



# **COLLEGE OF NURSING**

---

THE UNIVERSITY OF TOLEDO

STUDENT HANDBOOK CNL GRADUATE PROGRAM 2018 – 2019

THE UNIVERSITY OF TOLEDO COLLEGE OF NURSING  
CNL GRADUATE NURSING STUDENT HANDBOOK  
2018 - 2019

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

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

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

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

This handbook supersedes all previous handbooks of the CON.

August 2018

## Contents

SECTION 1 - HISTORY, MISSION, VISION, PURPOSE, PHILOSOPHY, STUDENT LEARNING OUTCOMES .....	6
Historical Background of the University and the College Of Nursing .....	7
Mission Statement .....	8
The College of Nursing Vision .....	8
The College of Nursing Purpose.....	8
College of Nursing Philosophy.....	8
Organizing Framework.....	9
Student Learning Outcomes for Graduate Entry Clinical Nurse Leader Program.....	10
SECTION 2 - PROFESSIONAL, LEGAL, AND ETHICAL STANDARDS.....	11
Technical Standards for Admission .....	12
Academic Dishonesty .....	13
Professional Standards.....	14
American Nurses Association Code of Ethics for Nurses with Interpretive Statements.....	17
Professional Expectations.....	18
SECTION 3 - GENERAL INFORMATION .....	19
Student Disability Services .....	20
Criminal Record Check .....	22
Health Requirements .....	22
Flu Shot.....	22
Basic Life Support Health Care Provider Documentation.....	22
Liability Insurance .....	22
Mandatory Health Insurance.....	23
Occurrence Reports for Accidental Injury and/or Hazardous Exposure .....	23
Learning Resource Center Student Injury .....	23
Accidental Exposure to Blood and Body Fluids .....	23
Accidental Exposure to Communicable Disease .....	24
Emergency Procedure for Students in Classroom or Clinical.....	24
Emergency Treatment Responsibility for Cost .....	24
Reporting Health Problems.....	24
Healthcare Release Form .....	24
Responsibility When Illness Occurs.....	27
Student Guidance and Counseling Services .....	27
Social Media Statement.....	27
E-mail-Communication.....	27
Deadly Weapons Restriction.....	27
Smoke Free and Tobacco Free Policy .....	28

Drug Free Workplace and Campus .....	28
Responsibilities Related to Impairment .....	28
Name Badge .....	28
Access Card pick up information: .....	29
Student Nurse Uniform Guidelines .....	29
Confidentiality of Student Records (FERPA) .....	30
Inclement Weather Policy .....	32
Discrimination Resources .....	32
College of Nursing Policy on Authorship .....	33
Program Evaluations.....	36
Educational Questionnaires .....	36
Clinical Agencies.....	36
Lost and Found .....	36
Parking.....	36
Assessment Technologies Institute (ATI) Policy.....	36
National Council Licensure Exam- Registered Nurse (NCLEX-RN).....	37
<b>SECTION 4 - ACADEMIC POLICIES .....</b>	<b>38</b>
Attendance Policies .....	39
Excused Absences .....	39
Unexcused Absence .....	40
Transfer Student Requirements.....	41
Progression .....	42
College of Nursing Minimum Course Grade of 'B' for NURS Courses.....	42
Probation.....	42
Repeating Courses in the College of Nursing.....	42
Change of Concentration (Major) in the College of Nursing.....	42
Withdrawal from Courses/ Electronic Withdrawal Period for a Grade of W .....	43
Leave of Absence .....	44
Immediate Dismissal.....	44
Exam Procedures and Guidelines .....	44
Final Examination Guidelines .....	46
Academic Performance Referral.....	46
Academic Due Process and Appeal of a Final Course Grade.....	46
Appeal of Disciplinary Action and Due Process.....	46
Grievance of a Final Course Grade Form.....	47
<b>GRIEVANCE OF A FINAL COURSE GRADE FORM .....</b>	<b>47</b>
Academic Standards for the College of Graduate Studies .....	50
Graduation .....	50

