



COLLEGE OF NURSING

THE UNIVERSITY OF TOLEDO

STUDENT HANDBOOK UNDERGRADUATE PROGRAM 2020-2021

THE UNIVERSITY OF TOLEDO COLLEGE OF NURSING
UNDERGRADUATE NURSING STUDENT HANDBOOK 2020-2021

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 both UToledo and BGSU 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 - HISTORY, MISSION, VISION, PURPOSE, PHILOSOPHY, STUDENT LEARNING
OUTCOMES**

Historical Background of the University and the College Of Nursing

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

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

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

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

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

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

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

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

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

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

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

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

Mission Statement

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

The mission of the 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

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

Overview of the Baccalaureate Program in Nursing

UToledo, in cooperation with BGSU, offers one baccalaureate program for all students who wish to earn a degree of Bachelor of Science in Nursing. The program of study consists of 120 semester hours for UToledo students, including general education courses and professional nursing courses. BG students adhere to the required hours for graduation per their university catalog.

The CON provides the professional nursing component for the undergraduate program in nursing at both universities. All college core (general) requirements are fulfilled through either UToledo or BGSU. The respective university confers the degree. Pre-licensure NURS courses are taught at UToledo Health Science 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 a Diploma or Associate Degree Program 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 begins with a lower level division plan during which the general college requirements and pre-professional courses are completed. UToledo and BGSU provide information regarding core requirements.

After pre-requisite courses are completed, students begin the nursing curriculum on the Health Science Campus. A UToledo planning guide is included in this handbook. Completion of all prerequisite and nursing courses with a grade of "C" or above is required for graduation.

RN-BSN Track Requirements

RN students may take UToledo core curriculum requirements concurrently with Nursing courses. It is recommended that NURS 4100 be the first NURS course taken but may be taken concurrently with any other NURS course. 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 based. These concepts are taught within the framework of a liberal education including arts, humanities, and sciences with an emphasis on critical thinking, clinical reasoning, clinical competence, and professional development. 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.



Summary of BSN Pre-licensure Track Upper Division Course Credit Hours

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



RN-BSN Planning Guide Registered Nurse to Bachelor of Science in Nursing University of Toledo College of Nursing

BSN Program Office
Health Science Campus MS1026
Collier Building 4th Floor
3000 Arlington Avenue
Toledo, OH 43614-2598
419.383.5859

Undergraduate Nursing Advisors
419.530.2673
www.utoledo.edu/nursing

ADMISSION REQUIREMENTS:

- 1) Graduate from a diploma or accredited associate degree program in nursing and obtain RN licensure. Apply to The University of Toledo and send an official transcript from all post high school programs to the Admissions Office.
- 2) Active, unrestricted, unencumbered, RN license.
- 3) Minimum cumulative GPA of 2.0 in all course work. Students must have received a grade of “C” or higher in all required courses. A grade of “C-“is not acceptable. All post-secondary, advanced placement credit, transfer and higher education course work are used to calculate the cumulative GPA.
- 4) Schedule an appointment with a nursing advisor to complete plan of study.

CORE REQUIREMENTS:

- **ENGLISH Composition I** (3 credit hours)
- **ENGLISH Composition II** (3 credit hours)
- **MATH 2600 – Statistics** (3 credit hours)
[Prereq: MATH 1200 or Placement Test]
- **NATURAL SCIENCES** (6 credit hours)
[two courses, one must include a (1) laboratory; no more than one course from any discipline]
- **Multicultural U.S. Diversity** (3 credit hours)
- **Multicultural Non-U.S. Diversity** (3 credit hours)
- **Social Science** (6 credit hours)
[no more than one course from any discipline]
- **Arts and Humanities** (6 credit hours)
[no more than one course from any discipline]

In addition to the above courses, students should select as many additional courses from Math, Humanities, Social Sciences, Multicultural or Natural Sciences to fulfill the minimum core curriculum requirement of 36 credit hours. Additional credit hours may be necessary to achieve the 120 semester credit hours required for graduation.

NURSING REQUIREMENTS:

Nursing courses are online.

- NURS 4100: Transition to BSN Practice (3)
- NURS 4110: Applied Health Assessment Across the Lifespan (3)
- NURS 4300: Informatics in Nursing (2)
- NURS 4340: Population Focused Care (Clinical course) (5)
- NURS 4360: Theory and Collaborative Practice (3)
- NURS 4370: Health Promotion and Wellness Across the Lifespan (3)
- NURS 4400: Quality and Safety in Nursing (2)
- NURS 4500: Leadership and Professional Development (3)
- NURS 4520: Pathopharmacology for the Practicing RN (3)
- NURS 4610: Translating Evidence for Nursing Practice (3)

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.

