



School of Nursing

STUDENT HANDBOOK GRADUATE ENTRY MSN PROGRAM 2025-2026

THE UNIVERSITY OF TOLEDO SCHOOL OF NURSING GRADUATE ENTRY NURSING STUDENT HANDBOOK 2025-2026

Students are responsible for knowing and abiding by all policies, requirements, and regulations in this handbook and the School of Nursing (SON) 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 SON 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 School of Nursing 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 SON.

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SECTION 1 – OVERVIEW

Mission Statement

The mission of the University of Toledo School 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 School of Nursing Vision

The School 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 School of Nursing Purpose

The School of Nursing purpose is to 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

School 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 School 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 School 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 Masters and Doctoral nursing graduates are specialists. All are prepared as professionals for practice, education, research, and leadership. The 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 hours
- 472.5 clinical clock hours
- 195 lab 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.

Graduate Entry Course Credit Hours

For a complete list of courses and credit hours for the GEM program, please refer to the 2025-2026 UToledo Graduate College Catalog: <https://catalog.utoledo.edu/graduate/nursing/>

SECTION 2 – PROFESSIONAL, LEGAL, AND ETHICAL STANDARDS

Technical Standards

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

All students are held to the same technical standards throughout the plan of study. Technical standards are intended to constitute an objective measure of a student's ability to meet the program performance requirements.

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

Student Code of Conduct and Academic Dishonesty

Students are responsible for understanding and complying with University and SON policies, procedures, regulations, standards of conduct, and expectations for professional behavior when representing the SON both on and off campus, Policy #[3364-30-04](#). A failure to comply may result in disciplinary action up to and including dismissal from the SON. Students subject to certain adverse actions are entitled to due process and appeal rights. The University of Toledo policy on academic dishonesty, Policy #[3364-71-04](#).

Professional Standards

Standards for safe nursing care set forth in Chapter 4723. of the Revised Code and the rules adopted under that chapter, including, but not limited to the following:

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

For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to the behaviors by the student set forth in this paragraph.

11. A student shall not:
 - a. Engage in sexual conduct with a patient;
 - b. Engage in conduct in the course of practice that may reasonably be interpreted as sexual;
 - c. Engage in any verbal behavior that is seductive or sexually demeaning to a patient;
 - d. Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a patient.

For the purpose of this paragraph, the patient is always presumed incapable of giving free, full, or informed consent to sexual activity with the student.

12. A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:
 - a. Sexual contact, as defined in section 2907.01 of the Revised Code;
 - b. Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.
13. A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section 4729.01 of the Revised Code, in any way not in accordance with a legal, valid prescription issued for the student, or self-administer or otherwise take into the body any drug that is a schedule I controlled substance.
14. A student shall not habitually or excessively use controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.
15. A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of the use of drugs, alcohol, or other chemical substances.
16. A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability.
17. A student shall not assault or 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 students 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

<https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/>.

Professional Expectations

In addition to [the University Toledo Student's Code of Conduct](#), the nursing profession requires individuals to be responsible, accountable, self-directed, and demonstrate professional behavior. Students demonstrate professionalism by attending classes, lab, and clinical experiences, by exhibiting courteous and respectful behaviors. Students are expected to be prepared and punctual for classes, lab, and clinical experiences. A failure to comply may result in disciplinary action up to and including dismissal from the SON.

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. <https://www.utoledo.edu/offices/accessibility-disability>

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 School 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

School 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 School 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 School 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.

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 UToledo 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.

Accidental Exposure to Blood and Bodily 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 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 SON, 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.

Accommodations for Clinical/LRC

Students seeking accommodations due to surgery, injury, or illness that could impact the ability to demonstrate/provide safe patient care have the responsibility to communicate with their course faculty and submit the required documentation to the office of Accessibility and Disability Resources.

Students with assistive devices should contact the Program Director prior to the start of clinicals. Students cannot have any restrictions that prevent the provision of care. Students will be required to submit the Health Care Release Form and evaluated on an individual basis according to clinical agency policy.

Healthcare Release

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

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

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.

Student Nurse Uniform Guidelines

The SON 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.*

Learning Resource Center (LRC) settings: The LRC requires students to be in uniform at all times while in the LRC. This includes practice, check off, testing, lecture, etc. Any time students are in the LRC.

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.

The designated Nursing ID is to be worn for clinical or experiential learning opportunities.

Hair needs to be clean and neatly styled. If hair is longer than collar length, it should be secured up (back) with a band or clip. All facial hair should be trim and neat in appearance.

Nails should be clean, well-manicured, and moderate in length with clear, if any, polish. Artificial nails are 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.

Tattoos may be visible if the images or words do not convey violence, discrimination, profanity, or sexually explicit content. Piercings must not interfere with infection control or the ability to work safely.