Independent Study for MSN Students .....	51
Official Transcripts .....	52
<b>SECTION 5 – STUDENT PARTICIPATION ON COMMITTEES &amp; ORGANIZATIONS .....</b>	<b>53</b>
Student Participation on Committees .....	54
Curriculum Committee .....	54
Diversity Committee .....	54
Program Assessment Committee (PAC) .....	55
Student Admission, Retention, and Progression (SARP) Committee .....	55
Student Grievance Committee.....	55
Student Nurses Association Bylaws .....	63
Sigma Theta Tau International (STTI) Nursing Honor Society .....	64
Ohio Nurses Association (ONA) / American Nurses Association (ANA) .....	64
Nursing Alumni Association .....	65
<b>SECTION 6 - ACADEMIC RESOURCES.....</b>	<b>66</b>
UTAD Account and the myUT portal .....	67
Blackboard – Learning Ventures.....	67
IT Assistance.....	67
Computer Lab Locations.....	67
Print Quota .....	67
<b>SECTION 7 - ACADEMIC ADVISEMENT .....</b>	<b>68</b>
Graduate Advising .....	69
Minimum Continuous Enrollment.....	69
Enrollment Status.....	69
<b>SECTION 8 - FINANCIAL SUPPORT.....</b>	<b>71</b>
Graduate Student Scholarships .....	72
Travel Support .....	72
<b>SECTION 9 – MSN CAPSTONE: FIELD EXPERIENCE, COMPREHENSIVE EXAM, THESIS .....</b>	<b>73</b>
MSN Capstone.....	74
The Field Experience .....	74
The Comprehensive Examination.....	75
Thesis Process & Procedures.....	77
<b>SECTION 10 - RN LICENSURE INFORMATION.....</b>	<b>85</b>
Requirements and Application for RN Licensure.....	86

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

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

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

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

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

Nursing courses are taught on the Health Science Campus of UT campus. Initially, the School of Nursing occupied space in county-owned facilities at South Detroit and Arlington Avenue in Toledo, including the former Maumee Valley Hospital. The present campus began to take shape in the early 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 also available to families visiting patients at The University of Toledo Medical Center (UTMC) or to patients from outside the community who can be treated on an 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 UT; the two campuses are the Health Science Campus and Main Campus. The Main Campus is located on Bancroft Street.

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

### Mission Statement

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

The mission of the 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.

Date Approved 1/91: Revised 7/04.

### Organizing Framework

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

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

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

Rev. 08/2018

### Student Learning Outcomes for Graduate Entry Clinical Nurse Leader Program

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

SECTION 2 - PROFESSIONAL, LEGAL, AND ETHICAL STANDARDS

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

## Academic Dishonesty

The CON seeks to foster intellectual and 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 #3364-77-01.

Plagiarism is 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 an 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 without 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 attention of appropriate individual when such information is needed for investigation or to prevent harm. Examples include, but are not limited to:

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

Lying: the telling of false or untruthful information in an attempt to deceive; 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;
  - (b) Engage in behavior toward a patient that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.
- (10) A student shall not misappropriate a patient's property or:
  - (a) Engage in behavior to seek or obtain personal gain at the patient's expense;
  - (b) Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient's expense;
  - (c) Engage in behavior that constitutes inappropriate involvement in the patient's personal relationships; or
  - (d) Engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient's personal relationships.

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

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

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

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



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

Effective: 02/01/2014

R.C. 119.032 review dates: 10/15/2016 Promulgated Under: 119.03

Statutory Authority: 4723.07

Rule Amplifies: 4723.06

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

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

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

1. The nurse practices with compassion and respect for the inherent dignity, worth, and 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.

## 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 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 to be reasonable accommodations.

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

SDS serves almost 100 students on the Health Science Campus.