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

Academic Dishonesty

The CON seeks to foster intellectual and moral development of nursing students. Students are responsible for understanding and complying with University and CON policies, procedures, regulations, standards of conduct, and expectations for professional behavior when representing the CON both on and off campus. A failure to comply may result in disciplinary action up to and including dismissal from the College of Nursing. Students subject to certain adverse actions are entitled to due process and appeal rights. Academic misconduct implies deception in fulfilling academic requirements and includes, but is not limited to plagiarism, cheating, and fabrication.

Academic misconduct is viewed as a serious matter and alleged acts will be investigated, and confirmed acts will result in academic sanction. See The University of Toledo Academic policy on academic dishonesty, Policy #[3364-71-04](#).

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

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

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

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

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

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

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

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

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

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

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

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

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

Professional Standards

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

- (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; or
 - (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; or
 - (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 the 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 administer 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 to otherwise fulfill the student's assigned clinical responsibilities, and shall not disseminate patient information for purposes other than patient care or for otherwise fulfilling the student's assigned clinical responsibilities through social media, texting, emailing, or any other form or communication.
- (25) To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority.
- (26) For purposes of paragraphs (C)(5), (C)(6), (C)(9), (C)(10), (C)(11), and (C)(12) of this rule, a student shall not use social media, texting, emailing, or other forms of communication with, or about, a patient for non-health care purposes or for purposes other than fulfilling the student's assigned clinical responsibilities.

American Nurses Association Code of Ethics for Nurses With Interpretive Statements

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

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

Student Standards of Conduct

The University of Toledo has a student code of conduct that students must review Policy #[3364-30-04](#). The Standards of Conduct prohibit all persons from engaging or participating in any of the following activities:

1. Other than public information, the disclosure of information that becomes accessible through association with the University of Toledo College and its Medical Center and other clinical sites should be considered as privileged and confidential including information pertaining to patients and their care or research subjects;
2. Unauthorized accessing and use of information stored on any computer system of the University of Toledo, including unauthorized use of such equipment for other than University of Toledo business that is unreasonable in nature and scope;

3. Dishonesty, for example, cheating, plagiarism, or knowingly furnishing false information to the University of Toledo;
4. Forgery, alteration, or misuse of University of Toledo documents, records, or identification;
5. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other University of Toledo activities, including its public service functions or other authorized activities, on University of Toledo owned or controlled property;
6. Physical abuse or detention of any person on University of Toledo owned or controlled property or at University of Toledo sponsored or supervised functions, or conduct which threatens or endangers the health or safety of any such person;
7. Theft or damage of property of the University of Toledo College of Nursing or of a member of the University of Toledo College of Nursing community or campus visitor;
8. Unauthorized entry into or use of University of Toledo facilities and/or equipment;
9. Violation of the University of Toledo policies and regulations;
10. Disorderly or obscene conduct or expression on University of Toledo owned or controlled property;
11. Use, possession, or distribution of alcohol or narcotic or dangerous drugs or paraphernalia, as specified by the Food and Drug Administration, except as expressly permitted by law;
12. Failure to comply with directions of University of Toledo officials or police and any other law enforcement officers acting in the performance of their duties;
13. Illegal or unauthorized possession or use of firearms, explosives, other weapons or chemicals on or off University of Toledo property.
14. Violators of these regulations may be dismissed from the University of Toledo owned or controlled property and may be subject to criminal prosecution and/or University of Toledo discipline which may include, but is not limited to, suspension or expulsion from the University of Toledo.

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

Professional Expectations

In addition to [the University Toledo Student's Code of Conduct](#), the nursing profession demands that the individual be responsible, accountable, self-directed, and show professional in behavior. The process of becoming a professional person begins upon entering a professional education program. Students demonstrate professionalism by attending classes and clinical experiences, by exhibiting courteous behavior, being prepared for class and clinical assignments, and by being punctual for class and clinical.

SECTION 3 – GENERAL INFORMATION

Student Disability Services

The University of Toledo Student Disability Services (SDS) ensures equal access and full participation for students with documented disabilities in all programs and activities at the University of Toledo. The principles of Universal Design guide SDS in our mission to proactively identify and remove barriers to participation wherever possible.

