sex/gender. The University of Toledo also prohibits retaliation against any person opposing discrimination or participating in any discrimination investigation or complaint process internally or externally. Reports of sexual harassment and discrimination questions regarding Title IX, and concerns about noncompliance should be directed to the Title IX Coordinator. For a complete copy of the policy or for more information, please contact the Title IX Coordinator <https://www.utoledo.edu/title-ix/> or the Assistant Secretary of Education within the Office for Civil Rights (OCR) <http://www.ed.gov/ocr>.

Discrimination, including discriminatory harassment, on any of those bases is strictly prohibited. Upon notice of possible discrimination, the University takes prompt and appropriate steps to determine what occurred, end a discriminatory practice or hostile environment if one has been created, and prevent its recurrence. Retaliation against anyone because he or she has made a complaint or served as a witness or otherwise engaged in activity protected by this policy is also strictly prohibited by this policy.

For complaints based on race, color, religion, age, national origin, ancestry, military or veteran status, disability, genetic information, familial status, political affiliation, or participation in protected activities in the provision of employment and educational opportunities, reports can be made by completing the [Discrimination and Harassment Reporting/Complaint form](#)

For complaints based on sex (including gender identity or expression) or sexual orientation, or complaints of retaliation arising from a prior complaint based on sex or sexual orientation, reports can be made by completing the [Title IX \(Sex Discrimination/Harassment & Sexual Violence\) Reporting/Complaint Form](#)

[The University of Toledo Title IX Policy](#)

### **The Rocket Care Report**

The Rocket Care Report is used to connect UT community members with help and resources to ensure well being and a safe learning environment for all. It is also used for the purposes of informing the University of Toledo personnel about any inappropriate behavior or suspicious activity that may pose a threat to our community. Any student, faculty, staff, parent/family member may submit a Rocket Care Report. Activities that occur on or off-campus are strongly encouraged to be reported. The results of this report do not predict future harm nor are they a guaranteed method of assessing an individual's risk of harm to others, the community, or him/herself. Because this report reflects current circumstances, be it known that, as these circumstances change so too does risk potential.

Areas of concern that can be reported include:



**Academic** – Concerns related to attendance, low grades, poor study skills and other behaviors related to academic performance.

**Campus/Social** – Inclusive of social adjustment issues, not fitting in, homesickness, concerns related to diversity, and roommate or community conflicts.

**Bias Related/Discrimination** – Concerns related to race, ethnicity, gender (not Title IX sexual violence matters), sexual orientation and religion.

**Medical/Substance Abuse** – Inclusive of things such as general concern related to alcohol/drug use, prolonged illness, sustained injury, or known hospital admissions.

**Mental Health** – Inclusive of behaviors such as observed eating disorder behavior, self-harm or cutting behavior, observed depressive behavior, and suicidal ideation or attempt.

**Personal** – Inclusive of things such as financial concerns, family or general home concerns, death or illness in the family, or legal concerns.

A link to the referral form can be found at the end of each page in the myUT portal under Initiatives/report a concern.

### **Anonymous Hotline**

<http://www.utoledo.edu/title-ix/anonymous-reporting.html>

Concerned about a possible violation of law or policy and are uncomfortable raising it through normal channels? Use the anonymous reporting line, the University's anonymous reporting service.

**What to Report:** Report any situation or University conduct you believe violates an applicable law, regulation, government contract or grant requirement, or University policy. You do not need to know the exact law or requirement or be certain a violation has or will occur. When in doubt, the better course of action is to report.

**What not to Report:** Report emergencies to 911. This reporting service also does not include employment concerns that are not legal or policy violations, purely student concerns, or issues for which the University is not responsible. Again, if you are uncertain, the better course of action is to report.

**Your Obligations as a Reporter:** University employees are expected to report good faith concerns about possible violation of any policy, law, rule, regulation, and contract or grant governing any University activity, and are expected to be truthful and cooperative in the University's investigation of allegations. Knowingly making false reports can lead to discipline.

**Your Rights as a Reporter:** All reports of Compliance issues will be handled in strict confidence to the extent possible or permitted by law. Your inquiry can be made without fear of retribution. University policy prohibits any retaliation against individuals who report compliance issues in good faith.

**How to Use:** The anonymous reporting line is available seven days a week, 24 hours a day, and 365 days a year.

Call toll-free 888.416.1308 or <http://www.mycompliancereport.com/>

You are greeted by a trained interviewer who documents your concerns. You do not have to give your name, and the call or transaction is not recorded. A report number will be assigned, which you will need when you check back. Then the information will be relayed to the appropriate University office to investigate your concern. Using the report number, you may call or e-mail to follow up or add more information and remain anonymous.

### **College of Nursing Policy on Authorship**

The University Policy [#3364-70-02](#) Responsible Conduct of Scholarship and Research describes the standards of practice required for the conduct of scholarship and research at The University of Toledo. A separate university policy on misconduct, which is mandated by federal regulations, describes how the university handles issues of scientific misconduct.

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

The "Authorship Agreement" is a written contract for authorship of manuscripts submitted for publication that are generated by more than one author, including those that are developed from student work (papers, theses, capstone research options).

