



# **COLLEGE of NURSING**

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THE UNIVERSITY OF TOLEDO

**STUDENT HANDBOOK GRADUATE ENTRY MSN PROGRAM 2023-2024**

**THE UNIVERSITY OF TOLEDO COLLEGE OF NURSING**  
**GRADUATE ENTRY NURSING STUDENT HANDBOOK 2023-2024**

Students are responsible for knowing and abiding by all policies, requirements, and regulations in this handbook and the College of Nursing catalog.

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

Students also have a responsibility to access online university policies and procedures when general university information is needed. The policies of the CON are congruent with UToledo policy. In the case of conflicting policies, the stricter policy will apply. All current policies can be found at the University of Toledo Policy website: <http://www.utoledo.edu/policies/>

College of Graduate Studies: <http://www.utoledo.edu/graduate>

The provisions in this handbook are not to be regarded as a contract between the student and the institution.

The 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.

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**SECTION 1 - HISTORY, MISSION, VISION, PURPOSE, PHILOSOPHY, STUDENT LEARNING OUTCOMES**

## **Mission Statement**

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

## **The 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.

## **The College of Nursing Purpose**

The College of Nursing purpose is to provide educational programs of excellence in professional nursing at the undergraduate and graduate levels.

- Foster high standards of nursing practice, education, and administration through continuing nursing education,
- Contribute to the health of the citizens of the region served by The University of Toledo through interdisciplinary endeavors; and
- Advance nursing as a discipline through scholarship, research, and practice

## **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.

## **Organizing Framework**

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

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

The nursing curricula encompass the concepts of caring, communication, cost effective care, critical thinking, cultural diversity, empowerment, ethical decision-making, healthcare policy, inquiry, leadership, and safety. The curricula incorporate psychomotor and interpersonal skills, processes of inquiry and scholarship, and principles of teaching and learning. Faculty and students assume personal accountability and self-direction and comply with legal and ethical professional standards.

Baccalaureate and MSN Graduate Entry graduates are generalists and Masters and Doctoral nursing graduates are specialists. All are prepared as professionals for practice, education, research, and leadership. The University of Toledo education will provide the foundation for their quest for lifelong learning.

## **Overview of the Graduate Entry Track in Nursing**

The Graduate Entry (GEM) program at The University of Toledo is ideal for the goal-directed person who seeks a career as a professional registered nurse in the dynamic field of health care. Applicants must have a bachelor's degree. Graduates may decide to pursue a graduate certificate to enter an advanced practice role as a nurse practitioner, or they may opt to pursue a Doctor of Nursing practice (DNP) or doctor of philosophy (PhD) degree.

The Graduate Entry program includes:

- 66 semester credit hours
- 540 clinical clock hours
- 150 lab clock hours

## **Graduate Entry MSN Track Outcomes**

### Program Outcomes for Graduate Entry Track

1. Synthesize theories, concepts, and research in nursing, bio-psychosocial sciences, and humanities as the basis for evidence-based practice;
2. Integrate nursing knowledge and skills in designing and implementing care to individuals and populations with diverse life experiences, perspectives and backgrounds;
3. Engage in scholarly inquiry to advance the profession of nursing and healthcare;
4. Engage in leadership strategies that contribute to the improvement of health care delivery and influence health care policy; and
5. Design strategies to promote lifelong learning to incorporate professional nursing standards and accountability for practice.



### **Graduate Entry Course Credit Hours**

For a complete list of courses and credit hours for the GEM program, please refer to the 2023-2024 UToledo Graduate College Catalog: <https://catalog.utoledo.edu/graduate/nursing/>

**SECTION 2 - PROFESSIONAL, LEGAL, AND ETHICAL STANDARDS**

### Technical Standards for Admission

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

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

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

### **Academic Dishonesty**

The CON seeks to foster intellectual and professional 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. The University of Toledo policy on academic dishonesty, Policy #[3364-71-04](#).

### **Professional Standards**

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

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

(b) Engage in behavior toward a patient that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.

(10) A student shall not misappropriate a patient's property or:

- (a) Engage in behavior to seek or obtain personal gain at the patient's expense;
- (b) Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient's expense;
- (c) Engage in behavior that constitutes inappropriate involvement in the patient's personal relationships; or
- (d) Engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient's personal relationships.

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

(11) A student shall not:

- (a) Engage in sexual conduct with a patient;
- (b) Engage in conduct in the course of practice that may reasonably be interpreted as sexual;
- (c) Engage in any verbal behavior that is seductive or sexually demeaning to a patient;
- (d) Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a patient.

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

(12) A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:

- (a) Sexual contact, as defined in section 2907.01 of the Revised Code;
- (b) Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.

(13) A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section 4729.01 of the Revised Code, in any way not in accordance with a legal, valid prescription issued for the student, or self-administer or otherwise take into the body any drug that is a schedule I controlled substance.

(14) A student shall not habitually or excessively use controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.

(15) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of the use of drugs, alcohol, or other chemical substances.

(16) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability.

(17) A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance.

(18) A student shall not misappropriate or attempt to misappropriate money or anything of value by intentional misrepresentation or material deception in the course of practice.

- (19) A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.
- (20) A student shall not aid and abet a person in that person's practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide without a certificate issued by the board.
- (21) A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion.
- (22) A student shall not assist suicide as defined in section 3795.01 of the Revised Code.
- (23) A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to the nursing program, its administrators, faculty, teaching assistants, preceptors, or to the board.
- (24) A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the health care team for health care purposes only, shall access patient information only for purposes of patient care or for otherwise fulfilling the student's assigned clinical responsibilities, and shall not disseminate patient information for purposes other than patient care or for otherwise fulfilling the student's assigned clinical responsibilities through social media, texting, emailing or any other form of communication.
- (25) To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority.
- (26) For purposes of paragraphs (C)(5), (C)(6), (C)(9), (C)(10), (C)(11) and (C)(12) of this rule, a student shall not use social media, texting, emailing, or other forms of communication with, or about a patient, for non-health care purposes or for purposes other than fulfilling the students assigned clinical responsibilities.

### **American Nurses Association Code of Ethics for Nurses with Interpretive Statements**

The latest version of the American Nurses Association Code of Ethics was released January 1, 2015. The Code of Ethics for Nurses with Interpretive Statements can be assessed online at <https://www.nursingworld.org/practice-policy/nursing-excellence/ethics/code-of-ethics-for-nurses/>.