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

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

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

Register for Academic Accommodations in three easy steps:

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

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

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

Health Science Campus Resources:

Academic Enrichment Center
Mulford Library Building 507
419.383.6118

Academic Testing Center
Center for Creative Education Building
2920 Transverse DR
419.383.6618

Student Health & Wellness Center
Ruppert Health Center Room 0013
419.383.5000

Student Disability Services Contact Information

Health Science Campus
Mulford Library Building
Room 130
Mail Stop 1041
3000 Arlington Ave.
Toledo, OH 43614
Phone Health Science Campus: 419.383.6141
Fax: 419.530.6137
E-mail: studentdisabilitysvs@utoledo.edu
Website: <http://www.utoledo.edu/offices/student-disability-services/>

Main Campus
Rocket Hall
Room 1820
Mail Stop 342
2801 West Bancroft St.
Toledo, OH 43606
Phone Main Campus: 419.530.4981
Fax: 419.530.6137
E-mail: studentdisabilitysvs@utoledo.edu

This information is available in an alternative format upon request.

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. Students are required to have a BCII and FBI background check prior to matriculation into the program. The student is responsible for processing fees. Reports 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 as report results must be current with matriculation.

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

Professional Licensure

All students in the RN-BSN program must hold an active, unrestricted, unencumbered license as a registered nurse. Students seeking clinical placements must have a current, unencumbered license in that state. 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.

Prior to matriculation, the student must submit required health information to Health Information Management as mandated by the program. Students will be prevented from registering for clinical courses if this has not been satisfied. A fee is charged each semester for surveillance of health requirements and maintenance of records. Students may visit their student tab on the MyUToledo portal and then selecting Student Vaccination Records under My Other Resources.

Flu Shot

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

Health requirements must be up to date in order to complete clinical experiences. Students should copy all health data for future employment purposes.

Basic Life Support (BLS) Health Care Provider Documentation

Documentation of current American Heart Association BLS for Health Care Providers is required of all students prior to matriculation. If 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 the department secretary. 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. To comply with the Affordable Care Act (ACA), all individuals are required by law to have health insurance coverage. Students in the College of Nursing are required to maintain health insurance and the charge for student health insurance care coverage will be placed on your student account. 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, such as the UToledo University Health Services or BGSU Student Medical Center.

Accidental Exposure to Blood and Body Fluids

Nursing students sustaining an accidental percutaneous (puncture wound) and/or mucous membrane exposure to blood or body fluids or blood-borne pathogen at UTMC shall comply with the Bloodborne Pathogens Exposure Control Plan.

If the exposure occurs in an acute care setting, the policy for the agency should be followed. The clinical instructor will be notified of incident immediately. An occurrence report is completed according to agency policy. The student should be treated in the hospital's Employee Health Services or Emergency Department, in accordance with the agency policy. The student should follow up with University of Toledo Family Medicine and be treated by a healthcare provider as soon as possible.

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

If exposure occurs while the student is affiliated with an agency that has no policy to cover such an incident, the student should be treated by the personal healthcare provider or by the Student Health Center at the respective university. UToledo students should follow up with University of Toledo Family Medicine as soon as possible.

Accidental Exposure to Communicable Disease

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

Emergency Procedure for Students in Classroom or Clinical

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

Reporting Health Problems

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

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.

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. A signed provider's release must be submitted before return to clinical activity. Students are responsible for contacting program director, 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

BGSU Counseling Center

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

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 those made on 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.

Name Badge

Students must wear the official University name badge at all times on Health Science Campus (HSC) during testing and learning events sponsored by the College of Nursing. Please go to www.utoledo.edu/rocketcard to begin the online process for ordering an ID Badge. Follow the directions and upload a photo according to the directions. Designate that you want to pick up your ID Badge on the **HSC**. *You will receive an email when your ID Badge is ready for pick-up, usually 1 to 3 days after requesting the ID Badge.*

The College of Nursing will issue photo ID badges that are to be worn for clinical or experiential opportunities as part of the student's academic program. Organization specific ID's are required for all clinical settings. The CON ID is not the official University ID. It is the responsibility of Campus Police to question any individual not wearing an identification badge.

HSC Proxy Access Card:

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://dooraccessrequest.utoledo.edu/login.aspx> 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.

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 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. Clinical assignments are randomized, so car pool arrangements will need to be revised each semester in the program.

Discrimination Resources

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

The University of Toledo does not discriminate in its employment practices or in its educational programs or activities on the basis of sex/gender. The University of Toledo also prohibits retaliation against any person opposing discrimination or participating in any discrimination investigation or complaint process internally or externally. Reports of sexual harassment and discrimination questions regarding Title IX, and concerns about noncompliance should be directed to the Title IX Coordinator. For a complete copy of the policy or for more information, please contact the Title IX Coordinator <https://www.utoledo.edu/title-ix/> or the Assistant Secretary of Education within the Office for Civil Rights (OCR) <http://www.ed.gov/ocr> .