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

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

Examples of Visible and Invisible Disabilities:

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

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

Testing:

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

Alternative Media:

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

Note –Taking Assistance:

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

American Sign Language Interpretation Real Time Transcription  
Assistive Technology or Devices

### Register for Academic Accommodations in three easy steps:

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

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

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

### Health Science Campus Resources:

Academic Enrichment Center Mulford Library Building 507 419.383.6118

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

Student Health & Wellness Center Ruppert Health Center Room 0013 419.383.5000

### Student Disability Services

Health Science Campus  
Mulford Library Building  
Room 130  
Mail Stop 1041  
3000 Arlington Ave.  
Toledo, OH 43614  
Hours: Monday & Wednesday 12:00 p.m. to 5:00 p.m.  
5:00 p.m.  
Tuesday & Thursday 8:30 a.m. to 1:30 p.m.  
Phone Health Science Campus: 419.383.6141  
Fax: 419.530.6137  
E-mail: [studentdisabilitysvs@utoledo.edu](mailto:studentdisabilitysvs@utoledo.edu)

[studentdisabilitysvs@utoledo.edu](mailto:studentdisabilitysvs@utoledo.edu) Website: <http://www.utoledo.edu/offices/student-disability-services/>

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

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 must be sent directly to the undergraduate program office. Duplicate reports from places of employment or other sources are not acceptable as report results must be current with matriculation.

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

### 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. A fee is charged each semester for surveillance of health requirements and maintenance of records.

### Flu Shot

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

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

### Basic Life Support Health Care Provider Documentation

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

### Liability Insurance

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

## Mandatory Health Insurance

The University of Toledo believes it is important that all students maintain health care coverage to help ensure academic success and well-being. To be in compliance with the Affordable Care Act (ACA), all individuals are required by law to have health insurance coverage. Students in the College of Nursing are required to maintain health insurance, and the charge for student health insurance care coverage will be placed on your student account. Please see University Policy #[3364-30-05](#).

### What This Policy Means to You

When you register for classes, health insurance will be added to your account if you meet the registration requirements as above. If you have health insurance that is equivalent to, or exceeds, the health insurance offered by the University, you may complete the online waiver process requesting to waive UT's insurance by logging in to [the UT 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 UT 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. A student who experiences accidental exposure to blood or body fluids during clinical must notify the clinical instructor immediately. An occurrence report is completed according to agency and university policies. The student should be treated in the hospital's Employee Health Services or Emergency Department, in accordance with the agency policy. The student should follow up with Student Health Services after initial treatment.

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

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

#### Accidental Exposure to Communicable Disease

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

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

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

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

#### Emergency Treatment Responsibility for Cost

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

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

#### 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.



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

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



HEALTHCARE RELEASE  
College of Nursing

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

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

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

Student Name:

Program:

I plan to return to class on this date:

- Full-time
- Part-time

I plan to return to clinical on this date:

- Full-time
- Part-time

Student Signature

Date:

.....

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

Health Status:

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

Restrictions

- Date of next evaluation:

Justification (by healthcare provider)

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

\_\_\_\_\_

Healthcare Provider

Signature

Date:

Phone:

License Number:

Address

### Responsibility When Illness Occurs

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

### Student Guidance and Counseling Services

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

*UT University Counseling Center*  
Main Campus Medical Center  
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 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 <http://www.utoledo.edu/it/students.html>

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

### 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

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

### Responsibilities Related to Impairment

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

### Name Badge

Students must wear the official University name badge at all times on Health Science Campus during testing and learning events sponsored by the College of Nursing. The College of Nursing will issue photo ID badges that are to be worn for clinical or experiential opportunities as part of the student's academic program.

Organization specific IDs 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.

Please go to [www.utoledo.edu/rocketcard](http://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.*

### 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 UT Portal).

Please use the same uploaded photo as above.

Access Card pick up information:

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

Campus Police Office Hours: Monday through Friday, 7:00 am - 3:00 pm

Questions or problems with any of the above, email: [rocketcard@utoledo.edu](mailto:rocketcard@utoledo.edu)

### Student Nurse Uniform Guidelines

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

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

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

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

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

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

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

Chewing gum is not allowed.