Procedures for student/faculty co-authored manuscripts:

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

**Authorship Agreement for Student Work**

Approved by Faculty Assembly June 2013

This document provides guidelines for authorship on any publication or presentation, poster or paper, resulting from the student-driven original scholarly product as outlined below:

---

---

---

The student will retain first authorship as agreed upon below:

---

---

---

---

Exception in cases of a student designated as first author: if the student (or graduate) does not submit the manuscript for publication or present the findings of the project or research within one year of the completion of the work and the faculty advisor deems the work to be of merit, the faculty advisor named here, \_\_\_\_\_, has the prerogative to assume first authorship for further development of the work, with the student retaining the right to remain as an author on the scholarly products(s) outlined above.

Student Author:

---

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

Faculty Author:

---

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

---

Faculty Assembly Chairperson Signature	Date
--	------

---

Associate Dean for Academic Affairs Signature	Date
---	------

---

College of Nursing Dean Signature	Date
-----------------------------------	------

### **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**

Periodically, the university seeks feedback about students' educational experiences (e.g., curriculum, student services, quality of Instruction, etc.). As a part of professional responsibility, students are encouraged to participate in these surveys. Effort is made to minimize unnecessary intrusion on student time and to protect student identity.

### **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, workers' compensation, or malpractice insurance policy of the agency. Students will abide by existing clinical rules and regulations of the assigned clinical agency.

### **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.

### **Parking**

The University of Toledo requires students to register their vehicle every semester and purchase a parking permit. 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](mailto:parking@utoledo.edu), by calling Parking Services at 419. 530.5844, or by visiting [the parking and transportation services website](#).

Fines for traffic and parking violations must be paid promptly. Failure to do so may result in legal action to collect delinquent penalties, may prevent course registration, and may forfeit eligibility for graduation.

Students who are working as a nursing assistant at UTMC, during their off semester, need to purchase a student employee parking permit to park on the HSC.

### **Academic Advisement**

The graduate nursing advisor serves as a resource person for the student. Nursing students are expected to maintain regular contact with their advisor at UToledo. The advisor assists the student in choosing appropriate courses and in defining the policies and procedures of the university in conjunction with the nursing program. Ultimately, it is the student's responsibility to fulfill the requirements for the degree consistent with the university. Changes to the plan of study must be approved by the program director in collaboration with the graduate advisor.

### **Financial Aid**

The University of Toledo is committed to helping find ways to make a college education affordable to UToledo 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.

## **Scholarships**

Scholarships are available to University of Toledo students. Eligibility criteria, deadlines, and application can be found at <http://www.utoledo.edu/financialaid/scholarships/>.

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.

## **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/testplans.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/>

Request for accommodations for the NCLEX® examination can be found at:

<http://nursing.ohio.gov/wp-content/uploads/2019/07/OhioBoardAccommodations1.1.pdf>

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 <http://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 and posted the degree. Students licensing out-of-state are responsible to consult with the appropriate State Board of Nursing and must supply all required paperwork to the program director for processing.

Information for NCLEX-RN Examination will be disseminated and discussed during the NURS 5540 Advanced Practicum in Nursing Systems Design course.

Candidates may contact the Board at <http://www.nursing.ohio.gov/> to inquire about their application. Requirements for licensure and/or advanced practice certification/endorsement eligibility vary from one profession to another and from state to state. For students who wish to practice in a state other than Ohio, please contact the program director/advisor to discuss if you will need to satisfy additional requirements to practice in that state or visit the [National Council of State Boards of Nursing](http://www.ncsbn.org).

## **Commencement**

Students apply for graduation online in the myUT portal. Commencement ceremonies are held by UToledo in fall and spring. Traditional caps and gowns are rented or purchased from the university bookstore; orders are placed in advance.

**SECTION 4 - ACADEMIC POLICIES**

## **Attendance Policies**

### **Class Attendance**

Students are expected to attend all classes. The CON recognizes there may be reasons for excused or unexcused absences as detailed below. 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 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 the 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.

## **Excused Absences**

### **Funeral Leave**

Temporary absence from the academic program is granted for a death in the immediate family. The student must notify the course faculty and program director 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 program director 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 program director in advance, provide verification in writing, and negotiate with faculty concerning missed classroom and clinical requirements. A pregnant student is required to provide documentation to continue in clinical experiences.

Following delivery, the student is required to provide documentation indicating date for return to class and clinical experiences.

### **Military Duty**

Temporary absence is granted for active military service. The student must notify the program director 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 program director 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 UToledo registrar's policy.

Documentation is submitted to the program director 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 program director and faculty are not obligated to excuse absences unrelated to CON-approved activity. In such instances, the student must notify the program director and course faculty member in advance, provide verification in writing, and negotiate with faculty concerning missed classroom and clinical requirements.

## **Transfer of Credit to Graduate Degree**

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

1. Students must submit an official transcript documenting completion of the transfer course with a 'B' or higher.
2. Courses considered for transfer credit must have been completed within the past three academic years.



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

See Transfer Credit to Graduate Degree Policy [#3364-77-06](#) for additional information.

### **Progression**

Students are expected to progress according to their plans of study as arranged with the graduate advisor. Plans of study are established to assure that students will graduate within the required time frame of six calendar years and to ensure compliance with prerequisites that faculty have established for courses in the curriculum. Students who need to make changes in their plans of study are required to contact the program director and graduate advisor to make such changes. Revision of the plan of study may delay graduation and may negatively affect the availability of courses in the desired format (e.g. distance or campus delivery) and financial aid.