### **Student Standards of Conduct**

The University of Toledo has a student code of conduct that students must review Policy #[3364-30-04](#).

### **Professional Expectations**

In addition to [the University Toledo Student's Code of Conduct](#), the nursing profession requires individuals to be responsible, accountable, self-directed, and demonstrate professional behavior. Students demonstrate professionalism by attending classes, lab, and clinical experiences, by exhibiting courteous and respectful behaviors. Students are expected to be prepared and punctual for classes, lab, and clinical experiences.

## SECTION 3 - GENERAL INFORMATION



## **Office of Accessibility and Disability Resources**

The University of Toledo Office of Accessibility and Disability Resources ensures equal access and full participation for students with documented disabilities in all programs and activities at the University of Toledo. The principles of Universal Design guide our mission to proactively identify and remove barriers to participation wherever possible. <https://www.utoledo.edu/offices/accessibility-disability>.

### **Criminal Record Check**

Criminal record checks will be conducted on all students accepted for admission to CON programs and for any student visiting affiliated clinical facilities. Ohio students are required to have a BCII and FBI background check prior to matriculation into the program. If a student lives outside the state of Ohio, they need FBI only. The student is responsible for processing fees. Reports from BCII and FBI must be sent directly to the undergraduate program office from their organizations respectively. Duplicate reports from places of employment or other sources are not acceptable.

<https://www.utoledo.edu/policies/administration/humanresources/pdfs/3364-25-47%20%20Background%20check%20policy.pdf>

### **Health Requirements**

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

Prior to matriculation, the student must submit required health information to CastleBranch/MyCB as mandated by the program. There is a one-time fee that will be required to set up your account. Students will be prevented from registering for clinical courses if this has not been satisfied.

### **Flu Vaccine**

An influenza vaccine is required annually not only by the College of Nursing, but by the University of Toledo Health Science Campus as a whole. The vaccine is available to students in the fall, prior to the start of the flu season.

### **COVID and Other Vaccines**

The College of Nursing has requirements for vaccines. These requirements are aligned with the recommendations for healthcare workers by the U.S. Centers for Disease Control and Prevention (<https://www.cdc.gov/vaccines/adults/rec-vac/hcw.html>) and are designed to protect you AND the people you will be interacting with and caring for.

- Physical examination by a licensed healthcare provider within the last 12 months.
- Proof of immunity to measles, mumps, rubella (MMR) by titers (Students who are not immune should receive 2 doses of MMR immunization at least 28 days apart)
- A record of 3 dose series of Hepatitis B vaccine (or 2 dose Heplisav) and a positive Hepatitis B Surface Antibody (anti-HBs) titer of 10mIU/ml or higher.
- Proof of immunity to varicella by titer (Students who are not immune should receive two varicella immunizations at least 28 days apart.)
- Tdap vaccine within past 10 years.
- Annual tuberculosis screening - TB skin test, TB quantiferon or TB spot are all acceptable. If TB screening is positive- protocol is followed.

The University's COVID-19 vaccination policy allows for exemptions from the vaccine requirement for medical reasons or for strongly held religious beliefs. The exemption can be accessed through the University vaccine registry. However, it is important for you to know that clinical placement sites for our students are not obligated to accept the University exemptions and may refuse to do so. This means that the University and its programs may not be able to arrange clinical placements for students who are not

vaccinated, even if the university has exempted them from its vaccination requirement. This could have an impact on your clinical learning and could delay or prevent you from completing your program or entering your intended profession. We will endeavor to work with students with exemptions to facilitate clinical placements, but we cannot guarantee that we will succeed.

Vaccines are available on Main Campus at the University Health Center or Main Campus Pharmacy and on Health Science Campus in the outpatient pharmacy in the UTMC Medical Pavilion. No appointment is needed to get the shot at the UTMC Outpatient Pharmacy, University Health Clinic or Main Campus Pharmacy. Once you receive the COVID vaccination, please register on the COVID Vaccine Registry site at: <https://utvaccinereg.utoledo.edu>.

### **Basic Life Support Health Care Provider Documentation**

Documentation of current American Heart Association BLS for Health Care Providers (not Red Cross or other educational providers) is required of all students prior to matriculation. If the certification card expires during the program, students must complete the American Heart Association BLS for Health Care Providers and provide a copy of the front and back of the card to CastleBranch/MyCB. BLS must be up to date in order to complete clinical experiences.

### **Liability Insurance**

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

### **Mandatory Health Insurance**

The University of Toledo believes it is important that all students maintain health care coverage to help ensure academic success and well-being. Students in the College of Nursing are required to maintain health insurance, and the charge for student health insurance care coverage will be placed on your student account. Please see University Policy #[3364-40-27](#).

### **What This Policy Means to You**

When you register for classes, health insurance will be added to your account if you meet the registration requirements as above. If you have health insurance that is equivalent to, or exceeds, the health insurance offered by the University, you may complete the online waiver process requesting to waive UToledo's insurance by logging in to the [UToledo portal](#).

If you do not complete the online waiver process within the specified deadline, typically by the last day of add/drop for the semester, the health insurance fee will remain on your account. After the deadline, you must contact the Main Campus Medical Center Insurance Office for waiver appeal information. Students are not covered by Workers' Compensation. Payment for medical, hospital, and emergency treatment, in case of illness or injury, is the responsibility of the student. The College of Nursing is not responsible for any medical costs incurred during enrollment.

### **Occurrence Reports for Accidental Injury and/or Hazardous Exposure**

Students who experience an accidental injury or hazardous exposure during clinical experiences are expected to complete an Occurrence Report per the agency's policies with their clinical faculty. The clinical faculty will then complete necessary documentation and submit it to the program director.

### **Learning Resource Center Student Injury**

Learning Resource Center injuries are immediately reported to the Director of the LRC or a Clinical Laboratory Assistant. An injury/illness Report for Employees and Students Form is completed and signed by the Director of the LRC. One copy is taken to the Office of Quality Management, and a second copy is

kept in the LRC. The student is expected to have the injury evaluated and treated at an appropriate health care setting.

### **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 Blood borne Pathogens Exposure Control Plan.

If the exposure occurs in an acute care setting, the policy for the agency should be followed. A student who experiences accidental exposure to blood or body fluids during clinical must notify the clinical instructor immediately. An occurrence report is completed according to agency and university policies. The student should be treated in the hospital's Employee Health Services or Emergency Department, in accordance with the agency policy. The student should follow up with University Health Services after initial treatment.