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


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

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

*June, 2017*

#### 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.

 <p><b>COLLEGE OF NURSING</b> THE UNIVERSITY OF TOLEDO</p>	<p><b>College of Nursing Collier Building MS 1026 3000 Arlington Avenue Toledo, Ohio 43614</b></p>
---	--

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](https://www.utoledo.edu/policies/administration/humanresources/pdfs/3364_25_14.pdf)

## Discrimination Resources

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

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

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

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

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

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

## The University of Toledo Title IX Policy

[https://www.utoledo.edu/policies/administration/diversity/pdfs/3364\\_50\\_01.pdf](https://www.utoledo.edu/policies/administration/diversity/pdfs/3364_50_01.pdf)

## Anonymous Hotline

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

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

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



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

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

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

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

Call toll-free 888.416.1308 or [www.mycompliance.com](http://www.mycompliance.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
------------	-----------	------

Faculty Author:

---

Typed name	Signature	Date
------------	-----------	------

---

Faculty Assembly Chairperson Signature	Date
--	------

---

Associate Dean for Academic Affairs Signature	Date
---	------

---

College of Nursing Dean Signature	Date
-----------------------------------	------

## Program Evaluations

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

## Educational Questionnaires

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

## Clinical Agencies

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

## Lost and Found

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

## Parking

The University of Toledo requires students to register their vehicle every semester and purchase a parking permit. Parking is available in designated areas on Health Science Campus. A current University of Toledo parking permit is required for each vehicle. There is a fee for parking. Questions regarding parking can be directed to [parking@utoledo.edu](mailto:parking@utoledo.edu), by calling Parking Services at 419. 530.5844, or by visiting [the website](#).

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

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

## Assessment Technologies Institute (ATI) Policy

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

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

increase confidence and familiarity with nursing content. Students are assessed an ATI fee per semester of enrollment.

#### National Council Licensure Exam- Registered Nurse (NCLEX-RN)

The National Council State Boards of Nursing is responsible for administration of NCLEX-RN. The NCSBN website offers a test map and scoring details.

[https://www.ncsbn.org/089900\\_2017\\_Bulletin\\_Proof2.pdf](https://www.ncsbn.org/089900_2017_Bulletin_Proof2.pdf)

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

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

<http://nursing.ohio.gov/pdfs/Accommodations.pdf>

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

Information for NCLEX-RN Examination will be disseminated and discussed during the NURS 5540 Advanced Practicum in Nursing Systems Design course.

Candidates may contact the Board at [www.nursingohio.gov](http://www.nursingohio.gov) to inquire about their application.

Students licensing out-of-state are responsible for consulting with the appropriate State Board of Nursing and must supply all required paperwork to the program director for processing.

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 a Healthcare Release form to continue in clinical experiences.

Following delivery, the student is required to provide a Healthcare Release form indicating date for return to class and clinical experiences.

### Military Duty

Temporary absence is granted for active military service. The student must notify the 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 UT registrar's policy.

A Healthcare Release form 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 Student Requirements

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

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

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

## Progression

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

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

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

## Probation

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

### Repeating Courses in the College of Nursing

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

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

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

### Change of Concentration (Major) in the College of Nursing

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

### Change in Degree Program

A student requesting a change in degree program must be in good standing with a GPA of 3.0 or higher. Students requesting a change of degree must meet with the graduate nursing advisor, complete a

College of Graduate Studies change of degree form, and apply to their desired program.

