



COLLEGE OF NURSING

THE UNIVERSITY OF TOLEDO

STUDENT HANDBOOK BSN & RN-BSN PROGRAM 2024-2025

THE UNIVERSITY OF TOLEDO COLLEGE OF NURSING
BSN & RN-BSN NURSING STUDENT HANDBOOK 2024-2025

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 policies. In the case of conflicting policies, the stricter policy will apply. All current policies can be found at the University of Toledo Policy website: <http://www.utoledo.edu/policies/>

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

The 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 - Overview

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.

The Baccalaureate Program in Nursing

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

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

courses are taught online.

The undergraduate program accommodates:

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

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

BSN Program Outcomes

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

Program Requirements

BSN Pre-licensure Track Requirements

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

RN-BSN Track Requirements

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

BSN Program Overview

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

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

practice.

BSN and RN-BSN Courses and Credit Hours

For a complete list of courses and credit hours for the BSN and RN-BSN programs, please refer to the 2024-2025 UToledo Undergraduate College Catalog: <https://catalog.utoledo.edu/undergraduate/nursing/>

SECTION 2 - PROFESSIONAL, LEGAL, AND ETHICAL STANDARDS

Technical Standards

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

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

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

Student Conduct and Academic Dishonesty

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, Policy #[3364-30-04](#). A failure to comply may result in disciplinary action up to and including dismissal from the CON. 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](#).

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.

Professional Standards

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

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

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

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

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

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

(11) A student shall not:

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

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

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

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

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

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

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

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

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

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

(19) A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.

(20) A student shall not aid and abet a person in that person's practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide without a certificate issued by the board.

(21) A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion.

(22) A student shall not assist suicide as defined in section 3795.01 of the Revised Code.

(23) A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to the nursing program, its administrators, faculty, teaching assistants, preceptors, or to the board.

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

(25) To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority.

(26) For purposes of paragraphs (C)(5), (C)(6), (C)(9), (C)(10), (C)(11) and (C)(12) of this rule, a student shall not use social media, texting, emailing, or other forms of communication with, or about a patient, for non-health care purposes or for purposes other than fulfilling the students assigned clinical responsibilities.

American Nurses Association Code of Ethics for Nurses with Interpretive Statements

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

Professional Expectations

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

SECTION 3 – GENERAL INFORMATION

Professional Licensure

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

Health Requirements

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

Flu Vaccine

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

Basic Life Support Health Care Provider Documentation

Documentation of current American Heart Association HeartCode BLS (not Red Cross or other educational providers) is required throughout the program. If certification expires during the program, students must complete American Heart Association HeartCode BLS and provide a copy of the front and back of the card to your CastleBranch account. BLS must be up to date in order to complete clinical experiences.

Liability Insurance

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 (LRC) injuries are immediately reported to the Clinical Laboratory Associate or the LRC Coordinator. An [injury/illness Report for Employees and Students Form](#) is completed and signed by the LRC Coordinator. One copy is taken to the Office of Student Services, and a second copy is kept in the LRC. The student is expected to have the injury/illness evaluated and treated at an appropriate health care setting. In emergency situations, immediately call "911". Automated External Defibrillator (AED) is available on the first floor of Collier.

Emergency Procedure for Students in Classroom or Clinical

If a student becomes ill in the classroom, an immediate assessment should be performed to determine if simple measures will suffice or there is a need for more complex care. The faculty member, staff, or a classmate should call 419.383.2600 (or 383-2600 from a campus phone) if ambulance transport is warranted; the UToledo Police Department will summon "911." A faculty member, staff, or classmate should remain with the student until the health concern is resolved or emergency transport begins. The student can be referred to University of Toledo Family Medicine, 419.383.5555, their healthcare provider, or the UTMC Emergency Department for interventions.

If a student becomes ill or is injured in the clinical setting, they should seek available emergency treatment at the clinical site. If treatment is not available, the clinical instructor should arrange for student transport to the closest emergency facility or UTMC.

Emergency Treatment Responsibility for Cost

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

A student who experiences an acute illness or injury must provide the CON with a signed [healthcare provider's release](#) prior to student returning to the University for class and clinical. Documentation must be submitted to the program director for placement in the student file.

