



COLLEGE OF NURSING

THE UNIVERSITY OF TOLEDO

STUDENT HANDBOOK UNDERGRADUATE PROGRAM 2017 - 2018

STUDENT HANDBOOK - UNDERGRADUATE PROGRAM
THE UNIVERSITY OF TOLEDO COLLEGE OF NURSING

Students are responsible for knowing and abiding by all policies, requirements, and regulations in this handbook.

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.

Revised: 07/2017

THE UNIVERSITY OF TOLEDO COLLEGE OF NURSING

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SECTION 1

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.

SECTION 2

OVERVIEW OF THE BACCALAUREATE PROGRAM IN NURSING

UT in cooperation with BGSU offers one baccalaureate program for all students who wish to earn a degree of Bachelor of Science in Nursing. The program of study consists of 123 semester hours for BGSU and 120 semester hours for UT, including general education courses and professional nursing courses.

The CON provides the professional nursing component for the undergraduate program in nursing at both universities. All college core (general) requirements are fulfilled through either UT or BGSU. The respective university confers the degree. Basic BSN courses are taught at UT Health Science Campus; RN-BSN courses are taught online.

The undergraduate program accommodates:

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

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

UT - BGSU CONSORTIUM BACCALAUREATE PROGRAM FRAMEWORK AND DEFINITIONS

In the context of the existing philosophy of the BSN nursing programs at the University of Toledo College of Nursing, the organizing framework concepts of environment, health, person, and professional nursing are defined.

Person

The concept of person embodies: individual, family, aggregate, community or global perspectives. Person includes bio-psychosocial-spiritual aspects in the context of living (Morgan & Yoder, 2012). Thus, person comprises biological, individual and sociological levels of personhood (Burton, 2008).

Personhood includes both how one views oneself and how others view the individual. Attributes of the self (Forrest, 1993) include: conscience, consciousness, perception, memory, interaction, identity, and reflection. Attributes of "person" include a range of individual to societal vulnerabilities and capacities developed over time.

Environment

Environment is the unique physical and social context in which a person exists and has implications both locally and globally. The physical aspect consists of space, distance, and materials. The social aspect refers to persons in meaningful groups of which a person may or may not be a recognized member. The social environment includes sociopolitical influences on health.

Thus, an individual is embedded in a family and in other groups and communities as components of his or her environment. The meaning or relevance of any such affiliation to the individual and his or her health may be based on the function or role of that group, such as economic, cultural, or political; the need that it fulfills (or fails to fulfill), such as nutritional, educational, or recreational; the cost (e.g., effort, duties, expectations); or the threat (e.g., terrorism, cults, and gangs) that it poses or represents.

The physical and social environment affects accessibility to and quality of services; construction designs and spaces; exposure to infectious disease and hazards; engagement with neighborhoods and communities, and cultures. The environment is dynamic and interconnected with each person, such that one affects the other (Andrews & Moon, 2005; Kagan, 2011).

Health

Health is a balance of physical, mental, spiritual, social, and role function. Individuals set priorities for health based on personal values developed within the family and community. Individuals also make choices about acceptable ways for meeting those priorities (Lipworth, Hooker, & Carter, 2011; Saylor, 2004).

Professional Nursing

Nursing is a human practice discipline that uses evidence-based practice, art and caring relationships with others to facilitate well-being and health (Consensus Statement, 1999). Nurses defend the inherent dignity and worth of human beings and partner with persons at different points in time when needs exceed capabilities, as influenced by health (Horne, 2004). Partnerships involve person-centered care, which includes these qualities: holistic, caring, intentional, individualized, respectful, mutual, and empowering (Morgan & Yoder, 2012; Newman, Smith, Pharris, & Jones, 2008). Nurses engaging in person-centered care use reflective practice and presence.

Quality and Safety Education for Nursing (QSEN)

Within the overall framework as encompassed by person, environment, health and professional nursing, the BSN curriculum integrates the six QSEN competencies: (1) patient-centered care, (2) teamwork and collaboration, (3) evidence-based practice, (4) safety, (5) quality improvement and (6) informatics. These competencies reflect work from experts on quality and safety in health care and are considered core to increase nurses' valuing of quality and safety in the provision of health care (Brady, 2011). These competencies are defined in the article by Cronenwett et al. (2007). These competencies are identified and frame content in theory and experiential activities in the nursing major.

BSN PROGRAM STUDENT LEARNING OUTCOMES

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

PROGRAM REQUIREMENTS

BSN Student Requirements

The BSN program begins with a lower level division plan during which the general college requirements and pre-professional courses are completed. UT and BGSU provide information regarding core requirements. After pre-requisite courses are completed, basic BSN students begin the nursing curriculum on the Health Science Campus. A UT Planning guide is included in this handbook on page 26. Completion of all prerequisite and nursing courses with a grade of "C" or above is required for graduation.

RN-BSN Requirements

Prior to admission to the nursing major, RN students are required to complete all pre-requisite courses; completion of university requirements is recommended before entering the major sequence. General education courses taken at other colleges or universities are evaluated for equivalency transfer credit after admission to the University of Toledo or BGSU. Graduates of Associate Degree programs are granted transfer credit for course work. The diploma graduate earns 22 semester credit hours by successfully completing a professional portfolio. In addition, up to 12 semester hours may be granted as technical electives. Completion of all prerequisite and nursing courses with a grade of "C" or above is required for graduation.

TECHNICAL STANDARDS

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

AMERICANS WITH DISABILITY ACT ACCOMMODATIONS AND STUDENT DISABILITY SERVICES

The University of Toledo abides by the Americans with Disabilities Act (ADA) (equal and timely access) and section 504 of the Rehabilitation Act of 1973 (non-discrimination on the basis of disability). The College of Nursing will provide reasonable academic adjustment to qualified applicants with disabilities, subsequent to evaluation by the Student Disability Services at Mulford Library, room 130, or on Main Campus at Rocket Hall, room 1820, 419.530.4981, email: studentdisabilitysvs@utoledo.edu.

It is the responsibility of the applicant to initiate and complete the evaluation process. Requests for accommodations should be made by the student at the earliest possible date to allow appropriate evaluation from which to develop recommendations for accommodations. Faculty members are responsible only for accommodations communicated to them by the Student Disability Services studentdisabilitysvs@utoledo.edu.

ADA/504 Compliance information is located at:

http://www.utoledo.edu/offices/internalaudit/ada_504_compliance.html

BASIC LIFE SUPPORT (BLS) 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.

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.

<p>Name of Policy: <u>Criminal Records Checks</u></p> <p>Policy Number: 3364-82-07</p> <p>Approving Officer: President</p> <p>Responsible Agent: Dean of the College of Nursing</p> <p>Scope: Applicants of The University of Toledo College of Nursing.</p>	 <p>Effective date: May 5, 2014</p>
<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;
 - x. safety of fellow students or applicants or staff;
 - xi. the applicant's violation of University policies and procedures;
 - xii. state and federal regulations regarding consideration of an individual with a past misdemeanor, felony or similar offense; and
 - xiii. the accuracy of any information provided by the applicant.

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.

- 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.

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>Approved by: Lloyd A. Jacobs, M.D. President</p> <p>Timothy M. Gaspar, PhD, RN Dean, College of Nursing</p> <p><i>Review/Revision Completed by:</i></p> <p><i>Office of the Dean of the College of Nursing CON Student Admission, Retention, and Progression Committee CON Faculty Assembly 5/5/14 Office of Legal Affairs</i></p>	<p>Policies Superseded by This Policy: None</p> <p>Initial effective date: May 5, 2014 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: _____ Social Security #: _____
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:
CRAs, creditors and others not listed below	Federal Trade Commission Consumer Response Center - FCRA Washington, DC 20580 202-326-3761
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 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
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 Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-518-6360
State chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Division of Compliance & Consumer Affairs Washington, DC 20429 800-934-FDIC
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051

RECORD KEEPING OF REPORTS

Criminal record check reports will be maintained securely and confidentially in the applicant's admission file or the student's educational file. Criminal record check reports will be maintained for a period of time consistent with the College of Nursing retention schedule applicable to the file in which it is placed.

APPLICATIONS AND INFORMATIONAL LITERATURE

The following statement shall be included on admissions application forms for College of Nursing programs:

"I understand that, as a condition of admission, I must authorize The University of Toledo to obtain criminal record check(s). If results of the criminal record check(s) are deemed unfavorable by the College of Nursing, or if information received indicates that I have provided false or misleading statements, have omitted required information, or in any way am unable to meet the requirements for completion of the program, the admission may be denied or rescinded, or I may be disciplined or dismissed."

