



COLLEGE OF NURSING

THE UNIVERSITY OF TOLEDO

STUDENT HANDBOOK GRADUATE PROGRAM

2017 - 2018

THE UNIVERSITY OF TOLEDO COLLEGE OF NURSING
GRADUATE NURSING STUDENT HANDBOOK 2017-2018

Students are responsible for knowing and abiding by all policies, requirements, and regulations in this handbook. This University of Toledo College of Nursing Graduate Nursing Student Handbook supplements the College of Graduate Studies information: <http://www.utoledo.edu/graduate/currentstudents/references>

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

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.

Course content and policies are under constant review and evaluation.

The College of Nursing (CON) reserves the right to change any provision, regulation, and requirement. Changes will be publicized through appropriate channels.

This handbook supersedes all previous handbooks of the CON.

July 2017

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**SECTION 1 - HISTORY, MISSION,
VISION, PURPOSE, PHILOSOPHY,
PROGRAM OBJECTIVES**

HISTORICAL BACKGROUND OF THE UNIVERSITY AND THE COLLEGE OF NURSING

Established by an act of the Ohio Legislature in December 18, 1964, the Medical College of Ohio was a state-assisted, community-supported academic health science center, dedicated to education, patient care, and medical and scientific research.

Because of proximity to UT and BGSU, the Medical College of Ohio pioneered a consortium plan for a baccalaureate nursing major. The proposal was submitted and approved by the Ohio Board of Regents in 1970.

Nursing coursework was implemented at BGSU in September 1971. Full approval of the program was granted by the State of Ohio, Board of Nursing Education and Nurse Registration in May 1974. The first class of eighteen students graduated in June 1974, with a B.S.N. degree. Approval was given to UT to grant the Bachelor of Science in Nursing degree by the Ohio Board of Regents in June, 1974, and the consortium was fully implemented in September 1974, with the admission of the first UT students to the nursing program. National League for Nursing initial accreditation was granted on December 12, 1974.

Approval for the baccalaureate nursing major for each university was obtained from the Ohio Board of Nursing and the Ohio Board of Regents. While the degree is granted by the specific university in which the student is registered, the only differences in curriculum are those that pertain to the specific lower division requirements of the respective university. The professional component of the program is identical regardless of the university in which the student is enrolled; the program is administered as one entity.

Modifications of the baccalaureate program were made and approved to facilitate entry of registered nurse students through UT in 1978 and through BGSU in 1979. An outreach program through Firelands College, a branch campus of BGSU was added in 1981; an outreach program at Northwest State Community College in Archbold, Ohio was added in 1985, and an outreach program in Lima, Ohio was added in 1994. The modifications of the baccalaureate program address the prior learning of RN students at the lower division and the learning needs of the adult, employed student. The program has identical terminal objectives as the basic student program.

Approval to offer the Master of Science in Nursing degree was granted to the Medical College of Ohio by the Ohio Board of Regents in 1980. The first nine students were graduated in June 1982.

Nursing courses are taught on the Health Science Campus of UT campus. Initially, the School of Nursing occupied space in county-owned facilities at South Detroit and Arlington Avenue in Toledo, including the former Maumee Valley Hospital. The present campus began to take shape in the early 1970's on a 350-acre site deeded to the College by the State of Ohio, between Arlington and Glendale Avenues, just east of Byrne Road.

The Health Science Building was dedicated in October 1974, followed by the Raymond H. Mulford Library in May 1975 and the Health Education Building in October 1976. The new, 290-bed Medical College of Ohio Hospital was opened in December 1979. Dowling Hall, housing academic and clinical offices; the Coughlin Rehabilitation Center; and the Henry L. Morse Physical Health Research Center were completed in 1980.

The Eleanor N. Dana Center for Continuing Health Education opened in 1983, along with the Kobacker Center (Child & Adolescent Psychiatric Hospital). In 1988 a Hilton Hotel became part of the campus. This facility serves participants of continuing education programs and is also available to families visiting patients at The University of Toledo Medical Center (UTMC) or to patients from outside the community who can be treated on an out-patient basis. The Richard D. Ruppert Health Center was completed in 1988 and houses the ambulatory care services and clinical faculty offices. Some classrooms are also located in this building. The Howard L. Collier Building, dedicated in 1996, houses the CON Administrative and Faculty offices, Learning Resource Labs, Office for Nursing Research and Evaluation, and classrooms.

The Center for Creative Education was dedicated in 2004; it provides space for the Center for Creative Instruction, the Clinical Skills Center, the Academic Testing Center, and Center for Clinical Research.

In July 2005, the institution was renamed the Medical University of Ohio following state legislative approval. In July 2006, the Ohio legislature endorsed merger of The Medical University of Ohio with UT; the two campuses are the Health Science Campus and Main Campus. The Main Campus is located on Bancroft Street.

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

Mission Statement

The mission of the College of Nursing is congruent with those of The University of Toledo, and the College of Graduate Studies.

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

The College of Nursing Vision

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

College of Nursing Purpose

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

- Foster high standards of nursing practice, education and administration through continuing nursing education;
- Contribute to the health of the citizens of the region served by The University of Toledo through interdisciplinary endeavors;
- Advance nursing as a discipline through scholarship, research and practice; and
- Assess student learning to establish the effectiveness of teaching and learning and to provide data for changes indicated.

College of Nursing Philosophy

As a community of scholars, we are committed to the study and advancement of the art and science of nursing. The philosophy of The University of Toledo College of Nursing expresses our beliefs about the essence of nursing and the education of professional nurses. The foundations of nursing science center on the concepts of the nursing metaparadigm: Person, Environment, Health, and Nursing.

Person

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

Environment

Environment is the milieu in which the person exists.

Health

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

Nursing

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

Education

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

Research

Research is an ongoing commitment to systematic inquiry and discovery.

Practice

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

Date Approved 1/91: Revised 7/04.

Organizing Framework

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

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

The nursing curricula encompass the concepts of: caring, communication, cost effective care, critical thinking, cultural diversity, empowerment, ethical decision making, health care 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.

The graduate entry program use Orem's Self-Care Deficit Nursing Theory as the predominant nursing theory to guide course development and nursing practice. The advanced practice graduate programs use multiple nursing theories for synthesis of knowledge for application in practice, education and research.

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

Rev. 08/2016

Program Objectives for the DNP Program

- Synthesize knowledge derived from a scientific foundation in order to demonstrate expertise in advanced clinical nursing practice to improve delivery of care.
- Demonstrate continuous quality improvement in patient care situations while providing leadership in clinical decision making through use of information systems and technology for the improvement and transformation of health care.
- Use clinical scholarship and analytical methods to implement safe, quality improvement in administration of patient care.
- Encourage inter-professional collaboration and teamwork to enhance and improve population health outcomes.
- Engage in influencing the development and implementation of health policy that provides an interface between practice, research and policy development.

Program Objectives for MSN Advanced Practice Nursing Programs

- Synthesize theories, concepts, and research in nursing, social, and biological sciences and humanities as the basis for practice;
- Integrate advanced nursing practice knowledge and skills in managing care of selected populations;
- Engage in the research process with an emphasis on application to advanced practice;
- Engage in leadership strategies that contribute to the improvement of health care delivery and influence health care policy; and
- Integrate assessment of own learning in developing a lifelong pattern of scholarly inquiry.

Program Objectives for Nurse Educator Program

- Synthesize theories, concepts, and research in nursing, bio-psychosocial sciences and humanities as the basis for practice;
- Integrate advanced nursing education knowledge and skills to teach learners in selected populations;
- Engage in the research process with an emphasis on application to advanced practice or nursing education;
- Engage in leadership strategies that contribute to the improvement of health care delivery and influence health care policy; and
- Integrate assessment of own learning with development of a pattern of scholarly inquiry.

Program Objectives for Graduate Entry Clinical Nurse Leader Program

- Synthesize theories, concepts, and research in nursing, bio-psychosocial sciences and humanities as the basis for practice;
- Integrate nursing knowledge and skills in designing and implementing care to individuals and diverse populations based on Orem's Self-Care Deficit of Nursing Theory;
- Engage in scholarly inquiry to advance the profession of nursing;
- Engage in leadership strategies that contribute to the improvement of health care delivery and influence health care policy; and
- Demonstrate initiative and self-direction in professional development.

SECTION 2 - PROFESSIONAL, LEGAL, AND ETHICAL STANDARDS

Academic Honesty Code

The College of Nursing views cheating and plagiarism as a direct violation of the purpose of the educational program as well as of the Code of Ethics for the profession of nursing. All work submitted must be the individual work of the student, unless the syllabus expressly requires or permits group work. Material from print or electronic sources that is incorporated either verbatim or in paraphrased format must be cited using APA Guidelines; otherwise use of such material constitutes plagiarism. Students who have knowledge of other students' dishonest practices have a professional responsibility to document, sign, and submit a report to the Associate Dean for Academic Affairs. Violation of the Academic Honesty Code is grounds for dismissal. The policy 3364-7701 can be found at this link:
http://www.utoledo.edu/policies/academic/graduate/pdfs/3364_77_01.pdf

Professional Standards

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

AMERICAN NURSES ASSOCIATION CODE OF ETHICS
FOR NURSES WITH INTERPRETIVE STATEMENTS

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

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

OBN Rules Promulgated From The Law
Regulating The Practice of Nursing Chapter 4723-5-12

Law Regulating the Practice of Nursing Student Conduct While Providing Nursing Care:

- (1) A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the client, and the client'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 client 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 or time records, reports, and other documents related to billing for nursing services.
- (4) A student shall implement measures to promote a safe environment for each client.
- (5) A student shall delineate, establish, and maintain professional boundaries with each client.
- (6) At all times when a student is providing direct nursing care to a client the student shall:
 - (a) Provide privacy during examination or treatment and in the care of personal or bodily needs; and
 - (b) Treat each client 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 Effective February 1, 2007 as filed in the Register of Ohio 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 blood and body fluid 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 client;
 - (b) Engage in behavior toward a client that may reasonably be interpreted as physical, verbal, mental or emotional abuse.
- (10) A student shall not misappropriate a client's property or:
 - (a) Engage in behavior to seek or obtain personal gain at the client's expense;
 - (b) Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the client's expense;
 - (c) Engage in behavior that constitutes inappropriate involvement in the client's personal relationships; or
 - (d) Engage in behavior that may reasonably be interpreted as inappropriate involvement in the client's personal relationships.

For the purpose of this paragraph, the client 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 client;
 - (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 client;
 - (d) Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a client. For the purpose of this paragraph, the client 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.
Effective February 1, 2007.
- (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.
- (14) A student shall not habitually indulge in the use of 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 habitual or excessive use of drugs, alcohol, or other chemical substances that impair the ability to practice.
- (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 obtain or attempt to obtain 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 faculty or preceptors, or to the board. Revised 8/19/08 (<http://codes.ohio.gov/oac/4723>)
- (24) A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the health care team for health care purposes only, shall access patient information only for purposes of patient care or for otherwise fulfilling the student's assigned clinical responsibilities, and shall not disseminate patient information for purposes other than patient care or for otherwise fulfilling the student's assigned clinical responsibilities through social media, texting, emailing or any other form of communication.
- (25) To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority.
- (26) For purposes of paragraphs (C)(5), (C)(6), (C)(9), (C)(10), (C)(11) and (C)(12) of this rule, a student shall not use social media, texting, emailing, or other forms of communication with, or about a patient, for non-health care purposes or for purposes other than fulfilling the student's assigned clinical responsibilities.

Effective: 02/01/2014

R.C. 119.032 review dates: 10/15/2016

Promulgated Under: 119.03

Statutory Authority: 4723.07

Rule Amplifies: 4723.06

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

CRIMINAL RECORD CHECK

Criminal record checks will be conducted on all students accepted for admission to CON programs, and for any student visiting university clinical facilities. Students are required to have a BCII and FBI background check prior to matriculation into the program. The student is responsible for processing fees. Reports must be sent directly to the undergraduate program office. Duplicate reports from places of employment or other sources are not acceptable as report results must be current with matriculation.

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

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

A) Policy Statement

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

B) Purpose of Policy

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

C) Scope

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

D) Procedure

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

3) Handling Adverse Reports

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

¹ Conviction and Conviction-Equivalent Adjudications may include, but are not limited to, the following criminal records dispositions: Alford plea, bail/bond forfeiture, default judgment, fine/costs paid, guilty, no contest, plea in absentia, plea in abeyance, pled guilty, prayer for judgment, suspended execution of sentence, appealed, consolidated for judgment, covered by pled to charge, reduced, accelerated rehabilitative disposition, adjudication withheld, Article 894, conditional diversion, conditional dismissal, conditional discharge, conditional release, deferred sentence, first offender program, supervision, suspended imposition of sentence, work release program, and Sunshine Law.³ Arrests without Final Adjudication may include, but are not limited to, the following criminal records dispositions: adjourned, case is pending, continued, extradited, remanded, transferred, and dispositions that are not available.

- (x) the length of time that has passed since the offense;
 - (xi) past employment and history of academic or disciplinary misconduct;
 - (xii) evidence of successful rehabilitation;
 - (xiii) safety of patient care;
 - (xiv) safety of fellow students or applicants or staff;
 - (xv) the applicant's violation of University policies and procedures;
 - (xvi) state and federal regulations regarding consideration of an individual with a past misdemeanor, felony or similar offense; and
 - (xvii) the accuracy of any information provided by the applicant.
- d) Upon consideration of the information provided a decision will be rendered by the Dean of the College, or the Dean's designee, permit the applicant to join the College of Nursing Upper Division B.S.N. or any of the graduate nursing programs or whether the conditional acceptance will be revoked. The applicant will be notified in writing within ten (10) days of the final decision. A second Adverse Action Notice letter will be sent out if the final decision is to withdraw the conditional offer of acceptance along with a second copy of the Summary of Your Rights Under the Fair Credit Reporting Act. Applicants who are denied final admission to the College of Nursing will have no rights to due process for dismissal from either the University or College of Nursing. If the applicant is admitted into the College of Nursing and the College learns that the applicant was not truthful or honest with regard to the information provided as a conditionally accepted applicant, the College of Nursing may immediately revoke the status of the individual as a student in the Upper Division B.S.N. or graduate nursing programs.
- e) Once a person matriculates into the College of Nursing that person as a student of the University has a continuing obligation to immediately notify the University, through the Associate Dean of Academic Affairs in the College, with regard to any information that has changed as was contained in the initial Report provided to the University, including the reporting of any arrests, misdemeanor, felony charges or convictions. The College of Nursing reserves the right to conduct any additional record checks while the student is enrolled in any nursing program of the College.
- f) The College of Nursing will respect the laws of the state of Ohio or other state laws with regard to the person having a sealed juvenile record and having no obligation to reveal the records within the juvenile court system.

<p><i>Approved by:</i> <i>Lloyd A. Jacobs, MD</i> <i>President</i></p> <p><i>Timothy M. Gaspar, PhD, RN</i> <i>Dean, College of Nursing</i></p> <p><i>Review/Revision Completed by:</i></p>	<p>Policies Superseded by This Policy: None</p> <p>Initial effective date: May 5, 2014</p> <p>Review/Revision Date: May 5, 2014</p> <p>Next review date: May 5, 2017</p>
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Note: The printed copy of this policy may not be the most current version; therefore, please refer to the policy website <http://www.utoledo.edu/policies/> for the most current copy.

Appendix A



AUTHORIZATION TO RELEASE INFORMATION

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

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

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

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

Printed Name _____

Rocket #: R _____

Date of Birth (month/day/year): ____/____/____

College Program: _____

Signature: _____

Date: _____

Appendix B

A Summary of Your Rights Under the Fair Credit Reporting Act

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

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

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

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

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

Application and Informational Literature

The following statement is included on the offer of admission from the College of Graduate Studies. Applicants accepting admission to the College of Nursing are required to submit BCI&I and FBI criminal background reports. If you do not reside in the state of Ohio, contact your local state police or state Bureau of Criminal Investigation and Identification office to follow the proper process for obtaining background reports. You will need to designate The University of Toledo College of Nursing Graduate Programs HSC, MS 1026, 3000 Arlington Avenue, Toledo, Ohio 43614-2598 as the recipient of the reports. Both reports must be sent directly to The University of Toledo. The University of Toledo Police Department offers fingerprinting services. Appointments are required and may be made by calling 419.530.4439 or 419.530.2001. Students are responsible for background check/fingerprinting expenses. Students must declare and document misdemeanor and/or felony offenses that occur prior to admission and/or during program progression. Acceptance into the graduate nursing program is conditional upon completion and approval of all information received regarding the criminal record check.

The following information is included in brochures for graduate programs in the College of Nursing. Applicants are required to authorize The University of Toledo to obtain criminal record checks (i.e., BCII and FBI) and are responsible for fingerprinting expenses. Applicants and/or students must declare and document misdemeanor and/or felony offenses that occur prior to admission to the nursing program and/or during program progression. Acceptance into the graduate nursing program is conditional upon completion and approval of all information received regarding the criminal record check.

<http://codes.ohio.gov/oac/4723-7>

SECTION 3 - GENERAL INFORMATION

TECHNICAL STANDARDS FOR ADMISSION

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

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

Standards	Examples
Critical thinking ability for effective clinical reasoning and clinical judgment consistent with level of educational preparation	<ul style="list-style-type: none"> • 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

The University of Toledo Student Disability Services (SDS) 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 SDS in our mission to proactively identify and remove barriers to participation wherever possible.

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

SDS supports students in developing academic and life skills, learning about campus and community resources by providing confidence and empowerment needed to meet each student's individual career and life objectives. If you have a documented physical, sensory, psychological, learning, or a temporary disability, get the support and assistance you need to level the playing field by registering with Student Disability Services.

SDS serves almost 100 students on the Health Science Campus.

It is the student's responsibility to seek available assistance at The University of Toledo, to make his/her needs known, to complete the Student Disability Service application, and to provide current documentation from a qualified health care provider.

Disability— A physical or mental impairment that substantially limits one or more major life activities.

Examples of Visible and Invisible Disabilities:

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

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

Testing:

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

Alternative Media:

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

Note –Taking Assistance:

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

American Sign Language Interpretation

Real Time Transcription

Assistive Technology or Devices

Register for Academic Accommodations in Three Easy Steps:

1. Complete an online Student Application and submit your disability documentation by either uploading it to the Student Accessibility Management (SAM) System, Fax, email or hand deliver to SDS.
 - From the SDS homepage <http://www.utoledo.edu/offices/student-disability-services/>, click on the link labeled: How to Register.
 - Many different types of disability related documentation is acceptable (please see the document guidelines listed on the website). For your convenience, you can have your health care provider complete the SDS Disability Verification Form found on the SDS website.
 - Once your documentation is reviewed you will receive an email in your Rocket email account, on your next steps.
2. Once your application has been reviewed and accepted you will be asked to complete an interactive intake with an SDS Accessibility Specialist. Your input is critical in determining what type(s) of accommodation(s) you will receive.
3. Once you are approved, you will be able to request accommodations for your courses via our SAM online system.

*Please note that the registration process with SDS is not complete until both the application and the documentation have been submitted to our office for review, and you have completed an intake interview.

*Information pertaining to the nature of your disability is kept confidential and will not be shared without your permission.

Health Science Campus Resources:

Academic Enrichment Center
Mulford Library Building 507
419.383.6118

Academic Testing Center
Center for Creative Education Building
2920 Transverse Dr.
419.383.6618

Student Health & Wellness Center
Ruppert Health Center Room 0013
419.383.5000

Student Disability Services

Health Science Campus
Mulford Library Building
Room 130
Mail Stop 1041
3000 Arlington Ave.
Toledo, OH 43614
Hours: Monday & Wednesday 12:00 p.m. to 5:00 p.m.
Tuesday & Thursday 8:30 a.m. to 1:30 p.m.
Phone Health Science Campus: 419.383.6141
Fax: 419.530.6137
E-mail: studentdisabilitysvs@utoledo.edu
Website: <http://www.utoledo.edu/offices/student-disability-services/>

Main Campus
Rocket Hall
Room 1820
Mail Stop 342
2801 West Bancroft St.
Toledo, OH 43606
Hours: Monday—Friday 8:15 a.m.—5:00 p.m.
Phone Main Campus: 419.530.4981
Fax: 419.530.6137
E-mail: studentdisabilitysvs@utoledo.edu

This information is available in an alternative format upon request.

Professional Licensure

All students in the BSN to DNP, MSN Advanced Practice and Certificate programs must hold an active, unrestricted, unencumbered license as a registered nurse in Ohio. Students seeking clinical placements in Michigan, or any other state, must have a current, unencumbered license in that state. Students must maintain this licensure throughout the course of study. MSN to DNP (Leadership), MSN Nurse Educator and Certificate students must hold an active, unrestricted, unencumbered license as a Registered Nurse in the state where the student plans to conduct clinical experiences. MSN to DNP (Direct Care) students must hold APRN credentials for the state where the student plans to conduct clinical experiences. (COA or national certification).

Health Requirements

Students must meet health and safety requirements based on agency, local, state and federal government mandates. Students are responsible for the cost of meeting these obligations.

Prior to matriculation the student must submit required health information to Health Information Management. A \$15.00 fee is charged each semester for surveillance of health requirements and maintenance of records.

Physical Examination

Annually, students must have a "Fit and free for duty" statement completed by a provider of choice and submitted to the Health Requirements Records Retention Center: studenthealthrequirements@utoledo.edu. The physical examination documentation cannot expire during the semester.

Proof of Immunity

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

PPD

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

Flu Shot

An influenza vaccine is required annually. The vaccine is available to students in the fall, prior to the start of the flu season.

Health requirements must be up to date in order to register for and complete clinical experiences. Students should copy all health data for future employment purposes. The CON does not provide copies of medical information (HIPAA protected).

Basic Life Support Health Care Provider Documentation

Documentation of current American Heart Association BLS for Health Care Providers is required of all students prior to matriculation. If certification card expires during the program, students must complete American Heart Association BLS for Health Care Providers and provide a copy of the front and back of the card to the department secretary. BLS must be up to date in order to register for and complete clinical experiences.

Liability Insurance

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

Mandatory Health Insurance

Policy 3364-30-05 – Student Health Insurance

https://www.utoledo.edu/policies/main_campus/student_life/index.html

The University of Toledo believes it is important that all students maintain health care coverage to help ensure academic success and well-being. To be in compliance with the Affordable Care Act (ACA), all individuals are required by law to have health insurance coverage. Students in the College of Nursing are required to maintain health insurance and the charge for student health insurance care coverage will be placed on your student account.

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 UT's insurance.

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

HEALTHCARE RELEASE FORM

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

The Healthcare Release Form or a signed provider's release form must be completed by the healthcare provider prior to student return to the University for class and clinical. It is applicable for illness, injury, childbirth, communicable disease, or other conditions that preclude participation in class or clinical experiences. Form is to be taken to the Undergraduate Program Office.

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



HEALTHCARE RELEASE
College of Nursing

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

Health Science Campus MS1026
Collier Building 4430
3000 Arlington Avenue
Toledo, OH 43614-2598
419.383.5859

Return form to the Program Office. Course coordinators are notified that a release is on file. If clinical participation is in progress, the college will seek clinical site approval. The student will abide by the agency decision regarding involvement in patient care or other services.

Student Name: _____ Program: _____

I plan to return to class on this date: _____

- Full-time
- Part-time

I plan to return to clinical on this date: _____

- Full-time
- Part-time

Student Signature _____ Date: _____

.....
These sections must be completed by the healthcare provider (MD, DO, NP, PA) prior to return to the university for class and clinical. It is applicable for illness, injury, childbirth, communicable disease, or other conditions that preclude participation in class or clinical experiences.