Chewing gum is not allowed.

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 they are not in appropriate attire keeping with the Student Uniform Guidelines. The student may be asked to leave the clinical experience if not in keeping with the guidelines.

These are general guidelines. Specific site requirements will be reviewed in clinical orientation.

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

Transportation

Students must arrange for transportation to and from nursing classes and clinical experiences. Students are not excused from clinical because of transportation difficulties.

Rocket Care Report and Discrimination Resources

The Rocket Care Report is used to connect UToledo students with assistance to ensure their well-being, and a safe learning environment. Rocket Care Reports can be submitted by any UToledo Community Member (faculty, staff, or student), or a parent/family member.

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

<https://www.utoledo.edu/report/>

Student Evaluation Expectations

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 Sites

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.

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.

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

Licensure information and application is state specific, and each state has a unique expectations and items to complete as part of the initial licensure-by-exam process. Students may seek clarification about NCLEX-RN application process from the program director.

STEP 1A – State Application

- Application for licensure in Ohio is made through the Ohio Board of Nursing (<http://www.nursing.ohio.gov/>).
 - Ohio is part of the NLC (compact state). Michigan is not part of the NLC. Students desiring a compact license must reside within a compact state (i.e. Ohio). Students not residing in a compact state will need to apply for a single-state license (i.e. reside in Michigan but want to work in Ohio). 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.
- Application for Michigan is made through LARA (<https://www.michigan.gov/lara/bureau-list/bpl/health/hp-lic-health-prof/nursing>).
- Application to other states can be discussed with the Program Director.

STEP 1B – Accommodations

- A student must have received accommodations during the nursing program in order for a letter of accommodations to be submitted to the Board of Nursing. The student must reach out to the program director at the start of the final semester of coursework to begin processing an application for accommodations for the NCLEX-RN exam.
- A letter submitted directly from the applicant's nursing education program administrator indicating what accommodations, if any were provided to the applicant during the nursing education program will be provided to the Board of Nursing upon the student request of the program director.
- Request for accommodations for the NCLEX® examination can be found at:
<https://nursing.ohio.gov/licensing-and-certification/types-of-applications/licensure-by-examination-nclex>

STEP 2 – NCLEX-RN Test Application

- 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>
- In addition to step 1, students must apply to take the NCLEX-RN exam. The application for NCLEX-RN, as well as information related to the testing process, is available online at <https://www.nclex.com/>

STEP 3 – Completion Letter or Transcript and Other Requirements

- Ohio – students do not need to submit a completion letter or transcript
- Other states – students DO need to request and submit a transcript and or other necessary documentation required by the licensing state

STEP 4 – Background Check

- All applicants for licensure must submit an FBI/BCII background check.

All of the above steps must be completed, paid for, and processed by the state prior to scheduling the NCLEX-RN exam.

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

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.*

Class Attendance

Students are expected to attend all classes. The SON recognizes there may be reasons for excused or unexcused absences in Missed Class Policy #[3364-77-07](#). 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. Please see Policy #[3364-71-27](#)

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 reviewing each course syllabus for specific guidelines and procedures related to clinical absence.

Examinations

Students are required to be present for all scheduled examinations. Students are responsible for reviewing each course syllabi for specific guidelines and procedures related to 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 student must notify the course faculty in advance of the scheduled exam.

Missed Class Policy

Please see Policy #[3364-71-14](#).

Transfer of Credit to Graduate Degree

It is the policy of the SON 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 SON 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 School 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.

Military Transfer Credit

Rule 4723-5-12 under the Ohio Administrative Code: For individuals with experience in the armed forces of the United States, or in the national guard or in a reserve component, the program shall have a process in place to:

- a. Review the individual's military education and skills training;
- b. Determine whether any of the military education or skills training is substantially equivalent to the curriculum established in Chapter 4723-5 of the Administrative Code;
- c. Award credit to the individual for any substantially equivalent military education or skills training.

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.

Standardized Testing

The School of Nursing, as part of its overall assessment plan, requires all students to regularly take national standardized tests throughout the nursing curriculum. The assessments help identify strengths and gaps in content mastery for students, provide remediation plans, as well as guide faculty in curriculum evaluation. These exams are standardized exams based on the National Council of Boards of Nursing (NCSBN) Clinical Judgment Measure Model and Action Model are designed to prepare nursing students for the National Council Licensure Exam (NCLEX - RN). A full description of the standardized assessment procedure(s) is outlined in course syllabi.

School of Nursing Minimum Course Grade of 'B' for NURS Courses

The faculty in the SON 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.

Academic Probation

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.

*Colleges/departments/degree programs may enact additional coursework grade requirements beyond the minimum standard established here by the Graduate Faculty.

