



School of Nursing

STUDENT HANDBOOK GRADUATE ENTRY MSN PROGRAM 2026-2027

THE UNIVERSITY OF TOLEDO SCHOOL OF NURSING GRADUATE ENTRY NURSING STUDENT HANDBOOK 2026-2027

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/graduate/>

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

The 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:

- 51 semester hours
- 337.5 clinical clock hours
- 120 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 2026-2027 UToledo Graduate College Catalog: <https://catalog.utoledo.edu/graduate/>

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	• 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	• Establishment of rapport with patients/clients and colleagues • Capacity to engage in successful conflict resolution
Effective and sufficient communication to facilitate professional interaction	• 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.	• Movement about patient's room, workspaces, and service areas
Gross and fine motor abilities sufficient for providing safe, effective nursing care	• Calibration and use of equipment • Lift or support at least 50 pounds
Ability sufficient to monitor and assess health needs	• 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 #[3364-71-04-1](#)..

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 29, 2025. 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 of 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.

The student must submit required health information in EXXAT as mandated by the program. An annual fee is required to establish and maintain an EXXAT account. Failure to meet this requirement will prevent students from attending clinicals.

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 the American Heart Association HeartCode BLS and provide a copy of the front and back of the card to your Exxat 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 a 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 the Collier building.

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 University of Toledo Medical Center (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 UTMC.

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.

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 UTMC 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 SON with healthcare provider documentation of release before returning to class and clinical. Provider documentation must include the date of absence and the 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.

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) setting: 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 during all clinical or experiential learning activities. The ID badge must always be clearly visible, with the student's name facing outward. To ensure proper identification, the badge must be worn on the upper torso at chest level and attached to the uniform top. ID badges may not be attached to a belt, waistband, pants, pockets below the chest, shirt hem or any location below chest level where they are not readily visible.

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 (less than 6mm or ¼ inch) with clear, if any, polish. Artificial nails are not allowed. The term "artificial nails" refer to materials applied to the nail for strengthening or lengthening. This may include but is not limited to: wraps, tips, tapes, acrylic overlays, ultraviolet-cured nails (e.g., gel, shellac), appliques, jewelry, and pierced fingernails.

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 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.

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, Student Conduct Violations, Sexual Misconduct, General Concerns, or other Potential Threats.

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.

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 sites, students will not be considered employees of the site 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.

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/accommodations>

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, 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 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 Standing

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 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 Graduate Entry Masters Nursing Courses

Students may withdraw from a GEM nursing course after the Add/Drop period within the posted withdrawal

timeframe and are subject to the following withdrawal guidelines:

- A withdrawal from a nursing course will result in a grade of “W” on the student transcript.
- A withdrawal from a nursing course may affect the student progression and plan of study due to the sequential nature of the curriculum.
- Students are permitted a maximum of two withdrawals from nursing courses during the program.
 - A withdrawal from a nursing course requires withdrawal from all co-requisite nursing courses within that semester and constitutes one withdrawal.
- No more than one withdrawal is permitted from the same nursing course.
- A second withdrawal from the same nursing course is not permitted.
- A student who withdraws from a third nursing course will be dismissed from the program.
- Failure to withdraw by the posted withdrawal date from a nursing course for which a student has stopped attending may result in a grade of “F.”

Students are required to consult with their academic advisor and Program Director prior to initiating a withdrawal to discuss the academic, progression, plan-of-study, and University policy implications of the withdrawal.

Leave of Absence

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

Academic Performance Referral

The Academic Performance Referral Form is used by the School of Nursing to monitor the progression of students in the graduate programs. Faculty initiates a referral for students who experience academic challenges at midterm. The referral serves as an official notice to students. Students are expected to meet with faculty and follow the recommended actions to ensure successful course progression. A copy of the referral will be placed in the student 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. 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

The School of Nursing within the College of Health and Human Services (CHHS) encourages students to actively participate in School, College, and University committees and organizations. Student service is voluntary and provides valuable opportunities to contribute, collaborate with faculty and peers, and develop leadership skills. Student representatives are sought out at the beginning of each academic year and throughout the year as needed.

Students may serve in organizations and committees such as the CHHS Ambassador Program, the Graduate Student Association (GSA), and the Community Care Clinic (CCC). Additional opportunities to serve on SON, College, or University committees and task forces may become available throughout the academic year based on institutional needs arise.

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).

- Phone Support: 419.530.2400 or 419.383.2400 Available 24/7
- 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.