Health Status:

- Recovered, able to return to class full-time on this date: _____
- Recovered, able to return to clinical full-time on this date: _____
- Able to return to class with restrictions on this date: _____
- Able to return to clinical with restrictions on this date: _____
- Restrictions _____
- Date of next evaluation: _____

Justification (by healthcare provider)

- The entire duration of the absence was justified for medical reasons
Start date: _____
Stop date: _____
- I cannot justify the entire duration of the absence due to:

Healthcare Provider

Signature _____ Date: _____

Phone: _____ License Number: _____

Address _____

LEARNING RESOURCE CENTER STUDENT INJURY

Learning Resource Center injuries are immediately reported to the Director of the LRC or a Clinical Laboratory Assistant. An injury/illness Report for Employees and Students Form is completed and signed by the Director of the LRC. One copy is taken to the Office of Quality Management, and a second copy is kept in the LRC. The student is expected to have the injury evaluated and treated at an appropriate health care setting, such as the UT University Health Services or BGSU Student Medical Center.

OCCURRENCE REPORTS FOR ACCIDENTAL INJURY AND/OR HAZARDOUS EXPOSURE

Students who experience an accidental injury or hazardous exposure during clinical experiences are expected to complete an Occurrence Report. The form is signed by the faculty member and promptly submitted to the nursing service department of the clinical agency. A copy is provided to the Program Director. Information should be concise but complete relative to the injury or illness.

REPORTING HEALTH PROBLEMS

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

RESPONSIBILITY WHEN ILLNESS OCCURS

Students are expected to seek professional health care when illness occurs and to follow directions regarding class attendance. A more cautious practice must be observed regarding clinical experience for the protection of the patient and student. The Healthcare Release Form or a signed provider's release form will be submitted before return to clinical activity. Students are responsible for contacting course coordinators and faculty for make-up of clinical assignments.

RESPONSIBILITY WHEN PREGNANCY OCCURS

A pregnant student will provide a statement to the Program Director from the health care provider stating that the student may continue in clinical nursing laboratory experiences. Following delivery, the Healthcare Release Form will be submitted before return to clinical activity.

Typhon

Typhon is a student-patient electronic tracking system, which advanced practice students are required to purchase. The purpose of the Typhon system is to track student experiences monitoring for quality of experiences and monitoring the number of hours of patient contact.

NATIONAL COUNCIL LICENSURE EXAM- REGISTERED NURSE (NCLEX-RN)

The National Council State Boards of Nursing is responsible for administration of NCLEX-RN. The NCSBN website offers a test map and scoring details. https://www.ncsbn.org/089900_2017_Bulletin_Proof2.pdf

The Pearson VUE application for NCLEX-RN, as well as information related to the testing process is available online at <http://www.vue.com/nclex/>

Request for accommodations for the NCLEX® examination can be found at: <http://nursing.ohio.gov/pdfs/Accommodations.pdf>

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

Information for NCLEX-RN Examination will be disseminated and discussed during the *NURS5540 Advanced Practicum in Nursing Systems Design* course.

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

ATI

ATI products are online resources that Clinical Nurse Leader Graduate Entry students will utilize throughout the program, and are part of the student fees each semester. The books that are associated with the ATI online materials will be shipped directly to the college sometime during the second week of classes.

Emergency Procedure for Students in Classroom or Clinical

If a student becomes ill in the classroom, do an immediate assessment to determine if simple measures will suffice or there is need for more complex care. Call 419.383.2600 (or 2600 from a campus phone) if ambulance transport is warranted; the UT Police Department will summon "911". A faculty, staff or peer should remain with the student until the health concern is resolved or emergency transport begins. The individual can be referred to HSC Family Practice 419.383.5535, their healthcare provider, or the UTMC Emergency Department for interventions.

If a student becomes ill or is injured in the clinical setting, seek available emergency treatment at the clinical site. If treatment is not available, arrange for student transport to the closest emergency facility or The University of Toledo Medical Center.

EMERGENCY TREATMENT RESPONSIBILITY FOR COST

The student is responsible for all costs associated with evaluation and treatment following classroom, clinical, or lab illness or injury. The CON, UT, and clinical agency do not assume liability for any accident or illness during the student assignment. The clinical agency will make available emergency treatment as required.

Students may utilize the University of Toledo Medical Center and University Health Services. Responsibility for cost of care and related charges (treatment, tests, x-rays, medications) belongs to the student.

ACCIDENTAL EXPOSURE TO BLOOD AND BODY FLUIDS

Nursing students sustaining an accidental percutaneous (puncture wound) and/or mucous membrane exposure to blood or body fluids or blood-borne pathogen at UTMC shall comply with the Bloodborne 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 Student 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 Student Health Center at the respective campus/university or UTMC Emergency Department.

ACCIDENTAL EXPOSURE TO COMMUNICABLE DISEASE

A student who experiences accidental exposure to a communicable disease during clinical must notify the clinical instructor immediately. Follow the clinical site policy for immediate assessment, since rapid assessment for risk is essential. The student is responsible for any cost incurred.

Student Guidance and Counseling Services

Students have access to guidance and counseling services at UT University Counseling Center Main Campus Rocket Hall Room 1810, Phone: 419.530.2426, Fax: 419.530.7263
<https://www.utoledo.edu/studentaffairs/counseling/>

Academic Freedom of Students/Social Media Statement

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

Deadly Weapons Restriction

University students are subject to deadly weapons restrictions found in policy 3364-61-03 and regulations cited in any related policy including but not limited to the student code of conduct, housing agreement, event policies, and other related university policies. All persons who enter university property are prohibited from carrying a concealed handgun/firearms (as prescribed under state law) or prohibited weapon of any kind onto the property. Possession of a valid concealed weapons permit authorized by the State of Ohio is NOT an exemption under this policy.

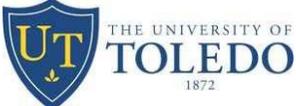
Smoke Free and Tobacco Free Policy

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

Confidentiality of Student Records (FERPA)

See *Policy 3364-71-15* below:

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

Name of Policy: Confidentiality of student records (FERPA) Policy Number: 3364-71-15 Approving Officer: President Responsible Agent: Provost and Executive Vice President for Academic Affairs Scope: all students, The University of Toledo		 Revision date: June 16, 2017 Initial effective date: May 1, 2011	
<input type="checkbox"/>	New policy proposal	<input checked="" type="checkbox"/>	Minor/technical revision of existing policy
<input type="checkbox"/>	Major revision of existing policy	<input type="checkbox"/>	Reaffirmation of existing policy

(A) Policy statement

The university supports a student's right to confidentiality of their records. The Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, (the Act) is a federal law, which requires that a written institutional policy complying with the Act be established and that a statement of adopted procedures covering the privacy rights of students, be published. Reinforcing longstanding institutional policy, the Act and other laws require the University of Toledo to maintain the confidentiality of student educational records except as noted below. The university registrar is primarily responsible for the administration of this policy at the University of Toledo. Notification of this policy, associated procedures, and students' rights under the Act is distributed annually to all enrolled students. This policy also conforms to the requirements of the Ohio Privacy Act, as amended.

(B) Purpose of policy

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

(C) Definitions

The following definitions are applicable:

(1) Student

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

(2) Dependent students

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

(3) Student educational records

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

Educational records do not include:

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

(4) Administrative personnel

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

(5) Academic personnel

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

(6) School Official

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

(7) Need to know

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

(8) Directory information

Directory information at the university consists of:

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

(D) Disclosure of student education records

(1) External disclosures of educational records

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

- (a) In connection with a student's application for, or receipt of, financial aid;
- (b) To parents or legal guardians of dependent students;
- (c) To government officials, as required by statute, regulation, or rule;
- (d) To accrediting organizations;
- (e) Pursuant to a court subpoena after a reasonable attempt to notify the student of the disclosure;
- (t) In response to a request for allowable disciplinary records;
- (g) To organizations or individuals conducting studies for, or on behalf of, local and state educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction;
- (h) In any emergency to protect the health and safety of the student or other individuals.

(2) Internal use of educational records

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

(3) Directory information

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

(E) Inspection and challenge of educational records

Students have the right to inspect and review most information contained in their educational records, to challenge the contents of their educational records, to have a hearing of the outcome if the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if they feel the decisions of the hearing panel to be unacceptable. The university registrar at the University of Toledo is responsible for coordinating the inspection and review procedures for student educational records. Inquiries as to the extent and location of student educational records subject to inspection should be directed to the office of the

registrar. Students wishing to review their educational records must make written requests to the university registrar or a designee listing the item or items of interest. Student educational records covered by the Act will be made available as soon as possible, but within forty-five days of the request.

(1) Inspection

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

Students may not inspect and review the following records:

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

(2) Challenge

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

A request for a formal hearing must be made in writing to the university registrar and must contain a statement of the dispute. The university registrar, within a reasonable period of time after receiving such request, will inform the student of the date, place, and the time of the hearing. A student may present evidence relevant to the issues raised and may be assisted or represented at the hearing to resolve problems concerning student educational records. Transcripts of the hearing may be made at the requesting party's expense. A copy of any such transcript must be supplied to the hearing council before it renders its decision.

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

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

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

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

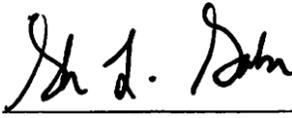
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

(3) Transcripts

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

(F) Rules

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

<p>Approved by:</p>  <p>Sharon L. Gaber, Ph.D. President</p> <p><u>June 16, 2017</u> Date</p> <p><i>Review/Revision Completed by:</i> Provost & Executive Vice President for Academic Affairs</p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none">• <i>Previous 3364-71-15, effective date May 1, 2011</i> <p>Initial effective date: May 1, 2011</p> <p>Review/Revision Date: June 16, 2017</p> <p>Next review date: June 16, 2020</p>
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College of Nursing
Collier Building MS 1026
3000 Arlington Avenue
Toledo, Ohio 43614

FERPA PRIOR CONSENT FORM

This authorization is valid ONLY for the purpose indicated below.

- Employment reference
- Scholarship application
- Program admission recommendation

I request the reference, application or recommendation be provided to:

Name _____

Role _____

Entity _____

Address _____

I am aware of my right to confidentiality regarding my educational records, which are part of my student records and protected under the Family Educational Rights and Privacy Act (FERPA). I understand further that I have the right to receive a copy of such records upon request and that this consent shall remain in effect until revoked by me in writing and delivered to The University of Toledo Office of the Registrar. Any such revocation shall not affect disclosures previously made by the University prior to receipt of such written revocation. I consent to the disclosure of my educational records, inclusive of personally identifiable information, for purposes of discussion/review with the persons identified below.

Persons designated to provide and receive information: I authorize (name or names):

to disclose my educational records, including any disciplinary records to the above named entity.

Student Signature: _____

Address: _____

Phone (residence): _____ (mobile): _____

Date: _____ Student ID Number: _____

- I have discussed this request with the faculty member and provided a resume if requested.
- I have not discussed this request with the faculty.

E-mail-Communication

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

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

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

College of Nursing Policy on Authorship

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

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

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

Procedures for student/faculty co-authored manuscripts:

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

SECTION 4 - ACADEMIC POLICIES

Transfer Student Requirements

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

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

See Transfer Credit to Graduate Degree Policy Number 3364-77-06 for additional information.

Progression

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

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

The faculty in the CON has established the grade of 'B' as the minimum acceptable grade for all courses with the prefix of NURS. A grade of 'C' is acceptable in INDI 6000. A student who earns a grade less than "B" for NURS courses or less than "C" in INDI 6000/8000 cannot progress into courses for which such a course is a prerequisite.

Probation

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

Repeating Courses in the College of Nursing

A student who earns a grade of less than 'B' in a NURS course or less than 'C' in INDI 6000/8000 is allowed to repeat such a course once. Students are allowed to repeat up to two courses in which a grade of less than "B" was earned. This policy means that a C, F, W, WP, and WF are not a grade of B; however, retake standards shall not exceed two courses up to a maximum of 12 credit hours. Both the original and repeated grade will appear on the transcript and will be calculated into the cumulative GPA.

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

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

Academic Standards for the College of Graduate Studies

A minimum cumulative GPA of 3.0 (four point grading system) in graduate course work is required for graduation. Graduate students whose cumulative GPA falls below 3.0 during any semester will be placed on academic probation. Depending on the program, a full-time student on academic probation will have one or at most two semesters (excluding summers) to meet the cumulative GPA standard. A student failing to meet the standard will be subject to dismissal. A part-time student on academic probation will be required to meet the GPA standard after 12 additional credit hours of graduate coursework. A grade of C is the minimum passing grade for graduate courses. Grades of below "C" will continue to be counted in calculating the cumulative grade point average. Individual programs may offer a specific number of credit hours with earned grades of "C" or below to be repeated one time. Colleges are permitted to establish individual program course retake standards. However, such standards shall not exceed two courses up to a maximum of 12 credit hours. Both the original and repeated grades will appear on the transcript and be calculated into the cumulative GPA. Colleges/departments/degree programs may enact additional coursework grade requirements beyond the minimum standard established by the Graduate Faculty. Graduate students shall be responsible to consult with the appropriate graduate degree program director for the applicable standards. Grades of A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, S, U, WP or WF may be awarded depending on College/program/departamental policies. A limited number of graduate courses earn grades of S (Satisfactory) or U (Unsatisfactory) upon completion. A grade of S will be allowed for credit toward graduation but is not computed in the grade point average. A grade of U earns no credit and the course must be repeated to earn graduate credit but is not computed in the grade point average. The grade of PR may be awarded to indicate work in progress and courses with this grade will not be included in the GPA calculation. The grade of 'I' (incomplete) is assigned only under extraordinary circumstances when unexpected events prevent a student from completing the requirements of the course within the term of enrollment. The student must complete the required work before the end of the following semester (excluding summers) in which the 'I' grade was received; otherwise the grade will be converted to the grade of F by the Office of the Registrar. The student may initiate a request for an additional semester to complete the work for the grade (excluding summers). The extension is granted upon the approval of the faculty member and the associate dean of the college offering the course. Once the 'I' grade has been converted to F, the student must re-register and take the course again. The grade of 'I' will not be included in the GPA calculation. It is recommended that faculty set specific benchmarks for completion of the course or material each term, and regularly assign S, U or 'I' grades as appropriate instead of awarding a PR. Students may not graduate with a grade of U, 'I', or PR on their Plan of Study. Students may not graduate with a grade if 'I' or PR on their transcript. A grade of WP (withdrawal passing) or WF (withdrawal failing), according to the status of the student at the time of withdrawal, will be assigned to students who withdraw after the university established withdrawal period at the discretion of the instructor. The grade of WP will not be included in the GPA calculation. A grade of WF indicates that a student's work is unsatisfactory (grade of less than C), and will be included in the GPA calculation as a grade of F. Students may repeat courses with grade WF or U subject to the maximum credit hour repeat limitation.

Change of Concentration (major) in the College of Nursing

A student requesting a change in concentration within the same degree (change of major) must be in good standing with a GPA of 3.0 or higher. A student may not request a change of concentration (change majors) if they have earned a grade of "C" in an NURS course. Student requesting a change of concentration must meet with graduate nursing advisor and complete a change in major request which is then presented to the Student Admission, Retention, and Progression Committee for action.

Change in Degree Program

A student requesting a change in degree program (ex. DNP to MSN) must be in good standing with a GPA of 3.0 or higher. Students requesting a change of degree must meet with the graduate nursing advisor, complete a College of Graduate Studies change of degree form, and apply to their desired program.

Admission will be based on the recommendation of the Student Admission, Retention, and Progression Committee.

Withdrawal From Courses/ Electronic Withdrawal Period for a Grade of W

Students who decide not to attend, or stop attending any or all classes for which they have registered must drop a course via the UT Portal. Specific drop and withdrawal dates are listed on the University's academic calendar. A withdrawal from a course results in a grade of "W" on the student's transcript.

Students are advised to consult with their academic advisor prior to initiating a drop or withdrawal to discuss implications to their plan of study and/or financial aid. Failure to drop a course for which a student has stopped attending may result in a grade of "F". Drop and withdrawal dates are prorated for summer and special session courses that do not meet during the standard start/stop dates within the academic term. ***Students may only repeat required courses one time after a grade of "W" has been earned.*** Students who have a "W" in a required course and then earn a grade of "C", "D", or "F" for the same course or withdraw (W, WP, or WF) from the course a second time may not repeat this course for a better grade and is subject to dismissal. A student who withdraws from a course (W, WP, WF) after a grade of less than "B" has been earned in a NURS course or less than "C" in INDI6000/8000 may not repeat the course for a higher grade and is subject to dismissal.

WP/Withdraw Passing After the UT Electronic Withdrawal Period

Withdrawal from courses after the University electronic withdrawal period requires the approval of the faculty in the course and using the withdrawal form. Course faculty will be responsible for assigning a grade that reflects what has been earned per the course syllabus at the time of withdrawal after the UT electronic withdrawal deadline.

The grade of WP indicates that the student's work is passing (grade of "B" or higher in a graded NURS course; "C" or higher in INDI6000/8000, grade of "C" or higher in a non-nurse elective course), but for legitimate reasons the student is permitted to withdraw from the course. The grade "WP" will be recorded on the grade sheet and entered in the student's official record and will not be counted in the GPA.

Students may only repeat required courses one time after a grade of "WP" has been earned. Students who have a grade of "WP" in a required course and then earn a grade of "C" or "D" for the same course, or withdraw, may not repeat this course for a higher grade and is subject to dismissal.

WF/ Withdraw Failing After the UT Electronic Withdrawal Period

Withdrawal from courses after the University electronic withdrawal period requires using the withdrawal form for the approval of the faculty in the course. Course faculty will be responsible for assigning a grade that reflects what has been earned per the course syllabus at the time of withdrawal after the UT electronic withdrawal deadline.

The grade of WF indicates that the student's work is failing (a grade less than a "B" in a graded NURS course; less than a "C" in INDI6000/8000, grade less than a "C" in a non-nurse elective course), but for legitimate reasons the student is permitted to withdraw from the course. The grade "WF" will be recorded on the grade sheet and entered in the student's official record and will be counted in the GPA.

Students may only repeat required courses one time after a grade of "WF" has been earned. Students who have a grade of "WF" in a required course and then earn a grade of "C", "D", "F", or withdraw for the same course, may not repeat this course for a higher grade.

Students' Rights and Responsibilities

A statement on responsibilities and rights of students in relation to education standards has been adopted from an original statement by the Ohio Nurses Association and endorsement by the Nursing Students Association of Ohio as follows.

Students of nursing are entitled to an environment where appropriate opportunities and conditions exist to insure freedom to learn. They are obligated, however, to exercise this freedom with responsibility.

Access to the College of Nursing should be unrestricted in the sense that no student should be denied admission on the basis of such factors as race or gender.

At the same time, students should realize that the College of Nursing is accountable to the public for the quality of nurses graduated and that the school has established standards of admission, retention, and graduation in accordance with its philosophy.

These standards should make evident to the student those characteristics considered important to success in the program(s) of study offered. Enrollment should be open - to the limits of the school's resources and facilities - to qualified students as determined by admission standards.

Students should be aware that the College of Nursing has the obligation to protect the integrity of the educational program by setting standards of achievement and conduct for enrolled students.

Because students have the responsibility for maintaining the standards of the program of study in which they are enrolled, they have the right to expect that standards of conduct and academic achievement, together with means of assessment, are clear.

Although students are responsible for mastering the content of courses, they should be free to present reasoned dissent and opinion, which differ from those offered in any course.

Students are entitled to due process throughout the academic program and procedures used should ensure fairness.

In the case of disciplinary action, students should expect to be apprised of charges against them, to have an opportunity to refute the charges, and to have means available to review decisions.

The student is ultimately responsible to assure that all administrative and academic requirements have been met.

Leave of Absence

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

Request for leave will be discussed with the student's program director, and Associate Dean for Academic Affairs CON. The Student Admission, Retention, and Progression Committee will be informed of the action taken by the Associate Dean for Academic Affairs. A student may be granted a three-semester leave and still remain in good standing with the program. A leave of absence extending beyond three semesters will necessitate a new application to the College of Graduate Studies. Such student will be required to compete for available positions and will not automatically be granted admission. In all circumstances, students are responsible for resolving registration and financial issues in accordance with established university policies. <http://www.utoledo.edu/policies/academic/graduate/pdfs/3364-77-04.pdf>

Graduation

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

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

Students must complete the online graduation application and survey. The College of Graduate Studies will verify completion of degree requirements for all graduation applicants. **Verification of program completion for certification applications will be completed after the degree is posted by the College of Graduate Studies. Students should allow a minimum of 30 days for this process.**

The College of Nursing participates in the University of Toledo's commencement exercises in the Fall and Spring terms. Summer graduates are invited to participate in either the fall or spring commencement ceremony. The names of the summer graduates will be included in the fall commencement program.

Name Badge

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

CON ID Badge Photo Guidelines:

- Photo dimensions must be in a square aspect ratio
- Size of photo should not exceed 400 x 400 pixels
- Submit photo in .jpg format
- Use a recent, full face photo (no angle views)
- Photo must be in color (black/white or sepia photos are not permitted)
- Photo must be free of:
 - any item on your head (no hats, scarves, sunglasses, etc.)
 - anything covering your face (no symbols, scarves, sunglasses, etc.)
- Students with pierced ears may wear one (1) small post-type earring per ear. *Students with body and head piercings cannot wear rings or studs in the clinical setting.*

STUDENT NURSE UNIFORM GUIDELINES (CNL)

The CON believes that professionalism begins with appearance and attire. In striving to uphold a high professional standard, this policy addresses student nurse clinical clothing requirements. The values of asepsis, client safety, and client sensitivity are also incorporated into the Student Nurse Uniform Guidelines. *These guidelines will be enforced and are in alignment with affiliating organizational policies.*

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, black). Socks or hose must be worn.

Clinical experiences outside acute care and clinics: Professional attire with designated student nurse lab coat. Appropriate female professional apparel is a skirt or pants with top, or a dress of appropriate length. Appropriate male professional garments include pants and shirt with a collar. Jeans, denim, spandex, sweatshirts, or t-shirts are not acceptable. Faculty reserve the right to make the final decision of appropriate attire.

The college of Nursing ID is to be worn for clinical or experiential learning opportunities unless organization specific ID is required.

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

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

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

Chewing gum is not allowed. Avoid wearing perfume, after shave, or fragrant lotions; if worn the smell should be very subtle.

Students must arrive at clinical prepared with the proper equipment for the clinical site, such as: stethoscope, watch with second hand, scissors, hemostat, penlight, and other required items specified in the course syllabus or workbook.

Faculty reserve the right to inform a student if he/she is not in appearance and attire in keeping with the Student Uniform Guidelines. The student may be asked to leave the clinical experience if not in keeping with the guidelines.

June, 2017

DISCRIMINATION RESOURCES

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

The University of Toledo does not discriminate on the basis of race, color, religion, sex, age, national origin, ancestry, sexual orientation, gender identity and expression, military or veteran status, the presence of a disability, genetic information, familial status, political affiliation, or participation in protected activities in its provision of employment and educational opportunities.

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

The University encourages anyone who believes he or she has been subjected to conduct in violation of this policy to file a complaint under this policy to ensure that the University has an opportunity to address prohibited conduct.

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

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

THE UNIVERSITY OF TOLEDO TITLE IX POLICY

https://www.utoledo.edu/policies/administration/diversity/pdfs/3364_50_01.pdf

ANONYMOUS HOTLINE

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

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

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

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

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

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

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

- Call toll-free 888.416.1308 or www.mycompliancereport.com

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

ACADEMIC MISCONDUCT

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

Academic misconduct implies deception in fulfilling academic requirements and includes, but is not limited to plagiarism, cheating, and fabrication.

Academic misconduct is viewed as a serious matter and alleged acts will be investigated, and confirmed acts will result in academic sanction. See The University of Toledo Academic policy on academic dishonesty: http://www.utoledo.edu/policies/academic/graduate/pdfs/3364_77_01.pdf

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

Plagiarism is submission of work that is not the student's own work or submitting ideas, thoughts, writings, or product of another person without proper documentation. Cheating during testing includes use of notes, texts, or electronic devices without faculty consent; looking at another student's paper; or communicating with another person during testing. Fabrication is submitting false information on a clinical or theory assignment; an example is making up patient data on an assignment.