### **College of Nursing Minimum Course Grade of 'B' for NURS Courses**

The faculty in the CON has established the grade of 'B' as the minimum acceptable grade for all courses with the prefix of NURS. A grade of 'C' is acceptable in INDI 6000. A student who earns a grade less than "B" for NURS courses or less than "C" in INDI 6000 cannot progress into courses for which such a course is a prerequisite.

### **Probation**

Students must maintain a cumulative GPA of 3.0 or higher. Failure to do so will result in the student being placed on academic probation and notified by the College of Graduate Studies.

### **Repeating Courses in the College of Nursing**

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

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

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

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

Students who decide not to attend, or stop attending any or all classes for which they have registered must drop a course via the UToledo Portal. Specific drop and withdrawal dates are listed on the University's academic calendar. A withdrawal from a course results in a grade of "W" on the student's transcript. Students are advised to consult with their academic advisor prior to initiating a drop or withdrawal to discuss implications to their plan of study and/or financial aid. Failure to drop a course for which a student has stopped attending may result in a grade of "F". Drop and withdrawal dates are prorated for summer and special session courses that do not meet during the standard start/stop dates within the academic term. Students may only repeat required courses one time after a grade of "W" has been earned.

### **Leave of Absence**

Students may request a leave of absence for personal, medical, call to active military duty, or other compelling reasons from a degree program after completion of the first term. The student requesting a Leave of Absence must complete the request for leave of absence form and submit it to the CON graduate advisor. Students should consider the potential implications of a leave on such matters as: immigration status, health insurance, and loan repayment.

Request for leave will be discussed with the academic advisor, then the student's program director, and finally, the Associate Dean for Academic Affairs CON. The Student Admission, Retention, and Progression Committee will be informed of the action taken by the Associate Dean for Academic Affairs. A student may be granted a three consecutive term (one calendar year) and still remain in good standing with the program. A leave of absence extending beyond three consecutive terms will necessitate a new application to the College of Graduate Studies. Such student will be required to compete for available positions and will not automatically be granted admission. In all circumstances, students are responsible for resolving registration and financial issues in accordance with established university policies. [Policy #3364-77-04](#)

### **Academic Performance Referral**

The Student Admission, Retention, and Progression Committee (SARP) monitors 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 student's academic file.

### **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

### **Readmission Policy**

Students who leave the program must first meet with the program director and a nursing advisor before reapplying.

### **Incomplete Grade**

When acceptable circumstances prevent a student from completing course requirements prior to the end of a term, the grade of "IN" (Incomplete) may be given at the discretion of the faculty. When a course grade is incomplete, the appropriate University procedure is followed. Please see Policy #[3364-71-11](#).

### **Academic Due Process and Appeal of a Final Course Grade**

Please see CON Policy #[3364-82-05](#) on academic due process and appeal of a final course grade.

### **Appeal of Disciplinary Action and Due Process**

Please see CON Policy #[3364-82-06](#) about the appeal of disciplinary action and due process.

## **College of Graduate Studies Requirements**

### **Academic Standards for the College of Graduate Studies**

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

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

### **Graduation**

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

A student who has compelling circumstances that may warrant an extension of one year must complete the Request for Time Extension and Course Recertification Form and submit it to the graduate advisor

who will present the request to the chair or program director and the Associate Dean for Academic Affairs. The completed form with all approval signatures and supporting documentation is returned to the College of Graduate Studies Office for review and final approval. There is a per course fee assessed for each course approved for recertification. Fees are applied to the student account after the Request for Time Extension Course Recertification form has been approved. Notification will be sent via university email to both the student and advisor. Student Admission Retention and Progression Committee will be notified of the student's request and recommended action.

Students must complete the online graduation application and survey. The College of Graduate Studies will verify completion of degree requirements for all graduation applicants. Verification of program completion will be completed after the degree is posted by the College of Graduate Studies. Students should allow a minimum of 45 days for this process.

The College of Nursing participates in the University of Toledo's commencement exercises in the fall and spring terms. 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.

### **Official Transcripts**

Requests for official transcripts should be submitted directly to the Registrar's Office at The University of Toledo. University of Toledo students can request their transcripts through Rocket Solutions Central or MyUToledo portal. Transcripts will not be released if there is an outstanding account balance.

**SECTION 5 – STUDENT PARTICIPATION ON COMMITTEES & ORGANIZATIONS**

## **Student Participation on Committees**

The College of Nursing encourages students to participate in any of the College of Nursing Faculty Governance 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 stakeholders' needs.

#### **Student 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 (or more often when necessary) 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.

#### **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.

### **Student 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 according to the guidelines of the College and university. 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, and other CON committees as needed.

### **Student Membership**

- Two Baccalaureate Program Student Representatives (suggested new entry baccalaureate and one RN- BSN completion).
- 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, special meetings may be called to address urgent business. Every effort will be made to notify the membership five days in advance of any special meetings.

## **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.



### Student Membership

- Two (2) undergraduate students to represent the BSN program
- Two graduate program students 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 meetings are scheduled on a bi-monthly basis and placed on the CON Master calendar. Grievance hearings are scheduled per Student Grievance Policy and Procedures.