The College of Nursing will inform potential applicants, enrolled students and visiting students that criminal record checks will be performed by means of an announcement in the catalog, student handbook, bulletin or any other pertinent informational materials stating that:

"Students are required to authorize The University of Toledo to obtain criminal record checks (i.e., BCII and FBI) and are responsible for fingerprinting expenses. Students must declare and document misdemeanor and/or felony offenses that occur prior to admission in the nursing program and/or during program progression. Convictions may result in denial of admission to the program or dismissal after matriculation."

CURRICULUM OVERVIEW

The curriculum is concept based. These concepts are taught within the framework of a liberal education including arts, humanities, and sciences with an emphasis on critical thinking, clinical reasoning, clinical competence, and professional development.

The curriculum emphasizes both theory and clinical experience. In each of the clinical nursing courses, students spend various hours per week in planned clinical learning experiences and learn to apply nursing concepts to nursing practice.

In addition to the clinical nursing courses, the nursing program also includes learning experiences in nursing theory courses and professional development studies. These courses address current issues concerning health care professionals, the structure and function of complex health care systems, and sensitive ethical questions.

ASSESSMENT TECHNOLOGIES INSTITUTE (ATI) POLICY

Assessment Technologies Institute® (ATI) offers an assessment-driven review program designed to enhance student NCLEX-RN success. UT CON integrates ATI across all semesters in the upper division program as a comprehensive assessment and review for all nursing students.

The program consists of multiple assessment and remediation activities. These include assessment indicators for academic success, critical thinking, learning styles, online skills modules, online practice testing, and online proctored testing over the major content areas in nursing. ATI tools are to be used in conjunction with CON curricular content and to assist students in preparing for NCLEX, as well as increase confidence and familiarity with nursing content.

BSN COURSE DESCRIPTIONS

BSN-1: First semester in the major

NURS 3040 Nursing to Promote Wellness across the Lifespan: 5 credit hours (3 theory; 2 clinical)

Course Description: Focus on wellness and primary prevention across the lifespan. Introduction to nursing as a discipline. Recognize individuals in context of family and community. Student experiences in community-based settings.

NURS 3080 Fundamentals of Nursing and Assessment across the Lifespan: 5 credit hours (2 theory; 3 lab)

Course Description: Focus on holistic assessment of individuals across the lifespan. Experiential learning with peers and patients. Incorporates culture and genetic factors. Introduction to electronic documentation. Students will learn basic nursing interventions.

NURS 3150 Pathopharmacology 1: 3 credit hours

Course Description: Focus on fundamental concepts in pathophysiology and pharmacology across the life span. Foundation for understanding disease processes and drugs [i.e. therapeutic outcomes and potential drug interactions].

NURS 3190 Nursing Research-1: 2 credit hours

Course Description: Introduction to concepts, issues, and processes in nursing research.

BSN-2: Second semester in the major

NURS 3280 Advanced Fundamentals: 3 credit hours (1 theory; 2 lab)

Course Description: Application of assessment and technical skills in simulated experiences related to care of patients. Incorporates clinical reasoning, professional behaviors, and teamwork skills. Students will learn high-risk interventions.

NURS 3290 Nursing Research 2: 1 credit hour

Course Description: Introduction to evidence-based practice. Emphasis is on learning how to evaluate research for evidence-based practice in nursing as a baccalaureate nurse.

NURS 3300 Nursing Care of Persons with Health Challenges: 4 credits (2 theory; 2 clinical)

Course Description: Focus on holistic care of adults and older adults in acute-care settings experiencing health problems. Incorporates concepts of leadership and management with an emphasis on teamwork and communication. Recognizes individuals in context of family and community.

NURS 3400 Family Health: 4 credit hours (2 theory; 2 clinical)

Course Description: Focus on health, wellness and illness of child-bearing families and children across various settings. Emphasis on concepts of gas exchange, sexuality, reproduction, grief, mood and affect, family, safety, advocacy and family communication. Recognizes individuals in context of family and community.

NURS 3540 Pathopharmacology 2: 3 credit hours

Course Description: Focuses on selected alterations and related pharmacology across the life span. Foundation for understanding disease processes and drugs [i.e. therapeutic outcomes and potential drug interactions]. Basis for critical thinking in nursing to help clients cope with effects of illness and return to health. Emphasis on concepts of: clotting, elimination, gas exchange, intracranial regulation, mood & affect, nutrition, patient education, perfusion, reproduction, sensory perception, tissue integrity.

BSN-3: Third semester in the major

NURS 4130 Nursing Care of Persons in Crisis 1: 4 credit hours (2 theory; 2 clinical)

Course Description: Focus on nursing care of persons across the lifespan in the acute care setting with mental health issues. Emphasis on concepts related to coping and stress tolerance; emotion; cognitive function; and maladaptive behavior.

NURS 4240 Nursing Care of Persons in Crisis 2: 8 credits (5 theory, 3 clinical)

Course Description: Focus on concepts related to oxygenation and hemostasis; homeostasis and regulation; protection and movement, and coping and stress tolerance in the acute care setting across the lifespan.

NURS 4260 Professional Nursing Development: 3 credit hours

Course Description: Focus on the principles and theories of management/leadership as a basis for provision of nursing care. Emphasis on the concepts of health care delivery, health care infrastructures and attributes and roles of nurse.

BSN-4: Fourth/Final semester in the major

NURS 4510 Population Health: 4 credit hours (2 theory; 2 clinical)

Course Description: Focuses on the design and implementation of nursing care for aggregates and communities across the lifespan. Emphasis on professional nursing and health care concepts.

NURS 4620 Precepted Clinical Practicum: 5 credit hours (1 theory; 4 clinical)

Course Description: Focus on partnering with clients (individuals, families, groups and/or communities) who are dealing with complex health problems of any age group and setting. Emphasis on concepts of health-care delivery, attributes and roles of nurse, and care competencies. Includes weekly seminars relevant to clinical issues.

NURS 4700 Nursing Care of Persons and Families with Complex Care Needs: 3 credit hours

Course Description: Focus on nursing care of people with complex health issues across the lifespan. Emphasis on care coordination and interprofessional collaborative teamwork.

NURS 4760 Professional Nursing Competency: 3 credit hours

Course Description: Focus on preparation for the National Council Licensure Examination for Registered Nurses (NCLEX-RN). All concepts in the curriculum are included in comprehensive review.



BSN UPPER DIVISION COURSES

Health Science Campus MS1026
Collier Building 4430
3000 Arlington Avenue
Toledo, OH 43614-2598
419-383-5859

Sem	Course	Course Credit	Theory credit Hours/week	Clinical credit Hours/week	Lab credit Hours/week
1 st	N3040 Nursing to Promote Wellness across the Lifespan	5	3	2	
1 st	N3080 Fundamentals of Nursing and Assessment across the Lifespan	5	2		3
1 st	N3150 Pathopharmacology 1	3	3		
1 st	N3190 Nursing Research 1	2	2		
2 nd	N3280 Advanced Fundamentals	3	1		2
2 nd	N3300 Nursing Care of Persons with Health Challenges	4	2	2	
2 nd	N3400 Family Health	4	2	2	
2 nd	N3290 Nursing Research 2	1	1		
2 nd	N3540 Pathopharmacology 2	3	3		
3 rd	N4130 Nursing Care of Persons in Crisis 1	4	2	2	
3 rd	N4240 Nursing Care of Persons in Crisis 2	8	5	3	
3 rd	N4260 Professional Nursing Development	3	3		
4 th	N4510 Population Health	4	2	2	
4 th	N4620 Precepted Clinical Practicum	5	1	4	
4 th	N4700 Nursing Care of Persons and Families with Complex Care Needs	3	3		
4 th	N4760 Professional Nursing Competency	3	3		
	TOTAL CREDIT HOURS	60	38	17	5
	TOTAL CONTACT HOURS		570	510	150



BSN Program Office
Health Science Campus MS 1026
Collier Building, 4405
3000 Arlington Avenue
Toledo, OH 43614-2598
419.383.5810

Undergraduate Advising Office
Main Campus MS 348
Rocket Hall, 1400
2801 West Bancroft
Toledo, OH 43606-3390
419.530.2673

Prerequisites required to be completed prior to application for the nursing major. A grade of "C" or above is required on all prerequisite and nursing courses (a grade of C- is not acceptable).