Repeating Courses

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.

Withdrawal from Courses

A withdrawal from a nursing course requires withdrawal from all co-requisite courses within that semester and results in grades of "W" on the student's transcript. Students are required to consult with their academic advisor and program director prior to initiating a withdrawal to discuss implications to their plan of study and/or financial aid. Failure to withdraw from a course for which a student has stopped attending may result in a grade of "F." University policies apply to refund of money and academic status.

Leave of Absence

Please see Policy [#3364-77-04](#)

Academic Performance Referral

Starfish is the mechanism that faculty use to monitor student performance in their course at an “outstanding” level and those who experience difficulty in the program. Students receive a copy of the SARP Referral Form and a copy is placed in the student’s academic file.

Readmission Policy

Students who voluntarily leave the program must meet with the program director and a nursing advisor before reapplying for admission to the major. Students who are gone from the program for a calendar year or longer will be required to be readmitted to the College of Graduate Studies.

Incomplete Grade

When extraordinary 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.

Academic Standards for the College of Graduate Studies

Please see the [Academic Standards for the College of Graduate Studies](#).

SECTION 5 – STUDENT PARTICIPATION ON COMMITTEES & ORGANIZATIONS

Student Organizations

Students are encouraged to participate in any of the student organizations. Students are not expected to miss class or clinical to participate. Please contact the chair of the organization you would like to join. Below is a list of the organizations.

Student Nurses Association

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

Sigma Theta Tau International (STTI) Nursing Honor Society

- 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.

Nursing Alumni Association

- Graduates of the SON are encouraged to join the Alumni Association. 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 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

IT Assistance

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

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

SECTION 7 – ACADEMIC ADVISEMENT

Graduate Advising

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.

Appointments with the graduate advisor may be made by calling the support staff member in the office of Student Services at 419.383.5810.

SECTION 8 – 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 thesis.* 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. Students must receive written permission from the faculty conducting the field experience prior to registration.

The Field Experience

Field Experience Seminar Placement in Plan of Study:

The prerequisite for the Field Experience is NURS 6910 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 6910. 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.

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 Program Policy. The School 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.

The Comprehensive Examination

Graduate Entry Masters Students will complete series of questions based on a comprehensive case study for a common/prevalent disease process. The questions follow the NCSBN Clinical Judgment Measurement Model format in which students are expected to recognize and analyze cues presented in the case study, prioritize hypotheses and generate solutions for best outcomes, coordinate priority evidence-based nursing actions, and finally evaluate client outcomes. Students will also address the role

of a new graduate entry master's nurse in addressing legal, ethical and moral concerns, advocacy, and collaborative care.

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.

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. 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).

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 School 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 School 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).