#### A. Resignations:

- In the event that a member can no longer fulfill their duties in a given role, it is their responsibility to notify the President of their resignation.

#### B. Fulfillment of Duties

- Upon completion of an elected term of office, students will receive a certificate of service pending the fulfillment of their rights and duties as previously stated.

## **Student Organizations**

### **Student Nurses Association**

#### PURPOSE (All pre-licensure students are members of SNA)

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 student nursing body
  - 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 Nurses' Association.

### **Diversity in Nursing Association (DNA)**

The purpose of the organization:

- Educate and engage students by promoting multiculturalism, diversity, and inclusion.
- Regardless of race, ethnicity, national origin, religious and philosophical beliefs, gender, sexual orientation, cultural values, age, or any other identity, advocate for these fundamental human rights:
  - i. Success in academics, leadership, and service
  - ii. Care with awareness for privacy, dignity, and confidentiality.

- iii. Care in an environment that is physically, spiritually, psychologically, and culturally safe.
- iv. Access to quality healthcare services.
- v. Access to culturally competent healthcare providers.
- vi. Ability to accept or refuse care.

### **Sigma Theta Tau International (STTI) Nursing Honor Society**

The CON Consortium of UT and BGSU established a nursing honor society in spring of 1979. This preceded the establishment of a Sigma Theta Tau Chapter. The Sigma Theta Tau charter for the chapter, Zeta Theta Chapter at Large, was granted in the fall of 1981. The chapter was re-chartered in 1998 when Lourdes University joined the organization and again in 2006 when Mercy College of Northwest Ohio (now Mercy College of Ohio) was approved for inclusion. The chapter was further re-chartered in 2020 when Ohio Northern University joined our chapter governance structure.

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 annually to be inducted based on STTI eligibility criteria available at <https://www.sigmanursing.org/why-sigma/sigma-membership/apply-now/student-membership-criteria>. Activities of the national organization and chapter include, but is not limited to, 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 at one of the chapter colleges.

### **Ohio Nurses Association (ONA) / American Nurses Association (ANA)**

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 of 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. Graduates can help their alumni association by providing stronger relationships with our community and clinical partners and by being ambassadors for our programs.

**SECTION 6 - ACADEMIC RESOURCES**

### **UTAD Account and the myUToledo portal**

UTAD is the personal account that allows students to use many of UToledo's online resources. The UTAD account gives students access to a University e-mail account. Students can access this at [email.utoledo.edu](mailto:email.utoledo.edu) with the UTAD username and password. It is the official means of communication from UToledo. The UTAD account also provides access to the myUToledo portal, a secure personalized website with a single access point for information. At the myUToledo portal, students can access Student Self-Service, register for classes, view tuition bills, consolidate e-mail, and get important UToledo updates.

The University of Toledo IT personnel will never ask for your password in an email. Do not share passwords. Logoff open lab work computers when not using it.

### **Blackboard**

UToledo Online website: <http://dl.utoledo.edu>

Login to Blackboard: <https://blackboard.utdl.edu/webapps/login/>

Blackboard Help Desk: 419.530.8835

Call if you can get into the system but cannot log into Blackboard or if you can log into Blackboard but do not see any or all of your current courses. Courses are not able to be viewed in Blackboard until the first day of class.

### **IT Assistance**

Call if your account does not work or you cannot get into webmail ([rockets.utoledo.edu](mailto:rockets.utoledo.edu)), MyUToledo (<http://myut.utoledo.edu/>), or Blackboard ([blackboard.ut.dl.edu](http://blackboard.ut.dl.edu)).

1. Phone Support: 419.530.2400 or 419.383.2400 Available 24/7
2. Available through the web: <http://ithelp.utoledo.edu>

### **Computer Lab Locations**

There are computer stations in Collier and Mulford Library for student use on a first-come, first-serve basis. Locations include Collier 2<sup>nd</sup> floor, room 2060, Collier 3<sup>rd</sup> floor, room 3414, and Mulford Library, 6<sup>th</sup> floor.

## SECTION 7 - ACADEMIC ADVISEMENT

## **Graduate Advising**

Appointments with the graduate advisor ([Ilianna.Otero@utoledo.edu](mailto:Ilianna.Otero@utoledo.edu)) may be made by calling the support staff member in the office of Student Services at 419.383.5810.

### **Guidelines for Developing Formal Plan of Study**

Prior to matriculation, students must meet with their advisor for the purpose of developing a plan of study (POS). It is the student's responsibility to meet all requirements for the degree and major.

Students must discuss desired changes in their plan of study with the graduate advisor and program director. Changes to the plan of study may affect availability of courses, delivery method of courses, financial aid, and length of degree program.

### **Minimum Continuous Enrollment**

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

### **Enrollment Status**

The enrollment status of graduate students is determined by the number of hours enrolled in credit bearing courses during a semester or during an entire summer term. The university recognizes full-time status as enrolled for a minimum of 9 or more semester hours in credit bearing courses. A part-time graduate student is enrolled for fewer than 9 semester hours in credit bearing courses. Hours taken for audit, ALI, and undergraduate courses cannot be used to meet the graduate hour requirements.