CHEM 1120 - Chemistry for Health Sciences (4) [Prereq: CHEM 1110 or Placement Test]	KINE 2570 - Anatomy & Physiology II (3)
EEES 2150 - Biodiversity (4)	KINE 2470 - Anatomy & Physiology II Lab (1)
ENGL 1110 - College Composition I (3)	KINE 2590 - Microbiology (3)
ENGL 2950 - Scientific & Technical Report Writing (3)	MATH 2600 - Statistics (3) [Prereq: MATH 1200 or Placement Test]
HEAL 1800 - Medical Terminology (3)	NURS 1000 - Nursing Orientation (1)
HEAL 2800 - Principles of Nutrition (3)	PHIL 3370 - Medical Ethics (3)
KINE 2560 - Anatomy & Physiology I (3)	PSY 1010 - Principles of Psychology (3)
KINE 2460 - Anatomy & Physiology I Lab (1)	PSY 2510 - Lifespan Psychology (3)

Additional courses to be completed prior to graduation:

Diversity of U.S. Culture Core Course (3) Non-Western Diversity Core Course (3)
Social Science Core Course (3) 2-Humanities Core Courses (6)

Application for professional program completed through a BSN Professional Major Application. Semester for application determined by nursing advisor.

Courses in the Professional Major

Semester in major	Course #	Course Title (credit hours)
BSN-1 First Semester	NURS 3040	Nursing to Promote Wellness across the Lifespan (5)
	NURS 3080	Fundamentals of Nursing and Assessment across the Lifespan (5)
	NURS 3150	Pathopharmacology 1 (3)
	NURS 3190	Nursing Research 1 (2)
		Total Credit Hours (15)
BSN-2 Second Semester	NURS 3280	Advanced Fundamentals (3)
	NURS 3300	Nursing Care of Persons with Health Challenges (4)
	NURS 3400	Family Health (4)
	NURS 3290	Nursing Research 2 (1)
	NURS 3540	Pathopharmacology 2 (3)
	Total Credit Hours (15)	
BSN-3 Third Semester	NURS 4130	Nursing Care of Persons in Crisis 1 (4)
	NURS 4240	Nursing Care of Persons in Crisis 2 (8)
	NURS 4260	Professional Nursing Development (3)
	Total Credit Hours (15)	
BSN-4 Fourth Semester	NURS 4510	Population Health (4)
	NURS 4620	Precepted Clinical Practicum (5)
	NURS 4700	Nursing Care of Persons and Families with Complex Care Needs (3)
	NURS 4760	Professional Nursing Competency (3)
	Total Credit Hours (15)	

UT students matriculating Fall 2017 need 120 semester credit hours for graduation; all students prior need 124 semester credit hours.



Undergraduate Nursing Advisors
Main Campus MS 348
Rocket Hall, Suite 1400
2801 West Bancroft
Toledo, OH 43606-3390
419.530.2673

BSN Program Office
Health Science Campus MS 1026
Collier Building, 4405
3000 Arlington Avenue
Toledo, OH 43614-2598
419.383.5810

OPTION 1

Semester 1	Semester 2	Semester 3	Semester 4
<ul style="list-style-type: none"> • 4350 (2 credits) Transition to BSN Practice • 4360 (3 credits) Theory and Collaborative Practice 	<ul style="list-style-type: none"> • 4390 (3 credits) Health Promotion and Assessment of Families Across the Lifespan 	<ul style="list-style-type: none"> • 4270 (3 credits) Applied Health Assessment Across the Lifespan 	<ul style="list-style-type: none"> • 4290 (4 credits) Nursing Care of Older Adults
Semester 5	Semester 6	Semester 7	Semester 8
<ul style="list-style-type: none"> • 4310 (3 credits) Research Methods and Evidence Based Practice 	<ul style="list-style-type: none"> • 4320 (4 credits) Pathopharmacology Across the Lifespan 	<ul style="list-style-type: none"> • 4330 (5 credits) Nursing Leadership and Management 	<ul style="list-style-type: none"> • 4340 (5 credits) Population Focused Care

OPTION 2

Semester 1	Semester 2	Semester 3	Semester 4
<ul style="list-style-type: none"> • 4350 (2 credits) Transition to BSN Practice • 4360 (3 credits) Theory and Collaborative Practice • 4390 (3 credits) Health Promotion and Assessment of Families Across the Lifespan 	<ul style="list-style-type: none"> • 4270 (3 credits) Applied Health Assessment Across the Lifespan • 4290 (4 credits) Nursing Care of Older Adults 	<ul style="list-style-type: none"> • 4310 (3 credits) Research Methods and Evidence Based Practice • 4330 (5 credits) Nursing Leadership and Management 	<ul style="list-style-type: none"> • 4340 (5 credits) Population Focused Care • 4320 (4 credits) Pathopharmacology Across the Lifespan

OPTION 3

Semester 1	Semester 2	Semester 3
<ul style="list-style-type: none"> • 4350 (2 credits) Transition to BSN Practice • 4360 (3 credits) Theory and Collaborative Practice • 4270 (3 credits) Applied Health Assessment Across the Lifespan • 4390 (3 credits) Health Promotion and Assessment of Families Across the Lifespan 	<ul style="list-style-type: none"> • 4310 (3 credits) Research Methods and Evidence Based Practice • 4330 (5 credits) Nursing Leadership and Management • 4290 (4 credits) Nursing Care of Older Adults 	<ul style="list-style-type: none"> • 4340 (5 credits) Population Focused Care • 4320 (4 credits) Pathopharmacology Across the Lifespan

OPTION 4

Semester 1	Semester 2
<ul style="list-style-type: none"> • 4350 (2 credits) Transition to BSN Practice • 4360 (3 credits) Theory and Collaborative Practice • 4270 (3 credits) Applied Health Assessment Across the Lifespan • 4390 (3 credits) Health Promotion and Assessment of Families Across the Lifespan • 4330 (5 credits) Nursing Leadership and Management 	<ul style="list-style-type: none"> • 4310 (3 credits) Research Methods and Evidence Based Practice • 4290 (4 credits) Nursing Care of Older Adults • 4340 (5 credits) Population Focused Care • 4320 (4 credits) Pathopharmacology Across the Lifespan

OPTION 5

Semester 1	Semester 2	Semester 3	Semester 4	Semester 5
<ul style="list-style-type: none"> • 4350 (2 credits) Transition to BSN Practice • 4340 (5 credits) Population Focused Care 	<ul style="list-style-type: none"> • 4390 (3 credits) Health Promotion and Assessment of Families Across the Lifespan • 4270 (3 credits) Applied Health Assessment Across the Lifespan 	<ul style="list-style-type: none"> • 4290 (4 credits) Nursing Care of Older Adults • 4360 (3 credits) Theory and Collaborative Practice 	<ul style="list-style-type: none"> • 4320 (4 credits) Pathopharmacology Across the Lifespan • 4310 (3 credits) Research Methods and Evidence Based Practice 	<ul style="list-style-type: none"> • 4330 (5 credits) Nursing Leadership and Management

RN-BSN COURSE DESCRIPTIONS

NURS 4270 Applied Health Assessment Across the Lifespan (3 credit hours)

This course emphasizes the concepts and skills essential to the assessment parameter of the nursing process. The purpose of this course is to broaden the learners' knowledge base, to increase their assessment skills, and to facilitate their ability to apply these skills in a clinical setting. The knowledge from this course is immediately applicable to everyday patient care. This is an online course.

NURS 4290 Nursing Care of the Older Adults (4 credit hours)

Focus on the analysis and application of health and illness concepts with older adults. Concepts include healthcare delivery, attributes & roles of the nurse, and patient profile concepts. This is an online course.

NURS 4310 Research Methods and Evidence Based Practice (3 credit hours)

Introduction to concepts, issues and processes in nursing research and evidence-based practice. Emphasis is on the use of research as a baccalaureate-prepared nurse, including critical analysis and evaluation of published research for use in evidence-based practice. This is an online course.

NURS 4320 Pathopharmacology Across the Lifespan (4 credit hours)

Basic concepts of pathophysiology and pharmacology. Prepares for critical thinking in application of concepts to nursing practice. This is an online course.

NURS 4330 Leadership and Management (5 credit hours)

Students focus on the professional nurse's role in applying the principles and theories of leadership and management as a basis for provision of nursing care across healthcare delivery systems. Emphasis will be on leadership concepts to achieve safe, high quality patient-centered nursing care. This is an online course.

NURS 4340 Population Focused Care (5 credit hours)

This course facilitates the development and implementation of strategies to enable the synthesis of professional development for the baccalaureate nurse within the community. The course enables the student to recognize and understand the critical role that nurses play in community and public health care delivery. Students will analyze principles of public health and will explore strategies to model the professional practice role in current community clinical situations. This course also assists the student in the online classroom environment. This is an online course.

NURS 4350 Transition to BSN Practice (2 credit hours)

This course facilitates the development and implementation of strategies to enable the synthesis of professional development for the baccalaureate nurse. The course enables the student to recognize and understand the critical role that nurses play in health care delivery. Students will analyze principles of professional practice and will explore strategies to model the professional practice role in current clinical situations. This course also assists the student in the online classroom environment. This is an online course.