When academic misconduct is suspected, faculty will discuss the incident with the student and file a written report. It is the obligation of all students to report questionable conduct to the faculty, program director, or the Associate Dean for Academic Affairs. Following examination of facts and supporting evidence, the student may fail the course or be dismissed from the program. Communication will be in writing, with a copy placed in the student record.

There are five major areas of academic misconduct that are not in accordance with professional nursing standards. Students must be vigilant to avoid such behavior and report occurrences that compromise the individual, an assignment, a course, or the program.

Plagiarism: the act of taking ideas or writings, etc., from another person or source and passing it off as one's own thoughts (Webster's 2002); not crediting the source. Examples include, but are not limited to:

- Submitting work for credit which was not written by the student
- Paraphrasing or summarizing ideas without citing the source
- Word-for-word quoting without using quotation marks, citation, or footnotes

Cheating: the act of deceiving, using deception or fraud (Webster 2002). Examples include, but are not limited to:

- Copying from another individual's answer sheet or paper
- Working with another student on any take home assignment when the instructor expects independent and unaided effort
- Buying, selling, soliciting, possessing, transmitting, or using any quiz, test, or exam material that has not been released by faculty for student use on an upcoming assessment
- Substituting for another person during an examination or using a substitute
- Using materials that have not been authorized by faculty
- Collecting and/or transmitting information without faculty consent via phones, cameras, computers, or other electronic devices during quizzes, tests, or exams
- Submitting a care plan or assignment that has been previously submitted by another student, either in similar or identical form
- Soliciting or bribing another student for quiz, test, or exam information

Failing to report: not bringing facts to attention of appropriate individual when such information is needed for investigation or to prevent harm. Examples include, but are not limited to:

- Overlooking behavior that is harmful to persons or property
- Not telling the truth during a fact-finding inquiry or grievance hearing
- Withholding information that may cast doubt on personal performance
- Not recalling or documenting important findings that may seriously impact care

Lying: the telling of false or untruthful information in an attempt to deceive (Webster's 2002); making written or verbal statements which are known or should have been known not to be true. Examples include, but are not limited to:

- Altering academic material or patient records
- Making untrue comments about students, faculty, patients, or employees
- Providing evidence that is false
- Fictitious creation of research data or outcomes

Stealing: taking or attempting to appropriate another's property without permission. Examples include but are not limited to:

- Destroying, hiding, or making unavailable public use items such as library books, reference materials, computer components, media equipment, etc.
- Removing personal belongings from another individual's room, office, backpack, purse, etc.
- Theft of academic materials (software, media, journals, testing materials, lab resources, etc.)

Name of Policy: Academic Due Process and Appeal of a Final Course Grade Policy Number: 3364-82-05 Approving Officer: President Responsible Agent: Dean of the College of Nursing Scope: Any NURS course at UT College of Nursing Programs		 Initial effective date: May 5, 2014	
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<input type="checkbox"/>	New policy proposal	<input type="checkbox"/>	Minor/technical revision of existing policy
<input checked="" type="checkbox"/>	Major revision of existing policy	<input type="checkbox"/>	Reaffirmation of existing policy

(A) Policy Statement

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

(B) Purpose of Policy

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

(C) Scope

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

(D) Procedure for Disputing a Final Course Grade.

1. When a Student May Dispute a Final Course Grade; Grievance Criteria. Students may dispute a final course grade when the Student believes that there has not been an equitable application of the course syllabus or College of Nursing policies and procedures for student evaluation and grading. Students may not dispute a final course grade because of dissatisfaction with an assigned grade, particular examination or grading process when course policies have been applied equitably to all students. Students may not challenge the actual grading policies themselves where applied equitably to all students.
2. Availability of Information. To protect the Faculty member and the Student, it is crucial that tests, papers, and other such material (which were evaluated and were considered in arriving at the final course grade but have not been returned to the Student) be available for inspection by the Student and by other persons (i.e., the departmental chair, the Dean or Faculty representatives, and members of the SGC Committee involved in the grievance procedure).

3. Informal Resolution. The procedure for disputing a final course grade must first start with an attempt at informal resolution. The Student must adhere to the steps as follows:

- a) Step 1: To the Faculty Member. Within **five (5) business days** of the posting of final course grade by the Registrar (not merely when posted by the Faculty member on Electronic Course Management System), the Student must submit to the Faculty member of the class who assigned the final course grade to the Student (hereinafter referred to as "Faculty") a Petition of Final Course Grade form. The required Petition of Final Course Grade form is attached to this policy and must be initiated by the Student. After reviewing the petition, the Faculty member may gather information from other sources, including the Clinical Associate and Teaching Associate, if applicable, before making a decision, but no later than **five (5) business days** after submission of a proper petition. The Faculty member must notify the Student in writing of the decision no later than **five (5) business days** of submitting the petition. If the issue is not resolved to the Student's satisfaction, the Student may petition to the Course Leader. If the issue is resolved then the Faculty member will forward the original Petition of Final Grade form to the Associate Dean of Academic Affairs for disposition.
- b) Step 2: To the Course Leader. If the Student wishes to further challenge the decision of the Faculty member, within **five (5) business days** of the Faculty member's decision, the Student must forward the original written petition form to the Course Leader. After reviewing the petition, the Course Leader will meet with both the Faculty member and the Student. The Course Leader must notify the Student in writing of the decision no later than **five (5) business days** after the petition was filed with the Course Leader. If the issue is not resolved to the Student's satisfaction, the Student may petition to the Program Director. If the issue is resolved, then the Course Leader will forward the Petition of Final Grade form to the Associate Dean of Academic Affairs for disposition.

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

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

(E) Formal Resolution Process/Student Grievance Committee

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

(F) Conduct of the SGC Hearing

1. The Hearing will be conducted as follows:

- a) The Chair of the SGC will promptly notify the Grievant, respondents, Associate Dean of Academic Affairs, and the Dean of the College of Nursing of the date, time, and place of the Hearing and the Committee members who will be present. The Chair of the SGC will appoint the members of the SGC Committee, which Committee will be comprised of no less than two (2) Faculty members from the College of Nursing, and two Student members in programs within the College of Nursing and the designated Chair of the SGC. The Chair should strive to make the Hearing Committee an odd number of persons (adding 2 additional Faculty members if necessary). The Committee members of the SGC will include those appointed by the College of Nursing Faculty. In the event that there is difficulty assembling a full committee from the members, either the Chairperson or Vice Chairperson of the Committee may appoint substitute(s) that are unbiased Faculty or Students to fill the vacancies. An appointed Committee member who perceives conflict or bias in a particular petition may also withdraw from serving on the Hearing after discussion with the Chair of the SGC. The Vice Chair will serve as Chair if a conflict exists with the Chair.
- b) The Student may challenge the composition of the Committee **within 24 hours** of the notification of the member composition by the Chair if there is a member with a potential or actual conflict. If challenged, the Chair may decide to appoint an acceptable replacement taking into consideration the best interests of the Student.
- c) Confidentiality will be maintained by all persons involved in the SGC Hearing and no discussion will be entertained outside by the parties involved as to the information, testimony, or recommendations of the grievance process or hearing. This is an essential component of the grievance procedure and due process. All specific information is kept within the Committee. Proceedings of the Committee are to be kept in a secured file at the College of Nursing for seven (7) years.
- d) The Student may have a Grievant Support Representative (GSR) attend the Hearing and assists the Student. The role of the GSR is to provide emotional support and neutrality for the Student during the hearing process. This representative may be a faculty member, a student, or an academic advisor. Attorneys and family members are excluded from functioning in this role. In addition, the GSR may not be a testimonial witness to the grievance. The Student may proceed without a GSR, but if the Student wishes to have a GSR present at the Hearing, the name of the GSR will be submitted in advance to the SGC Chair. GSR is to remain quiet during the Hearing; and may only address the Committee if requested by the Chair.
- e) The Student may wish to provide a witness if able to provide supporting evidence that is pertinent to the grievance at hand. The intent of a witness's testimony should be submitted to the Chair 48 hours in advance of the Hearing. The Committee reserves the right to restrict the testimony to those issues relevant to the grievance during the Hearing. Any witness is to be available outside the hearing room until called; to answer specific questions; to leave the hearing room on completion of testimony.
- f) The Student and the Faculty member(s) involved, including the Faculty member who assigned the final course grade and Program Director if appropriate, will be present during the grievance Hearing, but not during deliberations of the SOC Committee. Persons attending the Hearing will be limited to the Committee members, the appropriate Faculty members, a GSR for the Student, witnesses to be called and a recorder.

- g) The Role of the Chair during the Hearing includes:
- Indicating the purpose of meeting and time limitations of the Hearing;
 - Making introductions and identify role of each person in attendance;
 - Read brief statements of Student's petition;
 - Direct the discussion;
 - Call and excuse the witnesses;
 - Allow for the making of final statements;
 - Excuse the Student, GSR, Faculty members involved in the assignment of the Final Course Grade and witnesses;
 - Facilitate the deliberation and the preparation of the written recommendations;
 - Call for Committee vote with the Chair being a voting member; and
 - Submit recommendations to Associate Dean of Academic Affairs
- h) Audio recording or transcription will record the Hearing to ensure accuracy of the information and proceedings. Committee deliberation will not be part of the recording or be made a part of the record.
- i) Deliberations will be conducted in closed session by SOC Committee members only. Deliberations will be limited to data and testimony collected during the Hearing. If the Committee wishes to review the transcript, the Committee deliberations may be suspended until the transcript is completed for review. The Chair will reconvene the Committee. The evidence presented during the Hearing is to be weighed and conclusions of fact should be drawn and a recommendation approved by majority vote. A written recommendation will be created by the committee Chair. Any recommendation will be based exclusively on the information received at the SOC Hearing.
- j) The findings of fact and the written recommendation of the SOC Committee will be delivered by the SOC Chair to the Associate Dean of Academic Affairs within **five (5) business days** of the Hearing. The written report may also contain suggestions for the College of Nursing to consider with respect to policies or procedures or improvements. The Associate Dean of Academic Affairs will make a decision regarding the Student's petition, which will be upheld or denied and the Student will be notified in writing within **five (5) business days** by personal hand delivery or by certified mail, return receipt requested, with a copy to the Dean of the College of Nursing and the SOC Chair.

(G) Appeal Process

1. A written request for appeal may be made by the Student to the Dean of the College of Nursing ("Dean") and must be received within five (5) business days following the date of receipt of the written decision of the Associate Dean of Academic Affairs by the Student, or any further right to appeal is waived.
2. The Dean may review all applicable evidence presented in the Hearing and any other information requested or approved by the Dean.
3. After completing such review, the Dean will ask for a meeting with the Student.
4. The Dean will meet with the Student to consider the appeal only after the Student is provided with at least five (5) business days' notice of the date, time, place of the appeal, and who will be present. The Student may have a GSR attend the appeal and assist the Student. The GSR is to remain quiet during the appeal, and may only address the Dean if requested by the Dean.

5. The Dean will review the information and may choose to uphold, reverse, or return findings and decisions to the SGC Hearing Committee or the Associate Dean for Academic Affairs for reconsideration of some or all of their findings or decisions. The Dean will provide the decision to the Student within ten (10) business days of the filing of the appeal, unless circumstances warrant additional time, with sufficient notice provided to the Student.

(H) Pendency of Action

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

<p><i>Review/Revision Completed by:</i></p> <p><i>College of Nursing</i></p> <p><i>College of Nursing Faculty Assembly (5/5/14)</i></p>	<p><i>Initial effective date:</i> May 1, 2009</p> <p><i>Review/Revision Date:</i> May 5, 2014</p> <p><i>Next review date:</i> May 5, 2017</p>
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Note: The printed copy of this policy may not be the most current version; therefore, please refer to the policy website <http://www.utoledo.edu/policies> for the most current copy.

GRIEVANCE OF A FINAL COURSE GRADE FORM



COLLEGE OF NURSING

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

1. Background Information

Student name: _____ Date: ____ / ____ / ____

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

Course Term: ____ Fall ____ Spring ____ Summer ____ Year

Final Course Grade Received as Posted by the Registrar:

2. Nature of Concern

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

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

Desired Outcome (to be completed by the Student): _____

Student Signature: _____ Date: _____

Petition form received by: _____ Date: _____

3. Actions taken

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

Faculty Member (Print Name)

Signature

Date

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

Course Leader (Print Name)

Signature

Date

Attempt to resolve this matter through a discussion with the Program Director

What was the outcome of your meeting(s) with the Program Director? (If no meeting occurred, explain why.)
(To be completed by the Program Director.)

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

Program Director (Print Name)

Signature

Date

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

Print Name & Title

Signature

Date

4. Review of Grievance /Exhaustion of Informal Process

After review of the materials submitted, it was determined that a basis for the grievance:

____ May exist and a hearing will be scheduled. Student wants advisor present: ____ Yes ____ No

____ Does not exist and the petition is dismissed.

Grievance Chair (Print Name)

Signature

Date

5. Result of Grievance Hearing

Date of hearing: _____

Outcome of hearing:

The grievance was resolved.

The grievance was not resolved.

Explanation: _____

6. Recommendation of Chair: _____ **Date:** _____

Outcome: _____

7. Appeal to the Dean Decision (if grievance was not resolved through a grievance conference)

The grievance is not supported by the evidence presented.

The grievance is supported by the evidence presented.

Outcome: _____

Signature of Dean: _____ Date: _____

**A copy of this form should be kept in the Student's file and the original should be provided to the Student.
(Form Rev: 5/2014 8/23/2016)**

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

(A) Policy statement

Students enrolled in the College of Nursing are subject to the general rules of conduct for the College of Nursing ("CON") and The University of Toledo at large (the "University"), as well as additional standards of conduct and professionalism applicable to nursing students.

(B) Purpose of policy

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

(C) Scope

This policy applies to all students enrolled in a College of Nursing program and works **in** conjunction with the University's Student Code of Conduct Policy 3364-30-04. The University prohibits discrimination or harassment on the basis of race, color, religion, sex, age, national origin, ancestry, sexual orientation, gender identity and expression, military or veteran status, the presence of a disability, genetic information, familial status, political affiliation, or participation in protected activities under Policies 3364-50-01 or -02. Matters involving alleged violations of those policies will not follow the procedures in this policy, but will follow the procedures in Policies 3364-50- 01 and -02 and the Student Code of Conduct, 3364-30-04. Any staff or faculty member who receives a report of conduct prohibited under Policies 3364-50- 01 or -02 must promptly forward that information to the Title IX Coordinator. Records that include the complaint, findings, and sanctions imposed as a result of a finding of discrimination or harassment on the basis of race, color, religion, sex, age, national origin, ancestry, sexual orientation, gender identity and expression, military or veteran status, the presence of a disability, genetic information, familial status, political affiliation, or participation in protected activities will be provided to the College of Nursing and included in the College's records on a student.

(D) Procedure for Disciplinary Action (for matters not involving conduct covered by policies 3364-50-01 or -02)

- (1) Procedure. This policy sets forth the procedure for disciplinary action and due process. The procedure for academic misconduct is guided by The University of Toledo College of Nursing Academic Due Process and Appeal of Final Course Grade Policy (3364-82-05).
- (2) Conditions for Disciplinary Action. Nursing students are subject to disciplinary action for violation of the institutional and nursing standards of conduct, including breach of student responsibilities and public safety. Students are responsible to inform the Associate Dean for Academic Affairs of any arrests, charges, convictions or pleas. The CON cannot guarantee the licensure of a student who has any criminal charges or convictions on their record regardless of the admission decision. Due process will be provided to a student accused of violating institutional standards where suspension or dismissal from a program or the CON/University is a possible outcome. Students who may be subject to disciplinary action, or believe that his/her rights are being impinged upon are entitled to due process and appeal rights in accordance with articles E and G below.
- (3) Levels of Disciplinary Action. When a code of conduct or professionalism violation is suspected the responsible CON Faculty member will discuss the incident with the Student and file a written report in (accordance with Faculty Manual CON-04-020).

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

(E) Due Process (For matters not involving conduct covered by Policy 3364-50-01, -02)

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

- (1) Upon receiving a request for a hearing before the SGC, the SGC Chair will provide a written notice to the student that includes: the charge(s); the date, time and location of the hearing; and membership composition of the SGC within ten (10) business days before the hearing date. The notice will include the specific protocols to be followed in the hearing and will include a copy of this policy.
- (2) The Associate Dean for Academic Affairs may suspend the SGC hearing until finalization of a criminal matter before a criminal court or administrative venue which has the same acts or omissions as the conduct under review of the CON, in which case, written notice should be sent to the Student and SGC Chair immediately. The CON cannot guarantee licensure of a student who has any criminal charges or convictions on their record that is determined by the Ohio Board of Nursing, which has legal accountability for licensure.

(F) Conduct of the Hearing (for matters not involving conduct covered by Policy 3364-50-01, -02)

(1) The hearing will be conducted as follows:

- (a) The Chair of the SOC will promptly notify the Grievant, Respondents, Associate Dean for Academic Affairs, and the Dean of the College of Nursing of the date, time, and place of the Hearing and the Committee members who will be present. The Chair of the SOC will appoint the members of the SOC Committee, which Committee will be comprised of no less than two (2) Faculty members from the College of Nursing, and two (2) Student members in programs within the College of Nursing and the designated Chair of the SOC. The Chair should strive to make the Hearing Committee an odd number of persons (adding 2 additional Faculty members if necessary). The Committee members of the SOC will include those elected by the College of Nursing Faculty. In the event that there is difficulty assembling a full committee from the appointed members, either the Chairperson or Co-Chairperson of the committee may appoint substitute(s) that are unbiased Faculty or Students to fill the vacancies. An appointed Committee member who perceives conflict or bias in a particular petition may also withdraw from serving on the Hearing after discussion with the Chair of the SOC. The Vice Chair will serve as Chair if a conflict exists with the Chair.
- (b) The Student may challenge the composition of the Committee within 24 hours of the notification of the member composition by the Chair if there is a member with a potential or actual conflict. If challenged, the Chair may decide to appoint an acceptable replacement taking into consideration the best interests of the Student.
- (c) Confidentiality will be maintained by all persons involved in the SOC Hearing and no discussion will be entertained outside by the parties involved as to information, testimony, or recommendations of the grievance process or hearing. This is an essential component of the grievance procedure and due process. All specific information is kept within the Committee. Proceedings of the Committee are to be kept in a secured file at the College of Nursing for seven (7) years.
- (d) The Student may have a Grievant Support Representative (OSR) attend the Hearing and assist the Student. The role of the GSR is to provide emotional support and neutrality for the Student during the hearing process. This representative may be a faculty member, a student, or an academic advisor. Attorneys and family members are excluded from functioning in this role. In addition, the GSR may not be a testimonial witness to the grievance. The Student may proceed without a GSR, but if the Student wishes to have a GSR present at the Hearing, the name of the GSR shall be submitted in advance to the SOC Chair. GSR is to remain quiet during the Hearing; and may only address the Committee if requested by the Chairperson.

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

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

(G) Appeal Process (for matters not involving conduct covered by Policy 3364-50- 01, -02)

(1) A written request for appeal may be made by the Student to the Dean of the College of Nursing ("Dean") and must be received within five (5) business days following the date of receipt of the written decision of the Associate Dean for Academic Affairs by the Student, or any further right to appeal is waived.

(2) The Dean may review all applicable evidence presented in the Hearing.

(3) After completing such review, the Dean will ask for a meeting with the Student.

(4) The Dean will meet with the Student to consider the appeal only after the Student is provided with at least five (5) business days' notice of the date, time, place of the Hearing, and who will be present.

(5) The Dean will review the information and may choose to uphold, reverse, or return findings and decisions to the SGC Hearing Committee or the Associate Dean for Academic Affairs for reconsideration of some or all of their findings or decisions.

The Dean will provide the decision to the Student within ten (10) business days of the filing of the appeal, unless circumstances warrant additional time, with sufficient notice provided to the Student.

(H) Pendency of Action

Generally, implementation of dismissal of a Student from the College of Nursing will be deferred until all the due process hearing and time for appeals made by the Student have been exhausted. However, the Dean of the College of Nursing, the Associate Dean for Academic Affairs for the College of Nursing, the Title IX Coordinator or Deputy Title IX Coordinator may in his or her discretion impose interim suspensions and/or restrictions on the Student if the alleged conduct in any way concerns patient or public safety (including faculty and other students), or to protect the complainant or other members of the University.

<p><i>Approved by:</i></p> <p><i>Andrew T. Hsu, PhD</i> <i>Provost and Executive Vice President for Academic Affairs</i></p> <p><i>Review/Revision Completed by:</i></p> <p><i>Senior Leadership Team</i> <i>College of Nursing</i> <i>College of Nursing Faculty Assembly</i> <i>Office of Legal Affairs</i></p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none"> • Previous 3364-82-06 Effective date: May 5, 2014 <p>Initial effective date: November 9, 2007 Review/Revision Date: May 5, 2014; February 1, 2017 Next review date: February 1, 2020</p>
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Note: The printed copy of this policy may not be the most current version; therefore, please refer to the policy website <http://www.utoledo.edu/policies> for the most current copy.

**SECTION 5 - STUDENT PARTICIPATION ON
GOVERNANCE COMMITTEES**

STUDENT PARTICIPATION ON COMMITTEES

The College of Nursing (CON) invites students to participate in any of the listed College of Nursing Council Governing Committees. Service is voluntary and solicited during the fall semester of each academic year. The CON Faculty Affairs Committee has responsibility for filling committee positions. Students are not expected to miss class or clinical to participate.

CURRICULUM COMMITTEE

Purpose of the Curriculum Committee

The purpose of the Curriculum Committee is to ensure integrity and relevancy of curricula in the College of Nursing to meet accrediting bodies' requirements and stakeholder's needs.

Student Membership

- One Baccalaureate Program Student Representative
- One MSN Program Student Representative
- One DNP Program Student Representative

Meeting Schedule for Curriculum Committee

Committee meetings are pre-scheduled monthly during the fall and spring semesters and are placed on the CON Master calendar.

DIVERSITY COMMITTEE

Purpose of the Diversity Committee

The College of Nursing embraces differences in ideas, and acknowledges the value of learning, working, and social experiences that promote acceptance of human diversity related to age, color, ethnicity, gender, religion, disability, socio-economic status, sexual orientation, gender identity, race, and national origin. Within this framework, a diversity of engagements will foster faculty, staff, and student respect for each other. The College of Nursing is committed to creating a learning environment where students provide healthcare for diverse populations in a spectrum of settings. The purpose of the Diversity Committee is to foster and promote these ideals.

Student Membership

- One Baccalaureate Program Student Representative
- One MSN Program Student Representative
- One DNP Program Student Representative

Meeting Schedule for the Diversity Committee

Committee meetings are pre-scheduled monthly during the fall and spring semesters and are placed on the CON Master calendar. The committee will meet a minimum of four times per semester. If there is a need for a special meeting, members must be notified at least three days in advance.

PROGRAM ASSESSMENT COMMITTEE (PAC)

Purpose of the Program Assessment Committee

The Program Assessment Committee (PAC) leads in the continued development of learning assessment at the College of Nursing through the ongoing evaluation of data that measures student learning in order to inform continuous improvement decisions to committees, faculty, and administrative leadership.

Student Membership

- One Baccalaureate Program Student Representative
- One MSN Program Student Representative
- One DNP Program Student Representative

Meeting Schedule for Program Assessment Committee

Committee meetings are pre-scheduled monthly during the fall and spring semesters and are placed on the CON Master calendar.

STUDENT ADMISSION, RETENTION, AND PROGRESSION (SARP) COMMITTEE

Purpose of the SARP Committee

The SARP Committee recommends to the College of Nursing Council criteria for admission, re-admission, retention, and/or progression of students to the College of Nursing in conformance with the guidelines of the College and affiliating universities. The committee will review and recommend changes to the College of Nursing Council relevant to all SARP policies. The committee will collaborate with the CON Program Assessment Committee, Curriculum Committee (s), and other CON committees as needed. The Chair (or designee) will be the representative to the CON Cabinet.