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

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

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

#### WP/Withdraw Passing after the UT Electronic Withdrawal Period

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

The grade of WP indicates that the student's work is passing (grade of "B" or higher in a graded NURS course; "C" or higher in INDI6000/8000, grade of "C" or higher in a non-nurse elective course), but for legitimate reasons the student is permitted to withdraw from the course. The grade "WP" will be recorded on the grade sheet and entered in the student's official record and will not be counted in the GPA. Students may only repeat required courses one time after a grade of "WP" has been earned. Students who have a grade of "WP" in a required course and then earn a grade of "C" or "D" for the same course, or withdraw, may not repeat this course for a higher grade and is subject to dismissal.

#### WF/ Withdraw Failing after the UT Electronic Withdrawal Period

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

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

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

## Leave of Absence

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

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

## Immediate Dismissal

Grounds for immediate dismissal from the nursing major include:

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

## 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 in a locker. Calculators and other assistive devices must also be left in a locker.
- No food, candy, or drinks are allowed into the test room.
- No tissues are allowed; proctors will provide tissues if needed.
- Check exam room door for seat and room assignment.
- Remain in hallway until exam room doors are opened.
- Students must be seated 15 minutes prior to the start of the exam.
- Be on time! No late entry is allowed once a student leaves the exam room.
- Bring student ID. All students are checked-in prior to the start of exam.

### During Reading of All Exam Instructions:

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

#### Paper Exam

- You must use #2 pencils.
- Leave examinations face down when distributed.
- Count exam pages when instructed to do so if paper exams are used. Raise hand if page is missing or unreadable.
- Legibly print name on exam book when instructed to do so. Verify that exam and scantron number matches seat number.
- Complete the bubble sheet by entering the following: name, Rocket ID number, test form A or B. Begin exam when instructed.
- Beginning and ending exam time will be written on the board in front of the room.

#### Computer Exam

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

#### During the Exam

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

#### Ending the Exam

#### Paper Exam

- Check bubble sheet to make sure all questions are answered before turning in exam. Turn in the exam book, bubble sheet, and seat number to a proctor before leaving.
- If students do not leave early, follow the instructions given for ending the exam. No writing or erasing will be allowed after “Time” is called.
- No additional time will be given for transferring answers. Follow instructions for submission of the exam.

#### Computer Exam

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

#### For Both Paper and Computer Exams

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

#### 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.


#### 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.

Grievance of a Final Course Grade Form

GRIEVANCE OF A FINAL COURSE GRADE FORM	
<p style="text-align: center;">COLLEGE OF NURSING Health Science Campus MS1026, 3000 Arlington Avenue, Toledo, Ohio 43614-2598</p>	

1. Background Information

Student name: \_\_\_\_\_ Date:     /     /

Course Name & No.: \_\_\_\_\_ Instructor of Record: \_\_\_\_\_

Course Term:       Fall   Spring   Summer   Year

Final Course Grade Received as Posted by the Registrar: \_\_\_\_\_

2. Nature of Concern

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

---



---



---

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

Desired Outcome (to be completed by the Student):

---



---



---

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

Petition form received by: \_\_\_\_\_ Date: \_\_\_\_\_

3. Actions taken

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

---



---



---

\_\_\_\_\_  
Faculty Member (Print Name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

---



---



---

\_\_\_\_\_  
Course Leader (Print Name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Attempt to resolve this matter through a discussion with the Program Director  
What was the outcome of your meeting(s) with the Program Director? (If no meeting occurred, explain why.) (To be completed by the Program Director.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
Program Director (Print Name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Print Name & Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

4. Review of Grievance /Exhaustion of Informal Process

After review of the materials submitted, it was determined that a basis for the grievance:  
May exist and a hearing will be scheduled. Student wants advisor present: Yes No  
Does not exist and the petition is dismissed.

\_\_\_\_\_  
Grievance Chair (Print Name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

5. Result of Grievance Hearing

Date of hearing:

Outcome of hearing:

- The grievance was resolved.
- The grievance was not resolved.



Explanation:

---

---

---

---

6. Recommendation of Chair:

Date:

Outcome:

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

The grievance is not supported by the evidence presented.

The grievance is supported by the evidence presented.