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

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

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

The University of Toledo Title IX Policy

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

Anonymous Hotline

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

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

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

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

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

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

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

Call toll-free 888.416.1308 or www.mycompliancereport.com

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

College of Nursing Policy on Authorship

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

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

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

Procedures for student/faculty co-authored manuscripts:

- 1 The student(s) and faculty (including committee members, as appropriate to the work) confer in a timely manner with respect to participation in the development of a manuscript to be submitted for publication or presentation (paper or poster) and come to consensus regarding authorship.
- 2 After decisions are made, the "Agreement on Authorship" form is completed and signed, with copies distributed to all authors, student file(s), and the Program Director of the program in which the student is enrolled. Note that the agreement may be adapted for research, or other major paper, leading to a degree when the wording within the parentheses is retained.
- 3 Students have the professional responsibility to submit a manuscript for publication, which will contribute to the body of knowledge in nursing. Graduates have the responsibility of notifying the College of Nursing regarding the status of the work with respect to publication or

presentation. Therefore, if students/graduates do not submit the manuscript for publication or present the findings of the thesis or research within one year of the completion of the work and the faculty advisor deems the work to be of merit, the faculty advisor named on the "Authorship Agreement" has the prerogative to determine the authorship for submission of the manuscript.

Authorship Agreement for Student Work

Approved by Faculty Assembly June 2013

This document provides guidelines for authorship on any publication or presentation, poster or paper, resulting from the student-driven original scholarly product as outlined below:

The student will retain first authorship as agreed upon below:

Exception in cases of a student designated as first author: if the student (or graduate) does not submit the manuscript for publication or present the findings of the project or research within one year of the completion of the work and the faculty advisor deems the work to be of merit, the faculty advisor named here, _____, has the prerogative to assume first authorship for further development of the work, with the student retaining the right to remain as an author on the scholarly products(s) outlined above.

Student Author:

Typed name	Signature	Date
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Faculty Author:

Typed name	Signature	Date
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Faculty Assembly Chairperson Signature	Date
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Associate Dean for Academic Affairs Signature	Date
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College of Nursing Dean Signature	Date
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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 course. 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 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.

BGSU Students:

Students registered with a current paid BGSU parking pass who are **NOT** working as a nursing assistant at UTMC:

- May park on the UToledo campus *without* purchasing a UToledo permit; however, they must register their vehicle.
- Register the first week of classes.

Students registered with a current paid BGSU parking pass who **ARE** working as a nursing assistant at UTMC:

- Must purchase a student employee permit.
- To avoid ticketing, register their vehicle **AFTER** the "add/drop" period.

Academic Advisement

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

Financial Aid

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

Scholarships

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 <http://www.fafsa.ed.gov>. Students are required to complete a FAFSA annually. The University school code for completing FAFSA is 003131. Information provided on each scholarship is subject to change. Private scholarship awards are based on donor criteria.

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

Scholarship recipients are notified through their student email.

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/>

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 at the Office of the Registrar at UToledo or BGSU. Students are expected to complete a degree audit no later than the semester prior to graduation.

Commencement ceremonies are held by UToledo and BGSU. 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. The responsibility for making up work missed during an absence rests with the student. Students are encouraged to initiate negotiations with the instructor regarding missed work as early as possible.

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

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

Clinical Attendance

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

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

Examinations

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

Excused Absences

Funeral Leave

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

Jury Duty

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

Maternity Leave

Maternity absence in connection with the birth or adoption of a child is provided for a short period of time. The student must notify the program director in advance, provide verification in writing, and negotiate with faculty concerning missed classroom and clinical requirements. A pregnant student is required to provide documentation to continue in clinical experiences.

Following delivery, the student is required to provide documentation indicating date for return to class and clinical experiences.

Military Duty

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

Professional Development

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

Sick Leave

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

Documentation is submitted to the program director after initial provider assessment, followed by a subsequent report when student is cleared for class and clinical. The student must negotiate with faculty concerning missed classroom and clinical requirements.

Other Absence

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

Unexcused Absence

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

Transfer of Credit

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

1. Consult with academic advisor at the respective university.

2. Submit an official transcript from each post-secondary educational institution attended.
3. UToledo students must take the last 30 hours of course work at the University of Toledo.

Academic Performance Referral

The Student Admission, Retention, and Progression Committee (SARP) monitors the progress of students who perform at an “outstanding” level and those who experience difficulty in the program. Students are referred to the committee during the semester when academic or professional conduct issues occur and at end of the semester for failing grades. Students receive a copy of the SARP Referral Form and a copy is placed in the 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 must first meet with the program director and a nursing advisor before reapplying for admission to the major.