Student Membership

- Two Baccalaureate Program Student Representatives (suggested one entry baccalaureate and one RN-BSN completion).
- One MSN Student Representative
- One DNP Student Representative

Student members may serve and vote on issues/functions that do not involve confidential student matters.

Meeting Schedule for SARP Committee

Committee meetings are pre-scheduled monthly during the fall and spring semesters and are placed on the CON Master calendar. If necessary, a special meeting can be called to address urgent business. Every effort will be made to notify the membership 5 days in advance of the special meeting.

STUDENT GRIEVANCE COMMITTEE

Purpose of the Student Grievance Committee

Students are entitled to due process throughout the academic program and procedures used to ensure fairness. In the case of disciplinary action, students should expect to be apprised of charges against them, to have an opportunity to refute the charges, and to have means available to review decisions. The purpose of the Student Grievance Committee is to provide students with due process.

Student Membership

- Two (2) undergraduate students to represent the BSN program
- Two Graduate Program Students to represent the MSN and DNP programs. Students will be excused from the grievance proceedings if there is a perceived conflict of interest.

Meeting Schedule for Student Grievance Committee

Committee meetings are scheduled on a bi-monthly basis and placed on the CON Master calendar. Grievance hearings are scheduled per Student Grievance Policy and Procedure.

STUDENT NURSES ASSOCIATION BYLAWS
University of Toledo / Bowling Green State University

DATE ORGANIZED: October 1980

DATE REVISED: February 2017

I. NAME

This organization shall be known as the University of Toledo/Bowling Green State University Student Nurses' Association (SNA) of the College of Nursing (CON).

II. PURPOSE

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

III. DUES

A. Amount:

- There are no dues to be an active member of the school chapter.
- The Annual NSNA/State dues for both new and renewing members will be the pre-determined amount according to the NSNA website.
 - The current one-year membership cost is \$40, while a two-year membership is \$80. To sign up for NSNA membership, please go to: <https://nsnamembership.org>
- The school association Board of Directors shall have the authority to change membership dues.
- Students who receive chapter funds for state or national events, or are Board members, must be active NSNA members to be eligible.
- Collection procedures:
 - National and state dues shall be payable directly to NSNA, or the local chapter can collect all forms and money to send all at once. This may make the local and state chapter more likely to win awards for the number of members recruited. NSNA shall after receiving our payment, remit each state constituent the dues received on behalf of the constituent. NSNA shall not collect nor remit school chapter dues.

B. Failure to Pay Dues:

- Any member who fails to pay current NSNA/State dues shall forfeit all privileges of NSNA/State membership, but may still have all privileges of the local chapter's membership.

IV. MEMBERSHIP

A. Rights and Duties:

- Membership is open to all students enrolled in the College of Nursing BSN and CNL program.
- Members have the right to determine their level of involvement.
- Members can join or leave active membership at any time.
- Members have the duty to keep in touch with their committee chair and complete their assigned tasks on time and fulfill their commitments to participate in various SNA sponsored events.

B. Resignations:

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

C. Fulfillment of Duties

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

V. DUTIES OF OFFICERS

A. The President shall:

- Be chief executive officer of the Student Nurses' Association, presiding at all meetings of the Student Nurses' Association and/or the Board of Directors of the Student Nurses' Association.
- Be spokesperson for the Student Nurses' Association.
 - Give regular reports about the status of the Student Nurses' Association and related activities to students.
- Be responsible for faithfully executing the Constitution and Bylaws of the Student Nurses' Association.
- Ensure that any agreements between the Student Nurses' Association and the UT/BGSU CON are faithfully upheld.
- Keep suitable records of business completed or pending.
- Be responsible for an annual review and needed revisions of the bylaws (in cooperation with the Vice President).
- Meet with the faculty advisors at least once a month.
- Schedule executive, general, and special meetings at his/her discretion.
- Appointment of special committees with the approval of the Board of Directors.
- Serve as ex-officio member of all committees.
- Be responsible (along with the Secretary and Treasurer) for proper record keeping of the organization.
- Be responsible for turning in the annual report to the Office of Student Life at the end of each academic semester.
- Ensures that meetings run smoothly and in a business manner, by following *Robert's Rules of Order*.
- Promote membership and involvement to students at the local, state, and national levels.
- Shall work with the Treasurer to maintain the budget at the end of the semester.
- Successfully complete the mandatory test on student organizations on campus through Orgsync.

B. The Vice President shall:

- Assume the duties of the president in the absence of the president.
- Be responsible for the review and recommendations for changes in the bylaws annually (in cooperation with the president).
- Coordinate and direct local, state, and national representatives.
- Aid the president in carrying out the duties of the Board of Directors.
- Schedule meeting for next Board of Directors for "handoff" of responsibilities to new, incoming Board of Directors for the next semester.
- Be responsible for completion of Student Life forms related to chapter events and maintaining compliance with the rules set by the Office of Student Life.

C. The Social Chairperson shall:

- Coordinate and direct all communication for all social activities by supervising a committee and by encouraging participation of all members.
- Be responsible for organizing at least one social activity for the SNA per month.
- Direct public relations.
- Be the chairperson of the social committee.
- Work with the Office of Student Life and other UT/BGSU organizations for mutual social events.

D. The Community Service Chairperson shall:

- Advocate for and coordinate programs to promote health awareness in the community such as health fairs, screening programs, immunization events, bloodmobile drives, and passing along information from health publications.
- Coordinate community service activities and encourage membership participation.
- Be the chairperson of the community service committee.
- Work with the Office of Student Life and other UT organizations for mutual community events

E. The Secretary shall:

- Record the minutes of the meetings of the Board of Directors and the general meetings of the Student Nurses' Association.
- Distribute minutes and agendas of the meetings to the Student Nurses' Association Board of Directors, the Student Nurses' Association file, the Student Affairs Committee, the Office of Student Life, and post extra copies on the SNA bulletin board.
- Be responsible for scheduling meeting rooms for general meetings.
- Maintain files of all minutes.
- Prepare and send official letters or other correspondence as directed.
- Maintain files of all correspondence.
- Distribute to President and advisors copies of all official letters of correspondence.

F. The Treasurer shall:

- Be responsible for keeping accurate records of all expenditures and financial transactions of the Student Nurses' Association.
- Submit monthly financial reports to the Board of Directors of the Student Nurses' Association, the Office of Student Life, and the SNA advisors
- Submit an annual financial report to the out-going and in-coming Board of Directors, the Office of Student Life, and the SNA Advisors.
- Sign checks for monetary disbursement as indicated.
- Submit all bills, receipts, and forms to the Office of Student Life for reimbursement.
- Shall be responsible for working with President to make end of the semester budget.
- Successfully complete the mandatory test on student organizations on campus through *Orgsync*.

G. The Fundraising Chairperson shall:

- Submit a request for all fundraisers to the Office of Student Life and make sure that Student Affairs is aware of the dates and times of these fundraisers.
- Be the chairperson of the Fundraising Committee.
- Coordinate, execute, and promote fundraisers with the fundraising committee.

H. The Breakthrough to Nursing Chairperson shall:

- Be responsible to promote nursing to the general student body focusing on minority students.
- Shall head committees to attend local high schools and display a program that both encourages and promotes students into the nursing field.
- Shall work closely with the Admissions Office to advance programs into local high schools and universities.
- Be responsible for all programs to which nursing promotion is the main goal.
- Work with all other Board members to introduce Breakthrough to Nursing into routine activities within the organization.
- Promote a positive and accurate image of nursing.

I. The Convention Planner shall:

- Present information about upcoming conferences and conventions to the general student body with specific details about costs, schedule of events, location, and dates it will be held.
- Post an RSVP list for interested members to sign up. This list must be posted well in advance so that reservations can be made. Posting the RSVP in advance also gives the Treasurer time to make a budget for the specific event, and add more fundraising to cover the trip costs if necessary.
- Organize carpools, shuttles, or flights with the majority of students attending as possible.
- Contact the appropriate professors to check on quiz/exam/classroom make-ups.
- Hold a convention meeting for all interested members where a delegate and alternate will be elected.
- Assist students with completion of Student Life Forms.

J. The Historian shall:

- Keep track of all SNA sponsored events and get pictures and other items to put in a scrapbook for the organization.
- In charge of designing poster boards, signing up for a spot, finding volunteers, and overall organizing a table for all organization fairs to include BGSU and UT campuses.
- Update the SNA bulletin board regularly, and make any minor changes as needed.
- Communicate chapter information through newsletter, webpage, and other forms of media.
- Include articles on upcoming events, give officers contact information, a calendar for the month, etc.

K. BGSU Representatives shall:

- Attend all Board meetings.
- Update the student body on upcoming events through class announcements, help pass out materials, and serve as a communication link to the entire student body.
- Give input at Board meetings.
- Keep the Board current on events at BGSU's campus.
- Act as a resource and communicate with the BGSU pre-nursing organization.

L. UT Representatives shall:

- Attend all Board meetings.
- Update the student body on upcoming events through class announcements, help pass out materials, and serve as a communication link to the entire student body.
- Give input at Board meetings.
- Keep the Board current on events at UT's campus.
- Act as a resource and communicate with the UT pre-nursing organization.

M. The Membership Director shall:

- Serve as a liaison between OhNSA and the University of Toledo's Student Nurses' Association.
- Be responsible for membership promotion.
- Be the liaison to OhNSA for all membership promotion/implementation of OhNSA at the chapter level.
- Compile a membership list, including contact person(s).
- Be responsible for organizing and maintaining the election process at the chapter level.
- Maintain list of current membership of the organization.

N. Faculty Advisor(s) shall:

- Serve as ex-officio member without a vote.
- Act as a liaison between the Board and faculty members.
- Serve as a resource person consulting with the Board of Directors and members.
- Attend meetings of the SNA at the UT-CON.
- The faculty advisor(s) shall be assigned

O. Cohort/CNL Representatives

- Communicate dates/times of SNA meetings and events to their cohort.
- The elected representative is eligible for election to any of the Board of Directors positions. If elected to another Board position, representative must step down and a new representative from the cohort will replace them.
- Representatives are voting members of the Board of Directors.

VI. DELEGATES

A. Purpose and Function shall be:

- To serve as spokesperson for the school chapter at the annual state and national conventions.
- Present to the state and national organizations all proposed resolutions or amendments to bylaws or policies proposed by this association.
- Keep informed as to all current and proposed resolutions at the state and national levels and report information to this association's membership at regularly scheduled membership meetings.
- Make available to members updates, explanations, and copies of current and proposed state and national resolutions.

B. Delegates Qualifications and Appointments shall be:

- Any member in good standing, who is who is active (or would like to become active) in SNA at the UT College of Nursing and is interested in holding the position of delegate.
- If an overwhelming number of people are interested in being a delegate, then a vote will be taken by those attending convention. A majority vote will win.
- Appointment shall be only for the one convention they were specifically elected for.

C. Delegate Representation/School Constituents:

- Student Nurses' Association of the UT College of Nursing, when recognized as an official NSNA constituent, shall be entitled to one voting delegate and alternate at the NSNA House of Delegates, and in addition, shall be entitled to one voting delegate and alternate for every 10 members.
- The Student Nurses Association of the UT College of Nursing delegate(s) and alternate shall be a member(s) in good standing in the chapter and shall be selected and/or elected by members of the school chapter at a proper meeting according to chapter bylaws. The school association may designate an alternate delegate for each delegate by one of the following two mechanisms:
 - Selection and/or election by members of the school chapter according to chapter bylaws; or
 - Written authorization to the State Board of Directors requesting them to appoint a member of the State Board to act as a state-appointed alternate for their school chapter.
 - ❖ School chapters shall approve of the appointment.
 - ❖ The State Board of Directors shall verify that any state appointed alternate is a member of good standing of the NSNA and the state association.
 - ❖ A school chapter must have a selected and/or elected delegate present at the NSNA Convention in order to have a state-appointed alternate seated in the House of Delegates.
 - ❖ All alternates, whether school selected or state-appointed, shall have the same privileges as an elected delegate when seated in the House.
- The school association shall be entitled to delegates according to the number of members of good standing in NSNA. Delegates shall be computed on the basis of the number of members in each constituent as evidenced by the annual dues received by NSNA on a date eight weeks prior to the annual meeting.
- General extra funding paid towards convention may be used as an incentive, but monetary amount must be approved by the SNA advisor and the Board, and may vary each year depending on the current budget.

VII. PROCEDURES FOR ELECTIONS

- The Membership Director shall be responsible for the election process. This includes, but is not limited to, forming an election committee prior to elections with the approval of the Board of Directors (BOD).
- Election of the SNA BOD officers shall take place three (3) times a year for each class matriculating in the Fall, Spring, and Summer.
- Any vacancies after elections may be filled through a volunteer process. If vacancies remain after an election, a student may hold two positions.
- Members must be present to run for any office at the time of elections
- Members must be currently enrolled in the program to run for any office in a given semester

VIII. COMMITTEES

A. Positions Requiring Committees

- Treasurer-Fundraising; Social Chairperson-Social Events; Community Service Chairperson-Community Events.
- Any of the other positions can also have a committee formed at their request.
 - Example: Resolutions committee

B. Responsibilities of Committee Chairs

- All Chairpersons shall also be responsible to Board of Directors for reporting committee activities on a regular basis and shall, upon direction of the Board of Directors, report the same to the general membership.

C. Committee Members Requirements

- Committee members shall be appointed by the committee chairperson or selected by the Board of Directors from a group of volunteers.
- Committee members must attend scheduled meetings and keep in contact with their respective chairperson.

IX. ORDER OF BUSINESS

Board of Directors meetings and general SNA meetings shall follow this agenda outline:

- Call to Order
- Roll Call
- Reading and Approval of Minutes
- Officer Reports
- Old Business
- New Business
- Open Forum/Announcements
- Adjournment

X. VOTING PROCEDURES

- Every Board member with the exception of president and the faculty advisor get one vote on every issue discussed at a Board of Directors meeting.
- A motion is made and then seconded for a vote on an issue.
- Each voting member is asked to say 'Yay' or 'Nay' when a vote is called, and then objections or abstentions are called next.
- A Majority vote of active members present is needed to officially pass a motion.

XI. MEETINGS

Section 1. Board of Directors Meetings

- A. Meeting dates shall be set by a plurality vote of members present at each previous meeting, or if the Board is in agreement. Dates for meetings may be planned for one semester at a time.
- B. Meeting location and time will be voted on and approved by a plurality vote of all members present and voting at each previous meeting, or if the Board is in agreement, locations and times for meeting may be set for one semester at a time.
- C. The President shall have the authority to convene a special meeting as such time as is deemed necessary and shall notify the general membership of such a meeting, location, and time.
- D. The Board of Directors meetings shall be open for all members to attend. This provides a learning opportunity for members seeking office.
- E. The purpose of the Board of Directors meetings is to organize ahead of time the meeting for the general members.

Section 2. General Meetings

- A. The general meeting dates, times, and locations must be made so that the highest attendance of students is achieved.
- B. The President is in charge of setting up these meetings.

XII. REFERENDUM AND RECALL

Section 1. Absences

- A. Members of the Board of Directors who have missed more than two regularly scheduled meetings of any current term year without prior notification to the Board of Directors and who offer no valid reason for such absences may be removed from office by a plurality vote of the current membership present at the next scheduled meeting. The officer in question will be notified in advance of the meeting.
- B. An officer may also be removed from office by a plurality vote of members of the Board of Directors present at a meeting called for that purpose if that officer is deemed negligent in the functions of that office as stated in these bylaws.
- C. Any member who is absent for more than the required amount of meetings and still wishes to run for office may ask to have a call to vote by the Board to be eligible for office.
- D. Prior notification of two weeks shall be given to the individual in question and a special Board of Directors meeting shall be held to review the circumstances.

XIII. AMENDMENTS AND RATIFICATION

Amendments to the bylaws may be made with a majority vote of those present and voting at a Board of Directors meeting provided that notice of proposed amendments had been sent to all members at least one week prior to the meeting, via written document or email. Every voting member has a responsibility to review the proposed changes and purpose friendly amendments before a vote is taken to the next scheduled meeting. These are the requirements for adopting this constitution.

SECTION 6 - ACADEMIC ADVISEMENT

Academic Advisor

Appointments may be made by calling the secretary in the office of Student Services, 419.383.5810.

Guidelines for Developing Formal Plan of Study

Prior to matriculation, students must meet with their advisor for the purpose of developing a plan of study (POS). It is the student's responsibility to meet all requirements for the degree and major. Students are expected to consult with the advisor regarding changes to the POS. Changes to the plan of study may affect availability of courses, delivery method of courses, financial aid, and length of degree program.

Please note that students matriculate into a specific major in the MSN and DNP programs, and are allowed to take the courses within their major. If they want to take other courses outside of their approved major they need permission of course faculty, program directors and advisor. Permission is not guaranteed. NURS courses are not available to non-degree seeking guest students.

Variable Credit Hour Courses

When registering for a variable credit hour course, the credit hours for the course must match what is recorded on the student's plan of study. Click on the credit hour value and enter the desired credit hours.

Minimum Continuous Enrollment

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

Enrollment Status

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

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

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

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

MSN Capstone

Students must complete a Thesis, Field Experience, or Comprehensive Exam as the capstone experience for the MSN degree. Selection of the capstone experience will be made in consultation with the faculty and the Graduate Advisor. Students are responsible for completion of appropriate forms in a timely manner. Field Experiences may be available, and are subject to faculty-specified prerequisites in addition to those listed in the Bulletin and Handbook of the Graduate Student.



THE UNIVERSITY OF TOLEDO COLLEGE OF NURSING
GRADUATE NURSING PROGRAMS GUIDELINES FOR INDEPENDENT STUDY NURS6890

Independent Study, an academic course completed outside of the required classroom, clinical or college laboratory experience provides the learner with an opportunity to pursue an area of interest in depth.

Independent study courses may not be used to substitute for required courses. The independent study course is supervised by a faculty member, and approved by the program Department Chair.

Process: The Contract Form must be completed by the student and approved by the faculty member and the program Department Chair prior to the semester in which the Independent Study is to be conducted.

1. The student will present the plan or idea for Independent Study to a faculty member who agrees to supervise the study.
2. The student and faculty complete The University of Toledo College of Nursing contract form including:
 - A. Course purpose.
 - B. Course objectives developed by the student with faculty guidance and approval.
 - C. Course conduct and implementation.
 - 1) how the objectives will be accomplished:
(annotated bibliography, clinical experience, directed reading, etc.)
 - 2) if a clinical experience, when and where the learning will occur.
 - 3) means and frequency of communication between student and faculty.
 - D. Evaluation methods specifically stated with assigned percentages for each. Examples: Successful completion of written project, oral or written examinations, conference presentation, nursing systems papers, clinical performance.
 - E. Grading (may be a letter grade or S/U) determined by the faculty member.
 - F. A Master Contract must be completed between The University of Toledo College Of Nursing and the precepting facility. A preceptor agreement form must be on file.
 - G. Course credits as determined by the student and the faculty member according to the Following criteria: One semester credit hour equals four hours of course study and/or clinical experience per week for fifteen weeks.
3. The faculty member is to notify the graduate advisor of the need to add the course to the semester course schedule.
4. The completed Independent Study Contract Form is placed in the student's permanent file.

MSN INDEPENDENT STUDY Guidelines and Contract Form



**THE UNIVERSITY OF TOLEDO COLLEGE OF NURSING GRADUATE NURSING PROGRAMS
INDEPENDENT STUDY NURS6890 CONTRACT FORM**

Direction: The faculty directing an independent study course completes this form, and the student enrolled in the course, then submits form to the Program Director, Graduate Nursing Programs College of Nursing. If additional space is needed, attach a separate sheet.

Date: _____

Student Name: _____ **Rocket #: R** _____

Address: _____

Telephone: Cell#: _____ **Work#:** _____

Semester/Year during which study will be conducted: _____

Course Title: _____

Course Credits: _____ **(S.H.) Faculty:** _____

Purpose of the Course: _____

Course Objectives: _____

Grading Plan: _____

Print Name of Preceptor (if appropriate)

Agency

Student Signature

Faculty Signature

Approval: _____
Department Chair, Graduate Nursing Programs

SECTION 7 - DNP PROGRAM

Progressing Through the DNP Program

Admission to the Program
Development of Plan of Study
Applicant will meet with the Graduate Advisor to develop a plan of study. BSN to DNP students will meet with the Graduate Advisor to develop a plan of study prior to registration in NURS 7000 DNP Orientation
Program Orientation
All newly accepted BSN to DNP students are expected to complete a mandatory orientation, NURS 7000
Program Progression
Students are expected to complete all courses in sequential order as noted in their plan of study. Any change or deviation from the original plan of study must be discussed with the Graduate Advisor, and the DNP Program Director
Doctoral Project
Prior to taking NURS 7100 Doctoral Project they must have satisfactorily completed NURS 7040 Applied Nursing Research. It is recommended that prior to taking NURS 7100 Doctoral Project students must have satisfactorily completed NURS 7090 Project Seminar and defend their doctoral project. The first semester of NURS 7100 must focus on distillation and selection of project specification and focus. Upon completion of NURS7040 (earlier if possible) the student will contract with a faculty member as a project chair in the student's project area of interest and expertise. A project committee will be formed under the leadership of the committee chairperson while working on the project proposal. Please refer to the guidelines for project development and proposal defense.
Project Committee
The committee chairperson working with the DNP student will determine possible committee membership. The chair will notify the APRN Program Director to request committee members aligned with the project.
Final Practicum
Final practicum hours (minimum of six semester hours) are used to complete doctoral project work. The doctoral project chairperson will facilitate students in selection of experiences and work. Hours can be taken in one semester or as variable credit across several semesters.
Final Doctoral Project Defense & Graduation
All student must refer to the university's guidelines for applying for graduation. Please refer to the guidelines for completion of the final project defense and the <i>Final Defense and Graduation Checklist before graduation.</i>

DNP PROGRAM FINAL DEFENSE AND GRADUATION CHECKLIST

- Complete **Application for Graduation** for the College of Graduate Studies. **Apply online** through the myUT portal. Use the "**Apply to Graduate**" link located in the My Records section of the Toolkit menu.

- Review the **Doctoral Project Final Defense Procedures**

- After the defense, revise document as directed by committee and submit to committee chair for final approval. Revise if needed.

- Submit final version of DNP project to the *Virginia Henderson International Nursing e-Repository* in the **University of Toledo collection**:
(<http://www.nursinglibrary.org/vhl/pages/helpfulguides.html>)

- Once chair approved the revised version, submit pdf file of final copy to DNP program director, chair, and to all committee members and obtain signatures of committee on **Final Approval Form**.

- Complete "**End of Program Survey**"

- Check with Committee Chair on IRB status – must be active until published according to UT policy

- Submit "Final Defense and Graduation Checklist" form to the DNP Program office.

Student Name: _____

Student Signature/Date: _____

Project Committee Chair Signature/Date: _____

8/13/2014, 8/18/2015, 8/16/2016

INDEPENDENT STUDY FOR DNP STUDENTS

NURS7890/Independent Study

Course Description:

NURS7890 is an academic course completed outside of the required classroom, clinical or college laboratory experiences that provide the learner with an opportunity to pursue an area of interest in depth. This course may not be used to substitute for required courses. The course is supervised by a faculty member and approved by the Program Director. A contract must be completed by the student and approved by the faculty member and the Program Director prior to the semester in which the Independent Study is to be conducted. Faculty approval is required before the student can register for this course.

Course Objectives:

1. To build foundational knowledge and/or experience essential to achieving program requirements.

Student Learning Objective: Please provide the list of Student Learning Objectives, which will be determined by the student and the faculty.

Credit Allocation: Offered as variable credit 1-4 semester hours.