A student enrolled in a full-time and transcribed internship placement will be considered a full-time student for purposes of reporting to the National Student Clearinghouse if the time commitment required for the internship equates to the time commitment of a graduate student enrolled in 9 semester credit hours.

The chart below shows the graduate enrollment status based on hours enrolled.

Hours	Enrollment Status
1-4	Less than half-time
5-6	Half-time
7-8	Three-quarter time
9 or more	Full-time

**SECTION 8 - FINANCIAL SUPPORT**

### **Graduate Student Scholarships**

Funds may be available for Graduate Student Scholarships. To be eligible students must be admitted as regular status and in good academic standing. Scholarships based on financial need must have a FAFSA on file. Private scholarships are based on donor criteria. Students apply via an online application that can be found at <http://www.utoledo.edu/financialaid/scholarships/>. Students wishing to use their scholarship for summer enrollment must complete a summer aid application. 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. Scholarships cannot exceed the estimated cost of attendance.

### **Travel Support**

All graduate students enrolled at the University of Toledo are automatically members of the Graduate Student Association and thus are eligible to apply for travel funding. See information on [the Graduate Student Association website](#).



**SECTION 9 – MSN CAPSTONE: FIELD EXPERIENCE, COMPREHENSIVE EXAM, THESIS**

## **MSN Capstone**

Students must complete a Thesis, Field Experience, or Comprehensive Exam as the capstone experience for the MSN degree. Selection of the capstone experience will be made in consultation with the faculty and the Graduate Advisor. *Students are responsible for completion of the [GRAD form](#) prior to registration for a capstone option.* Field Experiences may be available, and are subject to faculty-specified prerequisites in addition to those listed in the Bulletin and Handbook of the Graduate Student.

### **The Field Experience**

#### *Field Experience Seminar Placement in Plan of Study:*

The prerequisite for the Field Experience is NURS 5910 and enrollment by permission of course faculty. With course faculty permission, the student may register for 1 credit only of NURS5220 while currently enrolled in NURS 5910. Course faculty reserves the right to require specific prerequisites per the course content. Program capstone experience that integrates nursing theory, research, and practice to fulfill the requirement of the Master of Science in Nursing Program. The field experience seminar is limited to two consecutive semesters of the master student's final three semesters with the approval of the capstone faculty. The capstone project is designed to be a culmination of the student's graduate work.

#### *Purpose of the Field Experience:*

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

#### *Notification of Field Experience Possibilities:*

Graduate Faculty in the College of Nursing often enter into informal discussions with students regarding experiences they may be planning. NURS 5910 is a prerequisite for a capstone. Advanced Nursing Research is also a prerequisite for field experience. If registered for Advanced Nursing Research (NURS 5910), students may take one hour concurrently with faculty permission. A total of 3 credit hours is required. Faculty have the option of designating prerequisite courses, experience, or licensure for the field experience. Availability of a Field Experience is not guaranteed.

#### *Enrollment Process for a Field Experience:*

Students who are interested in a Field Experience must contact the faculty member to request permission to enroll. It is the student's responsibility to complete the Graduate Research Advisory (GRAD) Committee Approval & Assurances Form and have it signed by the faculty member prior to registration. The graduate nursing advisor will place the permit for registration upon receipt of the GRAD form and notify the student. Enrollment is limited.

#### *Responsibility for Expenses:*

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

*Grading of the Field Experience:*

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

*Presentation Requirements for the Field Experience:*

The requirements for all Field Experiences include a public presentation by individual members of the group. Students are responsible for communicating information regarding presentations in a timely manner, not less than three weeks prior to the presentation. All presentations must be completed by the end of the semester.

**The Comprehensive Examination**

Goal and Purpose of the Comprehensive Examination: The Comprehensive Examination is a culminating experience for master's-prepared nursing students. The goals of the Comprehensive Examination are to demonstrate not only student mastery of advanced nursing knowledge but also the ability to analyze, synthesize, and apply knowledge acquired through the program of study to issues and problems that confront master's-prepared nurse professionals. This essay exam should reflect the student's ability to integrate coursework and should not be seen as a re-testing of individual courses.

Essay answers are designed to integrate knowledge from all courses, including theory, research, and practice. The student's responses must demonstrate mastery of the subject matter, critical analysis, and independent thinking.

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

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

Exams are scheduled towards the end of the spring semester. The exact date of the examination will be announced within the first two weeks of the semester. All students must take the exam at the date and time posted.

Grading Policies: The course is graded Satisfactory (S) or Unsatisfactory (U). If the student fails on their first attempt, they have a second opportunity to successfully pass the exam.

Procedures: All students must have access to internet connectivity and Mozilla Firefox. Regional students will take the exam in the Collier Building on the Health Science Campus. Faculty will coordinate a secure testing site and access for students outside the region.

If the exam date is interrupted by mitigating circumstances, the faculty reserves the right to reschedule the exam. This decision and date will be communicated with the student.