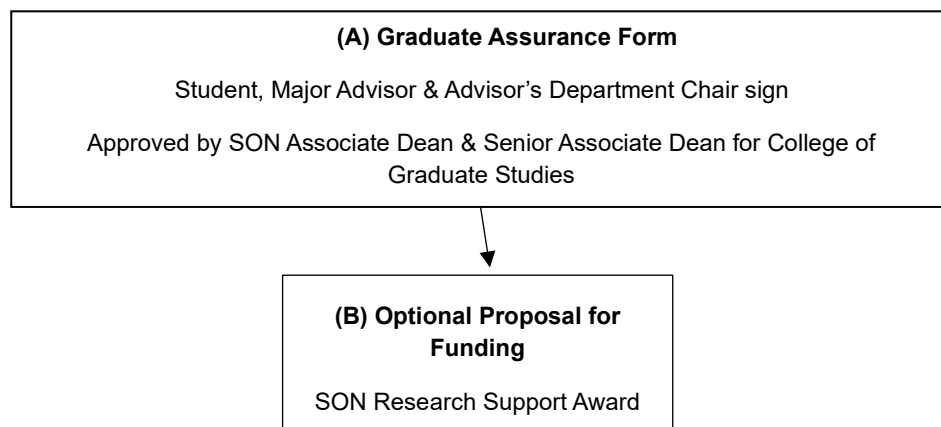
Student Responsibilities

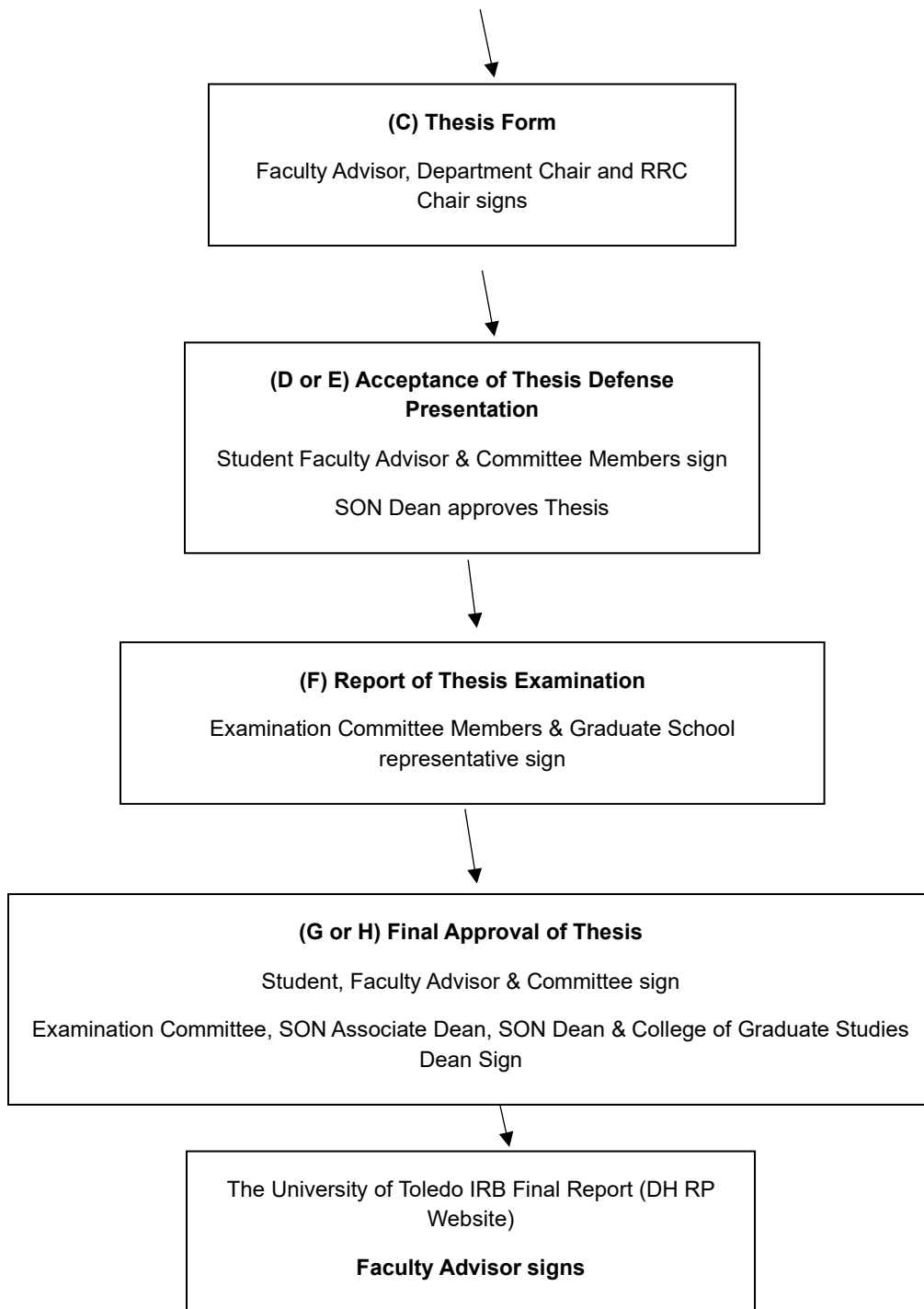
1. Student is ultimately responsible for his/her own thesis.
2. Assumes responsibility for following thesis guidelines, meeting deadlines, making appointments, editing the manuscript, and the timely progress of the study.
3. Registers for appropriate number of thesis credits each semester.
4. Develops 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 School 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 6910: Nursing Research and Practice Application 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 School 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 School of Nursing resource web page:
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 School of Nursing. The program chair and Associate Dean for Academic Affairs in the School 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 School 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

1st 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

2nd Semester:

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

3rd 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 SON Research Review Committee (RRC) for approval (Allow 3-5 days)
- Submit documents to outside agency if needed (Allow 4-6 weeks)

4th Semester:

- Month 1:
 - Data analysis (thesis) or evaluation (project outcomes). Allow adequate time for data entry. Analyze data.
 - Write Chapters 4 and 5. Revise Chapters 1, 2, and 3.
- Month 2:
 - Final draft of thesis or project to Major Advisor.
 - Meet with Major Advisor. Thesis or project initially approved. Send copies to Committee for approval.
- Month 3:

- Committee meets with you for final approval. Make revisions recommended by Committee.
- Obtain signatures on the appropriate acceptance forms; University of Toledo Acceptance of the Thesis for Defense. Refer to College of Graduate Studies Master Thesis and Dissertation deadlines.
- Month 4:
 - Prepare for defense.
 - 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!