Required Text: Per arrangement with Faculty Advisor

Teaching Learning Strategies: Faculty- student contracting Faculty mentorship with student reading textbooks and other materials

Grading Policy: This course is graded with letter grades and an earned grade of B or better is required for passing.

Grading Scale:

A: 90 - 100%

B: 80 - 89.5%

C: 70 - 79.5%

D: 60 - 69.5%

F: <59.5%

Assessment of Learning: Faculty written evaluation of contracted activities.

Class Schedule/Activities: Please provide the list of Activities, which will be decided by the student and the faculty.

By signing below, you are stating you agree to this contract:

Student Signature

Date

Faculty Signature

Date

Program Director Signature

Date

**SECTION 8 - APRN CLINICAL PLACEMENT
REQUIREMENTS**

Grades/Credits For Clinical Courses

Students who are entering the clinical setting must follow these requirements for clinical placements and for experiences within the clinical setting. Lack of knowledge of these requirements does not excuse one from the responsibility for adherence to them.

1. In order to receive credit for theory and clinical, students must successfully complete the theory and clinical requirements during the semester in which they are registered for the course.
2. Grades for theory and clinical will not be assigned until both portions of the course are complete.
3. If either the theory or clinical portions of the course must be repeated for any reason (e.g., receiving a grade of "C" or lower for course), both theory and clinical must be repeated.
4. Students who are repeating the theory and clinical portion of a clinical course will be enrolled on a space available basis.
5. Faculty must have written documentation of all clinical requirements in order for the student to receive a final grade for the course.
6. A student is expected to be able to complete the required clinical hours within the registered semester.

Guidelines for Clinical Preceptors

Definition of Clinical Preceptor: A clinical preceptor is defined as a person employed at the site that can facilitate the student's entry and progress toward meeting their course objectives. The clinical preceptor should be the most qualified person available and may not be doctorally prepared.

Clinical Preceptor agreements are individual contractual arrangements for supervision of students. Arrangements are initiated by the College of Nursing and negotiated with each agency. Clinical experience involves one student and is negotiated with the clinical preceptor.

Role of the Faculty Member:

1. Assist student with identification of learning goals and objectives for the course.
2. Provide student with updated Preceptor Guidelines for distribution to preceptor.
3. Approve planned activities, in conjunction with the clinical preceptor, consistent with the course objectives.
4. Monitor student progress in achieving course objectives and provide feedback, as required, to the student and preceptor.
5. Make self-available to the student and preceptor to determine the efficacy of the clinical experience and assess the student's performance.
6. Evaluate each student's achievement and progress in relation to the clinical objectives, with input from the clinical preceptor.

Role of Clinical Preceptor:

1. Discuss learning needs with student and faculty related to course objectives.
2. Review Preceptor Guidelines and complete the Preceptor Contract.
3. Provide a CV to the APRN Placement Coordinator to be kept on file in the Graduate Program office.
4. Facilitate access to site(s).
5. Provide resources and contacts for student to accomplish planned activities.
6. Provide direction for student consistent with learning objectives.
7. Assist student in professional development, with opportunities to explore the doctoral level nursing role.
8. Provide feedback to faculty regarding student performance and experiences.
9. Complete an evaluation of the student at the end of the term.

Role of the Nursing Student:

1. Clearly identify learning needs, planned activities, and planned outcomes.
2. Distribute written plan to faculty and clinical preceptor for approval by the end of the first week of the term.
3. Provide clinical preceptor with course materials and evaluation forms.
4. Maintain professionalism in all aspects of clinical experience.
5. Seek assistance as needed to complete planned activities and deliver planned outcomes.
6. Communicate on a regular basis with faculty and clinical preceptor.
7. Seek regular feedback regarding clinical progress and completion of objectives.
8. Provide preceptor with all promised outcomes pertaining to the site.
9. Obtain all needed evaluations at the end of the clinical experience and deliver to the course faculty.
10. Provide feedback to preceptor following completion of the clinical experience.

Procedure:

1. **For the Clinical I, Clinical II, and Clinical III**, the APRN Placement Coordinator will select the agency/preceptor for students needs for this clinical experience.
2. **For other courses with clinical components**, students are responsible to select sites and their preceptor that will meet course objectives. The direct supervisor or unit of employment is not acceptable. All sites must have the approval of the faculty in the specific course.
3. The preceptor will be given a copy of this guideline to make an informed decision regarding agreement to the terms of the role.
4. The student and preceptor will complete the preceptoring contract.
5. The student will provide the preceptor and the instructor with their finalized plan for activities during this clinical experience no later than the first week of the term. The plan should address activities for achieving each of the clinical objectives for the course along with specific outcomes to be delivered at the completion of the clinical.
6. On completion of the agreed upon clinical hours, the preceptor is to provide the student with a copy of the completed "Evaluation of the Student" form.
7. The student is to complete a copy of the "Evaluation of the Preceptor" form and submit the form to the course faculty.

Requirements for Placement

1. APRN and MSN-DNP Direct Care applicants must possess a current and unrestricted, unencumbered license to practice as a registered nurse in the state of Ohio. MSN-DNP Direct Care applicants must also hold appropriate APRN credentials for the state where the student plans to conduct clinical experiences. Leadership applicants must hold an active, unrestricted, unencumbered RN license where the student plans to conduct clinical experience. Licensure is monitored throughout enrollment. Should a restriction appear after admission to the program, the student shall not engage in patient contact. The case will be reviewed by the faculty and CON administration to determine whether the student is subject to dismissal from the program.
2. Students who seek a clinical experience outside the state of Ohio must consult with their Program Director regarding state requirements. Clinical placements outside the State of Ohio are subject to state and federal regulations.
3. Health requirements must be up to date. Any student who does not adhere to the health requirements may not attend clinical.

FLOWCHART FOR CLINICAL PLACEMENT PROCESS

1. STUDENT APRN Programs

2. Work with the individuals responsible for APRN placement to locate an appropriate clinical site
(Prior to semester)

3. Site is reviewed for valid contract by individuals responsible for placements

4. Student completes preceptor/mentor form; scan completed form to individuals responsible for placements

5. Confirmation Email will be sent to the student. The student is cleared to begin clinical

6. Student can NOT begin clinical until clearance has been received, and until after the first day of class

AHEC Placement

1. Clinical placements outside of the Toledo area will be done in cooperation with the Area Health Education Center (AHEC) through the individual(s) responsible for APRN clinical placements at the University of Toledo College of Nursing.
2. Students may contact potential preceptors with which they have familiarity but not those with whom they have a professional/personal relationship (No placement with their personal providers or in their immediate work environment, no family preceptors etc.). Students must receive clearance of preceptors in a clinical site in an AHEC county either via an in-person meeting, phone, or email with the individual(s) responsible for APRN placement at the University of Toledo College of Nursing.
3. AHEC counties include:

SAHEC: Wood, Ottawa, Sandusky, Seneca, Erie, Huron
BAHEC: Defiance, Henry, Fulton, Paulding, Williams
AHEC: Putnam, Hancock, Van Wert, Allen, Harding, Mercer, Auglaize, and Logan Counties.
4. A Student will be permitted to register for the appropriate clinical course upon commitment to an AHEC clinical placement.
5. Once a student commits to an AHEC clinical placement, the student is responsible for cooperating with the AHEC Regional Coordinator in clinical placement process.
6. Every student participating in an AHEC clinical placement is still responsible for completing the APRN Preceptor Form with the required signatures and submitting the completed and signed form to the individual(s) responsible for placement at the University of Toledo College of Nursing.

Students participating in the AHEC program are responsible for completing all AHEC requirements and all course requirements.

Clinical Placement Process

1. The clinical placement process is a process with responsibility shared among student, and individual(s) responsible for APRN placement.
2. The faculty strongly recommends that every student complete clinical rotations with an advanced practice nurse (APRN); but a physician may be allowed. Physicians Assistants are not permissible preceptors for APRN students at the University of Toledo College of Nursing.
3. Preceptors and mentors must have been in practice for a minimum of one year prior to precepting or mentoring.

APRN preceptors must hold national certification in their specialty area and must maintain rules and regulations by the respective Board of Nursing as an APRN.
4. Students shall NOT select a direct supervisor, spouse/first degree relative, personal care provider, or employer as a preceptor for a clinical experience. Should any student fail to disclose such a relationship with a preceptor, a grade of "C" or "U" will be assigned immediately for the course. A "C" or "U" denotes failure of the course per progression policy.
5. Individual(s) responsible for APRN placement retain(s) the right for final clinical site placement/preceptor selection.
6. Students will be placed at various clinical sites that are predominately located in Northwest Ohio and selected areas in Michigan. Students, who desire clinical placement in some locations in Northwest Ohio, as well as areas outside of the previously mentioned geographic locations will be required to identify potential clinical placements and discuss these placements with APRN faculty to determine the appropriateness of the site for the course objectives.

APRN Clinical Placement Signature Form

Planning and Documenting Clinical Experiences

1. Students shall engage in clinical experiences only during semesters in which they are enrolled in a clinical course. . Students must complete the required clinical hours within the dates of the registered course or the course is considered incomplete and a grade of "I" will be assigned.
2. Students are encouraged to schedule for full clinical days to maximize their learning opportunity. Students must be at the clinical facility a minimum of four hours, or for the entire time the clinic is open if it is open less than 4 hours, in order to receive credit for the clinical experience. Clinical days are determined based on the preceptor's schedule and availability.
3. Students are required to keep their clinical faculty informed of their clinical schedule so that the clinical faculty are always aware of days and times students are in the clinical facility. If the schedule changes for any reason, the clinical faculty must be informed in advance of schedule changes. Should students fail to notify the faculty of their schedule, any hours completed during unscheduled time will not be accrued toward the total hours required for the clinical course.
4. Students must notify their clinical faculty and the preceptor prior to the clinical experience if they will not be present in the clinical setting at a previously scheduled time.
5. Clinical hours are required to be documented in Typhon per clinical course requirements and shall accurately reflect clinical time spent at clinical site. There is a cost, payable by the student, that is incurred for using Typhon.
6. Clinical site visits will be made by the faculty member or clinical associate for each student. Documentation of the visit will be required. During the visit, the student may be asked to demonstrate history and physical examination skills, assessment of diagnosis and determination of differential findings, laboratory or diagnostic tests that need to be obtained, treatment plans and educational/preventive teaching including plans for follow- up of findings. The student will also be expected to demonstrate documentation of the patient encounter, billing and coding of the visit, "staffing/reporting" to the preceptor, and therapeutic interpersonal skills with clients.

Please sign and date the following to submit to APRN Faculty prior to beginning clinical:

Advanced Practice Clinical Placement Form

I have read and understood the requirements for the Advanced Practice Nursing Clinical Placements.

SIGNATURE _____

PLEASE PRINT NAME _____

DATE _____

If you have questions please contact APRN faculty.

Description of Practice Hours

The goals of practice experiences at the doctoral level include preparation of practitioners and administrators with advanced leadership skills who can facilitate translation of the evidence base into practice within a minimum amount of time and with a maximal positive impact on the health outcomes of the populations served.

Each course that has designated practice hours will have a doctorally prepared faculty member assigned. The faculty member will specify what practice behaviors/activities constitute a passing level in meeting the course objectives. A clinical preceptor, defined as a person employed at the site that can facilitate the student's entry and progress toward meeting their objectives, is necessary to facilitate the student's activities at the practice site. The clinical preceptor should be the most qualified person available and may not be doctorally prepared.

An intensive culminating practicum, to provide a focused opportunity to synthesize new doctoral skills into the student's clinical practice, is integrated within the program. As with all practice hours (see above), the student will work with a course faculty member and a clinical preceptor to seek opportunities to practice and demonstrate proficiency with the new skills. The capstone practicum may or may not contribute directly to the student's project. The number of credit hours allocated per semester will be decided by the course faculty and/or capstone advisor. Taking practicum hours requires contracting with a faculty member to act as course faculty, a clinical preceptor, and approval from the student's academic advisor/project chair if the practicum is designed around the project.

Students must be identified as a UT student when conducting clinical/practicum activities. Students are to wear their College of Nursing name tag clearly displayed. This enables the student to be identified as such and may help clarify the student's role in instances where the student is performing clinical/practicum hours within their own agency.

SECTION 9 - FINANCIAL SUPPORT

Graduate Student Scholarships

Funds may be available for Graduate Student Scholarships. To be eligible students must be admitted as regular status and in good academic standing. Scholarships based on financial need must have a FAFSA on file. Private scholarships are based on donor criteria. Students apply through the Office of Student Services. Students wishing to use their scholarship for summer enrollment must complete a summer aid application. If a student is filing a FAFSA, it must be completed and accepted before the summer aid application can be processed. In addition, if a student is selected for verification, the verification must be complete before the summer aid application can be processed. Scholarships cannot exceed the estimated cost of attendance.

Travel Support

Graduate students are eligible to apply, prior to traveling, for financial support during their time as a graduate student to present scholarly work. All graduate students enrolled at the University of Toledo are automatically members of the Graduate Student Association and thus are eligible for travel funding.

Students are eligible for travel funding up to a specific amount per academic year. See information on the Graduate Student Association web link:

http://www.utoledo.edu/graduate/webforms/gsa_travel_reimbursement.html

NURSE FACULTY LOAN PROGRAM

The NFLP provides funding to schools of nursing to support the establishment and operation of a distinct, interest-bearing NFLP loan fund. Participating schools of nursing make loans from the fund to assist registered nurses in completing their graduate education to become qualified nurse faculty. The program offers partial loan forgiveness for borrowers that graduate and serve as full-time nursing faculty for the prescribed period of time.

Participating schools make NFLP loans from the loan fund to eligible graduate (master's and doctoral) nursing students to complete their nursing education programs. Students may receive NFLP loans up to \$35,500 per academic year for a maximum of five years to support the cost of tuition, fees, books, laboratory expenses and other reasonable education expenses. Loan cannot exceed the estimated cost of attendance. NFLP funds cannot be used for living expenses. Following graduation from the nursing program, the nursing school will cancel up to 85 percent of the loan principal and interest in exchange for the loan recipient's service as a full-time nursing faculty at a school of nursing, with a certain percentage cancelled each year for up to four years.

The loan cancellation over the four-year period is as follows: 20 percent of the principal and interest may be canceled upon completion of each of the first, second, and third years of full time employment, which, after the three year period, totals 60 percent, followed by the cancellation of 25 percent of the principal and interest upon completion of the fourth year of full-time employment as a faculty member in an accredited school of nursing. Repayment on the remaining 15 percent of the loan balance is postponed during the cancellation period. NFLP loans are repayable and/or cancelled over a ten-year repayment period that begins 9 months after the individual ceases to pursue a course of study at a school of nursing. NFLP loans accrue interest at a rate of three percent per annum for loan recipients who establish employment as nurse faculty.

Above terms subject to change per HRSA discretion.

STUDENT ELIGIBILITY

Schools must ensure that students meet the eligibility criteria to receive NFLP loans. Schools must verify the accuracy of the student applicant's information to determine eligibility.

1) Citizenship Status:

A student applicant must be a citizen or national of the United States, or a lawful permanent resident of the 50 States, the Commonwealth of Puerto Rico, the District of Columbia, the Commonwealth of the Northern Mariana Islands, Guam, American Samoa, the Virgin Islands, or the Trust Territory of the Pacific Islands. A student who is in the United States on a student or visitor's visa is **not** eligible for a NFLP loan.

2) Enrollment Status:

Students who receive a NFLP loan must be enrolled full-time or part-time in an eligible master's or doctoral program that offers an education component(s) to prepare qualified nurse faculty.

NOTE: The post-nursing master's certificate program is ineligible for NFLP funding. The NFLP legislation established that loans may be made to students pursuing a course of study in an advanced degree program. A 'certificate' program does not meet the requirements as a degree program.

The school will define the minimum for “full-time” or “part-time” status for the program as recorded by the Registrar’s office.

Full Time = 9 credit hours
Fall and Spring

Part Time = 5 credit hours
Fall and Spring

Full Time = 9 credit hours
Summer

Part Time = 4 credit hours
Summer

The NFLP loan recipient must complete the education component(s) required to prepare qualified nurse faculty prior to complete the program of study:

- NURS 6710-Developing Instructional Programs in Nursing,
- NURS 6720-Teaching, Learning and Evaluation in Nursing, and
- NURS 6730-Practicum and Seminar in Teaching.

Students must maintain enrollment for a minimum of two consecutive terms/semesters (either full-time or part-time) during an academic year while receiving the NFLP loan support.

1. **Enrollment Beyond 2 Semesters/Terms** – NFLP loan recipients may receive NFLP support for enrollment beyond 2 terms/semesters during the academic year.
2. **Enrollment/Support During Dissertation** – Students must have prior participation in the NFLP to receive support during the dissertation phase and must complete the specified education component(s) before graduation from the program of study.
3. **Enrollment During Last Year of Program** – NFLP loan recipients enrolled in the last year of the program are not required to enroll for 2 terms if the program requirements are met during one term/semester (i.e., the NFLP recipient may receive support in the Fall for one semester) to complete the degree.
4. **Enrollment Beyond Five Years of NFLP Support** – NFLP loan recipients enrolled beyond five years to complete and graduate from a master’s or doctoral nursing degree program are eligible for extended NFLP enrollment status. Loan recipients who enter at the Diploma/Associate, Baccalaureate, or Master’s program level must remain enrolled for each academic year period without a break in enrollment during periods of NFLP support. After graduation from the program, loan recipients are eligible for partial loan cancellation upon full-time employment as nurse faculty at an accredited school of nursing.
5. **Post-Doctoral Program Enrollment** – NFLP loan recipients who graduate and participate in post-doctoral programs are eligible for extended NFLP enrollment status for a maximum period of 18 months following graduation from doctoral degree program. After completion of the post-doctoral program, loan recipients are eligible for loan cancellation upon full-time employment as nurse faculty at an accredited school of nursing.
6. The NFLP **is not need based**
7. Applicants are required to complete the FASFA: <https://fafsa.ed.gov/>

Please complete the following: **ALL FIELDS REQUIRED***

First Name: _____

Middle Name: _____

Last Name: _____

Rocket #: _____

Rocket e-mail: _____ *AND* Personal e-mail: _____

Nursing Program of Study (Please circle one from below)

*MSN Educator

*MSN/DNP

*MSN Adult/Geri NP

*DNP Adult/Geri NP

*MSN FNP

*DNP FNP

*MSN PNP

*DNP PNP

*MSN PMHNP

*DNP PMHNP

Gender: _____

Age: _____

Home Phone: _____ *AND* Cell Phone: _____

Ethnicity/race: _____

Are you employed? If so, include:

Where:

What capacity:

Credentials:

Title:

Signature: _____ Date _____

SECTION 10 - ACADEMIC RESOURCES

UTAD Account and the myUT portal

UTAD is the personal account that allows students to use many of UT'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 UT. The UTAD account also provides access to the myUT portal, a secure personalized Web site 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 UT updates.

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

Blackboard – Learning Ventures

UT Online (previously known as Learning Ventures) website: <http://dl.utoledo.edu>

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

Blackboard Help Desk: 419.530.8835

Call if you can get into the system but cannot log into Blackboard or if you can log into Blackboard but don't see any or all of your current courses.

IT Assistance

Call if your account does not work or you cannot get into webmail (rockets.utoledo.edu), MyUT (my.utoledo.edu), or Blackboard (blackboard.ut.dl.edu).

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

Computer Lab Locations

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

Print Quota

Students have print limits of 1200 copies per term for each campus. Quotas are reset each semester and do not carry over. Printers are located on the Health Science Campus - Collier and Mulford Library (1200) and main campus in Carlson Library (1200).

SECTION 11 - THESIS

Student Researcher

Students will consult with their major faculty advisor to obtain approval and plan the process for any and all grant applications for research conducted as a graduate student in the program. Current information about the UT requirements for external funding application can be found at <http://www.utoledo.edu/research/>

Thesis Committee

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

Chair of Committee

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

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

Committee Members

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

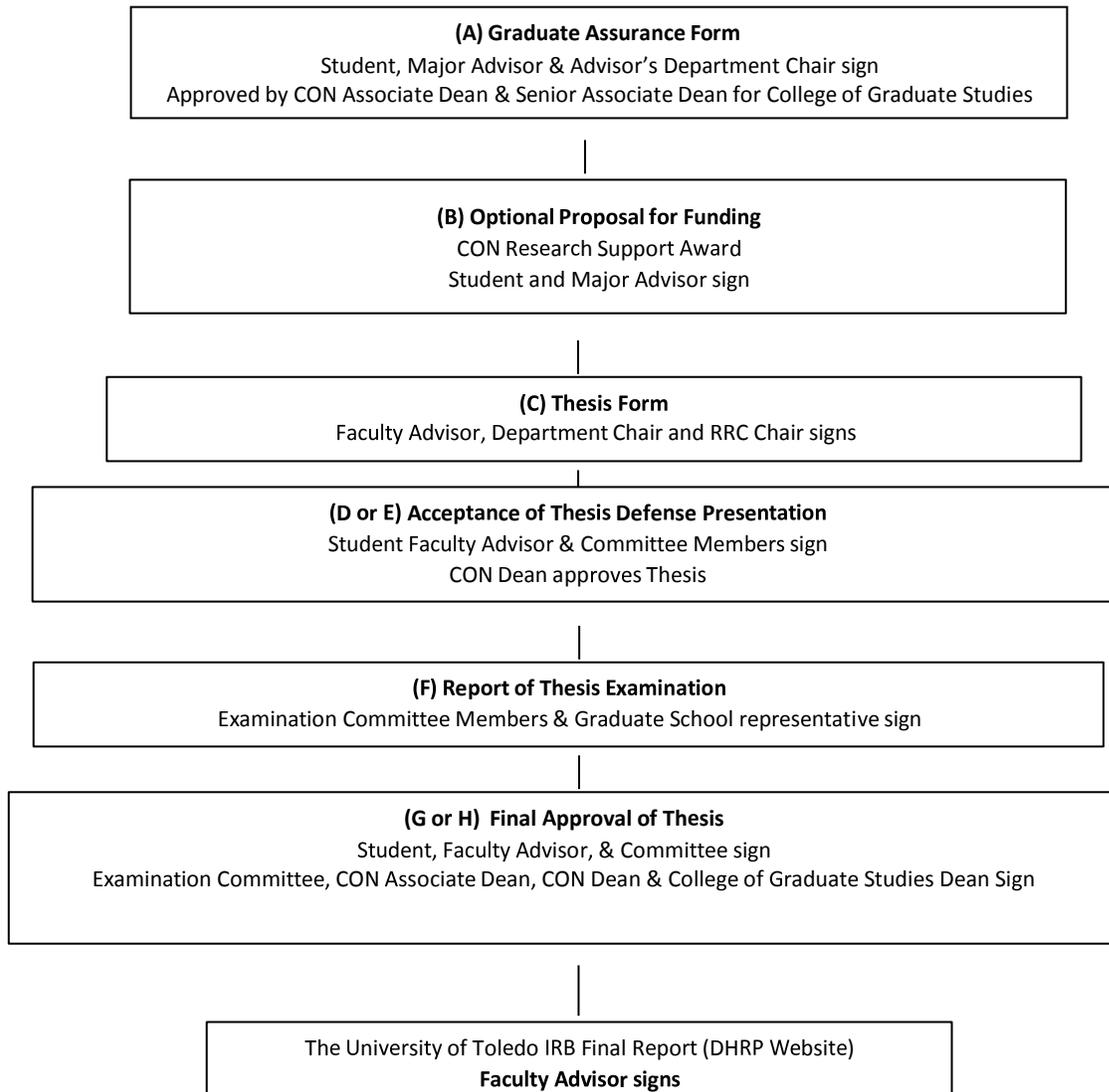
Student Responsibilities

1. Students are ultimately responsible for their own thesis.
2. Assume responsibility for following thesis guidelines, meeting deadlines, making appointments, editing the manuscript, and the timely progress of the study.
3. Register for appropriate number of thesis credits each semester.
4. Develop objectives for research each semester. Faculty will use the objectives to determine grade (S/U). An unsatisfactory grade will be earned if no progress is made.
5. Selection of the thesis chair and committee with assistance of chair/major advisor.
6. Seek approval of major advisor/chair prior to distribution of drafts to other committee members.
7. Seek statistical consultation as appropriate before final approval of proposal if thesis uses a quantitative methodology.
8. Seek writing/editing consultation as needed.
9. Complete work in a timely manner.
10. Provide committee members with typed copies of manuscript at least two weeks before feedback is expected.
11. Provide the Graduate School Representative with a copy of the thesis at least four weeks prior to the defense. Acceptance of Thesis form, date, time and place must accompany the final draft.
12. Complete College of Nursing and University of Toledo College of Graduate Studies forms and obtain signatures as required.
13. Review the ETD website for Health Science Campus and instructions for reloading documents to Ohio LINK and ProQuest.
14. Upload thesis OhioLink by posted deadline before uploading to ProQuest.
15. Upload placeholder (NOT the actual thesis) to ProQuest UMI and any associated fees by the posted deadline.