***PLEASE NOTE: The student is responsible for the cost of treatment.***

If exposure occurs while the student is affiliated with an agency that has no policy to cover such an incident, the student should be treated by the University Health Services at the respective campus/university or UTMC Emergency Department.

### **Accidental Exposure to Communicable Disease**

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

### **Emergency Procedure for Students in Classroom or Clinical**

If a student becomes ill in the classroom, an immediate assessment should be performed to determine if simple measures will suffice or there is a need for more complex care. The faculty member or a classmate should call 419.383.2600 (or 2600 from a campus phone) if ambulance transport is warranted; the UToledo Police Department will summon "911." A faculty member, staff member, or peer should remain with the student until the health concern is resolved or emergency transport begins. The individual can be referred to University of Toledo Family Medicine, 419.383.5555, their healthcare provider, or the UTMC Emergency Department for interventions.

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

### **Emergency Treatment Responsibility for Cost**

The student is responsible for all costs associated with evaluation and treatment following classroom, clinical, or lab illness or injury. The CON, UToledo, and clinical agency do not assume liability for any accident or illness during the student assignment. The clinical agency will make available emergency treatment as required. Students may utilize the University of Toledo Medical Center and University Health Services. Responsibility for cost of care and related charges (treatment, tests, x-rays, medications) belongs to the student.

### **Accommodations for Clinical/LRC**

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

### **Healthcare Release Form**

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

A signed provider's release must be completed by the health care provider prior to student return to the University for class and clinical and then be submitted to the program director. It is applicable for illness, injury, childbirth, communicable disease, or other conditions that preclude participation in class or clinical experiences. Documentation is to be taken to the Program Director. The College of Nursing is not responsible for any medical costs the student may incur while enrolled as a student.



**HEALTHCARE RELEASE**

College of Nursing

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

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

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

Student Name: \_\_\_\_\_ Program: \_\_\_\_\_

I plan to return to class on this date: \_\_\_\_\_ Full-time

Part-time

I plan to return to clinical on this date: \_\_\_\_\_ Full-time

Part-time

Student Signature \_\_\_\_\_ Date: \_\_\_\_\_

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

**Health Status:**

- Recovered, able to return to class full-time on this date: \_\_\_\_\_
- Recovered, able to return to clinical full-time on this date: \_\_\_\_\_
- Able to return to class with restrictions on this date: \_\_\_\_\_
- Able to return to clinical with restrictions on this date: \_\_\_\_\_

Restrictions \_\_\_\_\_

Date of next evaluation: \_\_\_\_\_

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.

**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 \_\_\_\_\_

### **Responsibility When Illness Occurs**

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

### **Student Guidance and Counseling Services**

Students have access to counseling services through their respective universities. Additional information can be found at: <https://www.utoledo.edu/studentaffairs/counseling/>

#### ***UToledo University Counseling Center***

Main Campus Medical Center

1735 W. Rocket Dr.

Phone: 419.530.2426

Fax: 419.530.7263

### **Social Media Statement**

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, 'A Nurse's Guide to the Use of Social Media,' at <https://www.ncsbn.org/3874.htm>

### **E-mail-Communication**

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

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

### **Deadly Weapons Restriction**

Persons entering the university campus must comply with all laws and university regulations governing weapons. Please see Policy [#3364-61-03](#).

### **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. Please see Policy [#3364-60-01](#).

### **Drug Free Workplace and Campus**

UToledo is committed to maintaining an educational environment that is free from the effects of drug and alcohol abuse. To this end, UToledo prohibits the unlawful manufacture, distribution, dispensation, possession, or use of any controlled substance, or alcohol on UToledo 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 UToledo 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.

### **UToledo Rocket ID**

The Student ID (Rocket ID) is the official UToledo student identification card. In order to obtain a Student ID, students must upload their own photo. Below are the steps for photo submission and photo requirements.

<https://www.utoledo.edu/orientation/rocket-card.html>

**If you have questions about the photo submission process or your Student ID, please contact 419-530-5842 or [rocketcard@utoledo.edu](mailto:rocketcard@utoledo.edu). There is a Rocket Card Office located in the Student Union on Main Campus in Room 1560, or in the Mulford Library Annex on the Health and Science Campus in Room 245.**

### **HSC Proxy Access Card:**

If you plan to be on the HSC campus, you will need to also request an "Access Card," which is a white card that allows entrance into the HSC on evenings/weekends, etc.

Please go to [https://www.utoledo.edu/depts/police/pdfs/HSC\\_Card\\_Access\\_Request.pdf](https://www.utoledo.edu/depts/police/pdfs/HSC_Card_Access_Request.pdf) to request the card (requires your user ID and password, the same info you use to access the UToledo Portal).

Please use the same uploaded photo as above.

### **Access Card pick up information:**

Located in the basement level of Mulford Library, room **#007**

Students will need to present your Rocket ID when picking up your access card.

### **College of Nursing Photo ID Badge**

In addition to your Rocket ID, you also need to obtain a College of Nursing photo ID. The CON photo ID is to be worn during your clinical experiences unless the institution requires their own ID.

### **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 and no group photos)
- Photo must be in color (black/white or sepia photos as well as filters are not permitted)
- Photo must be free of:
  - any item on your head (no hats, scarves, sunglasses, etc.) [Hijabs are acceptable in the photo.]
  - anything covering your face (no symbols, scarves, sunglasses, etc.)
  - lab coats (Business professional attire is acceptable/preferred.)
- 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.

**Request Process:**

1. Email will be sent to: [collegeofnursingID@utoledo.edu](mailto:collegeofnursingID@utoledo.edu)
2. In the SUBJECT LINE, put “**LAST NAME, FIRST NAME**”
  - a. Please list in exactly this order with a comma to separate
3. In the BODY of the email, include:
  - a. Rocket ID Number
  - b. The program you are entering (Grad Entry MSN)
  - c. Semester you will begin (Fall)
4. Attach your photo to the email.

ID badges will be disseminated prior to your first clinical.

**Students are responsible for the cost of a duplicate badge.**

**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 pink, blue, purple, green, etc., are not acceptable. If hair is longer than collar length, it should be secured up (back) with a band or clip. 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.

### **Confidentiality of Student Records (FERPA)**

Please see [Policy #3364-71-15](#), which outlines the university policy on the confidentiality of student records (FERPA). The prior consent form below allows students to indicate if they would like records released to an individual or entity.