NURS 4360 Theory and Collaborative Practice (3 credit hours)

This course facilitates the development and implementation of strategies to enable the synthesis of nursing theory and collaborative practice for the baccalaureate nurse. The course enables the student to recognize and understand the critical role that nurses play in health care delivery collaboration. Students will analyze theories of nursing and will explore strategies to apply nursing theory in current clinical situations. This course also assists the student in the online classroom environment. This is an online course.

NURS 4390 Health Promotion and Assessment of Families Across the Lifespan (3 credit hours)

Focus on wellness and primary prevention across the lifespan. Emphasis on concepts of wellness, communication, lifespan, and physiologic processes. Additional concepts include the role of the nurse in healthcare delivery as related to health promotion. This is an online course.

SECTION 3

ACADEMIC ADVISEMENT

Nursing advisors serve as a resource person for the student. Nursing advisors are available at UT, BGSU, and BGSU-Firelands. Early contact between nursing students and the program advisor is essential, as well as follow-up contact for registration, to update the course check sheet and assess graduation requirements. Advisors assist the student in choosing appropriate courses, and in defining the policies and procedures of their respective university in conjunction with the nursing program. Ultimately, it is the student's responsibility to know the policies, procedures, and expectations of his/her respective college and to follow them.

CONTACT INFORMATION

Students must provide current and permanent residence addresses and telephone numbers to the CON Undergraduate Program Office and home university. This information is particularly important in emergency situations and for mailings. Name changes must be in effect at the University before CON records are updated.

PROGRAM EVALUATIONS

Students are expected to provide feedback on classroom and clinical learning experiences, as well as faculty, clinical site, and preceptor contribution to learning. Online evaluations are provided at the end of each semester. Quantitative data is compiled into aggregate reports for program assessment; qualitative remarks are reviewed by course faculty as a means to implement course improvement.

EDUCATIONAL QUESTIONNAIRES

From time to time the CON seeks relevant feedback about the curriculum, student services, quality of teaching, and clinical instruction. Because the focus is on program improvement or assessment of learning outcomes, students are expected to participate as part of their professional responsibility. Effort is made to minimize unnecessary intrusion on student time and to protect student identity.

ELECTIVE COURSES

Nursing electives may be taken by undergraduate students, and have been approved by both universities. Scheduling depends on student interest and demand and available faculty.

CONFIDENTIALITY OF STUDENT RECORDS (FERPA)

See *Policy 3364-71-15* attached:

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)

(9) Disclosure of student education records

(10) 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.

(11) 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.

(12) 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.

(D) 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.

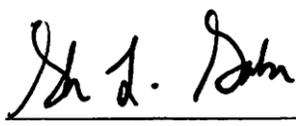
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920

(3) Transcripts

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

(E) 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></p> <p>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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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.



COLLEGE OF NURSING
THE UNIVERSITY OF TOLEDO

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) _____ (cellular) _____

Date _____ Student ID Number _____

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

PAYMENT OF FEES AND EXPENSES

Students are responsible for payment of university fees and expenses as explained in the respective university catalog. Students are also responsible for prompt resolution of parking and library fines. Additional costs incurred during nursing coursework will include but is not limited to fingerprinting, professional nursing course fee, clinical equipment, uniforms, comprehensive exam fees, convocation, graduation, and membership in student organizations. Although not part of the nursing program, the student is responsible for cost of licensure application and fingerprinting, as well as NCLEX-RN registration.

PROGRAM COMPLETION EVENTS

Students apply for graduation at the Office of the Registrar at UT or BGSU. An evaluation for meeting degree requirements is requested from the Nursing Advisor no later than the semester prior to graduation.

Graduation or commencement ceremonies are held by UT and BGSU. UT summer candidates are invited to participate in either the spring or fall ceremony; however if they wish to walk in the spring ceremony, the candidates should apply for summer graduation but submit the application by the fifth week of the spring term to be included in the spring commencement program.

Traditional caps and gowns are rented or purchased from the university bookstore; orders are placed in advance.

TRANSPORTATION

Students must arrange for transportation to and from nursing classes and clinical experiences. Students are not excused from clinical because of transportation difficulties. Clinical assignments are randomized so car pool arrangements will need to be revised each semester in the program.

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 BSN4 Professional Competency course.

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

SECTION 4

ACADEMIC POLICIES

Students are responsible for knowing information in the College of Nursing Catalog and Undergraduate Program Student Handbook. <http://www.utoledo.edu/nursing>

Students also have a responsibility to access online university policies and procedures when general university information is needed. The policies of the CON are congruent with both UT and BGSU policies; in case of conflicting policies, the stricter policies will apply.

ATTENDANCE POLICIES

Class Attendance

Students are expected to attend all classes. The CON recognizes there may be reasons for excused or unexcused absences as detailed below. Classroom activities are essential to learning and to the application of knowledge. The student is responsible for knowing and meeting all course requirements, including tests, assignments, and class participation as indicated by the course instructor. The responsibility for making up work missed during an absence rests with the student. Students are encouraged to initiate negotiations with the instructor regarding missed work as early as possible.

This policy also applies to courses offered as Web-assisted or online. Student attendance means regular participation in online discussions and learning activities as designated by the faculty. Absence from such participation is considered the same as absence from an on-campus class.

Clinical Attendance

Students are required to complete all clinical requirements. If a student is unable to attend a scheduled clinical, the student must notify the instructor prior to the clinical time or at the earliest possible time.

Students are responsible for contracting with instructors for make-up work. Faculty will notify Program Director if student absence exceeds one week in the semester.

Examinations

Students are required to be present for all scheduled examinations. Examinations will not be given in advance of the scheduled date. If a student is unable to attend class on an exam day, the instructor is to be notified **in advance** of the class period.

EXCUSED ABSENCES

Funeral Leave

Temporary absence from the academic program is granted for a death in the immediate family. The student must notify the Undergraduate Program Office in advance, provide verification in writing, and negotiate with faculty concerning missed classroom and clinical requirements.

Jury Duty

Temporary absence is granted for the actual hours of jury duty. The student must notify the Undergraduate Program Office in advance, provide verification in writing, and negotiate with faculty concerning missed classroom and clinical requirements.

Maternity Leave

Maternity absence in connection with the birth or adoption of a child is provided for a short period of time. The student must notify the Undergraduate Program Office in advance, provide verification in writing, and negotiate with faculty concerning missed classroom and clinical requirements. A pregnant student is required to provide a Healthcare Release form to continue in clinical experiences. Following delivery, the student is required to provide a Healthcare Release form indicating date for return to class and clinical experiences.

Military Duty

Temporary absence is granted for active military service. The student must notify the Undergraduate Program Office in advance, provide verification in writing, and negotiate with faculty concerning missed classroom and clinical requirements.

Professional Development

Students are encouraged to participate in nursing association professional development activities. The student must notify the Undergraduate Program Office in advance, provide verification in writing, and negotiate with faculty concerning missed classroom and clinical requirements.

Sick Leave

Sick leave (absence of more than one week) is granted within limits, in the case of personal injury or illness; emergency treatment for a medical, dental, or optical condition; or exposure to a contagious disease that would jeopardize the health of others. Extended sick leave may necessitate a medical withdraw per UT registrar's policy.

A Healthcare Release form is submitted to the Undergraduate Program office after initial provider assessment, followed by a subsequent report when student is cleared for class and clinical. The student must negotiate with faculty concerning missed classroom and clinical requirements.

Other Absence

The Director of Undergraduate Program and faculty are not obligated to excuse absences unrelated to CON- approved activity. In such instances, the student must notify the Director of Undergraduate Program in advance, provide verification in writing, and negotiate with faculty concerning missed classroom and clinical requirements.

UNEXCUSED ABSENCE

Students are not excused from class and clinical for externship or internship programs, employment, interviews, or job searches. Students are not excused from class and clinical for personal or social activities.

ACADEMIC PERFORMANCE REFERRAL

The Student Admission, Retention, and Progression Committee (SARP) monitors the progress of students who perform at an "outstanding" level and those who experience difficulty in the program. Students are referred to the committee during the semester when academic or professional conduct issues occur and at end of the semester for failing grades. Students receive a copy of the SARP Referral Form and a copy is placed in the academic file.

ACADEMIC DUE PROCESS AND APPEAL OF A FINAL COURSE GRADE

See *Policy 3364-82-05* attached:

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
<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>Lloyd A. Jacobs, M.D. President</p> <p>June 13, 2014</p> <p>Timothy M. Gasper, PhD, RN Dean, College of Nursing</p> <p>June 13, 2014</p> <p><i>Review/Revision Completed by:</i></p> <p>College of Nursing College of Nursing Faculty Assembly (5/5/14) Office of Legal Affairs, HSC</p>	<p>Policies Superseded by This Policy:</p> <ul style="list-style-type: none">• none <p>Initial effective date: May 1, 2009 Review/Revision Date: May 5, 2014 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.