College of Graduate Studies Representative

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

Thesis Forms Protocol



Thesis Research Overview and Process

Prerequisites NURS5910: Description: Research in nursing to fulfill the research requirement of the Master's Program. The required three credit hours may be repeated and divided across semesters. Only three credit hours are applicable for the degree. The thesis may be defined as part of faculty program of research, scholarly inquiry, or clinical practice.

Guidelines for Process

All Graduate forms mentioned are available from your myUT portal or by entering the following website into your browser: <http://www.utoledo.edu/graduate/currentstudents/academicprogramforms/index.html>

1. Select a Graduate Research Advisor and two additional College of Nursing faculty members for your Academic Advisory Committee. Your Major Advisor can assist you in accessing expert faculty consultants for your committee. Major Advisors must hold full membership on the Graduate Faculty in the University Of Toledo College Of Graduate Studies. (see Faculty Research document on the College of Nursing resource web page: http://hsc.utoledo.edu/nursing/grad_nursing_resources.html)
 - A. If you are doing a quantitative study, you will need access to expert consultation on quantitative methodology for data collection and statistical analysis.
 - B. If you are doing a qualitative study, you will need access to expert consultation on qualitative methodology for data collection and analysis.
2. Discuss the publication agreement with your major advisor and have potential committee members sign the form.
3. Complete the UT GRAD Form and obtain the appropriate signatures. Submit the form to the Graduate Nursing Advisor in the College of Nursing. The Program Chair and Associate Dean for Academic Affairs in the College of Nursing will sign and submit the form to the Dean of the College of Graduate studies for approval and filing in Graduate Studies.
4. After submitting the GRAD form and Nurs5910 is completed, the student is eligible to register for NURS6990, Thesis Research. Three credit hours of thesis are required. Consult with the Graduate Research Advisor to determine the number of credit hours for registration.
5. Use the thesis guidelines for Chapters 1, 2, and 3 included in this handbook to guide the proposal. Also use the current edition of the Format and (Style Guidelines of the Graduate School of the University of Toledo and current edition of the APA Publication Manual.
6. The Major Advisor must approve the proposal prior to submitting the document to committee members for review and comment.
7. Always allow the Major Advisor and committee members two weeks for review and feedback on submitted documents.

8. Plan on revisions all along the way! Students are expected to make numerous significant revisions in the proposal. Plan time for revisions on the finished document as well.
9. When approved by the Major Advisor, schedule a meeting with your Academic Advising Committee to discuss the proposal. Obtain and complete the **CON Approval of Proposal Signature Form**. Once all committee members approve your proposal, you may proceed to secure the Research Review Committee (RRC) and the University IRB approval.
10. Review the following information from the University of Toledo Research and Grants Administration as you prepare for IRB approval:
 - “University Institutional Review Board Procedures and Deadlines”
 - “University Requirements for Research Involving Human Subjects or Related Materials”
11. For research that includes data collection from human subjects, submit the required documents to the University Institutional Review Board (IRB) through the Major Advisor. The Major Advisor is identified as principal investigator on IRB forms. If you will be collecting data from subjects in an agency other than The University of Toledo, you will need to complete IRB approval procedures in that institution before you obtain University of Toledo – IRB approval. Plan adequate time, because delays can be considerable!
12. Once you have secured all required IRB approvals, you may proceed with data collection. This step always takes longer than expected, so anticipate delays as you develop your timeline and schedule.
13. Complete the research procedures of data collection and analysis, and then write a draft of Chapters 4 and 5 using the College of Nursing Guidelines.
14. Submit a draft of the entire thesis to your Major Advisor, allowing two weeks for review and feedback. Revise as necessary. After approval from the Major Advisor, submit a draft to committee members for review and comments.
15. Schedule a meeting with your committee, allowing two weeks for reading.
16. Review information about the defense process, Thesis and Dissertation,
<http://www.utoledo.edu/graduate/currentstudents/index.html>
17. Take the typed form, **Acceptance of Thesis for Defense**, to the committee meeting. If your thesis is approved, the committee members will sign the form, set the date and time for your defense.
18. Take the signed form to the secretary of your Thesis Chair in the College of Nursing. Notify the secretary of the date and time to schedule the defense. Be sure to notify the secretary of equipment needed to present your defense. The secretary will arrange the room for your defense and complete necessary forms.

19. After the thesis is approved, submit a final draft of the document to the UT College of Graduate Studies Health Science Campus office along with the signed form, ***Acceptance of Thesis for Defense***. You must also provide information on the date, time, and place for your defense.
20. Four weeks must be allowed between the submission of the tentative draft of the thesis in the Graduate School Office and the defense. The Assistant to the Senior Associate Dean of the Graduate School requires four weeks to review the document in the University of Toledo Graduate School Office for adherence to the University of Toledo [Format Style and Guidelines](#). **The Assistant to the Dean of the Graduate School will provide two signature forms that are completed at the defense: Final Approval of Thesis and The University of Toledo Report of the Thesis Examination for the Degree of Master of Science in Nursing.** Please refer to the Thesis & Dissertation deadlines posted on the College of Graduate Studies website.

Check dates each semester to be certain!
21. Schedule a defense at a time when all committee members can meet. Plan a two-hour block of time. Presentation should be 35-40 minutes with 15-20 minutes for questions. The second hour is scheduled for time to meet with your committee as needed.
22. Provide the Major Advisor with two copies of the final draft, and one copy to each committee member prior to the defense. The Major Advisor will send one copy to the College of Graduate Studies Graduate Faculty representative appointed to be observer for the defense.
23. Following successful defense of thesis, submit the following items and signed forms to the Assistant to the Dean of the College of Graduate Studies.
 - A. Report of the Thesis Examination for the Degree of Master of Science in Nursing.
 - B. Final Approval of Thesis.
24. The thesis must be submitted to the College of Graduate Studies in electronic format.
25. Review the ETD website <http://libguides.utoledo.edu/content.php?pid=58499&sid=428705> for Health Science Campus and instructions for uploading documents to OhioLink and ProQuest.
26. Upload thesis to [OhioLink](#) by posted deadlines before uploading to ProQuest.
27. Upload placeholder (Not actual thesis) to ProQuest UMI and any associated fees by the posted deadline.

Guidelines for Writing the Thesis

Please follow current APA format for levels of headings in writing the thesis. Signed Final Approval

Form obtained from the Major Advisor

<i>Title Page</i>	Contains following four items <u>only</u> :
Title	15-word maximum. Fully explanatory when stands alone. (Identifies variables of the study and relationship between them.)
Author	Spell out your name
Institution	“The University of Toledo” <u>only</u> (see sample title page)
Date	Year of completion

Dedication, do not justify margins

Acknowledgments

Table of contents

List of figures

CHAPTER I INTRODUCTION

Begin with an unlabeled introductory paragraph (no heading) orienting the reader to chapter content.

Statement of Problem

Introduction to the problem/research is clear and complete.

Concise background information related to the population being studied, the nursing problem, and the variables included in the research purpose/question.

Discussion leads logically to need (rationale) for the data generated in answering the research question (brief statement about gaps in information that the research will fill).

Statement of Purpose

Purpose statement, a precise declarative sentence that adequately and logically orients the reader to the purpose of the investigation.

Identification of Nursing Conceptual/Theoretical Framework

A brief description of the nursing conceptual/theoretical framework and rationale for choosing it as a foundation for this work. May also incorporate theories of other disciplines as appropriate.

Research Question(s)

Research question(s) clearly identified.

Definition of Terms: Each term (variable) used in title/purpose/research question is clearly and concisely defined by:

- (1) conceptual definition: expression of the general conceptual meaning of the terms and variables.
- (2) operational definition: how the term/variable will be seen, observed, or measured.

Hypothesis (if appropriate to the research)

Hypothesis is explicit.

Definitions of variables can be placed here if not included with research question[s].

Significance

Specifies precisely how the results of the research will contribute or are important to nursing, health care and the public. In general, address issues of importance in relation to morbidity, mortality, or costs. Importance to nursing will include contributions to one or more of the following knowledge/theory, research, education, and/or practice.

Literature citations support significance discussion.

Assumptions

Discuss the assumptions of the nursing conceptual/theoretical framework related to the research question(s) for this study.

Limitations

Describe the limitations of the nursing conceptual/theoretical framework related to the research question(s) for this study.

Summary

Concise summary of chapter contents (one paragraph).

CHAPTER II LITERATURE

Begin with an unlabeled introductory paragraph orienting the reader to chapter content.

Nursing Conceptual or Theoretical Framework

Conceptualization is crystal-clear, providing the nursing conceptual basis with which the research contributes information and shows derivation of the research with precise focus. Discussion includes the following:

- a. Introduction outlining the framework and concepts to be discussed;
- b. Conceptual basis discussed concisely for each concept (variable) and for showing the relationship between concepts with a “map” (schematic).
- c. May include a synthesis paragraph as conclusion.

Review of Research

Discussion contains adequate review of existing research relevant to the purpose of the present study. It discusses what is known through research about the variables being studied and their relationships.

The review is selective; so relevant, important studies are reviewed in detail (purpose/question, design, subjects/sampling, methods, materials, results, limitations as appropriate). Less important studies with similar findings related to the projected results are summarized.

The review focuses on current and primary, rather than secondary sources. Citations are appropriate and complete.

Review concludes with brief summary of previous research, its adequacy and gaps that are relevant to the present study.

Summary

Chapter concludes with concise summary of literature.

CHAPTER III METHOD

Begin with an unlabeled introductory paragraph orienting the reader to chapter content.

Design

Design is specified, e.g. specific type of descriptive, comparative, correlational, or experimental design.

Setting and Sample

Setting for study is described.

Description of sample is adequate and appropriate to study:

- a) Target population clearly described;
- b) Sample size adequate;
- c) Inclusion/exclusion criteria are specified and appropriate to the research.

Material

Materials used are described clearly (questionnaire/interview guide/observation guide/physiological instrumentation, etc.). Rationale for choice of material is appropriate to the study. Materials used are described adequately:

- a) purpose,
- b) scoring information,
- c) **validity** and **reliability** statistical information, as appropriate,
- d) source

Data Collection

All procedures are appropriate for generating data to answer the research question(s)/hypothesis (s). The list of steps is precise for all procedures.

Sampling: selection/assignment of subjects. Protection of human rights.

Procedures for experimental and control groups in a quantitative study. Data collection and recording.

Controls to insure internal/external validity. Pilot study, if done.

Assumptions and limitations related to the methods are clarified.

Data Analysis

Steps in data analysis are clearly specified.

Rationale for choice of statistics or qualitative analysis procedures is appropriate Assumptions underlying data analysis procedures are clearlymet.

Summary

Chapter ends with concise summary of contents.

CHAPTER IV RESULTS

Introduction

Begins with an unlabeled introductory paragraph orienting the reader to chapter content.

Sample

Sample for study is described clearly, using appropriate descriptive statistics.

Representativeness of sample to the target population is discussed.

Findings

Quantitative Studies:

Data to answer each research question or to support/reject each hypothesis is stated.

Statistics are appropriate to research question/variables. Just the facts are provided, as discussion of findings is presented in Chapter V.

Tables, graphs, and illustrations follow current APA format.

Qualitative Studies:

Format for qualitative study findings will depend upon the methodology used. Discuss with your major advisor.

Summary

Chapter ends with brief summary of contents.

CHAPTER V DISCUSSION

Introduction

Begins with an unlabeled introductory paragraph orienting the reader to chapter content.

Findings

Each finding (answer to research question(s) or support/rejection of hypothesis) is discussed separately to explain the results you obtained. Findings should be related back to the literature. ("These findings support those of ...", or "in contrast to the literature, these findings...").

Findings are discussed in relation to the conceptual/theoretical framework and whether or not the data support or fail to support the theory. What do the findings mean?

Conclusions

Conclusions are based on the data and clearly stated. Generalizations are warranted by the results.

Limitations

Limitations are specified.

Implications

Implications for nursing theory, practice, education, and administration (as appropriate) are identified, with inferences clearly drawn from the results and the research questions/hypotheses.

Recommendations for Further Research

Recommendations for further research are listed. Each is relevant and appropriate to the controls used in the design.

Summary

Chapter ends with brief summary of contents.

REFERENCES

Current APA style is used correctly. All citations in the manuscript must appear in the reference and all references must be cited in text.

ABSTRACT

Maximum length: 350 words written in past tense. Follow the current APA Publication. Manual format and the University of Toledo Manual for Formatting of Dissertations and Theses.

Developed by Research Task Force, 1997, J. Ehrmin, Chair, J. Anderson, S. Batten, B. Butler, J. Ransom.
Revised March 2002 by Research Inquiry Task Force: J. Ehrmin, Chair, J. Anderson, D. Buchman, J. Evans, L. Pierce, K. Sink. Approved Graduate Faculty. (3/02) Revised September 2013 by L. Pierce and S. Pocotte.
Approved by Graduate Faculty.

TIME FRAME FOR COMPLETION OF THESIS

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

ALWAYS ALLOW TWO WEEKS FOR FACULTY READING AND FEEDBACK

Sample Plan for Completing a Thesis for Spring Graduation

1st SEMESTER: Select Major Advisor and Academic Advisory Committee

Complete and submit:

Graduate Research Advisory Committee Approval & Assurances Form

Identify Project/Thesis topic with Major Advisor

Begin to collect relevant literature

2nd SEMESTER: Develop initial proposal (Chapters 1-3 through NURS5910)

Submit to Major Advisor for feedback

Identify Theoretical Framework Submit

Author Agreement

3rd SEMESTER: Complete proposal

Submit proposal to Major Advisor for approval

Following approval of Chapters 1-3, schedule meeting with Committee

Meet with Committee to review proposal

Make revisions suggested by Committee Submit Proposal Approval Form

With approval of Major Advisor, obtain letters of support if needed

Submit documents to CON Research Review Committee (RRC) for approval
(Allow 3-5 days)

Submit documents to outside agency if needed (Allow 4-6 weeks)

4th SEMESTER:

- Month 1:** Data analysis (thesis) or evaluation (project outcomes). Allow adequate time for data entry. Analyze data.
Write Chapters 4 and 5. Revise Chapters 1, 2, and 3.
- Month 2:** Final draft of thesis or project to Major Advisor.
Meet with Major Advisor. Thesis or project initially approved.
Send copies to Committee for approval.
- Month 3:** Committee meets with you for final approval. Make revisions recommended by Committee.
Obtain signatures on the appropriate acceptance forms; University of Toledo **Acceptance of the Thesis for Defense**. Refer to College of Graduate Studies Master Thesis and Dissertation deadlines.
- Month 4:** Prepare for defense.
Give copies of thesis or project to Advisory Committee members.
Complete additional editing after appointment.
Defense Successful.
Make changes to final copy as directed by Academic Advisory Committee.
Submit signed **Report of Thesis Examination for the Degree of Master of Science in Nursing** to *College of Graduate Studies* Health Science Campus office. Get signatures on **Final Approval Form**.
- Month 5:** Distribute copies.
Submit completed form, **Final Approval of Thesis**, with copies for the Graduate School Office.
Complete **IRB Final Report** form and attach copy of abstract and submit to Major Advisor.

CELEBRATE!

SECTION - 12 DNP PROGRAM DOCTORAL PROJECT

Doctoral Project Guidelines

Introduction

Doctoral projects reflect the student's attainment of the characteristics of the graduate for the Doctor of Nursing Practice degree identified in the AACN (2011) *Essentials of Doctoral Education in Nursing* document and the objectives of the program. As explained in the *Essentials*, Doctoral education, whether practice or research, is distinguished by the completion of a specific project that demonstrates synthesis of the student's work and lays the groundwork for future scholarship. For practice doctorates, requiring a dissertation or other original research is contrary to the intent of the DNP. The DNP primarily involves mastery of an advanced specialty within nursing practice. Therefore, other methods must be used to distinguish the achievement of that mastery. Unlike a dissertation, the work may take a number of forms. One example of the final DNP product might be a practice portfolio that includes the impact or outcomes due to practice and documents the final practice synthesis and scholarship. Examples of final DNP products include: a practice change initiative, a pilot study, a program evaluation, a quality improvement project, an evaluation of a new practice model, a consulting project, or an integrated critical literature review, etc. The use of evidence to improve practice or outcomes is the theme that links all DNP scholarly projects.

The purpose of these guidelines is to assist you in the preparation of a manuscript consistent with high standards of a scholarly doctoral project. Projects may take a wide variety of forms. However, all projects must clearly exemplify critical thinking at the doctoral level. The project will utilize appropriate scholarly methods to apply knowledge to impact health outcomes of patients and populations.

Choosing a Topic

The student will identify potential doctoral projects in NURS 7040 Applied Nursing Research and will complete the work in NURS 7090 Project Seminar. Current issues and challenges in health care present a number of ideas that may serve as the basis for a project. Many resources are available to assist students in determining a topic for their project including other student's projects, faculty interest lists, the University libraries, and numerous university websites that have completed DNP project abstracts listed. Suitable topics of investigation should be discussed with the NURS 7040 faculty during enrollment in Applied Nursing Research. It is extremely helpful to begin a list of potential topics, clinical problems, issues or concerns from the first day of your program. Prior to determining a topic, consider the following:

- interest in a clinical issue/problem/concern;
- organizational data to support the existence of a clinical issue/problem/concern and need for a practice change;
- best evidence available
- feasibility of completing the project (your skills; the time required; resources needed; implementation site, population and instrument/resource availability);
- local, regional or national nursing priorities;
- faculty availability and interest in the topic area; and
- professional goals.

Considerations for Project Topics

In selecting a DNP project, consider the following factors:

1. The project relates to your advanced practice specialty (advanced practice can either be in direct patient care, administrative leadership, educational leadership, or public health).
2. The project is evidence based (i.e., there is a body of evidence to support implementation of a practice change and data to support a clinical issue/problem in a designated population)
3. The project focuses on identified need(s) of a group (system/organization), population or community rather than an individual person.
4. A model or framework to be used in the design of the project.
5. The implementation timeline including evaluation of the project outcomes.
6. Dissemination of project findings and recommendations at professional and public forums.

The *Virginia Henderson International Nursing Library's Online Research Repository* and The Doctors of Nursing Practice online community web site provides a list of completed DNP scholarly projects. The link to access the web sites are: <http://www.nursinglibrary.org/vhl/>, and <http://www.doctorsofnursingpractice.org/dnp-student-projects/>.

Selecting a Doctoral Project Chair

The process of selecting a faculty project chairperson begins with entry into the DNP program. Interacting and networking with graduate faculty are important components of graduate education and provide the basis for selecting a project chair and committee members. The student should contact the potential chair to discuss a selected topic and the faculty's interest and availability. The chair must agree to serve in this role prior to registration for NURS7100 Doctoral Project. The role of the project chair is to:

- provide guidance from the proposal stage through completion of the project's final defense;
- provide overall supervision of the project;
- raise questions and serve as an informed critic; and
- provide specific recommendations for improvement
- be available as faculty of record for all final practicum hours
- be available to meet the student's specified timeline for project completion (i.e., availability includes summer breaks).

The DNP project chair must be a nursing faculty member who has full Graduate Faculty status as identified by the UT College of Graduate Studies. Once a chair is determined, the student and faculty chair discuss options for committee members who are within and outside the UT College of Nursing. The committee members must be acceptable to both the student and the chair. The student must contact the potential committee members and assess their interest in the topic and willingness to serve on the committee and report back to the project chair.

Selecting a Doctoral Project Committee

The full Project Committee will consist of a chair and two other graduate faculty members selected in collaboration with the chair. The committee members must have Special/Associate/or Full Graduate Faculty Status. If a committee member is from the community or an agency where the project is being conducted (a key stakeholder in the doctoral project, or in a profession other than nursing and considered an expert in their field), they must apply for special faculty status to serve on the committee. Students must negotiate with these individuals regarding their availability and willingness to serve on the committee. Information about eligible faculty is available through the UT Office of Graduate Studies.

Procedures for Developing and Conducting the Doctoral Project

A detailed description of the procedure for developing and conducting the Doctoral Project follows:

Preparation

- To enroll in NURS 7100 Doctoral Project these courses must be completed: Scientific Basis of Nursing Practice (NURS 7010) MSN-DNP, or Theoretical Basis for Evidence Based Practice (NURS7011) BSN-DNP, Applied Nursing Research (NURS7040), Project Seminar (NURS 7090), and successful doctoral project proposal defense.
- Submit a *Graduate Research Advisory (GRAD) Committee Approval and Assurance Form* to the College of Graduate Studies before work begins.
- Meet with the project chair and develop a mutual time line for completion of the project.
- Develop the proposal for the project with input and approval from chair, committee members, and agency member if appropriate.
- Arrange statistical consultation if needed.
- Submit draft(s) of proposal to project chair and your committee. Multiple drafts are to be expected.
- Write the doctoral project proposal and defend the proposal.
- Complete project proposal defense form.

Format for the Doctoral Project Proposal

See Appendix A.

Format for the Doctoral Project Final Defense

See Appendix B.

Institutional Review Board

Doctoral projects will need to be submitted to the appropriate UT Institutional Review Board (IRB) (and may require submission to an outside agency's IRB). The student must check with the project chair regarding the appropriate action.