Outcome:

---

---

---

Signature of Dean:

Date:

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

## Academic Standards for the College of Graduate Studies

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

Graduate students shall be responsible to consult with the appropriate graduate degree program director for the applicable standards. Grades of A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, S, U, WP or WF may be awarded depending on College/program/departamental policies. A limited number of graduate courses earn grades of S (satisfactory) or U (unsatisfactory) upon completion. A grade of S will be allowed for credit toward graduation but is not computed in the grade point average. A grade of U earns no credit and the course must be repeated to earn graduate credit but is not computed in the grade point average.

The grade of PR may be awarded to indicate work in progress and courses with this grade will not be included in the GPA calculation. The grade of 'I' (incomplete) is assigned only under extraordinary circumstances when unexpected events prevent a student from completing the requirements of the course within the term of enrollment. The student must complete the required work before the end of the following semester (excluding summers) in which the 'I' grade was received; otherwise, the grade will be converted to the grade of F by the Office of the Registrar. The student may initiate a request for an additional semester to complete the work for the grade (excluding summers). The extension is granted upon the approval of the faculty member and the associate dean of the college offering the course. Once the 'I' grade has been converted to F, the student must re-register and take the course again. The grade of 'I' will not be included in the GPA calculation. It is recommended that faculty set specific benchmarks for completion of the course or material each term and regularly assign S, U or 'I' grades as appropriate instead of awarding a PR. Students may not graduate with a grade of U, 'I', or PR on their Plan of Study. Students may not graduate with a grade if 'I' or PR on their transcript. A grade of WP (withdrawal passing) or WF (withdrawal failing), according to the status of the student at the time of withdrawal, will be assigned to students who withdraw after the university established withdrawal period at the discretion of the instructor. The grade of WP will not be included in the GPA calculation. A grade of WF indicates that a student's work is unsatisfactory (grade of less than C), and will be included in the GPA calculation as a grade of F. Students may repeat courses with grade WF or U subject to the maximum credit hour repeat limitation.

### Graduation

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

A student who has compelling circumstances that may warrant an extension of one year must complete the Request for Time Extension and Course Recertification Form and submit it to the graduate advisor who will present the request to the chair or program director and the Associate Dean for Academic Affairs. The completed form with all approval signatures and supporting documentation is returned to the College of Graduate Studies Office for review and final approval. There is a per course fee assessed for each course approved for recertification. Fees are applied to the student account after the Request for

Time Extension Course Recertification form has been approved. Notification will be sent via university email to both the student and advisor. Student Admission Retention and Progression Committee will be notified of the student's request and recommended action.

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

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

#### Independent Study for MSN Students NURS 6890

Independent Study, an academic course completed outside of the required classroom, clinical, or college laboratory experience provides the learner with an opportunity to pursue an area of interest in depth. Independent study courses may not be used to substitute for required courses. The independent study course is supervised by a faculty member and approved by the program department chair.

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

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

12/09/2013

## 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 MyUT 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, special meetings may be called to address urgent business. Every effort will be made to notify the membership five days in advance of 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.