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

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.

Learning Resource Center (LRC) settings: The LRC requires students to be in uniform at all times while in the LRC. This includes, practice, check off, testing, lecture, etc (anytime students are in the LRC).

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

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

Chewing gum is prohibited.

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

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

This authorization is valid **ONLY** for the purpose indicated below.

- Employment reference
- Scholarship application
- Program admission recommendation

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

Name _____

Role _____

Entity _____

Address _____

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

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

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

Signature _____

Address _____

Phone (residence) _____ (cellular) _____ Date _____ Student ID
Number ____

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

Inclement Weather Policy

The University of Toledo Policy for inclement weather can be found at https://www.utoledo.edu/policies/administration/humanresources/pdfs/3364_25_14.pdf

Transportation

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

Rocket Care Report and Discrimination Resources

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

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

<https://www.utoledo.edu/report/>

Evaluation Expectations

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

Educational Questionnaires

The university and CON periodically seek feedback about students' educational experiences (e.g., curriculum, student services, quality of instruction, etc.). Students are strongly encouraged to participate in these surveys.

Clinical Sites

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

Lost and Found

Contact 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 the Health Science Campus. A current University of Toledo parking permit is required for each vehicle. There is a fee for parking. Questions regarding parking can be directed to parking@utoledo.edu or by calling Parking Services at 419.530.5844. <http://www.utoledo.edu/parkingservices/index.html>

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

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

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 (available in late March/early April). If a student is filing a FAFSA, it must be completed and accepted before the summer aid application can be processed. In addition, if a student is selected for verification, the verification must be complete before the summer aid application can be processed. Scholarship recipients are notified through their student email.

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 your 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://www.nursing.test.ohio.gov/pdfs/Accommodations.pdf>

Licensure information and application is state specific. Application for licensure in Ohio is made through the Ohio Board of Nursing. Details can be found on the website at www.nursing.ohio.gov. Students are responsible to apply for licensure in Ohio. A verification of program completion is provided directly to the Ohio Board of Nursing after the University has cleared the student as having met all degree requirements and has 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 and discussed during the NURS 4760 Professional Competency course.

Candidates may contact the Board at 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](http://www.ncsbn.org).

Commencement

Students apply for graduation online in the myUT portal. Commencement ceremonies are held by UToledo in the fall and spring. UToledo summer candidates are invited to participate in either the spring or fall ceremony; however, if they wish to walk in the spring ceremony, the candidates should apply for summer graduation but submit the application by the fifth week of the spring term to be included in the spring commencement program. Traditional caps and gowns are rented or purchased from the university bookstore; orders are placed in advance.

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 as detailed below. Classroom activities are essential to learning and to the application of knowledge. The student is responsible for knowing and meeting all course requirements, including tests, assignments, and class participation as indicated by the course instructor. Please see Policy #[3364-71-27](#). This policy also applies to courses offered online. Student attendance means regular participation in online discussions and learning activities as designated by the faculty. Absence from such participation is considered the same as absence from an on-campus class.

Clinical Attendance

Students are responsible for reviewing course syllabi for specific guidelines and procedures related to clinical attendance. All missed clinical hours must be rescheduled. An unexcused absence will be made up during finals week. Students are required to complete the scheduled clinical to pass clinical. More than one unexcused absence in clinical will result in a clinical failure. Any student arriving late to clinical (15 minutes or greater) will be sent home and will be considered an unexcused absence.

Students are not allowed in clinical with any assistive devices i.e., crutches or orthotic boots or while under the influence of pain medications. Also, students cannot have any restrictions that prevent the provision of care. Students will be required to submit the Health Care Release Form and evaluated on an individual basis according to clinical agency policy.

Responsibility When Illness Occurs

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

Examinations

Students are responsible for reviewing each course syllabi for specific guidelines and procedures related to examinations. Students are required to be present for all scheduled examinations. Examinations will not be given in advance of the scheduled date. If a student is unable to attend class on an exam day, the student must notify the course faculty in advance of the scheduled exam.

Excused Absences

Please see Policy #[3364-71-14](#).