*Procedure for Comprehensive Examination:*

1. A student must indicate to the graduate nursing advisor the intent to choose the Comprehensive Examination as their capstone option. The graduate nursing advisor places a permit for the student to register for Comprehensive Written Examination.
2. The student must be enrolled for the comprehensive exam during the semester the exam is taken.
3. The course contact person will provide a syllabus and exam procedure after registration in the course is confirmed by the graduate nursing advisor.
4. Exams will be administered in a designated testing center.
5. The student will have four hours to answer examination questions.
6. The student will take the exam in Blackboard.
7. No notes, texts, printed material, electronic devices, or phones are to be brought to the testing center. Students are provided with pencils and paper on which to make notes; these items are collected by proctors at the end of the examination.
8. The student will save all answers on the computer and submit the exam within the online course. The proctor will save the exam to an external storage device if requested by the course contact person.
9. The student will exit the exam and BlackBoard but NOT turn off the computer.

*Grading the Comprehensive Examination:*

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

Recording of Grades: Results of the examination will be reported to the program director and entered in Banner. Students are notified of exam grade in a timely way.

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

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

Analysis/synthesis: The student must analyze, synthesize, and apply knowledge acquired through the program of study, citing appropriate sources of literature that are relevant to the question. Exact citations

(author, title, journal, page number, and year) are not expected; however, sufficient information must be provided that demonstrates the student has critically integrated and discussed content from sources cited.

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

Preparing for Comprehensive Examination Strategies for preparing for the comprehensive examination:

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

1. Begin studying several months prior to the examination. Spread the studying out over at least one semester.
2. Review the student examination procedures posted in NURS 5980 within Blackboard.
3. Be familiar with the best way for you to learn and recall content. Some students do best studying alone; others prefer groups. Some students do well with only re-reading, others do well with rewriting notes, and some do best with “talking content out loud”. Know your style for reviewing!
4. Create a timeline and topical framework the semester preceding the comprehensive examination. Breaking down a review into distinct sections creates a strategy that makes studying more manageable.
5. Get organized. Create a file of all of the courses, include relevant notes, papers, examinations, etc.
6. Do not be compulsive about memorizing facts. Instead, think about what these factual ideas mean and how they fit together.
7. The written portion of the exam will be composed on a computer; if this is not a familiar skill, practice well ahead of the exam date.
8. Review the relevant content of courses taken in the program of study. Summarize and synthesize this knowledge. Make detailed notes of these summaries.
9. As each is reviewed, create questions that might be possible examination questions. When the course review is completed, answer the questions via computer to assist in organizing and clarifying responses online. When done re-read and analyze responses for weakness or errors.
10. Engage in self-rewards as study goals are met. Determine a positive reward, perhaps some ice cream or a special movie. Practice self-care activities such as eating healthy, regular exercise, and rest.

Remember, the comprehensive examination is an opportunity to “pull together” all you learned during graduate study, and to demonstrate new knowledge gained over the preceding semesters!

### **Thesis Process & Procedures**

#### *Thesis Committee*

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

### *Chair of Committee*

The committee chair serves as major contact for completion of the thesis. The thesis committee chair must hold full graduate faculty membership in the University of Toledo College of Graduate Studies.

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

### *Committee Members*

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

### *Student Responsibilities*

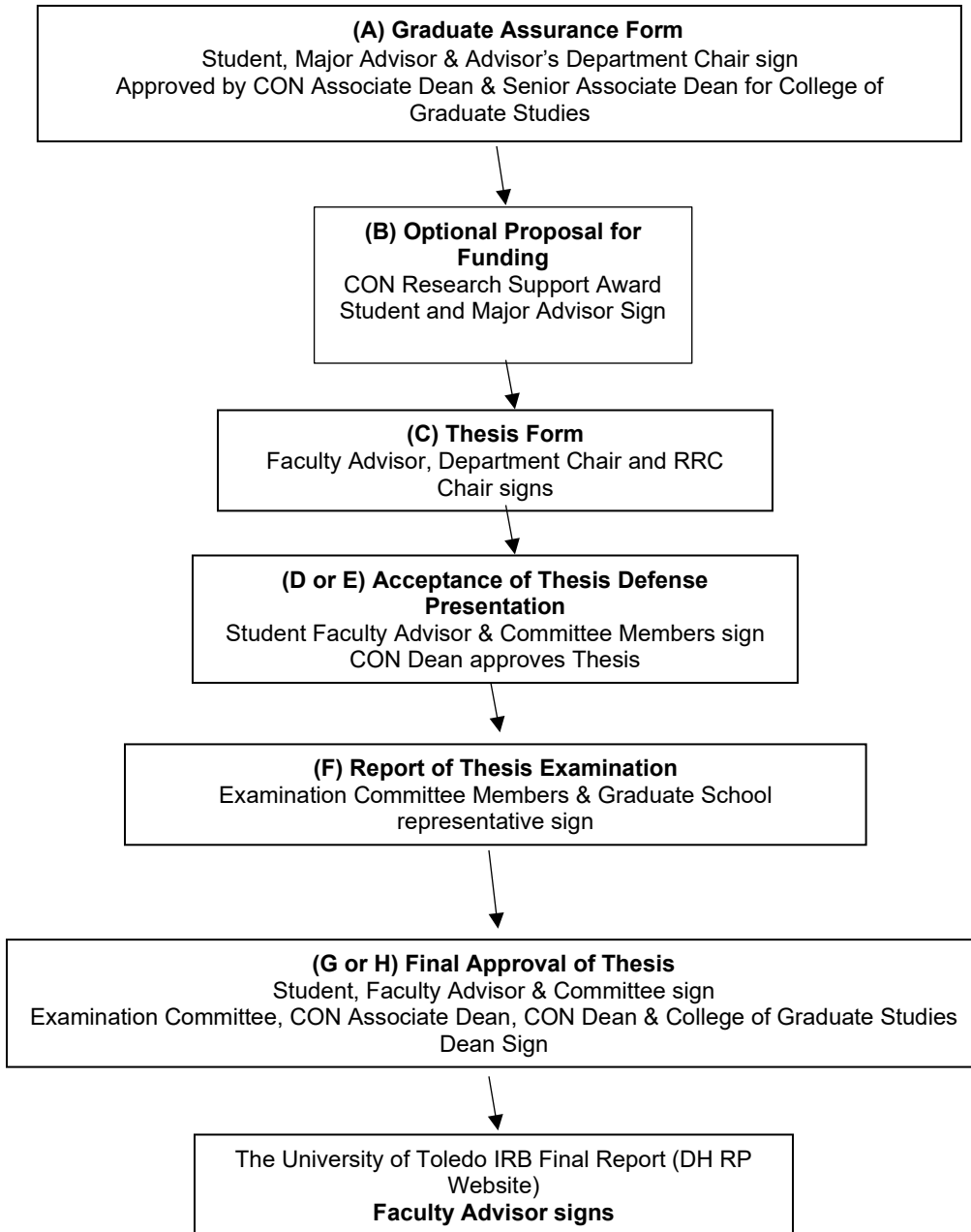
1. Student is ultimately responsible for his/her own thesis.
2. Assumes responsibility for following thesis guidelines, meeting deadlines, making appointments, editing the manuscript, and the timely progress of the study.
3. Registers for appropriate number of thesis credits each semester.
4. Develops objectives for research each semester. Faculty will use the objectives to determine grade (S/U). An unsatisfactory grade will be earned if no progress is made.
5. Selects the thesis chair and committee with assistance of chair/major advisor.
6. Seeks approval of major advisor/chair prior to distribution of drafts to other committee members.
7. Seeks statistical consultation as appropriate before final approval of proposal if thesis uses a quantitative methodology.
8. Seeks writing/editing consultation as needed.
9. Completes work in a timely manner.
10. Provides committee members with typed copies of manuscript at least two weeks before feedback is expected.