Exam Procedures and Guidelines

Before exam day:

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

Before Paper and Computer Exams:

- Leave all personal items such as tote bags and backpacks in a vehicle or locker. Coats or sweaters cannot be hung on the back of chairs.
- Hats are not allowed in the exam room.
- All cell phones, fitness bands, and any other electronic equipment must be turned off and placed out of reach during the exam.
- No food, candy, or drinks are allowed into the test room.
- No tissues are allowed; proctors will provide tissues if needed. Check exam room door for seat and room assignment.
- Remain in hallway until exam room doors are opened.
- Students must be seated 15 minutes prior to the start of the exam.
- Be On Time! No late entry is allowed once a student leaves the exam room.
- Bring student ID. All students are checked-in prior to the start of exam.

During Reading of All Exam Instructions:

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

Paper Exam

- Leave examinations face down when distributed.
- Count exam pages when instructed to do so if paper exams are used. Raise hand if page is missing or unreadable.
- Legibly print name on exam book when instructed to do so. Verify that exam and scantron number matches seat number.
- Complete the bubble sheet by entering the following: name, Rocket ID number, test form A or B. Begin exam when instructed.
- Beginning and ending exam time will be written on the board in front of the room.

Computer Exam

- You will be instructed to close all other websites except for lockdown browser. Scratch paper will be distributed.
- You will be instructed when to write your name, seat number, and Rocket ID number on the scratch paper.

During the Exam

- Raise hand to use restroom. Proctor may escort student to the restroom. No additional time will be given. The paper exam will be “held” in the exam room and returned when student returns from the restroom break.
- Only one student at a time will be allowed to take a break.
- Use blank sheet on exam book to write questions regarding a test question. Use scratch paper to write any questions for a computer exam.

Ending the Exam

Paper Exam

- Check bubble sheet to make sure all questions are answered before turning in exam. Turn in the exam book, bubble sheet, and seat number to a proctor before leaving.
- Follow the instructions given for ending the exam. No writing or erasing will be allowed after “Time” is called.
- No additional time will be given for transferring answers. Follow instructions for submission of the exam.

Computer Exam

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

For Both Paper and Computer Exams

- Students may leave the exam early. Leave room quietly. Students will not be allowed to re-enter the room. Do not talk outside of exam room.
- Leave the testing area entirely.
- Unprofessional conduct during any exam will result in removal from the testing session and grade of “0” on exam and may result in immediate dismissal from program.

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

Final Examination Guidelines

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

Incomplete Grade

The grade of Incomplete is assigned only in extraordinary cases when unexpected conditions prevent the student from completing the requirements of the course within the term of enrollment at the discretion of the course faculty. The grade of "IN" must be removed before the last day of class of the term following the term in which it is received (excluding summer). Otherwise the "IN" will automatically be converted to a grade of "F." Please see Policy #[3364-71-11](#).

Academic Due Process and Appeal of a Final Course Grade

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

Appeal of Disciplinary Action and Due Process

Please see University 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 Courses

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

1. A grade of at least a “C” is necessary for satisfactory completion of all required nursing courses. Grades of less than “C” constitute “failure.” For BSN students, an average grade of 76% or above must be achieved on exams in order to pass a course. For RN-BSN students, a minimum of 80% must be achieved to demonstrate mastery of competencies.
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 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.

Requirements for Completion of Program

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

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

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.

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

1. Admission to the Jesup Scott Honors College
2. Admission to the nursing major
3. Overall GPA of 3.3 or better

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

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

Curriculum Committee

Purpose of the Curriculum Committee

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

Student Membership

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

Meeting Schedule for Curriculum Committee

Committee meetings are pre-scheduled monthly (or more often when necessary) during the fall and spring semesters and are placed on the CON master calendar.

Diversity Committee

Purpose of the Diversity Committee

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

Student Membership

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

Meeting Schedule for the Diversity Committee

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

Program Assessment Committee (PAC)

Purpose of the Program Assessment Committee

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

Student Membership

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

Meeting Schedule for Program Assessment Committee

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

Student Admission, Retention, and Progression (SARP) Committee

Purpose of the SARP Committee

The SARP Committee recommends to the College of Nursing Council criteria for admission, re-admission, retention, and/or progression of students to the College of Nursing 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 Membership

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

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

Meeting Schedule for SARP Committee

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

Student Grievance Committee

Purpose of the Student Grievance Committee

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

Student Membership

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

Meeting Schedule for Student Grievance Committee

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

- A. Resignations:
 - In the event that a member can no longer fulfill their duties in a given role, it is their responsibility to notify the President of their resignation.
- B. Fulfillment of Duties
 - Upon completion of an elected term of office, students will receive a certificate of service pending the fulfillment of their rights and duties as previously stated.