College of Nursing  
Collier Building MS 1026  
3000 Arlington Avenue  
Toledo, Ohio 43614

**FERPA PRIOR CONSENT FORM (Rev. 7/11/11)**

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 / Student Printed Name  
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.

### **Inclement Weather Policy**

The University of Toledo Policy for inclement weather can be found at [https://www.utoledo.edu/policies/administration/humanresources/pdfs/3364\\_25\\_14.pdf](https://www.utoledo.edu/policies/administration/humanresources/pdfs/3364_25_14.pdf)

### **Transportation**

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

### **Discrimination Resources**

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

[Discrimination and Harassment Reporting/Complaint form](#)

[Title IX \(Sex Discrimination/Harassment & Sexual Violence\) Reporting/Complaint Form](#)

[The University of Toledo Title IX Policy](#)

### **The Rocket Care Report**

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

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

### **Anonymous Hotline**

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

**How to Use:** The anonymous reporting line is available seven days a week, 24 hours a day, and 365 days a year. Call toll-free 888.416.1308 or <http://www.mycompliancereport.com/>

### **University of Toledo Policy on Authorship**

Please refer to The University Policy [#3364-71-29](#).

### **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**

Periodically, the university seeks feedback about students' educational experiences (e.g., curriculum, student services, quality of Instruction, etc.). As a part of professional responsibility, students are encouraged to participate in these surveys. Effort is made to minimize unnecessary intrusion on student time and to protect student identity.

### **Clinical 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, workers' compensation, or malpractice insurance policy of the agency. Students will abide by existing clinical rules and regulations of the assigned clinical agency.

### **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.

### **Parking**

The University of Toledo requires 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](mailto:parking@utoledo.edu), by calling Parking Services at 419.530.5844, or by visiting [the parking and transportation services website](#).

Fines for traffic and parking violations must be paid promptly. Failure to do so may result in legal action to collect delinquent penalties, may prevent course registration, 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.

### **Academic Advisement**

The graduate nursing advisor serves as a resource person for the student. Nursing students are expected to maintain regular contact with their advisor at UToledo. The advisor assists the student in choosing appropriate courses and in defining the policies and procedures of the university in conjunction with the nursing program. Ultimately, it is the student's responsibility to fulfill the requirements for the degree consistent with the university. Changes to the plan of study must be approved by the program director in collaboration with the graduate advisor.

### **Scholarships**

Scholarships are available to University of Toledo students. Eligibility criteria, deadlines, and application can be found at <http://www.utoledo.edu/financialaid/scholarships/>.

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 <https://studentaid.gov/h/apply-for-aid>. 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. 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.

### **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/testplans.htm>

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/>

A student must have received accommodations during the nursing program in order for a letter of accommodations to be submitted to the Board of Nursing.

A letter submitted directly from the applicant's nursing education program administrator indicating what accommodations, if any were provided to the applicant during the nursing education program will be provided to the Board of Nursing upon the student request of the program director.

Request for accommodations for the NCLEX® examination can be found at:

<http://nursing.ohio.gov/wp-content/uploads/2019/07/OhioBoardAccommodations1.1.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 <http://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 and posted the degree. Students licensing out-of-state are responsible to consult with the appropriate State Board of Nursing and must supply all required paperwork to the program director for processing.

Information for NCLEX-RN Examination will be disseminated.

Candidates may contact the Board at <http://www.nursing.ohio.gov/> to inquire about their application. Requirements for licensure and/or advanced practice certification/endorsement eligibility vary from one profession to another and from state to state. For students who wish to practice in a state other than Ohio, please contact the program director/advisor to discuss if you will need to satisfy additional requirements to practice in that state or visit the [National Council of State Boards of Nursing](#).

### **Commencement**

Students apply for graduation online in the myUT portal. Commencement ceremonies are held by UToledo in fall and spring. Traditional caps and gowns are rented or purchased from the university bookstore; orders are placed in advance.

**SECTION 4 - ACADEMIC POLICIES**

## **Attendance Policies**

### **Class Attendance**

Students are expected to attend all classes. The CON recognizes there may be reasons for excused or unexcused absences in Missed Class Policy #[3364-77-07](#). Classroom activities are essential to learning and to the application of knowledge. The student is responsible for knowing and meeting all course requirements, including stands, assignments, and class participation as indicated by the course instructor. Please see Policy #[3364-71-27](#)

This policy also applies to courses offered online. Student attendance means regular participation in online discussions and learning activities as designated by the faculty.

Absence from such participation is considered the same as absence from an on-campus class.

### **Clinical Attendance**

Students are required to complete all clinical requirements. If a student is unable to attend a scheduled clinical, the student must notify the instructor prior to the clinical time or at the earliest possible time. Students are responsible for reviewing each course syllabus for specific guidelines and procedures related to clinical absence.

### **Examinations**

Students are required to be present for all scheduled examinations. If a student is unable to attend class on an exam day, the instructor is to be notified in advance of the class period. Students are responsible for reviewing each course syllabus for specific guidelines and procedures related to examination absence.

### **Excused Absences**

Please see Policy #[3364-77-07](#).

### **Advanced Standing**

### **Transfer of Credit to Graduate Degree**

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

1. Students must submit an official transcript documenting completion of the transfer course with a 'B' or higher.
2. Courses considered for transfer credit must have been completed within the past three academic years.
3. Students must submit a copy of the syllabus for the course as taken, including course description, objectives, course completion requirements, and content outline in an organized format. Only copies should be submitted, as material will not be returned to the student.
4. Faculty members who have taught in the course at the UToledo CON will review the syllabus and make a recommendation for accepting or rejecting the course to the Associate Dean for

Academic Affairs.

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

See Transfer Credit to Graduate Degree Policy #[3364-77-06](#) for additional information.

### **Military Transfer Credit**

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

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



### **Progression**

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

### **Standardized Testing**

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

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

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

### **Probation**

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

### **Repeating Courses in the College of Nursing**

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

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

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

### **Withdrawal from Courses/ Electronic Withdrawal Period for a Grade of W**

Students who decide not to attend, or stop attending any or all classes for which they have registered must drop a course via the UToledo Portal. Specific drop and withdrawal dates are listed on the University's academic calendar. A withdrawal from a course results in a grade of "W" on the student's transcript. Students are advised to consult with their academic advisor prior to initiating a drop or withdrawal to discuss implications to their plan of study and/or financial aid. Failure to drop a course for which a student has stopped attending may result in a grade of "F". Drop and withdrawal dates are prorated for summer and special session courses that do not meet during the standard start/stop dates within the academic term. Students may only repeat required courses one time after a grade of "W" has been earned.