11. Provides the Graduate School representative with a copy of the thesis at least four weeks prior to the defense. Acceptance of Thesis form, date, time and place must accompany the final draft.
12. Completes College of Nursing and University of Toledo College of Graduate Studies forms and obtains signatures as required.
13. Reviews the ETD website for Health Science Campus and instructions for reloading documents to Ohio LINK and ProQuest.
14. Uploads thesis OhioLink by posted deadline before uploading to ProQuest.
15. Uploads placeholder (NOT the actual thesis) to ProQuest UMI and any associated fees by the posted deadline.

*College of Graduate Studies Representative*

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

*Thesis Forms Protocol*



*Thesis Research Overview and Process*

Prerequisites NURS 5910: Research in nursing to fulfill the research requirement of the Master's Program. The required three credit hours may be repeated and divided across semesters. Only three credit hours are applicable for the degree but multiple credits may be needed. The thesis may be defined as part of faculty program of research, scholarly inquiry, or clinical practice.



### *Guidelines for Process*

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

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

1. Select a graduate research advisor and two additional College of Nursing faculty members for your Academic Advisory Committee. Your major advisor can assist you in accessing expert faculty consultants for your committee. Major advisors must hold full membership on the Graduate Faculty in the University of Toledo College of Graduate Studies. (see Faculty Research document on the College of Nursing resource web page: [http://hsc.utoledo.edu/nursing/grad\\_nursing\\_resources.html](http://hsc.utoledo.edu/nursing/grad_nursing_resources.html))
  - A. If you are doing a quantitative study, you will need access to expert consultation on quantitative methodology for data collection and statistical analysis.
  - B. If you are doing a qualitative study, you will need access to expert consultation on qualitative methodology for data collection and analysis.
2. Discuss the publication agreement with your major advisor and have potential committee members sign the form.
3. Complete the [UToledo GRAD Form](#) and obtain the appropriate signatures. Submit the form to the graduate nursing advisor in the College of Nursing. The program chair and Associate Dean for Academic Affairs in the College of Nursing will sign and submit the form to the Dean of the College of Graduate studies for approval and filing in Graduate Studies.
4. Once the GRAD form has been submitted and NURS 5910 is completed, the student is eligible to register for NURS 6990, Thesis Research. Three credit hours of thesis are required. Consult with the graduate research advisor to determine the number of credit hours for registration.
5. Use the thesis guidelines for Chapters 1, 2, and 3 included in this handbook to guide the proposal. Also, use the current edition of the [Format and \(Style Guidelines of the Graduate School of the University of Toledo\)](#) and current edition of the [APA Publication Manual](#).
6. The major advisor must approve the proposal prior to submitting the document to committee members for review and comment.
7. Always allow the major advisor and committee members two weeks for review and feedback on submitted documents.
8. Plan on revisions all along the way! Students are expected to make numerous significant revisions in the proposal. Plan time for revisions on the finished document as well.
9. When approved by the major advisor, schedule a meeting with the Academic Advising Committee to discuss the proposal. Obtain and complete the CON Approval of Proposal Signature Form. Once all committee members approve the proposal, student may proceed to secure the Research Review Committee (RRC) and the University IRB approval.
10. Students should review the following information from the University of Toledo Research and Grants Administration as they prepare for IRB approval:
  - “University Institutional Review Board Procedures and Deadlines”
  - “University Requirements for Research Involving Human Subjects or Related Materials”
11. For research that includes data collection from human subjects, submit the required documents to the University Institutional Review Board (IRB) through the major advisor. The major advisor is identified as principal investigator on IRB forms. If student will be collecting data from subjects in an agency other than the University of Toledo, student will need to complete IRB approval procedures in that institution before they obtain University of Toledo – IRB approval. Plan adequate time, because delays can be considerable!
12. Once student has secured all required IRB approvals, they may proceed with data collection. This step always takes longer than expected, so student should anticipate delays as they develop a timeline and schedule.
13. Complete the research procedures of data collection and analysis, then write a draft of Chapters 4 and 5 using the College of Nursing Guidelines.
14. Submit a draft of the entire thesis to the major advisor, allowing two weeks for review and feedback. Revise as necessary. After approval from the major advisor, submit a draft to committee members for review and comments.