Student Nurses' Association

Student Nurses Association Bylaws

University of Toledo / Bowling Green State University

DATE ORGANIZED: October 1980 DATE REVISED: December 2019

I. NAME

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

II. PURPOSE

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

III. DUES

A. Amount:

- There are no dues to be an active member of the school chapter.
- The Annual NSNA/State dues for both new and renewing members will be the pre-determined amount according to the NSNA website.
 - o The current one-year membership cost is \$40, while a two-year membership is \$80. To sign up for NSNA membership, please go to: <https://nsnamembership.org>
- The school association Board of Directors shall have the authority to change membership dues.
- Students who receive chapter funds for state or national events must be active NSNA members to be eligible.
- Collection procedures:
 - o National and state dues shall be payable directly to NSNA, or the local chapter can collect all forms and money to send all at once. This may make the local and state chapter more likely to win awards for the number of members recruited.

IV. MEMBERSHIP

A. Rights and Duties:

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

B. Resignations:

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

C. Fulfillment of Duties

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

V. DUTIES OF OFFICERS

A. The President shall:

- Attend all board meetings, and pass along your report to the Vice President in the event that you cannot attend.
- Be chief executive officer of the Student Nurses' Association, presiding at all meetings of the Student Nurses' Association and/or the Board of Directors of the Student Nurses' Association.
- Be spokesperson for the Student Nurses' Association.
 - Give regular reports about the status of the Student Nurses' Association and related activities to students.
- Be responsible for faithfully executing the Constitution and Bylaws of the Student Nurses' Association.
- Ensure that any agreements between the Student Nurses' Association and the UT/BGSU CON are faithfully upheld.
- Keep suitable records of business completed or pending.
- Be responsible for an annual review and needed revisions of the bylaws (in cooperation with the Vice President).
- Stay in touch with the advisors and keep them updated.
- Schedule executive, general, and special meetings at his/her discretion.
- Appointment of special committees with the approval of the Board of Directors.
- Serve as ex-officio member of all committees.
- Be responsible (along with the Secretary and Treasurer) for proper record keeping of the organization.
- Be responsible for turning in the annual report to the Office of Student Life at the end of each academic semester.
- Ensure that meetings run smoothly and in a business manner by following Robert's Rules of Order.
- Promote membership and involvement to students at the local, state, and national levels.
- Work with the Treasurer to maintain the budget at the end of the semester.

B. The Vice President shall:

- Attend all board meetings and pass along a report to another board member in the event that you cannot attend.
- Assume the duties of the president in the absence of the president.
- Be responsible for the review and recommendations for changes in the bylaws annually (in cooperation with the president).
- Coordinate and direct local, state, and national representatives.

- Aid the president in carrying out the duties of the Board of Directors.
- Be responsible for completion of Student Life forms related to chapter events and maintaining compliance with the rules set by the Office of Student Life.

C. The Secretary shall:

- Attend all board meetings and pass along a report to another board member in the event that you cannot attend.
- Record the minutes of the meetings of the Board of Directors and the general meetings of the Student Nurses' Association.
- Distribute minutes and agendas of the meetings to the Student Nurses' Association Board of Directors, the Student Nurses' Association file, the Student Affairs Committee, the Office of Student Life, and post extra copies on the SNA bulletin board.
- Be responsible for scheduling meeting rooms for general meetings.
- Manage the Invonet account.
- Upload meeting minutes to Invonet.
- Prepare and send official letters or other correspondence as directed.
- Maintain files of all correspondence.
- Distribute to President and advisors copies of all official letters of correspondence.

D. The Treasurer shall:

- Attend all board meetings and pass along a report to another board member in the event that you cannot attend.
- Be responsible for keeping accurate records of all expenditures and financial transactions of the Student Nurses' Association.
- Submit an annual financial report to the out-going and in-coming Board of Directors, the Office of Student Life, and the SNA Advisors.
- Submit all bills, receipts, and forms to the Office of Student Life for reimbursement.
- Complete check requests for reimbursements approved by the Board of Directors to the office of Student Affairs.

E. The Community Service Chairperson shall:

- Attend all board meetings and pass along a report to another board member in the event that you cannot attend.
- Advocate for and coordinate programs to promote health awareness in the community such as health fairs, screening programs, immunization events, bloodmobile drives, and passing along information from health publications.
- Coordinate community service activities and encourage membership participation.

- Be the chairperson of the community service committee.
- Maintain signup genius for upcoming events.
- Work with the Office of Student Life and other UT organizations for mutual community events

F. The Fundraising Chairperson shall:

- Attend all board meetings and pass along a report to another board member in the event that you cannot attend.
- Submit a request for all fundraisers to the Office of Student Life and make sure that Student Affairs is aware of the dates and times of these fundraisers.
- Be the chairperson of the Fundraising Committee.
- Coordinate, execute, and promote fundraisers with the fundraising committee.

