



School of Nursing

STUDENT HANDBOOK BSN & RN-BSN PROGRAM 2025-2026

**THE UNIVERSITY OF TOLEDO SCHOOL OF NURSING BSN & RN-BSN 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 policies. 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/>

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 school 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.

The Baccalaureate Program in Nursing

UToledo offers one baccalaureate program for all students who wish to earn the degree of Bachelor of Science in Nursing. The program of study consists of 120 semester hours, including general education courses and professional nursing courses.

Pre-licensure NURS courses are generally taught in person on the UToledo Campus; RN-BSN NURS courses are taught online.

The undergraduate program accommodates:

1. Pre-licensure students who want to pursue a career in professional nursing.
2. Registered Nurses who are graduates of an Associate Degree or Diploma Program in Nursing (RN-BSN students).

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

BSN Program Outcomes

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

Program Requirements

BSN Pre-licensure Track Requirements

The BSN pre-licensure track consists of UToledo core curriculum requirements, general college requirements and pre-professional courses. Completion of nursing courses with a grade of “C” or above is required for graduation. Courses in the Nursing major may be located on either main campus or the Health Science campus.

RN-BSN Track Requirements

RN students may take UToledo core curriculum requirements concurrently with nursing courses. General education courses taken at other colleges or universities are evaluated for equivalency transfer credit after admission to the University of Toledo. Graduates of Associate Degree or Diploma Programs are granted transfer credit for course work. Completion of all core curriculum and nursing courses with a grade of “C” or above is required for graduation.

BSN Program Overview

The curriculum is concept and competency based. The curriculum is taught within the framework of a liberal education including arts, humanities, and sciences with an emphasis on critical thinking, clinical reasoning, clinical competence, and professional development. Students are encouraged to learn conceptually and apply learned knowledge to new health issues presented. This helps to develop critical thinking and clinical decision-making.

The curriculum incorporates theory, clinical experiences, lab experiences, simulations and interprofessional learning experiences. In each of the clinical nursing courses, students spend varying hours per week in planned clinical learning experiences and learn to apply nursing concepts to nursing practice.

BSN and RN-BSN Courses and Credit Hours

For a complete list of courses and credit hours for the BSN and RN-BSN programs, please refer to the 2025-2026 UToledo Undergraduate College Catalog: <https://catalog.utoledo.edu/undergraduate/health-human-services/>

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 accessed 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

RN-BSN Professional Licensure Requirement

All students in the RN-BSN program must hold an active, unrestricted, unencumbered U.S. RN license, in the state where the student will complete clinical experiences. Students must maintain this licensure throughout the course of study.

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.

Flu Vaccine

An influenza vaccine is required annually. The vaccine is available on campus at no cost to students in the fall.

Basic Life Support Health Care Provider Documentation

Documentation of current American Heart Association HeartCode BLS (not Red Cross or other educational providers) is required throughout the program. If certification expires during the program, students must complete American Heart Association HeartCode BLS and provide a copy of the front and back of the card to your CastleBranch account. 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 (LRC) injuries are immediately reported to the Clinical Laboratory Associate or the LRC Coordinator. An [injury/illness Report for Employees and Students Form](#) is completed and signed by the LRC Coordinator. One copy is taken to the Office of Student Services, and a second copy is kept in the LRC. The student is expected to have the injury/illness evaluated and treated at an appropriate health care setting. In emergency situations, immediately call "911". Automated External Defibrillator (AED) is available on the first floor of Collier.

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, staff, or a classmate should call 419.383.2600 (or 383-2600 from a campus phone) if ambulance transport is warranted; the UToledo Police Department will summon "911." A faculty member, staff, or classmate should remain with the student until the health concern is resolved or emergency transport begins. The student 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 instructor should arrange for student transport to the closest emergency facility or UTMC.

Emergency Treatment Responsibility for Cost

The student is responsible for all cost associated with evaluation and treatment following classroom, clinical, or lab illness or injury. The 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 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

A student who experiences an acute illness or injury must provide the SON with a signed note from a healthcare provider prior to student returning to the University for class and clinical. Note must contain date of absence and return date. Documentation must be submitted to the program director.

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

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 (anytime 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 prohibited.

Personal cleanliness, including proper oral hygiene and absence of controllable body odors are a standard. Avoid wearing perfume, aftershave, or fragrant lotions.

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 prohibited.

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, clinical instructor, 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.

Clinical Sites

Students have experiences in a variety of clinical sites depending upon the objectives of the course. New or alternative experience sites are added as appropriate. While assigned to clinical sites, students will not be considered employees of the sites 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 site.

Changes to the Plan of Study

Changes to the plan of study in the nursing major must be approved by the program director.

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 and clinical 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, faculty, and clinical instructors for any absence and to arrange 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 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. 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](#).

Military Transfer Credit

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

- a. Review the individual's military education or 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;

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 notifications through Starfish.

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.

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. 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 Standing Procedures

Please see UToledo Policy #[3364-71-01.1](#)

Repeating a Course and Calculating GPA

When a course is repeated, the appropriate University procedure is followed. Please see Policy #[3364-71-07](#).