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

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)**

FINAL EXAMINATION GUIDELINES

1. Final examinations are scheduled the last week of each academic semester.
2. Students are not permitted to take final exams in advance of the scheduled date.
3. Faculty may schedule a final exam after the scheduled date, if necessary, for students with extenuating circumstances.
4. The faculty teaching in each course shall determine if a final examination is to be administered. Regardless, attendance during week 15 of the semester is required of all students in the pre-licensure major
5. Final examination schedules will be posted by the second week of the semester providing classroom assignments are complete.

REPEATING A COURSE AND CALCULATING GPA

When a course is repeated, the appropriate University procedure is followed. Link to Policy 3364-71-07: <https://www.utoledo.edu/policies/academic/undergraduate/pdfs/3364-71-07%20%20Repeating%20a%20course%20and%20recalculation%20of%20GPA.pdf>

IMMEDIATE DISMISSAL

Grounds for immediate dismissal from the nursing major include:

1. Unsafe practice
2. Violation of patients' rights
3. Unprofessional conduct
4. Academic dishonesty
5. Breach of patient confidentiality

INCOMPLETE GRADE

When acceptable circumstances prevent a student from completing course requirements prior to the end of a term, the grade of "IN" (Incomplete) may be given at the discretion of the faculty. When a course grade is incomplete, the appropriate University procedure is followed. Link to Policy 3364-71-11: <https://www.utoledo.edu/policies/academic/undergraduate/pdfs/3364-71-11%20%20Grades%20and%20grading.pdf>

APPEAL OF DISCIPLINARY ACTION AND DUE PROCESS

See *Policy 3364-82-06* attached:

<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>				
<table> <tr> <td><input type="checkbox"/> New policy proposal</td> <td><input type="checkbox"/> Minor/technical revision of existing policy</td> </tr> <tr> <td><input checked="" type="checkbox"/> Major revision of existing policy</td> <td><input type="checkbox"/> Reaffirmation of existing policy</td> </tr> </table>		<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
<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

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.

READMISSION POLICY

Students who leave the program must reapply for readmission to the major and meet with an advisor. .

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSES

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

1. A grade of at least a "C" is necessary for satisfactory completion of all required nursing courses. Grades of less than "C" constitute "failure." For BSN and RN-BSN students, an average grade of 76% or above must be achieved on exams in order to pass a course.
2. BSN: The minimum grading scale is A (93-100), B (85-92), C (76-84), D (68-75), F (67 or below). Individual courses may have higher standards which are stated in the course syllabus.
3. RN-BSN: The minimum grading scale is A (93-100), B (85-92), C (76-84), D (68-75), F (67 or below). Individual courses may have higher standards which are stated in the course syllabus.
4. Satisfactory achievement of both the theoretical and clinical aspects of the course is required. If a grade of less than "C" is earned in the theory component of required clinical courses, the earned theory grade is recorded for the course and both theory and clinical must be repeated. If a student earns an "Unsatisfactory" in the clinical component of a required clinical course, a grade of "F" is recorded for the course and both theory and clinical must be repeated.
5. Pre-requisite courses must be met with a grade of "C" or higher prior to entering nursing courses (English, math, chemistry, biology, psychology, anatomy, physiology, microbiology, lifespan psychology, ethics, medical ethics, statistics, and medical terminology).
6. Students must meet the university requirements of maintaining a minimum semester GPA of 2.0 to retain academic status in the university and in the nursing major.
7. Grades of "I" for incomplete, "NC" for no credit, "PR" for grade of progress, or "NR" for not reported must be resolved prior to graduation. The student must have a grade for every course to graduate.

REQUIREMENTS FOR PROGRESSION IN PROGRAM

Satisfactory completion of prerequisite courses with a grade of "C" or higher is required for matriculation into upper division professional courses. Satisfactory completion of nursing courses with a grade of "C" or higher is required each semester for student to progress to the next semester. Nursing courses have established prerequisites and corequisites, which also defines the sequence of courses in the major. Students must meet with their nursing advisor before dropping or withdrawing from any nursing courses. Students out of sequence must meet with the program director to develop a revised plan of study.

REQUIREMENTS FOR COMPLETION OF PROGRAM

Satisfactory completion of university core and nursing prerequisites, as well as all nursing courses in the major, is required for program completion. Students must complete all Undergraduate pre-licensure BSN Courses in the upper division within 3 academic years. Students must complete all RN-BSN Courses in the upper division within 6 academic years.

BSN and RN-BSN plans of study are provided in this handbook. A grade of "C" or higher is required for university, pre-nursing, and nursing courses. The minimum number of credit hours required for graduation appears in the respective university catalog.

TRANSFER OF CREDIT

When requesting credit for previously taken courses, or planning to take a course at another institution to fulfill a prerequisite requirement, the student should:

1. Consult with academic advisor at the respective university.
2. Submit an official transcript from each post-secondary educational institution attended.
3. The last 30 (BGSU), 32 (UT) hours of course work must be taken at the respective university.

WITHDRAWAL

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

INCLEMENT WEATHER/EMERGENCY POLICY

View UT Policy # 3364-25-14 at:

http://www.utoledo.edu/policies/administration/humanresources/pdfs/3364_25_14.pdf

Definitions:

Level 1: Travel with caution.

Level 2: Hazardous weather conditions. Only travel if absolutely necessary.

Level 3: Emergency vehicles only. Law enforcement officers will fine travelers.

Decisions about cancellation or delay of class will be made by consultation with the course lead. Cancellation will be communicated to involved students and Undergraduate Program Office.

Decisions about cancellation or delay of clinical will be made by the faculty or clinical associate in consultation with the course lead. Cancellation will be communicated to involved students, the clinical agency and Undergraduate Program Office.

When a student is unable to commute to a clinical experience due to individual weather circumstances, it is the student's responsibility to notify the clinical faculty by phone. If the clinical faculty cannot be reached, the student is responsible for leaving a message (which includes contact number) for the clinical faculty at the agency and informing the nursing unit of the absence.

In the event that a weather emergency is declared in a county outside of Lucas County, classes will be held as scheduled. It is understood that students residing in counties in which a weather emergency Level 2 or 3 is declared may not commute to class. Information from classes not attended by students outside Lucas County due to weather emergencies will be provided by the faculty in a way deemed appropriate by the course lead.

SECTION 5

PROFESSIONAL EXPECTATIONS

In addition to the University Toledo Student's Code of Conduct <https://www.utoledo.edu/studentaffairs/conduct/>, the nursing profession demands that the individual be responsible, accountable, self-directed, and professional in behavior. The process of becoming a professional person begins upon entering a professional education program. Students demonstrate professionalism by attending classes and clinical experiences, by exhibiting courteous behavior, being prepared for class and clinical assignments, and by being punctual for class and clinical.

ACADEMIC FREEDOM OF STUDENTS AND SOCIAL MEDIA STATEMENT

The CON subscribes to the principles of academic freedom and inquiry. Students attending the CON 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 recommendations on social media and National Council State Board of Nursing White Paper: A Nurse's Guide to the use of Social Media at <https://www.ncsbn.org/3874.htm>

STUDENT STANDARDS OF CONDUCT

The University of Toledo has a student code of conduct that students must review Policy 3364-30-04, <https://www.utoledo.edu/studentaffairs/conduct/>: The Standards of Conduct prohibit all persons from engaging or participating in any of the following activities:

1. Other than public information, the disclosure of information that becomes accessible through association with The University of Toledo College and its Medical Center and other clinical sites should be considered as privileged and confidential including information pertaining to patients and their care or research subjects;
2. Unauthorized accessing and use of information stored on any computer system of The University of Toledo, including unauthorized use of such equipment for other than The University of Toledo College business that is unreasonable in nature and scope;
3. Dishonesty, for example, cheating, plagiarism, or knowingly furnishing false information to The University of Toledo;
4. Forgery, alteration, or misuse of The University of Toledo documents, records, or identification;
5. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other The University of Toledo activities, including its public service functions or of other authorized activities, on The University of Toledo owned or controlled property;
6. Physical abuse or detention of any person on The University of Toledo owned or controlled property or at The University of Toledo sponsored or supervised functions, or conduct which threatens or endangers the health or safety of any such person;
7. Theft or damage of property of The University of Toledo College of Nursing or of a member of The University of Toledo College of Nursing community or campus visitor;
8. Unauthorized entry into or use of The University of Toledo facilities and/or equipment;
9. Violation of The University of Toledo policies and regulations;
10. Disorderly or obscene conduct or expression on The University of Toledo owned or controlled property;

11. Use, possession, or distribution of alcohol or of narcotic or dangerous drugs or paraphernalia, as specified by the Food and Drug Administration, except as expressly permitted by law;
12. Failure to comply with directions of The University of Toledo officials or police and any other law enforcement officers acting in the performance of their duties;
13. Illegal or unauthorized possession or use of firearms, explosives, other weapons or chemicals on or off of The University of Toledo property.
14. Violators of these regulations may be dismissed from The University of Toledo owned or controlled property and may be subject to criminal prosecution and/or The University of Toledo discipline which may include, but is not limited to, suspension or expulsion from The University of Toledo.