G. The Breakthrough to Nursing Chairperson shall:

- Attend all board meetings and pass along your report to another board member in the event that you cannot attend.
- Be responsible to promote nursing to the general student body focusing on minority students.
- Represent the SNA on the Multicultural Organization in the College of Nursing.
- Shall head committees to attend local high schools and display a program that both encourages and promotes students into the nursing field.
- Shall work closely with the Admissions Office to advance programs into local high schools and universities.
- Be responsible for all programs to which nursing promotion is the main goal.
- Work with all other Board members to introduce Breakthrough to Nursing into routine activities within the organization.
- Promote a positive and accurate image of nursing.

H. The Social Chairperson shall:

- Attend all board meetings and pass along a report to another board member in the event that you cannot attend.
- Coordinate and direct all communication for all social activities by supervising a committee and by encouraging the participation of all members.
- Be responsible for organizing at least one social activity for the SNA per semester.
- Keep social media accounts up to date.
- Be the chairperson of the social committee.
- Work with the Office of Student Life and other UT/BGSU organizations for mutual social events.

I. The Convention Planner shall:

- Attend all board meetings and pass along a report to another board member in the event that you cannot attend.
- Present information about upcoming conferences and conventions to the general student body with specific details about costs, schedule of events, location, and dates it will be held.
- Post an RSVP list for interested members to sign up. This list must be posted well in advance so that reservations can be made. Posting the RSVP in advance also gives the Treasurer time to make a budget for the specific event and add more fundraising to cover the trip costs if necessary.
- Organize carpools, shuttles, or flights with the majority of students attending as possible.
- Contact the appropriate professors to check on quiz/exam/classroom make-ups.
- Hold a convention meeting for all interested members where a delegate and alternate will be elected.
- Assist students with completion of Student Life Forms.

J. The Historian shall:

- Attend all board meetings and pass along a report to another board member in the event that you cannot attend.
- Keep track of all SNA sponsored events and get pictures and other items to send to the Social Chairman for posting on social media pages.
- Take charge of designing poster boards, signing up for a spot, finding volunteers, and overall organizing a table for all organization fairs to include BGSU and UT campuses.
- Update the SNA bulletin board regularly and make any minor changes as needed.
- Communicate chapter information to the Marketing person within the College of Nursing and to the University of Toledo's Media Relations Specialist. Also communicate information through the newsletter, webpage and any other form of media utilized.
- Include articles on upcoming events, give officers contact information, a calendar for the month, etc.

K. BGSU Representatives shall:

- Attend all board meetings and pass along a report to another board member in the event that you cannot attend.
- Update the student body on upcoming events through class announcements, help pass out materials, and serve as a communication link to the entire student body.
- Give input at Board meetings.
- Keep the Board current on events at BGSU's campus.
- Act as a resource and communicate with the BGSU Pre-Nursing Organization.

L. UT Representatives shall:

- Attend all board meetings and pass along a report to another board member in the event that you cannot attend.
- Update the student body on upcoming events through class announcements, help pass out materials, and serve as a communication link to the entire student body.
- Give input at Board meetings.
- Keep the Board current on events at UT's campus.
- Act as a resource and communicate with the UT Pre-Nursing Organization.

M. The Membership Director shall:

- Attend all board meetings, and pass along your report to another board member in the event that you cannot attend.
- Serve as a liaison between OhNSA and the University of Toledo's/BGSU's Student Nurses' Association.
- Be responsible for membership promotion.
- Be the liaison to OhNSA for all membership promotion/implementation of OhNSA at the chapter level.
- Compile a membership list, including contact person(s).
- Be responsible for organizing and maintaining the election process at the chapter level.
- Maintain list of current membership of the organization.

N. Faculty Advisor(s) shall:

- Attend all board meetings and pass along a report to another board member in the event that you cannot attend.
- Serve as ex-officio member without a vote.
- Act as a liaison between the Board and faculty members.
- Serve as a resource person consulting with the Board of Directors and members.
- Attend meetings of the SNA at the UT-CON.

O. Cohort Representatives

- Attend all board meetings and pass along a report to another board member in the event that you cannot attend.
- Communicate dates/times of SNA meetings and events to their cohort.
- The elected representative is eligible for election to any of the Board of Directors positions. If elected to another Board position, representative must step down and a new representative from

the cohort will replace them.

- Representatives are voting members of the Board of Directors.