Requirements for Satisfactory Completion of NURS Courses in the BSN Prelicensure Track

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

1. A grade of at least a “C” is necessary for satisfactory completion of all required nursing courses. Grades of less than “C” constitute “failure.” For BSN students, an average grade of 76% or above must be achieved on exams in order to pass a course.
2. The minimum grading scale is A (93-100), B (85-92), C (76-84), D (68-75), F (67 or below). Individual courses may have higher standards, which are stated in the course syllabus.
3. Pre-licensure BSN: Satisfactory achievement of both the theoretical and clinical aspects of the course is required. If a grade of less than “C” is earned in the theory component of required clinical courses, the earned theory grade is recorded for the course and both theory and clinical must be repeated. If a student earns an “Unsatisfactory” in the clinical component of a required clinical course, a grade of “F” is recorded for the course and both theory and clinical must be repeated.

Requirements for Satisfactory Completion of NURS Courses in the RN-BSN Prelicensure Track

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

1. A grade of at least a “C” is necessary for satisfactory completion of all required nursing courses. Grades of less than “C” constitute “failure.”
2. The minimum grading scale is A (93-100), B (85-92), C (80-84), F (79 or below). Individual courses may have higher standards, which are stated in the course syllabus.

3. Final grades will be calculated by averaging the number of graded assignments by the number of modules. Final grades are only rounded to two decimal places.

Requirements for Progression in the in the BSN Prelicensure Track

Satisfactory completion of nursing courses with a grade of “C” or higher is required each semester for student to progress to the next semester. Nursing courses have established prerequisites and co-requisites, which also defines the sequence of courses in the major.

Students must meet with an academic advisor before dropping or withdrawing from any nursing courses. Students out of sequence must meet with the BSN track program director to develop a revised plan of study.

Length of Time for Completion (Prelicensure BSN and RN-BSN)

1. Pre-licensure BSN students in the nursing major, will be dismissed from the nursing program if either of the following conditions are met:
 - a. Two failures of the same required NURS course
 - b. Three failures of any NURS course
 - c. Students dismissed from the nursing program will receive a dismissal letter from the Associate Dean for Academic Affairs.
2. RN-BSN students have 8 academic years from the semester of admission to complete the program, extensions may be permitted at the discretion of the RN-BSN Program Director.
3. There is no limit on the number of times a student can repeat a RN-BSN NURS course so long as the courses in the major are completed in the above timeframe.
4. The student may petition for up to a 1 academic year extension by completing the Request for Extension- Undergraduate form.
5. A UToledo student who has retaken a course may petition to have a grade excluded from UToledo GPA computation in accordance with the Repeating a Course and Calculating GPA Policy. See Policy [#3364-82-08](#)

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.

Withdrawal

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.

Jesup Scott Honors Program

The purpose of the SON Honors Program is to provide opportunities for students to increase the depth and breadth of their undergraduate program of study by means of a plan of goal-directed learning, including discovery, analysis, and application of theoretical knowledge to the practice of nursing. It allows

the student to explore specialized areas of study, participate in research, and develop collegial relationships with faculty.

Criteria for Continued Participation in Honors Program

1. 3.3 overall GPA with a minimum of 3.3 GPA in nursing coursework.
2. In the event that the nursing GPA falls below 3.3, the student has two consecutive semesters to bring the GPA up to 3.3. If unable to do so, the student will not be allowed to continue in the Honors Program. The student must meet with the School of Nursing Honors Director whenever the GPA falls below 3.3.

Criteria for Graduation with SON Honors

1. Successful completion of SON Gold Medallion Honors Track includes 15 honors credits earned with HON courses and 12 honors credits earned in NURS courses. The student's honors program of study in the nursing major is designed by the Honors Director and the student to focus on a particular area of interest.
2. Honors Thesis/Capstone Project: This requirement is fulfilled while the student is enrolled in an honors independent study within the SON. The purpose of an Honors Thesis/Capstone Project is to offer a scholarly experience that integrates knowledge and skills learned throughout the undergraduate curriculum, as well as to reflect student's attainment of the goals of the program. The Honors Thesis/Capstone Project may take a number of forms, research project, literature review, and evidence-based project. The Thesis/Capstone Project is completed by a student under the guidance of a faculty member who serves as the Project Advisor. Specific guidelines are available for the Honors Thesis/Capstone Project.
3. Students are expected to take a total of 3 credits NURS 4990 Independent Study (honors section) for completion of the Honors Thesis/Capstone Project. Students are to consult with their project advisor regarding the allocation of credit hours per semester.

NOTE: For a School of Nursing Honors student to graduate with University Honors and receive the HONORS MEDALLION, a total of 27 honors credit must be attained through a combination of SON and University honors credit hours.

School of Nursing Honors Courses

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

- NURS 3280 Advanced Fundamentals
- NURS 3220 Medical Surgical Nursing 1
- NURS 4070 Family Health Nursing
- NURS 3310 Mental Health Nursing
- NURS 3320 Medical Surgical Nursing 2
- NURS 3330 Pediatric Nursing
- NURS 4510 Population Health
- NURS 4470 Nursing Care with Complex Care

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 myUT 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 myUT portal, a secure personalized website with a single access point for information. At the myUT portal (myut.utoledo.edu), 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), MyUT (<http://myut.utoledo.edu/>) or Blackboard (blackboard.utdl.edu).

Phone Support: 419.530.2400 or 419.383.2400 Available 24/7

Available through the web: <http://ithelp.utoledo.edu>