The University of Toledo administration is empowered to adopt and publish additional provisions for the administration and enforcement of these regulations.

EQUIPMENT USAGE

Students assume full responsibility at all times for the loss of, or damage to, UT equipment. Such loss or damage shall result in the assessment of the replacement cost as established by the Treasurer of the institution.

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

DRUG FREE WORKPLACE AND CAMPUS

UT HSC is committed to maintaining an educational environment that is free from the effects of drug and alcohol abuse. To this end, UT HSC prohibits the unlawful manufacture, distribution, dispensation, possession, or use of any controlled substance, or alcohol, on UT property or as any part of its activities. This includes all illegal and legal drugs used without a physician's order. It does not prohibit taking prescribed medication under the direction of a physician. Individuals found to be in violation of this policy are engaged in serious misconduct and subject to disciplinary action, up to and including dismissal, consistent with UT HSC policies.

RESPONSIBILITIES RELATED TO IMPAIRMENT

The student will not use alcohol or drugs in a manner that could compromise the academic environment or patient care. It is the responsibility of every student to protect the public from an impaired colleague and to assist a colleague whose capability is impaired because of ill health. The student is obligated to report persons of the health care team whose behavior exhibits impairment or lack of professional conduct or competence, or who engage in fraud or deception. Such reports must conform to established institutional policies.

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.

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. Additional 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.*

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/undergraduate/pdfs/3364-71-04%20%20Academic%20dishonesty.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 Undergraduate Program Chair. 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.)

STUDENT RIGHTS AND RESPONSIBILITIES

This statement is adopted from an original statement by the Ohio Nurses Association and endorsed by the Nursing Students Association of Ohio.

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 CON should be unrestricted in the sense that no student should be denied admission on the basis of such factors as race or sex.

At the same time, students should realize that the CON is accountable to the public for the quality of nurses graduated and that the College 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 college's resources and facilities--to qualified students as determined by admission standards.

Students should be aware that the CON 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.

PROFESSIONAL STANDARDS

Students are held to the same standard of behavior as a practicing nurse. Failure to adhere to professional standards will result in dismissal from the program. Student conduct while providing nursing care includes, but is not limited to the following:

Rules Promulgated from the Law Regulating the Practice of Nursing 4723-5-12, Ohio Administrative Code 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 patient, and the patient's response to that care.
- (2) A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.
- (3) A student shall not falsify any patient record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports, time records or reports, and other documents related to billing for nursing services.
- (4) A student shall implement measures to promote a safe environment for each patient.
- (5) A student shall delineate, establish, and maintain professional boundaries with each patient.
- (6) At all times when a student is providing direct nursing care to a patient the student shall:
 - (a) Provide privacy during examination or treatment and in the care of personal or bodily needs; and
 - (b) Treat each patient with courtesy, respect, and with full recognition of dignity and individuality.
- (7) A student shall practice within the appropriate scope of practice as set forth in division (B) of section [4723.01](#) and division (B)(20) of section [4723.28](#) of the Revised Code for a registered nurse, and division (F) of section [4723.01](#) and division (B)(21) of section [4723.28](#) of the Revised Code for a practical nurse;
- (8) A student shall use universal and standard precautions established by Chapter 4723-20 of the Administrative Code;
- (9) A student shall not:
 - (a) Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a patient;
 - (b) Engage in behavior toward a patient that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.
- (10) A student shall not misappropriate a patient's property or:
 - (a) Engage in behavior to seek or obtain personal gain at the patient's expense;
 - (b) Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient's expense;
 - (c) Engage in behavior that constitutes inappropriate involvement in the patient's personal relationships; or
 - (d) Engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient's personal relationships.

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

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

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

- (12) A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:
 - (a) Sexual contact, as defined in section [2907.01](#) of the Revised Code;
 - (b) Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.
- (13) A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section [4729.01](#) of the Revised Code, in any way not in accordance with a legal, valid prescription issued for the student, or self-administer or otherwise take into the body any drug that is a schedule I controlled substance.
- (14) A student shall not habitually or excessively use controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.
- (15) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of the use of drugs, alcohol, or other chemical substances.
- (16) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability.
- (17) A student shall not assault or causes harm to a patient or deprive a patient of the means to summon assistance.
- (18) A student shall not misappropriate or attempt to misappropriate money or anything of value by intentional misrepresentation or material deception in the course of practice.
- (19) A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.
- (20) A student shall not aid and abet a person in that person's practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide without a certificate issued by the board.
- (21) A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion.
- (22) A student shall not assist suicide as defined in section [3795.01](#) of the Revised Code.
- (23) A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to the nursing program, its administrators, faculty, teaching assistants, preceptors, or to the board.

- (24) A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the health care team for health care purposes only, shall access patient information only for purposes of patient care or for otherwise fulfilling the student's assigned clinical responsibilities, and shall not disseminate patient information for purposes other than patient care or for otherwise fulfilling the student's assigned clinical responsibilities through social media, texting, emailing or any other form or 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

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.

NATIONAL STUDENT NURSES' ASSOCIATION, INC.
CODE OF ACADEMIC AND CLINICAL CONDUCT

Preamble

Students of nursing have a responsibility to society in learning the academic theory and clinical skills needed to provide nursing care. The clinical setting presents unique challenges and responsibilities while caring for human beings in a variety of health care environments.

The Code of Academic and Clinical Conduct is based on an understanding that to practice nursing as a student is an agreement to uphold the trust with which society has placed in us. The statements of the Code provide guidance for the nursing student in the personal development of an ethical foundation and need not be limited strictly to the academic or clinical environment but can assist in the holistic development of the person.

A code for nursing students

As students who are involved in the clinical and academic environments, we believe that ethical principles, in adherence with the NSNA Core Values, are a necessary guide to professional development. Therefore, within these environments we:

1. Advocate for the rights of all patients.
2. Diligently maintain patient confidentiality in all respects, regardless of method or medium of communication.
3. Take appropriate action to ensure the safety of patients, self, and others.
4. Provide care for the patient in a timely, compassionate, professional, and culturally sensitive and competent manner.
5. Are truthful, timely and accurate in all communications related to patient care.
6. Accept responsibility for our decisions and actions.
7. Promote excellence and leadership in nursing by encouraging lifelong learning, continuing education, and professional development.
8. Treat others with respect and promote an inclusive environment that values the diversity, rights, cultural practices and spiritual beliefs of all patients and fellow healthcare professionals.
9. Collaborate with academic faculty and clinical staff to ensure the highest quality of patient care and student education.
10. Use every opportunity to improve faculty and clinical staff understanding of the nursing student's learning needs.
11. Encourage mentorship among nursing students, faculty, clinical staff, and interprofessional peers.
12. Refrain from performing skills or procedures without adequate preparation, and seek supervision and assistance when necessary.
13. Refrain from any deliberate action or omission in academic or clinical settings that create unnecessary risk of injury to the patient, self, or others.
14. Assist the clinical nurse or preceptor in ensuring that adequate informed consent is obtained from patients for research participation, for certain treatments, or for invasive procedures.

15. Abstain from the use of any legal or illegal substances in academic and clinical settings that could impair judgment.
16. Strive to achieve and maintain an optimal level of personal health.
17. Support access to treatment and rehabilitation for students who are experiencing impairment related to substance abuse and mental or physical health issues.
18. Uphold school policies and regulations related to academic and clinical performance, reserving the right to challenge and critique rules and regulations as per school grievance policy.

First adopted by the 2001 House of Delegates, Nashville, TN. Amended by the House of Delegates at the NSNA Annual Convention on April 7, 2017 in Dallas, TX.

STUDENT NURSE UNIFORM GUIDELINES

The CON believes that professionalism begins with appearance and attire. In striving to uphold a high professional standard, this policy addresses student nurse clinical clothing requirements. The values of asepsis, client safety, and client sensitivity are also incorporated into the Student Nurse Uniform Guidelines. *These guidelines will be enforced and are in alignment with affiliating organizational policies.* Reasonable accommodation will be made in regards to religious, cultural, or disability situations and will be reviewed on an individual basis for compliance with these guidelines, with input from the Office of Institutional Diversity, as needed.