Military Transfer Credit

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

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

Academic Performance Referral

Starfish is the mechanism that faculty use to monitor student performance in their course at an "outstanding" level and those who experience difficulty in the program. Students receive notifications through Starfish.

Readmission Policy

Students who leave the program must first meet with the program director and a nursing advisor before reapplying for admission to the major.

Final Examination Guidelines

1. Final examinations are scheduled during the last week of each academic semester.
2. Students are not permitted to take final exams in advance of the scheduled date.
3. Faculty may schedule a final exam after the scheduled date, if necessary, for students with extenuating circumstances.
4. Class attendance is required in week 15 including courses that do not require a final exam.
5. Final examination schedules will be posted by the second week of the semester providing classroom assignments are complete.

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.

Repeating a Course and Calculating GPA

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

Requirements for Satisfactory Completion of NURS Courses in the Prelicensure Program

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

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

Requirements for Progression in the Prelicensure Nursing Program

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

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

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

1. Pre-licensure BSN students in the nursing major, will be dismissed from the nursing program if either of the following conditions are met:
 - a. Two failures of the same required nursing course
 - b. Three failures of any required nursing courses
 - i. Students dismissed from the nursing program will receive a dismissal letter from the Associate Dean for Academic Affairs.
 - ii. Students may petition for readmission based on extenuating circumstances but are not guaranteed readmission.
2. RN-BSN have 8 academic years from the semester of admission to complete the program, extensions may be permitted at the discretion of the RN-BSN Program Director.

3. There is no limit on the number of times a student can repeat a RN-BSN NURS course so long as the courses in the major are completed in the above timeframe.
4. The student may petition for up to a 1 academic year extension by completing the Request for Extension- Undergraduate form.
5. A UT student who has retaken a course may petition to have a grade excluded from UT GPA computation in accordance with the Repeating a Course and Calculating GPA Policy. See Policy [#3364-82-08](#)

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.

Withdrawal

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

Jesup Scott Honors Program

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

Criteria for Continued Participation in Honors Program

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

Criteria for Graduation with CON Honors

1. Successful completion of CON Gold Medallion Honors Track includes 15 honors credits earned with HON courses and 12 honors credits earned in NURS courses. The student's honors program of study in the nursing major is designed by the Honors Director and the student to focus on a particular area of interest.
2. Honors Thesis/Capstone Project: This requirement is fulfilled while the student is enrolled in an honors independent study within the CON. The purpose of an Honors Thesis/Capstone Project is to offer a scholarly experience that integrates knowledge and skills learned throughout the undergraduate curriculum, as well as to reflect student's attainment of the

goals of the program. The Honors Thesis/Capstone Project may take a number of forms, research project, literature review, and evidence-based project. The Thesis/Capstone Project is completed by a student under the guidance of a faculty member who serves as the Project Advisor. Specific guidelines are available for the Honors Thesis/Capstone Project.

3. Students are expected to take a total of 3 credits NURS 4990 Independent Study (honors section) for completion of the Honors Thesis/Capstone Project. Students are to consult with their project advisor regarding the allocation of credit hours per semester.

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

College of Nursing Honors Courses

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

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

SECTION 5 – STUDENT PARTICIPATION ON COMMITTEES & ORGANIZATIONS

Student Participation on Committees

The CON encourages students to participate in CON 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 CON to meet accrediting bodies' requirements and stakeholders' needs.
- Diversity Committee
 - The CON 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 CON 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 CON 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 CON Council criteria for admission, re-admission, retention, and/or progression of students to the CON according to the guidelines of the College and university. The committee will review and recommend changes to the CON 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.

College of 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.

Sigma Theta Tau International (STTI) Zeta Theta Chapter-at-large 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 an 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.

SECTION 6 - ACADEMIC RESOURCES

UTAD Account and the myUT portal

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

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

Blackboard

UToledo Online website: <http://dl.utoledo.edu>
Login to Blackboard: <https://blackboard.utdl.edu/webapps/login/>
Blackboard Help Desk: 419.530.8835

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.

IT Assistance

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

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

Computer Lab Locations

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

SECTION 7 – 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>