### **Leave of Absence**

Students enrolled in a graduate degree program (or graduate certificate program), who do not expect to make progress towards degree requirements for a period of time due to personal, medical, call to active military duty, or other compelling reasons may request a leave of absence from a degree program. Students on an approved leave may not make significant use of university resources and services and do not have the rights and privileges of registered students. Students called to active duty while enrolled in graduate school will follow regulations for military leave of absence per Ohio Revised Code 3345.53.

The student requesting a Leave of Absence must complete the request for [leave of absence form](#) and submit it to the CON graduate advisor. Students should consider the potential implications of a leave on such matters as: immigration status, health insurance, and loan repayment.

Request for leave will be discussed with the academic advisor, then the student's program director, and finally, the Associate Dean for Academic Affairs CON. The Student Admission, Retention, and Progression Committee will be informed of the action taken by the Associate Dean for Academic Affairs. A student may be granted a three consecutive term (one calendar year) and still remain in good standing with the program. A leave of absence extending beyond three consecutive terms will necessitate a new application to the College of Graduate Studies. Such student will be required to compete for available positions and will not automatically be granted admission. In all circumstances, students are responsible for resolving registration and financial issues in accordance with established university policies. [Policy #3364-77-04](#)

### **Academic Performance Referral**

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

### **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

### **Readmission Policy**

Students who leave the program after a calendar year, must first meet with the graduate nursing advisor and will be required to be readmitted to the College of Graduate Studies.

### **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. Please see Policy #[3364-71-11](#).

### **Academic Due Process and Appeal of a Final Course Grade**

Please see CON Policy #[3364-82-05](#) on academic due process and appeal of a final course grade.

### **Appeal of Disciplinary Action and Due Process**

Please see CON Policy #[3364-82-06](#) about the appeal of disciplinary action and due process.

## **College of Graduate Studies Requirements**

### **Academic Standards for the College of Graduate Studies**

A minimum cumulative GPA of 3.0 (four-point grading system) in graduate coursework is required for graduation. Graduate students whose cumulative GPA falls below 3.0 during any semester will be placed on academic probation. Depending on the program, a full-time student on academic probation will have one or at most two semesters (excluding summers) to meet the cumulative GPA standard. A student failing to meet the standard will be subject to dismissal. A part-time student on academic probation will be required to meet the GPA standard after 12 additional credit hours of graduate coursework. A grade of C is the minimum passing grade for graduate courses. Therefore, any graduate course in which a grade below "C" or grade of "U" was earned will not be used to fulfill graduation requirements. Grades of below "C" will continue to be counted in calculating the cumulative grade point average. Individual programs may offer a specific number of credit hours with earned grades of C or below to be repeated one time. Colleges are permitted to establish individual program course retake standards. However, such standards shall not exceed two courses up to a maximum of 12 credit hours. Both the original and repeated grades will appear on the transcript and be calculated into the cumulative GPA. Colleges/departments/degree programs may enact additional coursework grade requirements beyond the minimum standard established here by the Graduate Faculty. Graduate students shall be responsible to consult with the appropriate graduate degree program director for the applicable standards.

Grades of A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, S, U, WP, or WF may be awarded depending on College/program/departamental policies. A limited number of graduate courses earn grades of S (Satisfactory) or U (Unsatisfactory) upon completion. A grade of S will be allowed for credit toward graduation but is not computed in the grade point average. A grade of U earns no credit and the course must be repeated to earn graduate credit but is not computed in the grade point average. The grade of PR may be awarded to indicate work in progress and courses with this grade will not be included in the GPA calculation. The assignment of this grade is highly discouraged unless extenuating circumstances exist. The grade of IN is assigned only under extraordinary circumstances when unexpected events prevent a student from completing the requirements of the course within the term of enrollment. The student must complete the required work before the end of the following semester (excluding summers) in which the IN grade was received; otherwise the grade will be converted to the grade of F by the Office of the Registrar. The student may initiate a request for an additional semester to complete the work for the grade (excluding summers). The extension is granted upon the approval of the faculty member and the associate dean of the college offering the course. Once the IN grade has been converted to F, the student must re-register and take the course again. The grade of IN will not be included in the GPA calculation. It is recommended that faculty set specific benchmarks for completion of the course or material each term, and regularly assign S, U or IN grades as appropriate instead of awarding a PR. Students may not graduate with a grade of U, IN, or PR on their Plan of Study. Students may not graduate with a grade of IN or PR on their transcript. A grade of WP (withdrawal passing) or WF (withdrawal failing), according to the status of the student at the time of withdrawal, will be assigned to students who withdraw after the university established withdrawal period at the discretion of the instructor. The grade of WP will not be included in the GPA calculation. A grade of WF indicates that a student's work is unsatisfactory (grade of less than C), and will be included in the GPA calculation as a grade of F. Students may repeat courses with grades WF or U subject to the maximum credit hour repeat limitation.

### **Graduation**

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

A student who has compelling circumstances that may warrant an extension of one year must complete the Request for Time Extension and Course Recertification Form and submit it to the graduate advisor

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

Students must complete the online graduation application and survey. The College of Graduate Studies will verify completion of degree requirements for all graduation applicants. Verification of program completion will be completed after the degree is posted by the College of Graduate Studies. Students should allow a minimum of 45 days for this process.

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

### **Official Transcripts**

Requests for official transcripts should be submitted directly to the Registrar's Office at The University of Toledo. University of Toledo students can request their transcripts through Rocket Solutions Central or MyUToledo portal. Transcripts will not be released if there is an outstanding account balance.

**SECTION 5 – STUDENT PARTICIPATION ON COMMITTEES & ORGANIZATIONS**

### **Student Participation on Committees**

The College of Nursing encourages students to participate in College of Nursing Governance Committees. Service is voluntary and solicited during the fall semester of each academic year. The Faculty Affairs Committee is responsible for filling student committee positions. Students are not expected to miss class or clinical to participate. Please contact the chair of Faculty Affairs if you would like to join. Below is a list of the committees.