Acute care and clinic settings: Each student will wear the designated student nurse uniform that includes top, pants, and lab coat (long or short sleeve all white (no graphics) t-shirt may be worn underneath top). The uniform is to be clean and wrinkle free. Shoes must be closed-toed, impermeable, and neutral in color (white, tan, brown, navy, or black). Socks or hose must be worn.

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

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

Hair needs to be clean and of a "natural" color; such hair colors as 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.

Personal cleanliness including proper oral hygiene and absence of controllable body odors are a standard. Avoid wearing perfume, after shave, or fragrant lotions; if worn the smell should be very subtle.

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

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

June, 2017

EXAM PROCEDURE/GUIDELINES

Before exam day:

Contact the course faculty/coordinator if unable to attend exam.

Before Paper and Computer Exams:

Leave all personal items such as tote bags and backpacks in a vehicle or locker. Coats or sweaters cannot be hung on the back of chairs.

Hats are not allowed in the exam room.

All cell phones, pagers, fitness bands and any other electronic equipment must be turned off and placed in a locker.

No food, candy, or drinks are allowed into the test room.

No tissues are allowed; proctors will provide tissues if needed.

Check exam room door for seat and room assignment.

Remain in hallway until exam room doors are opened.

Students must be seated 15 minutes prior to the start of the exam.

Be On Time! No late entry is allowed once a student leaves the exam room. Bring student ID. All students are checked-in prior to the start of exam.

During Reading of All Exam Instructions:

Students who arrive after the ID check is completed must remain in the back of the room until the exam has been started. After the start of the exam, student will be seated in assigned seat. ID will be checked prior to providing student the exam. No extra time will be given.

Paper Exam

You must use #2 pencils

Leave examinations face down when distributed.

Count exam pages when instructed to do so if paper exams are used. Raise hand if page is missing or unreadable.

Legibly print name on exam book when instructed to do so.

Verify that exam and scantron number matches seat number.

Complete the bubble sheet by entering the following: name, Rocket ID number, test form A or B.

Begin exam when instructed.

Beginning and ending exam time will be written on the board in front of the room.

Computer Exam

You will be instructed to close all other websites except for lockdown browser.

Scratch paper will be distributed.

You will be instructed when to write your name, seat number, and Rocket ID number on the scratch paper.

During the Exam

Raise hand to use restroom. Proctor will escort student to the restroom. No additional time will be given. The paper exam will be "held" in the exam room and returned when student returns from the restroom break.

Only one student at a time will be allowed to take a break.

Use blank sheet on exam book to write questions regarding a test question.

Use scratch paper to write any questions for a computer exam.

Ending the Exam

Paper Exam

Check bubble sheet to make sure all questions are answered before turning in exam.

Turn in the exam book, bubble sheet, and seat number to a proctor before leaving.

If students do not leave early, follow the instructions given for ending the exam. No writing or erasing will be allowed after "Time" is called.

No additional time will be given for transferring answers. Follow instructions for submission of the exam.

Computer Exam

When you have completed your exam please raise your hand. A proctor will observe you "Save and Submit" and collect your scratch paper. Please logoff the university laptop and leave it at your seat.

For Both Paper and Computer Exams

Students may leave the exam early. Leave room quietly. Students will not be allowed to re-enter the room.

Do not talk outside of exam room.

Leave the testing area entirely.

Unprofessional conduct during any exam will result in removal from the testing session and grade of "0" on exam. Unprofessional conduct may result in immediate dismissal from program.

Note: Faculty who proctor their own exams may choose to vary from the above procedures/process at any time. Variations will be explained to the students by that faculty member prior to testing.

SECTION 6

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. The clinical instructor will be notified of incident immediately. An occurrence report is completed according to agency policy. 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 Family Medicine at UTMC and be treated by a healthcare provider as soon as possible. **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 personal healthcare provider or by the Student Health Center at the respective university. UT students should follow up with Family Medicine at UTMC as soon as possible.

ACCIDENTAL EXPOSURE TO COMMUNICABLE DISEASE

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

EMERGENCY PROCEDURE FOR STUDENTS IN CLASSROOM OR CLINICAL

If a student becomes ill in the classroom, 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, their respective university Student Health Center, or 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 cost associated with evaluation and treatment following classroom, clinical, or lab illness or injury. The CON, UT, BGSU, and clinical agency do not assume liability for any accident or illness during the student assignment. The clinical agency will make available emergency treatment as required. Students may utilize University of Toledo Medical Center and University Health Services. Responsibility for cost of care and related charges (treatment, tests, x-rays, medications) belongs to the student.

HEALTH FORMS

Clinical Agency 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. Documentation must be submitted at least six weeks before a semester begins.

Clinical agencies have the right to deny a student access to the facility when requirements are unmet. Students who fail to provide documentation of health, immunization, and BLS by established deadlines may be administratively dismissed for the semester.

Physical Examination

Annually, students must have a "Fit and free for duty" statement completed by a provider of choice and submitted to the Student 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 starting the nursing major, 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.

Other Required Information

HIPAA, Safety, and Diversity training are required by the College of Nursing before clinical begins, along with an annual review of regulations and updates.

Documentation of completion of Basic Life Support for Healthcare Providers is required before clinical starts. Cards cannot expire during the semester.

Students should copy all health data for future employment purposes. The CON does not provide copies of medical information (HIPAA protected).

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 the student's 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.



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

**HEALTHCARE RELEASE
 College of Nursing**

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 or signed provider's release will be submitted before return to clinical activity.

SECTION 7

FINANCIAL AID

The University of Toledo is committed to helping find ways to make a college education affordable to UT students and their families. All questions regarding financial aid for University of Toledo students are handled through Rocket Solution Central Office which is located in Rocket Hall. BGSU students should contact the financial aid office at BGSU.

SCHOLARSHIPS

Several scholarships are available to students admitted to the professional nursing major. In order to be considered, applicants must be admitted to the nursing major as a University of Toledo student. Unless otherwise noted, students must complete a general nursing scholarship application in order to be considered for College of Nursing scholarships by the posted deadline to the office for Student Services.

All need-based scholarships require that a completed Free Application for Federal Student Aid (FAFSA) be on file. Students may complete the FAFSA online at <http://www.fafsa.ed.gov>. Students are required to complete a FAFSA annually. The University school code for completing FAFSA is 003131. Information provided on each scholarship is subject to change. Private scholarship awards are based on donor criteria.

Students wishing to use their scholarship for summer enrollment must complete a summer aid application (available in late March/early April). If a student is filing a FAFSA, it must be completed and accepted before the summer aid application can be processed. In addition, if a student is selected for verification, the verification must be complete before the summer aid application can be processed.

Scholarship recipients are notified through their student email.

HONORS PROGRAM

The purpose of the CON Honors Program is to provide opportunities for students to increase the depth and breadth of their undergraduate program of study by means of a plan of goal-directed learning, including discovery, analysis, and application of theoretical knowledge to the practice of nursing. It allows the student to explore specialized areas of study, participate in research, and develop collegial relationships with faculty.

The CON Honors Program accepts students based upon the following criteria:

1. Admission to the Jessop Scott Honors College
2. Admission to the nursing major
3. Overall GPA of 3.5 or better

CRITERIA FOR CONTINUED PARTICIPATION IN HONORS PROGRAM

1. 3.3 overall GPA with a minimum of 3.5 GPA in nursing major courses.
2. In the event that the nursing GPA falls below 3.5, the student has two consecutive semesters to bring the GPA up to 3.5. If unable to do so, the student will not be allowed to continue in the Honors Program. The student will arrange to meet with the Honors Director when the GPA falls below 3.5.

CRITERIA FOR GRADUATION WITH CON HONORS

1. Successful completion of CON Honors Courses and/or Honors Sections for a total of at least ten (10) semester hours of credit. The student's program of study is designed by the Honors Director and the student to focus on a particular area of interest.
2. Students are required to take Honors courses and CON Honors Sections from more than one professor.
3. Honors Capstone Project: This requirement is fulfilled while the student is enrolled in independent study within the CON. The purpose of a Honor Capstone Project is to offer a scholarly experience which integrates knowledge and skills learned throughout the undergraduate curriculum, as well as to reflect student's attainment of the goals of the program. The Honor Capstone Project may take a number of forms, research project, literature review, and evidence based project. The Capstone Project is completed by a student under the guidance of a faculty member who serves as the Project Advisor. Specific guidelines are available for the Honor Capstone Project.
4. Students are expected to take a total of 3 credits NURS 4990 Independent Study (honor section) for completion of the Honors Capstone Project. Students are to consult with their project advisor regarding the allocation of credit hours per semester.