15. Schedule a meeting with the committee, allowing two weeks for reading.
16. Review information about the defense process, [Thesis and Dissertation](#).
17. Take the typed form, Acceptance of Thesis for Defense, to the committee meeting. If thesis is approved, the committee members will sign the form and set the date and time for the defense.
18. Take the signed form to the program support staff. Notify the support staff of the date and time to schedule the defense. Be sure to notify the support staff of equipment needed to present your defense. They will arrange the room for the defense and complete necessary forms.
19. After the thesis is approved, submit a final draft of the document to the UToledo College of Graduate Studies Health Science Campus office along with the signed form, Acceptance of Thesis for Defense. Student must also provide information on the date, time, and place for the defense.
20. Four weeks must be allowed between the submission of the tentative draft of the thesis in the Graduate School Office and the defense. The Assistant to the Senior Associate Dean of the Graduate School requires four weeks to review the document in the University of Toledo Graduate School Office for adherence to the University of Toledo [Format Style and Guidelines](#). The Assistant to the Dean of the Graduate School will provide two signature forms that are completed at the defense: Final Approval of Thesis and The University of Toledo Report of the Thesis Examination for the Degree of Master of Science in Nursing. Please refer to the Thesis & Dissertation deadlines posted on the College of Graduate Studies website.

Check dates each semester to be certain!

21. Schedule a defense at a time when all committee members can meet. Plan a two-hour block of time. Presentation should be 35-40 minutes with 15-20 minutes for questions. The second hour is scheduled for time to meet with the committee, as needed.
22. Provide the major advisor with two copies of the final draft and one copy to each committee member prior to the defense. The major advisor will send one copy to the College of Graduate Studies Graduate Faculty representative appointed to be observer for the defense.
23. Following successful defense of thesis, submit the following items and signed forms to the Assistant to the Dean of the College of Graduate Studies.
  - A. Report of the Thesis Examination for the Degree of Master of Science in Nursing.
  - B. Final Approval of Thesis.
24. The thesis must be submitted to the College of Graduate Studies in electronic format.
25. Review the [ETD website](#) for Health Science Campus and instructions for uploading documents to OhioLink and ProQuest.
26. Upload thesis to [OhioLink](#) by posted deadlines before uploading to ProQuest.
27. Upload placeholder (Not actual thesis) to ProQuest UMI and any associated fees by the posted deadline.

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

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

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

Sample Plan for Completing a Thesis for Spring Graduation

1<sup>st</sup> Semester: Select Major Advisor and Academic Advisory Committee

Complete and submit:

- Graduate Research Advisory Committee Approval & Assurances Form
- Identify Project/Thesis topic with Major Advisor Begin to collect relevant literature

2<sup>nd</sup> Semester:

- Develop initial proposal (Chapters 1-3 through NURS 5910) Submit to Major Advisor for feedback
- Identify Theoretical Framework Submit Author Agreement

3<sup>rd</sup> Semester:

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

4<sup>th</sup> Semester:

Month 1:

- Data analysis (thesis) or evaluation (projectoutcomes). Allow adequate time for data entry. Analyzedata.
- Write Chapters 4 and 5. Revise Chapters 1, 2, and 3.

Month 2:

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

Month 3:

- Committee meets with you for final approval. Make revisions recommended by Committee.
- Obtain signatures on the appropriate acceptance forms; University of Toledo Acceptance of the Thesis for Defense. Refer to College of Graduate Studies Master Thesis and Dissertation deadlines.

Month 4:

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

Month 5:

- Distribute copies.
- Submit completed form, Final Approval of Thesis, with copies for the Graduate School Office.
- Complete IRB Final Report form and attach copy of abstract and submit to Major Advisor.

CELEBRATE!

**SECTION 10 - RN LICENSURE INFORMATION**

### Requirements and Application for RN Licensure

Please refer to the LAW Writer® Ohio Laws and Rules website for the most up to date requirements  
<http://codes.ohio.gov/oac/4723-7-02>