- 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 stakeholders' needs.
- 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.
- Program Assessment Committee (PAC)
  - 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 Admission, Retention, and Progression (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 according to the guidelines of the College and university. 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, and other CON committees as needed.
- 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 Organizations**

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

#### **Student Nurses Association**

- To promote engagement in a professional organization that fosters leadership, citizenship, and community service.
- To provide a structure for student participation in decisions affecting the interests and welfare of the student body.
  - To foster among the students an understanding and appreciation of their rights and privileges, duties and responsibilities as members of the student nursing body
  - To secure a closer working relationship with administrators, faculty, staff, alumni and the

- student body.
  - To promote unification of the various student groups pursuing career goals in nursing through the CON.
- To serve as a central source of communication within the CON.
- To promote involvement in the political and shared governance processes as it pertains to the CON.
- To promote membership involvement in the state and national levels of the National Student Nurses' Association.

#### Diversity in Nursing Association (DNA)

- Educate and engage students by promoting multiculturalism, diversity, and inclusion.
- Regardless of race, ethnicity, national origin, religious and philosophical beliefs, gender, sexual orientation, cultural values, age, or any other identity, advocate for these fundamental human rights:
  - Success in academics, leadership, and service
  - Care with awareness for privacy, dignity, and confidentiality.
  - Care in an environment that is physically, spiritually, psychologically, and culturally safe.
  - Access to quality healthcare services.
  - Access to culturally competent healthcare providers.
  - Ability to accept or refuse care.

#### Sigma Theta Tau International (STTI) Nursing Honor Society

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

#### American Nurses Association (ANA)

- 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 of 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.

#### Nursing Alumni Association

- Graduates of the CON are encouraged to join the Alumni Association. Graduates can help their alumni association by providing stronger relationships with our community and clinical partners and by being ambassadors for our programs.



**SECTION 6 - ACADEMIC RESOURCES**

### **UTAD Account and the myUToledo portal**

UTAD is the personal account that allows students to use many of UToledo's online resources. The UTAD account gives students access to a University e-mail account. Students can access this at [email.utoledo.edu](mailto:email.utoledo.edu) with the UTAD username and password. It is the official means of communication from UToledo. The UTAD account also provides access to the myUToledo portal, a secure personalized website with a single access point for information. At the myUToledo portal, students can access Student Self-Service, register for classes, view tuition bills, consolidate e-mail, and get important UToledo updates.

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

### **Blackboard**

UToledo Online website: <http://dl.utoledo.edu>

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

Blackboard Help Desk: 419.530.8835

Call if you can get into the system but cannot log into Blackboard or if you can log into Blackboard but do not see any or all of your current courses. Courses are not able to be viewed in Blackboard until the first day of class.

### **IT Assistance**

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

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

### **Computer Lab Locations**

There are computer stations in Collier and Mulford Library for student use on a first-come, first-serve basis. Locations include Collier 2<sup>nd</sup> floor, room 2060, Collier 3<sup>rd</sup> floor, room 3414, and Mulford Library MLB 408 and MLB 506.

## SECTION 7 - ACADEMIC ADVISEMENT

### **Graduate Advising**

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

### **Guidelines for Developing Formal Plan of Study**

Prior to matriculation, students must meet with their advisor for the purpose of developing a plan of study (POS). It is the student's responsibility to meet all requirements for the degree and major.

Students must discuss desired changes in their plan of study with the graduate advisor and program director. Changes to the plan of study may affect availability of courses, delivery method of courses, financial aid, and length of degree program.

### **Minimum Continuous Enrollment**

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

### **Enrollment Status**

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

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

Hours	Enrollment Status
1-4	Less than half-time
5-6	Half-time
7-8	Three-quarter time

The chart below  
status based on

9 or more	Full-time
-----------	-----------

shows the graduate enrollment  
hours enrolled.

**SECTION 8 - FINANCIAL SUPPORT**

### **Graduate Student Scholarships**

Funds may be available for Graduate Student Scholarships. To be eligible students must be admitted as regular status and in good academic standing. Scholarships based on financial need must have a FAFSA on file. Private scholarships are based on donor criteria. Students apply via an online application that can be found at <http://www.utoledo.edu/financialaid/scholarships/>. Students wishing to use their scholarship for summer enrollment must complete a summer aid application. If a student is filing a FAFSA, it must be completed and accepted before the summer aid application can be processed. In addition, if a student is selected for verification, the verification must be complete before the summer aid application can be processed. Scholarships cannot exceed the estimated cost of attendance.

### **Travel Support**

All graduate students enrolled at the University of Toledo are automatically members of the Graduate Student Association and may be eligible to apply for travel funding. See information on [the Graduate Student Association website](#).

**SECTION 9 – MSN CAPSTONE: FIELD EXPERIENCE, COMPREHENSIVE EXAM, THESIS**



## **MSN Capstone**

Students must complete a Thesis, Field Experience, or Comprehensive Exam as the capstone experience for the MSN degree. Selection of the capstone experience will be made in consultation with the faculty and the Graduate Advisor. *Students are responsible for completion of the GRAD form prior to registration for thesis or field experience option only.* Field Experiences may be available, and are subject to faculty-specified prerequisites in addition to those listed in the Bulletin and Handbook of the Graduate Student.

## **The Field Experience**

### *Field Experience Seminar Placement in Plan of Study:*

The prerequisite for the Field Experience is NURS 5910 and enrollment by permission of course faculty. With course faculty permission, the student may register for 1 credit only of NURS5220 while currently enrolled in NURS 5910. Course faculty reserves the right to require specific prerequisites per the course content. Program capstone experience that integrates nursing theory, research, and practice to fulfill the requirement of the Master of Science in Nursing Program. The field experience seminar is limited to two consecutive semesters of the master student's final three semesters with the approval of the capstone faculty. The capstone project is designed to be a culmination of the student's graduate work.

### *Enrollment Process for a Field Experience:*

Students who are interested in a Field Experience must contact the faculty member to request permission to enroll. It is the student's responsibility to complete the Graduate Research Advisory (GRAD) Committee Approval & Assurances Form and have it signed by the faculty member prior to registration. The graduate nursing advisor will place the permit for registration upon receipt of the GRAD form and notify the student. Enrollment is limited.

### *Responsibility for Expenses:*

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

### *Grading of the Field Experience:*

The Field Experience is graded as satisfactory/unsatisfactory. Students are responsible for such evaluation strategies as are published in the syllabus.