NOTE: For a College of Nursing Honors student to graduate with University Honors and receive the HONORS MEDALLION, a total of 33 honors credit must be attained through a combination of CON and University honors credit hours.

COLLEGE OF NURSING HONORS COURSES

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

**NURS 3190 Nursing Research 1
NURS 3280 Advanced Fundamentals
NURS 3290 Nursing Research 2
NURS 3300 Nursing Care of Persons with Health Challenges
NURS 4130 Nursing Care of Persons in Crisis 1
NURS 4240 Nursing Care of Persons in Crisis 2
NURS 4510 Population Health
NURS 4760 Professional Nursing Competency
NURS 4990 Independent Study**

SECTION 8

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 meeting 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 in is 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 meeting 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 for office by a plurality vote of the current membership present at the next scheduled meeting. The officer is 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 questions and a special Board 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.

POLICY ON ALCOHOLIC BEVERAGES

The University of Toledo prohibits the use of alcohol, which is consistent with state, local, or university regulations. Please refer to policy 3364-30-02, *Policy on Alcoholic Beverages*.

SIGMA THETA TAU INTERNATIONAL (STTI) NURSING HONOR SOCIETY

The CON Consortium of UT and BGSU established a nursing honor society in spring of 1979. This preceded the establishment of a Sigma Theta Tau Chapter. The Sigma Theta Tau charter for the chapter, *Zeta Theta Chapter at Large*, was granted in the fall of 1981. The chapter was rechartered in 1998 when Lourdes University joined the organization, and again in 2006 when Mercy College of Northwest Ohio was approved for inclusion.

The purposes of the organization are to recognize superior achievement and leadership in professional nursing, foster high professional standards, encourage creative work, and strengthen commitment to the ideals and purposes of the profession.

Membership in the organization is an honor conferred on students in baccalaureate and graduate programs who have demonstrated excellence in their nursing programs. Students are invited annually to be inducted based on STTI eligibility criteria. Students will receive application information from the STTI. Activities of the organization include an annual research day, awarding research grants and scholarships; and annual recognition for excellence in research, leadership, and practice. Induction is held in the fall of each year at one of the chapter colleges.

OHIO NURSES ASSOCIATION (OhSNA) / AMERICAN NURSES ASSOCIATION (ANA)

BSN graduates are encouraged to become active members of the professional organization. Personal and professional involvement provides opportunity to network with nurses who possess a broad spectrum of nursing knowledge and expertise. Benefits from membership include collaboration, cooperation and collegiality. Nurses can make a difference through their professional organization as it strives to meet the challenge of nursing's future. As nurses work together to assure quality of care, set relevant standards and policies and influence health care delivery through appropriate political action, they reflect their concern, contribute to the united efforts of a dynamic profession and demonstrate professional accountability for their practice. Membership in ONA provides membership in the American Nurses Association as well.

NURSING ALUMNI ASSOCIATION

Graduates of the CON are encouraged to join the Alumni Association. Dues for the first five years are waived.

SECTION 9

ACCESSING NETWORK ACCOUNTS

All students have network and email accounts at the respective university. BGSU students will also be assigned passwords for The University of Toledo. It is the student's responsibility to change passwords and report system related problems. The Help Desk number is 419.383.2400 / 419.530.2400.

To activate your account or reset your password, use your Internet browser to go to: [myUTaccount](#)

1. Enter your UT student ID or Employee ID number. As you type in this number, you will only see asterisks (*) displayed, this is so no one can read your information as you type it in.
2. Next, enter your birth date in the format specified on the webpage.
3. If a message is displayed saying there is an error, the student ID or birth date do not match what is stored in the Active Directory, then click on the back arrow button in the upper left of your browser's menu bar. Try retyping whichever field had the error. If you still have problems, then please contact the Help Desk.
4. Click on **Activate Your UTAD Account**.
5. Read the computer usage policy and click **I Agree**.
6. If everything is found correctly, you will see a new screen displaying your name and the user ID that you have been assigned for the UTAD domain. You will also be asked to enter the password for your UTAD account. You will have to enter it a second time to insure you did not mistype it.
7. Click on the **Set** button.
8. Next, you will be asked to enter a question that only you know the answer to. This will allow you to make changes to your password or to reset your password if you have forgotten it. Type in your question and enter your answer.
9. Click the **Set** button.
10. At this point, your account will be activated, your password set and the question and answer stored. If you do not already have an email account, you will be asked if you want a university email account. Click **Yes** to create one.
11. You are then notified that a mailbox has been created. **It can take up to four hours for your mailbox to become active.** Click **Continue**.
12. You should get a message saying your university computer account has been activated. You now have **A UTAD** account and a **myUT** username!
13. Click **Confirm**.
14. Please write down the username and home directory path. This information can be found by clicking on view your account information. Look in the user ID field at profile/home/web hostfield.

ACCESSING COMPUTERS

All incoming upper division Basic BSN students are required to have their own laptop for class activities.

There are student computer stations in the Collier Building and Mulford Library. Students provide own media storage (flash drive) as documents cannot be saved to the hard drive. Printers are available. Damage, destruction, or removal of computer devices from the Collier Building will be reported to the police department; offending individuals are prosecuted as well as dismissed from the program. There is also computer access at The University of Toledo Main Campus and Bowling Green State University. Both universities maintain a computer loan program as well.

EMAIL

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>

COLLEGE OF NURSING ANNOUNCEMENTS

Information is transmitted to students through bulletin board notices, television monitors, Facebook, and glass enclosed boards on ground floor.

CLINICAL AGENCIES

Students have experiences in a variety of health care agencies depending upon the objectives of the course. New or alternative experience sites are added as appropriate. While assigned to Clinical Agencies, students will not be considered employees of the agency and will not be covered by any Social Security, worker's compensation, or malpractice insurance policy of the Agency. Students will abide by existing clinical rules and regulations of the assigned Clinical Agency.

FACULTY OFFICES

Administrative and faculty offices are located in the Collier Building on the Health Science Campus.

LOST AND FOUND

Inquiries on Health Science Campus should be made at the Campus Security Office for lost articles and to provide information regarding articles found.

OFFICIAL TRANSCRIPTS

Requests for official transcripts should be submitted directly to the Registrar's Office at The University of Toledo or Bowling Green State University. University of Toledo students can request their transcripts through Rocket Solutions Central or MyUT portal. Transcripts will not be released if there are fees owed.

PARKING

The University of Toledo requires UT and BGSU students to register their vehicle every semester and purchase a parking permit. Parking is available in designated areas on Health Science Campus.

A current University of Toledo parking permit is required for each vehicle. There is a fee for parking. Questions regarding parking can be directed to parking@utoledo.edu or by calling Parking Services at 419. 530.5844. <http://www.utoledo.edu/parkingservices/index.html>

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

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

STUDENT GUIDANCE AND COUNSELING SERVICES

Students have access to counseling services through their respective universities:

UT University Counseling Center,
Main Campus Rocket Hall Room 1810
Phone: 419.530.2426
Fax: 419.530.7263

BGSU Counseling Center,
104 College Park Office Building
Bowling Green State University
Bowling Green, OH 43403
Phone: 419-372-2081
Fax: 419-372-9535.



Student Disability Services

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.

REFERENCES

An original signed release must be on file prior to the release of information regarding a student's performance in the nursing program. A student may secure a letter of reference from an individual faculty member after conferring with the faculty member regarding the request. References for graduate college will be sent on request when the release/waiver statement has been signed. FERPA form can be found at <http://www.utoledo.edu/nursing/studentforms.html>

TRIO STUDENT SUPPORT SERVICES

The TRIO Student Support Services program at UT is designed to help low-income and first-generation college students as well as students with disabilities successfully complete college and graduate.

Services provided by TRIO include multicultural social events, individual academic advising, tutoring, and career and social adjustment counseling, as well as helping students to utilize existing university services and complete financial aid forms. TRIO projects are funded under title IV of the Higher Education Act of 1965 and are the TRIO programs because there were initially three (TRIO Educational Talent Search, TRIO Upward Bound, and TRIO Student Support Services). TRIO programs across the country help students overcome class, social, and cultural barriers to higher education. Find us on Facebook, Twitter, and YouTube. <http://www.utoledo.edu/success/trio/>

UNIVERSITY LIBRARIES

Nursing students are required to use a variety of references other than textbooks and web-based sources. Required and enrichment readings are listed in course syllabi. Information for the Mulford Library is found at <http://www.utoledo.edu/library/mulford/index.html>

UNIVERSITY OF TOLEDO STUDENT RESOURCES

Student resources may be accessed through <http://myUT.utoledo.edu> and logging into the MyUT portal.

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