Grading of the Doctoral Project

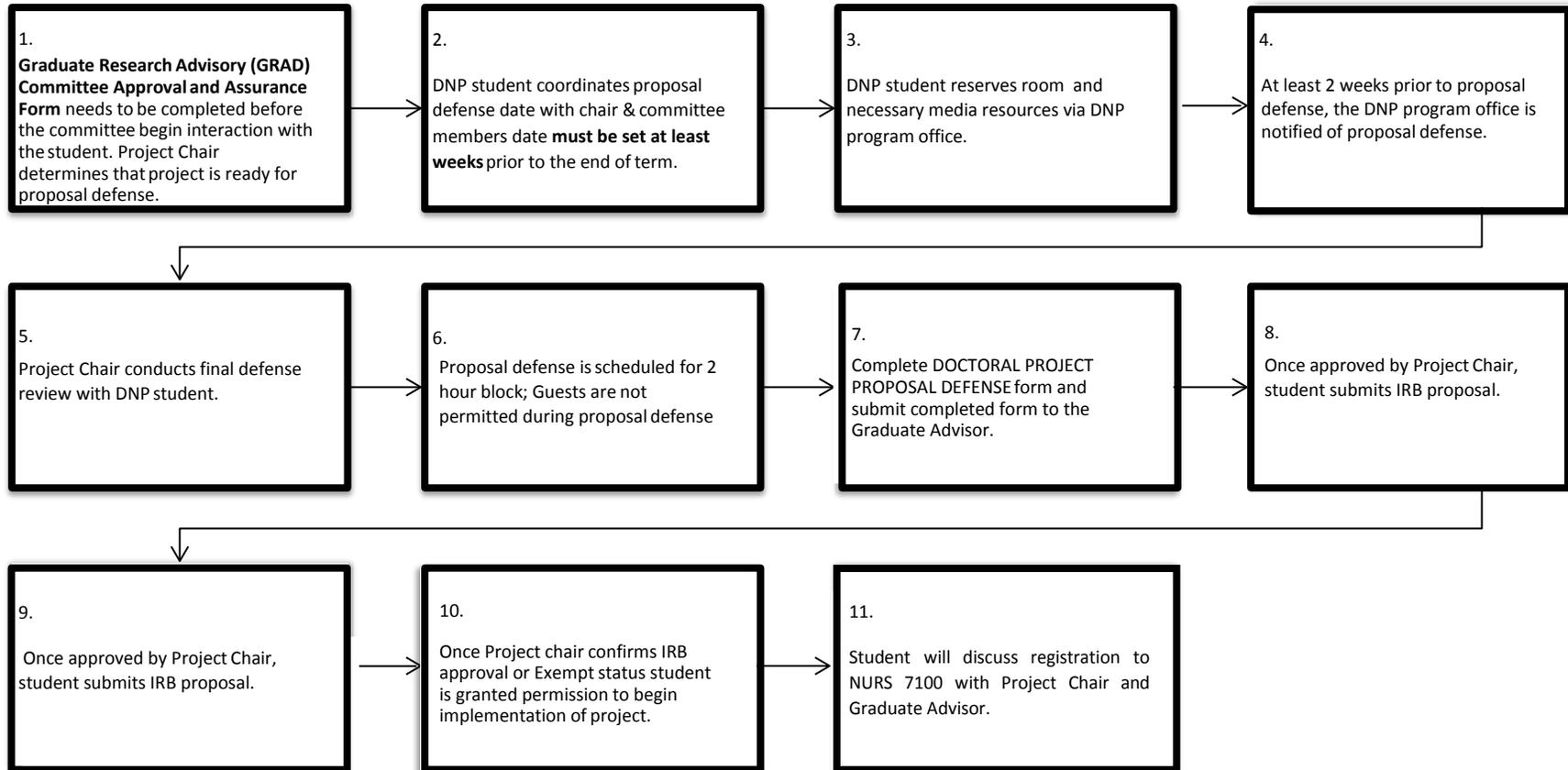
Hours earned in NURS 7100, Doctoral Project, are counted in hours attempted and hours earned; however, they are not computed in the grade point average. Satisfactory work toward the project is denoted with the grade of (S). Unsatisfactory work receives a (U). Students must register for additional NURS7100 credit hours (a minimum of 3 credit hours is required) until successful defense of the doctoral project.

Forms to Sign

- 1) *Graduate Research Advisory (GRAD) Committee Approval and Assurance Form* found on the College of Graduate Studies website.
- 2) *Doctoral Project Proposal Defense Form* found on the DNP program website.
- 3) *Final Approval Form* from the College of Graduate Studies website.

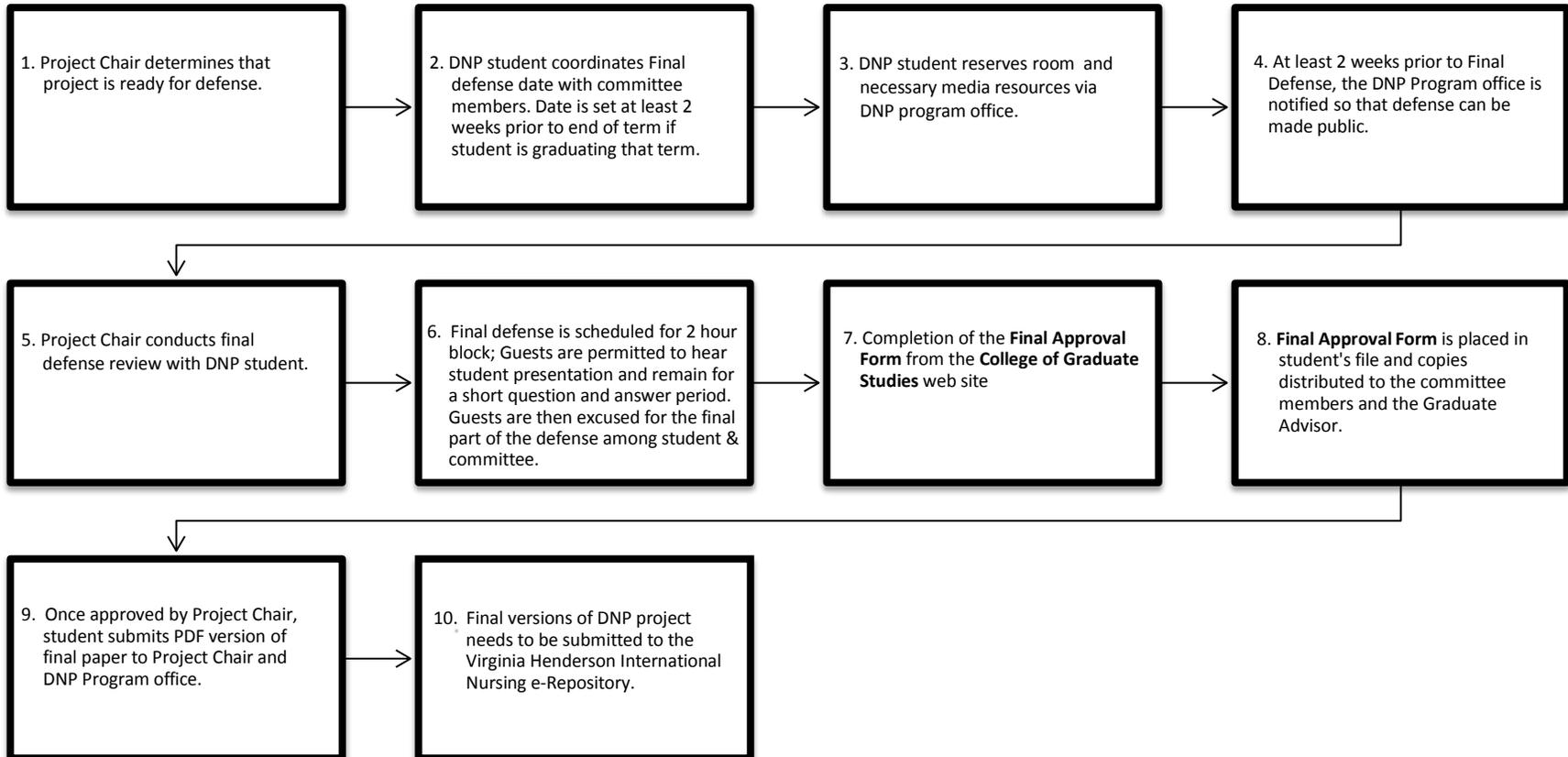
Doctoral Project Proposal Defense Procedures

Please use the following pathway as a guideline for successful completion of the doctoral project proposal defense.



Doctoral Project Final Defense Procedures

Please use the following pathway as a guideline for successful completion of the doctoral project final defense.



Doctoral Project Proposal Format – Appendix A

This document is to serve as a framework for the writing of the proposal for the doctoral project. The report is written in future tense and uses 6th edition, 3rd printing APA writing style. The information about the project should be guided by the proposed framework selected as well as the nature of the project. The proposal is to be completed at a level appropriate for graduates of a doctoral program. The proposal should clearly state the clinical issue/problem, project purpose, literature review, project methods, and projected outcomes and evaluation.

Title Page

- Refer to 6th edition, 3rd printing APA writing style

Abstract

- Concise description of the project including the results and recommendations.
- Use format required by university

Problem statement

- Description of the problem or issue
- Prevalence of the problem or issue
- Significance of problem or issue
- Best evidence supporting the problem or issue as noted above may be obtained from organizational data and findings from the literature

Purpose and goals of project

- Purpose statement for the proposed project
- Project Type
 - Evidence-based Practice (EBP)
 - Clinical question using the PICOT format
 - Quality Improvement (QI)
 - Goal/aim/purpose (as appropriate for model selected)
 - Other-which could be both or as negotiated with chair
- Overall project aim statement
 - Goals/outcomes

Guiding Framework/Model/Theory(s)

- Evidence based practice model/framework
- Other frameworks/models/theory guiding the project
 - e.g., PDSA, middle range theories, change theories

Review of the Literature:

Content will address:

- Search Strategies for Review of the Literature
- Critical Appraisal and Evaluation of the evidence
 - Describe appraisal methods, tools, and evidence levels (as there are several methods).
 - Evaluation of evidence will be displayed in evaluation tables
- Synthesis of the evidence
 - Development of a synthesis table
 - Include in the synthesis any clinical expertise, internal data, and/or patient and family preferences and values that contribute to the body of evidence.
 - Implications for Practice Based on the Evidence Practice change, policy or protocol implementation recommendation
 - Justify practice change with rationale from the literature

Methods

Content will address the implementation and evaluation plan for the EBP project (use steps and terminology of EBP or QI model that guided the project)

- **Project Setting/population**

- **Action or implementation plan/guide**
 - Address team members including roles and responsibilities
 - Anticipated barriers and facilitators to implementation
 - Contingency plan for any anticipated barriers
- **Implementation process** (using framework for guiding implementation)
 - Methods
 - Need for IRB
 - Develop a timeline for implementation and evaluation of project

- **Outcome measures**

- What specific outcomes will be measured?
- How will the outcomes impact the overall aim/purpose of the project?
 - What difference will the project outcomes make in improving health, costs, patient, family, or community outcomes?

- **Evaluation process**

- How will data be collected to measure outcomes?
- If using data collection tools discuss reliability/validity of instrument
- How will outcome data be analyzed, interpreted, and reported?

- **Summary Conclusion**

- Short conclusion showing logical connection between the problems or needs of institution/population, anticipated project outcomes, and feasibility of project.

References Appendices

- Review of the literature abstraction tables, rapid critical appraisal forms (if applicable) evaluation tables and synthesis tables
- Copies of measures used
 - Data collection tools
- Supporting materials
 - Agency permission form

Doctoral Project Final Defense Guidelines – Appendix B

This document is to serve as a framework for the writing of the final report for the DNP doctoral project. The report is written in past tense and uses 6th edition APA writing style. The information about the project should be guided by the framework used as well as the nature of the project. The final report is to be completed at a level appropriate for graduates of a doctoral program.

Title Page

- Refer to 6th edition APA writing style

Abstract

- Concise description of the project including the results and recommendations.
- Use format required by university

Description of problem or clinical issue addressed

- Prevalence of the clinical problem or issue
- Significance of clinical problem or issue
 - Include either internal organizational data or findings from the literature to support prevalence and significance of the clinical problem or issue

Purpose and goals of project

- Purpose statement for the proposed project
- Project Type
 - Evidence-based Practice (EBP)
 - Clinical question using the PICOT format
 - Quality Improvement (QI)
 - Goal/aim/purpose (as appropriate for model selected)
 - Other-which could be both or as negotiated with chair
- Overall project aim statement
 - Goals/outcomes for implementing the project

Guiding Framework/Model/Theory(s)

- Evidence based practice model/framework
- Other frameworks/models guiding the project
 - i.e., PDSA, middle range theories, change theories

Review of the Literature

Content will address:

- Search Strategies for Review of the Literature
- Critical Appraisal and Evaluation of the evidence
 - Describe appraisal methods, tools, and leveling of the body of evidence (as there are several methods).
 - Evaluation of evidence will be displayed in evaluation tables
- Synthesis of the body of evidence
 - Development of a synthesis table
 - Include in the synthesis any clinical expertise, internal data, and/or patient and family preferences and values that contribute to the body of evidence.

Recommended Practice Change

- Recommended practice change, policy or protocol implemented
- Justify practice change with rationale from the literature

Methods

Content will address implementation and evaluation of the EBP project (use steps and terminology of EBP or QI model that guided the project)

- **Project Setting/population**
 - Human subject protection
- **Action or implementation plan/guide**
 - Address team members including roles and responsibilities
 - Barriers and facilitators to implementation of project
 - How were barriers overcome
- **Implementation process** (using framework for guiding implementation)
 - Methods of how you implemented your project
- **Outcome measures** – description of measures and how data was collected

- **Evaluation process**

- How did you evaluate the outcomes of the project implementation
- How was data collected and managed.

Outcomes of project

- Presentation of findings
 - Outcomes related back to the original PICOT question if using EBP
 - Did you meet the goal set in the aim statement if using QI process?
- Use of tables and graphs as appropriate to display findings
- Economic outcomes considered i.e. cost benefit analysis, return on investment and feasibility of implementation.

Discussion

- Interpretation of findings relative to the current evidence and clinical practice
 - Similarities or differences (did you learn something new)
- Contribution to EBP in the area of content

Future Recommendations & Conclusion

- Presentation of future recommendations based on the evaluation of the project outcomes
- Consideration of strengths and limitations to project implementation
- Next steps

References

Appendices

- Review of the literature abstraction tables, rapid critical appraisal forms (if applicable) evaluation tables and synthesis tables
- Copies of measures used
 - Data collection tools
- Supporting materials
 - Agency permission

SECTION 13 - COMPREHENSIVE EXAM PROCESS & PROCEDURES

Goal and Purpose of the Comprehensive Examination

Guidelines for Successful Course Completion: All students must have access to internet connectivity and Mozilla Firefox.

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

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

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

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

Exams are scheduled during the first week in November (Fall Semester) or the last week of March (Spring Semester). The exact date of the examination will be announced within the first two weeks of the semester. All students must take the exam at the date and time posted.

Grading Policies: If the student is unable to take the exam for legitimate reasons (illness, death of an immediate family member, etc.), this reason must be documented and will result in the student receiving a WP (withdraw passing). If the student cannot take the exam for any other reason, he/she will receive a grade of unsatisfactory (U). Students who receive a WP or U must retake the course the next time it is offered. If the student repeats the course and receives an unsatisfactory, the student will not be given the option of repeating the course for a third time (Bulletin and Handbook for the Graduate Student) and will be dismissed from the program. An incomplete (I) grade is not permitted for this course.

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

Procedure for Comprehensive Examination:

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

Grading the Comprehensive Examination:

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

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

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

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

Analysis/synthesis: The student must analyze, synthesize, and apply knowledge acquired through the program of study, citing appropriate sources of literature that are relevant to the question. Exact citations (author, title, journal, page number, and year) are not expected; however, sufficient information must be provided that demonstrates the student has critically integrated and discussed content from sources cited.

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

Preparing for Comprehensive Examination

Strategies for preparing for the comprehensive examination:

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

1. Begin studying several months prior to the examination. Spread the studying out over at least one semester.
2. Review the student examination procedures posted in NURS5980 within Blackboard.
3. Be familiar with the best way for you to learn and recall content. Some students do best studying alone; others prefer groups. Some students do well with only re-reading; others do well with rewriting notes, and some do best with “talking content out loud”. Know your style for reviewing!
4. Create a timeline and topical framework the semester preceding the comprehensive examination. Breaking down a review into distinct sections creates a strategy that makes studying more manageable.
5. Get organized. Create a file of all of the courses; include relevant notes; papers, examinations, etc.
6. Don't be compulsive about memorizing facts. Instead think about what these factual ideas mean and how they fit together.
7. The written portion of the exam will be composed on a computer; if this is not a familiar skill, practice well ahead of the exam date.
8. Review the relevant content of courses taken in the program of study. Summarize and synthesize this knowledge. Make detailed notes of these summaries.
9. As each is reviewed, create questions that might be possible examination questions. When the course review is completed, answer the questions via computer to assist in organizing and clarifying responses online. When done re-read and analyze responses for weakness or errors.
10. Engage in self-rewards as study goals are met. Determine a positive reward, perhaps some ice cream or a special movie. Practice self-care activities such as eating healthy, regular exercise, and rest.

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

(Rev 8/22/2013)

SECTION 14 - THE FIELD EXPERIENCE SEMINAR

Purpose of the Field Experience Seminar:

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

Notification of Field Experience Possibilities:

Graduate Faculty in the College of Nursing (CON) often enter into informal discussions with students regarding experiences they may be planning. In addition to NURS5910 Advanced Nursing Research, one credit hour of NURS5220 may be taken concurrently with faculty permission, a total of 3 credit hours is required. Faculty have the option of designating prerequisite courses, experience, or licensure for the field experience. Availability of a Field Experience Seminar is not guaranteed.

Enrollment Process for a Field Experience Seminar:

Students who are interested in a Field Experience Seminar must contact the faculty member to request permission to enroll. A *Graduate Research ADvisory (GRAD) Committee Approval & Assurances Form* must be completed by the student and signed by the faculty member prior to registration. The Graduate nursing advisor will place the permit for registration and notify the student. Enrollment is limited.

Responsibility for Expenses:

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

Grading of the Field Experience Seminar:

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

Presentation Requirements for the Field Experience Seminar:

The requirements for all Field Experience Seminars include a public presentation by individual members of the group. These presentations are announced throughout the College of Nursing through distribution of an e-mail. Students are responsible for communicating information regarding presentations in a timely manner, not less than three weeks prior to the presentation. All presentations must be completed by the end of the semester.

SECTION 15 - ADVANCED PRACTICE LICENSURE

American Nurses Credentialing Center (ANCC):

All APRN graduates are eligible to sit for the ANCC certification corresponding to their major on graduation. The process for application is found on the ANCC website at <http://www.nursecredentialing.org/Certification>.

The verification of degree completion, Form A: Students are responsible for downloading this form from the OBN website <http://www.nursing.ohio.gov/forms.htm> and sending to the secretary in the Office of the Associate Dean for Academic Affairs upon posting of the degree by the Registrar's office. This form is completed and sent directly to the Ohio Board of Nursing. Students are responsible to visit the website and complete all other application requirements.

American Academy of Nurse Practitioner (AANP):

Graduates of the Family Nurse Practitioner program are eligible to sit for AANP certification. The process for application is found on the AANP website at <http://www.aanpcert.org/> Students are responsible to visit the website and complete all other application requirements.

**Ohio Board of Nursing (OBN) – House Bill 216 APRN Information:
Transition from Certification to Licensure**

http://www.nursing.ohio.gov/PDFS/AdvPractice/HB_216/HB_216_Major_Provisions.pdf

Pediatric Nursing Certification Board (PNCB):

Graduates of the Pediatric Primary Care Nurse Practitioner program are eligible to sit for PNCB certification. The process for application is found on the PNCB website at: <http://www.pncb.org/ptistore/control/index>. Specific information about the exam: <http://www.pncb.org/ptistore/control/about/prepare> students are responsible to visit the website and complete all other application requirements.

**SECTION 16 - GRADUATE ENTRY CLINICAL NURSE
LEADER LICENSURE INFORMATION**

**REQUIREMENTS AND APPLICATION FOR LICENSURE BY EXAMINATION AS A
NURSE.**

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

STATEMENT OF NON-CONVICTION FOR CHILD CARE

Please refer to the *Ohio Department of Jobs and Family Services* for the most up to date form:
http://www.dcpkids.com/forms/JFS-01328_nonconvict_2017.PDF

SECTION 17 - COURSE DESCRIPTIONS

Graduate Nursing Programs

INDI6000 Introduction to Biostatistical Methods

Fall, Spring, Summer

Credits: G 3

Prerequisites: CNL NURS5140, NURS5250, NURS5670 and NURS5160. Other MSN students: none. Introduction to statistical reasoning with an overview of selected descriptive and inferential statistics commonly used in healthcare research. Computer analysis of data will be included.

INDI8000 Introduction to Biostatistical Methods

Fall, Spring, Summer

Credits: G 3

Prerequisites: none. Introduction to statistical reasoning with an overview of selected descriptive and inferential statistics commonly used in healthcare research. Computer analysis of data will be included.

NURS5040 Health Assessment and the Nursing

Fall

Credits: G 6

Prerequisites: Admission to the CNL/major. Using Orem's SCDT, students assess individuals and families and apply the nursing process in order to promote the health of individuals and families across the life span. Includes 30 clinical hours and 60 lab hours.

NURS5050 Integrative Health Sciences I

Fall

Credits: G 3

Prerequisites: Admission to CNL/major. Examines foundational chemical, physical, cellular biological and microbiological principles of human physiology. Focuses on advanced physiologic and pathophysiologic mechanisms underlying human responses to genetic, defense, and nervous system disease.

NURS5060 Professional Socialization I

Fall

Credits: G 3

Prerequisites: Admission to CNL/major. Focuses on the development of the professional nursing role. Students explore the effects of historical, legal, and ethical influences on professional nursing. Cultural diversity also is examined.

NURS5070 Therapeutic Communication Skills for Nurses

Fall

Credits: G 3

Prerequisites: Admission to CNL/ major. Focuses on therapeutic communication skills at the intrapersonal and interpersonal levels. Explore nursing agency from a holistic perspective. Includes 30 clinical hours.

NURS5140 Designing Nursing Systems to Promote Self-Care

Spring

Credits: G 6

Prerequisites: NURS5040, NURS5050, NURS5060, NURS5070. Apply Orem's SCDT in the design and implementation of nursing systems that assist individuals and families in achieving and maintaining optimal health. Includes 90 clinical hours

NURS5160 Professional Socialization II

Spring

Credits: G 3

Prerequisites: NURS5040, NURS5050, NURS5060, and NURS5070. Integrate nursing theory and models into professional nursing practice. Focuses on ethical, political, and economic issues that impact nursing practice. Differentiation of advanced practice and entry level roles is explored.

NURS5190 Advanced Interpersonal Interventions

Fall, Spring

Credits: G 3

Prerequisites: Admission to MSN major or permission of Faculty. Integrates interpersonal strategies and complementary modalities through peer counseling and supervision. Analyzes personal abilities and limitations in developing therapeutic relationships with individuals and groups. Includes 60 hours lab.

NURS5220 Field Experience Seminar

Fall, Spring

Credits: G 3 Graded S/U

Prerequisites: NURS5910, and enrollment by permission of course faculty. With course faculty permission the student may register for 1 credit only of NURS5220 while currently enrolled in NURS5910. Course faculty reserves the right to require specific prerequisites per the course content. Program capstone experience that integrates nursing theory, research, and practice to fulfill the requirement of the Master of Science in Nursing Program. The field experience seminar is limited to two consecutive semesters of the master student's final three semesters with the approval of the capstone faculty. The capstone project is designed to be a culmination of the student's graduate work.

NURS5240 Designing Nursing Systems for Compromised Health States

Summer

Credits: G 6

Prerequisites: NURS5140, NURS 5160, NURS5250, NURS5670. Using Orem's SCDT, students design and implement nursing systems that assist individuals and families with complex problems to achieve and maintain optimal health. End of life care is addressed. Includes 120 clinical hours.

NURS5250 Health Science II

Spring

Credits: G 3

Prerequisites: NURS5040, NURS5050, NURS5060, and NURS5070. Focuses on advanced physiologic and pathophysiologic mechanisms underlying disease across the life span. Examines cardiovascular, respiratory, endocrine, muscular skeletal, nervous, genitourinary, hepatobiliary, renal, integumentary and gastrointestinal systems.

NURS5330 Health Assessment

Summer

Credits: G3

Prerequisites: NURS56800 or NURS5250. Focuses on acquisition of graduate level skills in collection and documentation of assessment data across the life-span. Differentiates normal from abnormal findings. Supervised laboratory practice is required.

NURS5400 Theoretical and Ethical Foundations of Nursing

Fall, Spring
Credits: G 3

Prerequisites: Admission to MSN major Explores roots of nursing as a science and art. Examines personal and professional values in the context of ethical decision-making. Emphasis is on analysis and evaluation of selected nursing and ethical theories.

NURS5440 Population Focused Care

Fall
Credits: G 6

Prerequisites: NURS5240, INDI 6000. Students apply epidemiological principles and Orem's SCDT to improve the health status of aggregates, vulnerable populations and communities. Includes 90 clinical hours.

NURS5500 Family and Cultural Diversity Theories

Fall, Spring
Credits: G 3

Prerequisites: Admission to MSN major or permission of Faculty. Explores family and cultural diversity theories and processes. Examines assessment, analysis and evaluation of family function. Analyzes cultural competence of advanced practice nursing.