## **The Comprehensive Examination**

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

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

Timeline: Students must take the Comprehensive Examination during the final semester in the master's program. All prior coursework from previous semesters must be completed. Exams are scheduled towards the end of the spring semester. The exact date of the examination will be announced within the first two weeks of the semester. All students must take the exam at the date and time posted.

Grading Policies: The course is graded Satisfactory (S) or Unsatisfactory (U). If the student fails on their first attempt, they have a second opportunity to successfully pass the exam.

### **Thesis Process & Procedures**

#### *Thesis Committee*

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

#### *Chair of Committee*

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

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

#### *Committee Members*

1. Assures quality, clarity and accuracy of thesis.
2. Assures scientific merit of proposal and thesis.
3. Works with committee and student to promote student achievement.
4. Serves as content and/or methodology expert on committee.
5. Approves thesis proposal prior to IRB submission.

6. Resolves disagreements among thesis committee members prior to discussions/meeting with student.
7. Signs appropriate forms as designated by the College of Nursing and University of Toledo College of Graduate Studies.
8. Participates in defense examination. (NOTE: All members of the committee must be present before the presentation may begin).

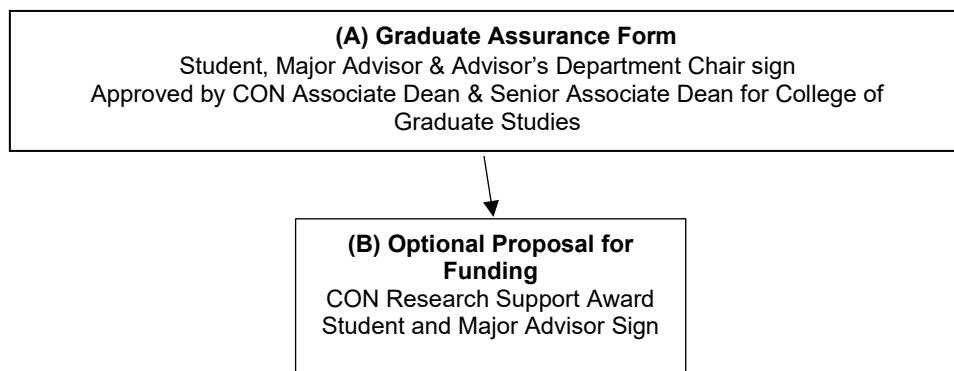
*Student Responsibilities*

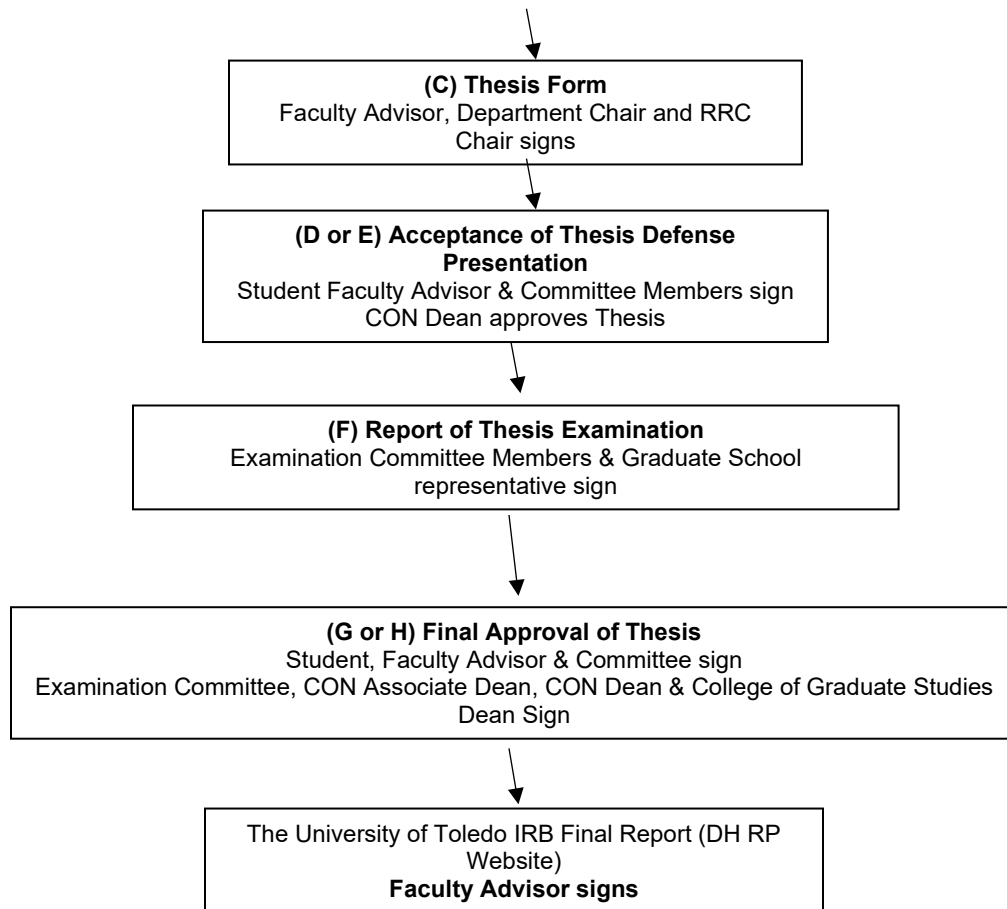
1. Student is ultimately responsible for his/her own thesis.
2. Assumes responsibility for following thesis guidelines, meeting deadlines, making appointments, editing the manuscript, and the timely progress of the study.
3. Registers for appropriate number of thesis credits each semester.
4. Develops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

*College of Graduate Studies Representative*

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

*Thesis Forms Protocol*





### *Thesis Research Overview and Process*

Prerequisites NURS 5910: Research in nursing to fulfill the research requirement of the Master's Program. The required three credit hours may be repeated and divided across semesters. Only three credit hours are applicable for the degree but multiple credits may be needed. The thesis may be defined as part of faculty program of research, scholarly inquiry, or clinical practice.