VI. DELEGATES

A. Purpose and Function shall be:

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

B. Delegates Qualifications and Appointments shall be:

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

C. Delegate Representation/School Constituents:

- Student Nurses' Association of the UT College of Nursing, when recognized as an official NSNA constituent, shall be entitled to one voting delegate and alternate at the NSNA House of Delegates, and in addition, shall be entitled to one voting delegate and alternate for every 10 members who are members of the NSNA.
- The Student Nurses Association of the UT College of Nursing delegate(s) and alternate shall be a member(s) in good standing in the chapter and shall be selected and/or elected by members of the school chapter at a proper meeting according to chapter bylaws. The school association may designate an alternate delegate for each delegate by one of the following two mechanisms:
 - Selection and/or election by members of the school chapter according to chapter bylaws; or
 - Written authorization to the State Board of Directors requesting them to appoint a member of the State Board to act as a state-appointed alternate for their school chapter.
 - School chapters shall approve of the appointment.
 - The State Board of Directors shall verify that any state appointed alternate is a member of good standing of the NSNA and the state association.
 - A school chapter must have a selected and/or elected delegate present at the NSNA Convention in order to have a state-appointed alternate seated in the House of Delegates.
 - All alternates, whether school selected or state-appointed, shall have the same privileges as an elected delegate when seated in the House.

- The school association shall be entitled to delegates according to the number of members of good standing in NSNA. Delegates shall be computed on the basis of the number of members in each constituent as evidenced by the annual dues received by NSNA on a date eight weeks prior to the annual meeting.

VII. PROCEDURES FOR ELECTIONS

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

VIII. COMMITTEES

A. Committee Requests

- Any member of the board of directors can have a committee formed at their request.
- Example: Resolutions committee

B. Responsibilities of Committee Chairs

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

C. Committee Members Requirements

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

IX. ORDER OF BUSINESS

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

- Call to Order
- Roll Call
- Reading and Approval of Minutes: A motion to amend or accept the minutes must be obtained, along with a 2nd motion of approval.

- Officer Reports
- Old Business
- New Business
- Open Forum/Announcements
- Adjournment

X. VOTING PROCEDURES

- Every Board member with the exception of president and the faculty advisor get one vote on every issue discussed at a Board of Directors meeting.
- A motion is made and seconded for a vote on an issue.
- Each voting member is asked to raise a hand to signify an acceptance, an objection or an abstention.
- A Majority vote of active members present is needed to officially pass a motion.

XI. MEETINGS

Section 1. Board of Directors Meetings

A. Meeting dates shall be set by a plurality vote of members present at each previous meeting, or if the Board is in agreement. Dates for meetings may be planned for one semester at a time.

B. Meeting location and time will be voted on and approved by a plurality vote of all members present and voting at each previous meeting, or if the Board is in agreement, locations and times for meeting may be set for one semester at a time.

C. The President shall have the authority to convene a special meeting as such time as is deemed necessary and shall notify the general membership of such a meeting, location, and time.

D. The Board of Directors meetings shall be open for all members to attend. This provides a learning opportunity for members seeking office.

E. The purpose of the Board of Directors meetings is to organize ahead of time the meeting for the general members.

Section 2. General Meetings

A. The general meeting dates, times, and locations must be made so that the highest attendance of students is achieved.

B. The President is in charge of setting up these meetings.

XII. REFERENDUM AND RECALL

Section 1. Absences

A. Members of the Board of Directors who have missed more than two regularly scheduled meeting of any current term year without prior notification to the Board of Directors and who offer no valid reason for

such absences may be removed for office by a plurality vote of the current membership present at the next scheduled meeting. The officer in question will be notified in advance of the meeting.

B. An officer may also be removed from office by a plurality vote of members of the Board of Directors present at a meeting called for that purpose if that officer is deemed negligent in the functions of that office as stated in these bylaws.

C. Prior notification of two weeks shall be given to the individual in question and a special Board Directors meeting shall be held to review the circumstances.

XIII. AMENDMENTS AND RATIFICATION

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

Sigma Theta Tau International (STTI) Nursing Honor Society

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

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

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

Ohio Nurses Association (ONA) / 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. Membership in ONA provides membership in the American Nurses Association as well.

Nursing Alumni Association

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

SECTION 6 - ACADEMIC RESOURCES

UTAD Account and the myUToledo portal

UTAD is the personal account that allows students to use many of UToledo's online resources. The UTAD account gives students access to a University e-mail account. Students can access this at email.utoledo.edu with the UTAD username and password. It is the official means of communication from UToledo. The UTAD account also provides access to the myUToledo portal, a secure personalized website with a single access point for information. At the myUToledo portal (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), MyUToledo (<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, 6th floor.

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>