NURS5510 Advanced Clinical Seminar in Nursing

Fall
Credits: G 4

Prerequisites: Admission to Nurse Educator major; NURS5330, NURS5400, NURS5680. Application of nursing theory and research with clients in wellness promotion or complex care states. Emphasis is on the assessment and analysis of human responses and outcomes of care. Includes 60 lab hours.

NURS5530 Public Policy and Health Care

Spring, Summer
Credits: G 3

Explores the public policy process from agenda setting through program evaluation. Focus is on how health problems are brought to the attention of government and solutions are obtained. Some field work is expected.

NURS5540 Advanced Practicum in Nursing Systems Design

Spring
Credits: G 12

Prerequisites: NURS5440, NURS5910, NURS6070. Students demonstrate integration of nursing knowledge and skill in designing and implementing nursing systems in a capstone clinical experience. Includes 300 clinical hours.

NURS5610 Psychiatric Mental Health Nurse Practitioner Theory and Clinical I: Adults

Summer

Credits: G 7

Prerequisites: NURS5740, NURS5400, NURS5680; Corequisites: NURS5690

The first course in the Psychiatric Mental Health Nurse Practitioner track focuses on preparing the student in the advanced practice role of assessment, diagnosis, and treatment planning of select acute and chronic psychiatric disorders and mental health care needs of individuals across the life span. Includes 180 clinical hours.

NURS5620 Psychiatric Mental Health Nurse Practitioner Theory and Clinical II

Fall

Credits: G 7

Prerequisites: NURS5610 and NURS5690

The second course in the Psychiatric Mental Health Nurse Practitioner track focuses on preparing student to expand their knowledge and skills by building on the theory and proficiencies acquired in NURS5610. Emphasis is placed on increasing the student's ability to assess, diagnose, and treat more complex mental health care needs of individuals and families. The focus is on acute and chronic psychiatric and mental health conditions across the lifespan with particular attention to those disorders found in childhood and adolescence. Includes 180 clinical hours.

NURS5630 Psychiatric Mental Health Nurse Practitioner Theory and Clinical III: Older Adults

Spring

Credits: G 9

Prerequisites: NURS5620

Focuses on the role of the advanced practice nurse in management of children, adolescents, adults, older adults with an acute or chronic psychiatric or mental health concerns. Includes 270 clinical hours.

NURS5670 Pharmacology

Spring

Credits: G 3

Prerequisites: NURS5040, NURS5050, NURS5060, NURS5070. Focuses on fundamental pharmacological principles. Prepares for critical thinking in application of pharmacotherapy principles to nursing. Emphasizes physiological responses to drugs, expected outcomes, and potential drug interactions.

NURS5680 Advanced Physiology and Pathophysiology

Fall, Spring

Credits: G 3

Focuses on advanced physiologic and pathophysiologic mechanisms underlying human responses to disease illness across the life-span. Students will build on existing knowledge of human anatomy and physiology.

NURS5690 Advanced Pharmacotherapeutics

Fall, Spring

Credits: G 3

Focuses on advanced pharmacologic principles in decision making for pharmacotherapy. Emphasizes responses to drugs, expected outcomes, and potential drug interactions. Discusses professional responsibilities of prescriptive privileges.

NURS5740 Advanced Health Assessment

Fall, Spring
Credits: G 4

Prerequisites or Corequisite: NURS5680 and admission to MSN major. Focuses on acquisition of advanced skills in collection and documentation of assessment data across the life span. Differentiates normal from abnormal findings. Supervised laboratory practice is required. Includes 60 hours laboratory.

NURS5810 Pediatric Nurse Practitioner Clinical I: Care of Children and Concepts of Wellness

Spring (Odd Years)
Credits: G 6

Prerequisites: Admission to Pediatric Primary Care Nurse Practitioner Program, NURS5740, NURS5680, NURS5400, NURS5690 (Corequisite), and NURS5190 (Corequisite). Focuses on the health care needs of children and adolescents and principles of health promotion and wellness. Students will have opportunity to begin development of skills in primary and specialty care settings. Includes 180 clinical hours.

NURS5820 Pediatric Nurse Practitioner Clinical II: Common Acute and Stable Chronic Illnesses

Fall (Odd Years)
Credits: G 6

Prerequisites: NURS5690, and NURS5810. Focuses on the care of children and adolescents with an emphasis on the management of common acute and stable chronic illnesses. Includes 180 hours clinical.

NURS5830 Pediatric Nurse Practitioner Clinical III: Complex, Chronic Illnesses or Disabilities

Spring (Even Years)
Credits: G 6

Prerequisites: NURS5820. Focuses on management of common and complex acute and chronic conditions of children and adolescents. Issues of disability and developmental conditions are addressed. Emphasis is on integration of the advanced practice role. Includes 180 clinical hours.

NURS5910 Advanced Nursing Research

Fall, Spring, Summer
Credits: G 3

Prerequisites: MSN CNL - NURS5240 and INDI6000; other MSN students NURS 5400 INDI 6000. Critically evaluate published research for clinical relevance, identify a research problem, select a conceptual framework, review selected literature, and prepare a quantitative or qualitative research proposal.

NURS5980 Comprehensive Examination in Nursing

Fall, Spring
Credits: G 3 Graded S/U

Prerequisites: students must be enrolled in the final semester of study as indicated on the plan of study. Program capstone emphasizes independent comprehensive review preparation for exams with synthesis of knowledge from the total graduate nursing curriculum and review of relevant literature in selected field of study.

NURS6070 Advanced Communication Skills and Group Dynamics for Nurses

Fall

Credits: G 3

Prerequisites: NURS5240 INDI 6000. Focuses on advanced therapeutic communication skills in the nurse-client relationship and analysis of Self-care agency. Complementary modalities are explored. Includes 30 lab hours.

NURS6140 Advanced Practice Nurse: Role and Issues

Fall, Spring

Credits: G 2

Prerequisites: Admission to APN major

Focuses on the issues and role of the advanced practice nurse, including historical and current perspectives of the advanced role. Examines health care system issues pertaining to advanced practice.

NURS6210 Family Nurse Practitioner Clinical I: Primary Care of Adolescents and Adults

Summer

Credits: G 7

Prerequisites: Admission to FNP major; NURS5680 and NURS5740; NURS5400 or previous MSN.

Corequisites: NURS5690, NURS5190 or previous MSN. Focuses on primary care of common and chronic illness of adolescents and adults. Clinical experiences will continue to incorporate women and children, adults, and target populations. Includes 180 clinical hours.

NURS6220 Family Nurse Practitioner Clinical II: Primary Care of Women and Children

Fall

Credits: G 7

Prerequisites: NURS6210, and NURS5690 . Focuses on the primary care of children and women's health and includes normal prenatal care. Emphasis is on health promotion and common acute illness. Includes 180 clinical hours.

NURS6230 Family Nurse Practitioner Clinical III: Primary Care of Adults and Older Adults

Spring

Credits: G 8

Prerequisites: NURS6220. Focuses on primary care management of acute and chronic conditions of adults and older adults. Urgent care issues are addressed. Emphasizes integration of primary care concepts across the life span. Includes 270 clinical hours.

NURS6310 Adult Gerontology Nurse Practitioner Clinical I: Adolescents and Young Adults

Summer

Credits: G 7

Prerequisites: Admission to AGNP major, NURS 5400, 5680, and 5740. Corequisites: NURS5690, NURS 5190. Holistic care of culturally diverse adolescents and young adults in multiple care settings. Assessment and management of common acute and chronic health problems with emphasis on health promotion and risk reduction. Includes 180 clinical hours.

NURS6320 Adult Gerontology Nurse Practitioner Clinical II: Adults

Fall

Credits: G 7

Prerequisites: NURS 6310 and NURS 5690.

Holistic care of culturally diverse adults in multiple care settings with emphasis on gender specific health care needs and principles of health promotion and wellness. Includes 180 clinical hours.

NURS6330 Adult Gerontology Clinical III: Older Adults

Spring

Credits: G 8

Prerequisites: NURS6320

Holistic care of culturally diverse older adults in multiple care settings with an emphasis on care management of acute and chronic conditions, emergent issues and end of life concerns. Includes 270 clinical hours.

NURS6710 Developing Instructional Programs in Nursing

Summer

Credits: G 3

Prerequisites: Admission to Educator major Focuses on skills to develop curricular components for nursing instructional programs. Examines the relationships among mission, philosophy, goals, and outcomes for various learning environments.

NURS6720 Teaching, Learning and Evaluation in Nursing

Spring

Credits: G 4

Prerequisites: Admission to Educator major Focuses on teaching-learning theories, processes, strategies, and styles. Examines evaluation principles and strategies in the classroom and clinical setting.

NURS6730 Practicum and Seminar in Teaching

Fall

Credits: G 4

Prerequisites: NURS6710 and NURS6720 Applies knowledge of learning and evaluation theories in the development and implementation of a program of instruction. Within a seminar format, emphasizes significant issues in healthcare education. Includes 135 clinical hours.

NURS6890 Independent Study in Nursing

Variable

Credits: G 1-4

Prerequisites: Consent of faculty and approval of Independent Study Contract and Evaluation Forms.

The student and faculty member agree on a course of study that will enable the student to achieve his/her objectives. An independent study contract and evaluation form is submitted to the Associate Dean for Academic Affairs. May be repeated for credit.

NURS6990 Thesis Research

Fall, Spring
Variable
Credits: G 1-3

Prerequisites: NURS5910 and permission of Major Advisor. Research in nursing to fulfill the research requirement of Nursing Master's Program. The 3 credit hours may be divided and repeated across semesters. Only 3 credit hours are applicable for the degree. Implementation of a Thesis: Students will complete a research project and disseminate the findings. If the student has not completed the Thesis after registering for the minimum of 3 credit hours, the student would continue to register for 1 credit hour with this course number during each semester that the student is actively working with a faculty member.

NURS7000 DNP Orientation

Fall
Credits: G 1

Prerequisites: Admission to the BSN-DNP program. Focuses on pertinent information needed by incoming students in the BSN-DNP Program. Emphasis on requirements of The University of Toledo and the College of Nursing to matriculate in the Program.

NURS7010 Scientific Basis Nursing Practice

Fall
Credits: G 3

Prerequisites: Corequisites: Admission to the DNP program or permission of instructor. This course examines nursing science from a broad range of perspectives. The emphasis is on identification and analysis of nursing phenomena, use of nursing science to manage phenomena, and evaluation of outcomes.

NURS7011 Theoretical Basis for Evidence-Based Practice

Fall
Credits: G 3

Prerequisites: NURS7400 Theoretical Foundations of Advanced Nursing Practice, NURS7410 Ethical Foundations of Advanced Nursing Practice. This 3-credit course examines the inter-relationship between theory, research, and practice along with the nature of scientific knowledge development in nursing. Focus is on critical analysis and evaluation of theory and its use for designing evidence-based practice protocols.

NURS7020 Organizational and Systems Leadership in Health Care

Fall
Credits: G 3

Prerequisites: Corequisites: Admission to the DNP Program or permission of faculty. This course examines application of organizational and leadership theories/ strategies to assess process/outcomes in health care settings. Focuses on role of advanced practice nurses analyzing clinical patterns/issues in complex practice settings. Includes 40 clinical hours.

NURS7030 Quality Management and Performance Improvement in Health Care Organizations

Spring

Credits: G 3

Prerequisites: Corequisites: Admission to the DNP Program or permission of faculty

This course examines principles/practice of quality management/clinical performance in care delivery and outcomes. Focuses on role and accountability of the advanced practice nurse/collaborative team for maintaining safety and improving quality care. Includes 40 clinical hours.

NURS7040 Applied Nursing Research

Spring

Credits: G 3

Prerequisites: Admission to the DNP program; *MSN-DNP Prerequisites:* NURS7010 and a graduate level statistics course; *BSN-DNP Prerequisites:* NURS7011 and INDI8000. This course builds on knowledge of research and clinical practice with emphasis on evidence-based practice. Students learn to critically examine and apply nursing research within the practice setting.

NURS7050 Information and Technology in Nursing and Health Care Systems

Spring

Credits: G 3

Prerequisites: Corequisites: Admission to the DNP Program or permission of faculty. Systematic assessment of clinical and administrative information needs of health care systems. Examines the technology and strategies needed to support patients, nurses, and health care delivery in dynamic environmental systems.

NURS7060 Population Health

Spring

Credits: G 3

Prerequisites: Corequisites: Admission to the DNP Program: INDI 8000 Introduction to Statistical Methods. This course uses epidemiologic models to analyze and construct interventions for health care delivery systems. The focus is on safe, quality, culturally- appropriate advanced nursing practice activities to meet emerging world needs.

NURS7070 Marketing and Entrepreneurial Activities in Complex Health Care

Spring

Credits: G 3

Prerequisites: Admission to the post Master's DNP or BSN-DNP program.

This course examines marketing and entrepreneurial strategies for advanced nursing practice in complex health states. The focus is on creating and evaluating market plans and entrepreneurial activities.

NURS7080 Evidence Based Nursing Practice in Direct Care

Fall

Credits: G 3

Prerequisites: Corequisites: Admission to the DNP program or permission of faculty.

This seminar course focuses on the nursing management of complex patients, diagnostic reasoning, translation of evidence into practice, and building intra and Interprofessional interactive models to meet patient needs. Includes 80 clinical hours.

NURS7090 Project Seminar

Fall

Credits: G 3

Prerequisites: Corequisites: Acceptance into the DNP program, Applied Nursing Research (NURS 7040). This course provides a forum to articulate and explore advanced nursing practice roles and responsibilities. The focus will be on leading nursing practice in patient advocacy, teaching, collaboration, and the design and provision of care.

NURS7100 Doctoral Project

Fall, Spring

Variable

Credits: G 1-3 Graded S/U

This variable credit course may be offered over more than one semester. The number of credit hours allocated per semester will be determined in collaboration with the capstone advisor.

Prerequisites: Corequisite: Acceptance into the post Master's DNP or BSN-DNP program, Applied Nursing Research (NURS 7040), NURS7011 Theoretical Basis for Evidence Based Practice, NURS7090 Project Seminar, defense of project proposal. This course is a guided, independent project, utilizing research to improve patient outcomes, health care delivery, or nursing practice.

NURS7180 Evidence Based Leadership in Complex Health Systems

Fall

Credits: G 3

Prerequisites: Corequisites: Admission to the DNP program or permission of faculty. This course examines evidence practices in administrative health care settings. The focus is on examining current status and creating and evaluating innovative administrative practices based on best practices. Competencies include model application for finance and clinical outcomes. Includes 80 clinical hours.

NURS7210 Family Nurse Practitioner Clinical I: Primary Care of Adolescents and Adults

Summer

Credits: G 7

Prerequisites: NURS7740 Advanced Health Assessment, NURS7400 Theoretical Foundations of Advanced Nursing Practice, NURS7410 Ethical Foundations of Advanced Nursing Practice.

Corequisite: NURS7690 Advanced Pharmacotherapeutics.

Focuses on primary care of common/chronic illness of adolescents, adults; includes beginning understanding of role of APN in primary care; includes development of therapeutic relationships. Clinical experiences include populations across the lifespan. 180 Clinical Hours

NURS7220 Family Nurse Practitioner Clinical II: Primary Care of Women and Children

Fall

Credits: G 7

Prerequisites: NURS7210 FNP Clinical I.

Focuses on primary care of children and women's health. Emphasis on health promotion and common acute illness, role development, therapeutic communication, and continued emphasis on development of skills with individuals and groups. 180 Clinical Hours

NURS7230 Family Nurse Practitioner Clinical III: Primary Care of Adults and Older Adults

Spring

Credits: G 8

Prerequisites: NURS7220 FNP Clinical II.

Focuses on primary care management of acute/chronic conditions of adults/older adults. Urgent care issues are addressed. Emphasizes holistic care across the lifespan integrating primary care concepts. Explores professional APN leadership role. 270 Clinical Hours

NURS7310 Adult Gerontology Nurse Practitioner Theory and Clinical I: Adolescents and Young Adults

Summer

Credits: G 7

Prerequisites: NURS7400, NURS7410, NURS7740 Corequisites: NURS7690

Holistic care of culturally diverse adolescents and young adults in multiple care settings. Assessment and management of common acute and chronic health problems with emphasis on health promotion and risk reduction. Includes 180 clinical hours.

NURS7320 Adult Gerontology Nurse Practitioner Theory and Clinical II: Adults

Fall

Credits: G 7

Prerequisites: NURS7310 and NURS7690

Holistic care of culturally diverse adults in multiple care settings with emphasis on gender specific health care needs and principles of health promotion and wellness. Includes 180 clinical hours.

NURS7330 Adult Gerontology Nurse Practitioner Theory and Clinical III: Older Adults

Spring

Credits: G 8

Prerequisites: NURS7320

Holistic care of culturally diverse older adults in multiple care settings with emphasis on comprehensive management of acute and chronic conditions, emergent issues, and end of life concerns. Includes 270 clinical hours.

NURS7400 Theoretical Foundations of Advanced Nursing Practice

Fall

Credits: G 2

Prerequisites: Admission to the BSN-DNP program.

Explores nursing as science and art. Identifies practice theory in the context of the nursing metaparadigm, grand and middle range theory with emphasis on analysis/evaluation of selected nursing theories.

NURS7410 Ethical Foundations of Advanced Nursing Practice

Spring

Credits: G 2

Prerequisites: Admission to the BSN/DNP program.

Corequisite: NURS7000 DNP Orientation. Examines the inter-relationship between theory, research, practice in ethical decision-making. Focuses on critical analysis/evaluation of selected ethical theories, values, professional codes of ethics related to evidence-based practices.

NURS7500 Family and Cultural Diversity Theories

Spring

Credits: G 3

Prerequisites: Admission to MSN major or permission of Faculty.

Explores family and cultural diversity theories and processes. Examines assessment, analysis and evaluation of family function. Analyzes cultural competence of advanced practice nursing.

NURS7530 Public Policy and Health Care

Summer

Credits: G 3

Explores the public policy process from agenda setting through program evaluation. Focus is on how health problems are brought to the attention of government and solutions are obtained. Some field work is expected.

NURS7610 Psychiatric Mental Health Nurse Practitioner Theory and Clinical I: Adult

Summer

Credits: G 7

Prerequisites: NURS7400, NURS7410, NURS7680, NURS7740

Corequisites: NURS7690

Focuses on preparing the student in the advanced practice role for assessment, diagnosis, and treatment planning of select acute and chronic psychiatric disorders and mental health care needs of individuals across the lifespan. Includes 180 clinical hours.

NURS7620 Psychiatric Mental Health Nurse Practitioner Theory and Clinical II

Fall

Credits: G 7

Prerequisites: NURS7610 and NURS7690

The second course in the Psychiatric Mental Health Nurse Practitioner track focuses on preparing students to expand their knowledge and skills by building on theory and proficiencies acquired in NURS7610.

Emphasis placed on increasing the student's ability to assess, diagnose, and treat more complex mental health care needs of individuals and families. The focus is on acute and chronic psychiatric and mental health conditions across the lifespan with particular attention paid to those disorders found in childhood and adolescence. Includes 180 clinical hours.

NURS7630 Psychiatric Mental Health Nurse Practitioner Theory and Clinical III: Older Adults

Spring

Credits: G 9

Prerequisites: NURS 7620

Focus on acute or chronic psychiatric or mental health issues faced by older adults and their families – dementia, delirium, and depression. Includes 270 clinical hours.

NURS7680 Physiology & Pathophysiology

Fall

Credits: G 3

Focuses on advanced physiologic and pathophysiologic mechanisms underlying human responses to disease illness across the life-span. Students will build on existing knowledge of human anatomy and physiology.

NURS7690 Advanced Pharmacotherapeutics

Spring

Credits: G 3

Prerequisites: NURS7680 Advanced Physiology & Pathophysiology. Focuses on advanced pharmacologic principles in decision making for pharmacotherapy. Emphasizes responses to drugs, expected outcomes, and potential drug interactions. Discusses professional responsibilities of prescriptive privileges.

NURS7740 Advanced Health Assessment

Spring

Credits: G 5

Prerequisites: NURS7680 Advanced Physiology and Pathophysiology.
Focuses on acquisition of advanced skills in collection and documentation of assessment data across the life-span. Differentiates normal, abnormal physiologic/psychosocial findings. Analyzes abilities/limitations in developing therapeutic relationships. Supervised laboratory practice.

NURS7810 Pediatric Nurse Practitioner Clinical I: Care of children and Concepts of Wellness

Summer

Credits: G 6

Prerequisites: NURS7740 Advanced Health Assessment, NURS7400 Theoretical Foundations of Advanced Nursing Practice, NURS7410 Ethical Foundations of Advanced Nursing Practice.

Corequisite: NURS7690 Advanced Pharmacotherapeutics

Health care for children/adolescents, principles of health promotion/wellness. Understanding of APRN role in primary care, development of therapeutic relationships. Competencies in primary care for children from birth to 21 years and families. 180 Clinical Hours

NURS7820 Pediatric Nurse Practitioner Clinical II: Common Acute and Stable Chronic Illnesses

Fall

Credits: G 6

Prerequisites: NURS7810 PNP Clinical I.

Care of children/adolescents with an emphasis on the management of common acute and stable chronic illnesses and APN role development. Includes therapeutic communication skills development with individuals and groups. 180 Clinical Hours

NURS7830 Pediatric Nurse Practitioner Clinical III: Complex Chronic Illnesses or Disabilities

Spring

Credits: G 6

Prerequisites: NURS7820 PNP Clinical II.

Management of complex acute/chronic conditions in children/adolescents. Holistic care for children and families including developmental concerns and disability. Explores APRN leadership role. Integration of the advanced practice role. 180 Clinical Hours

NURS 7890 Independent Study

Variable

Credits: G 1-4

Independent Study for the DNP student is an academic course completed outside of the required classroom, clinical or college laboratory experiences that provide the learner with an opportunity to pursue an area of interest in depth. This course may not be used to substitute for required courses. The course is supervised by a faculty member and approved by the Program director. A contract must be completed by the student and approved by the faculty member and the program director prior to the semester in which the Independent Study is to be conducted. Faculty approval is required before the student can register for this course.

NURS7910 Advanced Nursing Research

Spring

Credits: G 3

Prerequisites: INDI 8000, NURS7400.

Critically evaluate published research for clinical relevance, identify a research problem, select a conceptual framework, review selected literature, and prepare a quantitative or qualitative research proposal.

NURS7970 Final Practicum: Direct Care

Fall, Spring

Variable

Credits: G 1-6

The total number of credit hours allocated per semester will be decided by the course faculty and/or capstone advisor. Graded S/U Prerequisites/Corequisites: Acceptance into the DNP program, NURS7010 (MSN-DNP) or NURS7011 (BSN-DNP) and permission of the course faculty and/or capstone advisor. Individually precepted practicum that requires advanced nursing practice with individuals and groups. Include seminar that facilitates synthesis and application of all prior learning for evidence-based practice. Includes 360 clinical hours.

NURS7980 Final Practicum: Indirect Care

Fall, Spring

Variable

Credits: G 1-6

This variable credit course may be offered over more than one semester. The number of credit hours allocated per semester will be decided by the course faculty and/or capstone advisor.

Graded S/U Prerequisites/Corequisites: Acceptance into the DNP program, Scientific Foundations of Nursing (NURS7010), and permission of the course faculty and/or capstone advisor. Individually mentored practicum that requires leadership and practice at the aggregates/systems/organizational level of health care. Includes required seminar that facilitates application, synthesis, and evaluation of prior learning in applied practice. Includes 360 clinical hours.

NURS7920 Outcome Methods for Advanced Practice Nurses

Credits G 3

Prerequisites: INDI8000, NURS7910

Corequisites: NURS7040

Emphasis on statistical methods associated with outcome measurement, experimental, and quasi-experimental designs, meta-analysis, and meta-synthesis. Evaluate nursing evidence in support of evidence based practice, protocol, development, and evaluation.