### *Guidelines for Process*

All Graduate forms mentioned are available from the myUToledo portal or by entering the following website into your browser:

<http://www.utoledo.edu/graduate/currentstudents/academicprogramforms/index.html>

1. Select a graduate research advisor and two additional College of Nursing faculty members for your Academic Advisory Committee. Your major advisor can assist you in accessing expert faculty consultants for your committee. Major advisors must hold full membership on the Graduate Faculty in the University of Toledo College of Graduate Studies. (see Faculty Research document on the College of Nursing resource web page: [http://hsc.utoledo.edu/nursing/grad\\_nursing\\_resources.html](http://hsc.utoledo.edu/nursing/grad_nursing_resources.html))
  - A. If you are doing a quantitative study, you will need access to expert consultation on quantitative methodology for data collection and statistical analysis.
  - B. If you are doing a qualitative study, you will need access to expert consultation on qualitative methodology for data collection and analysis.

2. Discuss the publication agreement with your major advisor and have potential committee members sign the form.
3. Complete the [UToledo GRAD Form](#) and obtain the appropriate signatures. Submit the form to the graduate nursing advisor in the College of Nursing. The program chair and Associate Dean for Academic Affairs in the College of Nursing will sign and submit the form to the Dean of the College of Graduate studies for approval and filing in Graduate Studies.
4. Once the GRAD form has been submitted and NURS 5910 is completed, the student is eligible to register for NURS 6990, Thesis Research. Three credit hours of thesis are required. Consult with the graduate research advisor to determine the number of credit hours for registration.
5. Use the thesis guidelines for Chapters 1, 2, and 3 included in this handbook to guide the proposal. Also, use the current edition of the [Format and \(Style Guidelines of the Graduate School of the University of Toledo\)](#) and current edition of the [APA Publication Manual](#).
6. The major advisor must approve the proposal prior to submitting the document to committee members for review and comment.
7. Always allow the major advisor and committee members two weeks for review and feedback on submitted documents.
8. Plan on revisions all along the way! Students are expected to make numerous significant revisions in the proposal. Plan time for revisions on the finished document as well.
9. When approved by the major advisor, schedule a meeting with the Academic Advising Committee to discuss the proposal. Obtain and complete the CON Approval of Proposal Signature Form. Once all committee members approve the proposal, student may proceed to secure the Research Review Committee (RRC) and the University IRB approval.
10. Students should review the following information from the University of Toledo Research and Grants Administration as they prepare for IRB approval:
  - “University Institutional Review Board Procedures and Deadlines”
  - “University Requirements for Research Involving Human Subjects or Related Materials”
11. For research that includes data collection from human subjects, submit the required documents to the University Institutional Review Board (IRB) through the major advisor. The major advisor is identified as principal investigator on IRB forms. If student will be collecting data from subjects in an agency other than the University of Toledo, student will need to complete IRB approval procedures in that institution before they obtain University of Toledo – IRB approval. Plan adequate time, because delays can be considerable!
12. Once student has secured all required IRB approvals, they may proceed with data collection. This step always takes longer than expected, so student should anticipate delays as they develop a timeline and schedule.
13. Complete the research procedures of data collection and analysis, then write a draft of Chapters 4 and 5 using the College of Nursing Guidelines.
14. Submit a draft of the entire thesis to the major advisor, allowing two weeks for review and feedback. Revise as necessary. After approval from the major advisor, submit a draft to committee members for review and comments.
15. Schedule a meeting with the committee, allowing two weeks for reading.
16. Review information about the defense process, [Thesis and Dissertation](#).
17. Take the typed form, Acceptance of Thesis for Defense, to the committee meeting. If thesis is approved, the committee members will sign the form and set the date and time for the defense.
18. Take the signed form to the program support staff. Notify the support staff of the date and time to schedule the defense. Be sure to notify the support staff of equipment needed to present your defense. They will arrange the room for the defense and complete necessary forms.
19. After the thesis is approved, submit a final draft of the document to the UToledo College of Graduate Studies Health Science Campus office along with the signed form, Acceptance of Thesis for Defense. Student must also provide information on the date, time, and place for the defense.
20. Four weeks must be allowed between the submission of the tentative draft of the thesis in the Graduate School Office and the defense. The Assistant to the Senior Associate Dean of the Graduate School requires four weeks to review the document in the University of Toledo

Graduate School Office for adherence to the University of Toledo [Format Style and Guidelines](#). The Assistant to the Dean of the Graduate School will provide two signature forms that are completed at the defense: Final Approval of Thesis and The University of Toledo Report of the Thesis Examination for the Degree of Master of Science in Nursing. Please refer to the Thesis & Dissertation deadlines posted on the College of Graduate Studies website.

Check dates each semester to be certain!

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

#### *TIME FRAME FOR COMPLETION OF THESIS*

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

ALWAYS ALLOW TWO WEEKS FOR FACULTY READING AND FEEDBACK

Sample Plan for Completing a Thesis for Spring Graduation

1<sup>st</sup> Semester: Select Major Advisor and Academic Advisory Committee

Complete and submit:

- Graduate Research Advisory Committee Approval & Assurances Form
- Identify Project/Thesis topic with Major Advisor Begin to collect relevant literature

2<sup>nd</sup> Semester:

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

3<sup>rd</sup> Semester:

- Complete proposal
- Submit proposal to Major Advisor for approval

- Following approval of Chapters 1-3, schedule meeting with Committee Meet with Committee to review proposal
- Make revisions suggested by Committee Submit Proposal Approval Form With approval of Major Advisor, obtain letters of support if needed
- Submit documents to CON Research Review Committee (RRC) for approval (Allow 3-5 days)
- Submit documents to outside agency if needed (Allow 4-6 weeks)

4<sup>th</sup> Semester:

Month 1:

- Data analysis (thesis) or evaluation (projectoutcomes). Allow adequate time for data entry. Analyzedata.
- Write Chapters 4 and 5. Revise Chapters 1, 2, and 3.

Month 2:

- Final draft of thesis or project to Major Advisor.
- Meet with Major Advisor. Thesis or project initially approved. Send copies to Committee for approval.

Month 3:

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

Month 4:

- Prepare for defense.
- Give copies of thesis or project to Advisory Committee members. Complete additional editing after appointment.
- Defend successfully.
- Make changes to final copy as directed by Academic Advisory Committee.
- Submit signed Report of Thesis Examination for the Degree of Master of Science in Nursing to College of Graduate Studies Health Science Campus office. Get signatures on Final Approval Form.

Month 5:

- Distribute copies.
- Submit completed form, Final Approval of Thesis, with copies for the Graduate School Office.
- Complete IRB Final Report form and attach copy of abstract and submit to Major Advisor.

**CELEBRATE!**

**SECTION 10 - RN LICENSURE INFORMATION**



### Requirements and Application for RN Licensure

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>