## I. Duties of Officers

### A. The President shall:

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



- B. The Vice President shall:
- Assume the duties of the president in the absence of the president.
  - Be responsible for the review and recommendations for changes in the bylaws annually (in cooperation with the president).
  - Coordinate and direct local, state, and national representatives.
  - Aid the president in carrying out the duties of the Board of Directors.
  - Schedule meeting for next Board of Directors for “handoff” of responsibilities to new, incoming Board of Directors for the next semester.
  - Be responsible for completion of Student Life forms related to chapter events and maintaining compliance with the rules set by the Office of Student Life.
- C. The Social Chairperson shall:
- Coordinate and direct all communication for all social activities by supervising a committee and by encouraging participation of all members.
  - Be responsible for organizing at least one social activity for the SNA each month.
  - Direct public relations.
  - Be the chairperson of the social committee.
  - Work with the Office of Student Life and other UT/BGSU organizations for mutual social events.
- D. The Community Service Chairperson shall:
- Advocate for and coordinate programs to promote health awareness in the community such as health fairs, screening programs, immunization events, bloodmobile drives, and passing along information from health publications.
  - Coordinate community service activities and encourage membership participation.
  - Be the chairperson of the community service committee.
  - Work with the Office of Student Life and other UT organizations for mutual community events.
- E. The Secretary shall:
- Record the minutes of the meetings of the Board of Directors and the general meetings of the Student Nurses’ Association.
  - Distribute minutes and agendas of the meetings to the Student Nurses’ Association Board of Directors, the Student Nurses’ Association file, the Student Affairs Committee, and the Office of Student Life, and post extra copies on the SNA bulletin board.
  - Be responsible for scheduling meeting rooms for general meetings.
  - Maintain files of all minutes.
  - Prepare and send official letters or other correspondence as directed.
  - Maintain files of all correspondence.
  - Distribute to the president and advisors copies of all official letters of correspondence.
- F. The Treasurer shall:
- Be responsible for keeping accurate records of all expenditures and financial transactions of the Student Nurses’ Association.

- Submit monthly financial reports to the Board of Directors of the Student Nurses' Association, the Office of Student Life, and the SNA advisors
  - Submit an annual financial report to the out-going and in-coming Board of Directors, the Office of Student Life, and the SNA Advisors.
  - Sign checks for monetary disbursement as indicated.
  - Submit all bills, receipts, and forms to the Office of Student Life for reimbursement.
  - Be responsible for working with the president to make the end of the semester budget.
  - Successfully complete the mandatory test on student organizations on campus through *Orgsync*.
- G. The Fundraising Chairperson shall:
- Submit a request for all fundraisers to the Office of Student Life and make sure that Student Affairs is aware of the dates and times of these fundraisers.
  - Be the chairperson of the Fundraising Committee.
  - Coordinate, execute, and promote fundraisers with the fundraising committee.
- H. The Breakthrough to Nursing Chairperson shall:
- Be responsible to promote nursing to the general student body, focusing on minority students.
  - Head committees to attend local high schools and display a program that both encourages and promotes students into the nursing field.
  - Work closely with the Admissions Office to advance programs into local high schools and universities.
  - Be responsible for all programs to which nursing promotion is the main goal.
  - Work with all other Board members to introduce Breakthrough to Nursing into routine activities within the organization.
  - Promote a positive and accurate image of nursing.
- I. The Convention Planner shall:
- Present information about upcoming conferences and conventions to the general student body with specific details about costs, schedule of events, location, and dates.
  - 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.
  - Contact the appropriate professors to check on quiz/exam/classroom make-ups.
  - Hold a convention meeting for all interested members where a delegate and alternate will be elected.
  - Assist students with completion of Student Life Forms.
- J. The Historian shall:
- Keep track of all SNA sponsored events and get pictures and other items to put in a scrapbook for the organization.

- Design poster boards, sign up for a spot, find volunteers, and organize a table for all organization fairs to include BGSU and UT campuses.
  - Update the SNA bulletin board regularly and make any minor changes as needed.
  - Communicate chapter information through newsletter, webpage, and other forms of media.
  - Include articles on upcoming events, give officers contact information, a calendar for the month, etc.
- K. BGSU Representatives shall:
- Attend all Board meetings.
  - Update the student body on upcoming events through class announcements, help pass out materials, and serve as a communication link to the entire student body.
  - Give input at Board meetings.
  - Keep the Board current on events at BGSU's campus.
  - Act as a resource and communicate with the BGSU pre-nursing organization.
- L. UT Representatives shall:
- Attend all Board meetings.
  - Update the student body on upcoming events through class announcements, help pass out materials, and serve as a communication link to the entire student body.
  - Give input at Board meetings.
  - Keep the Board current on events at UT's campus.
  - Act as a resource and communicate with the UT pre-nursing organization.
- M. The Membership Director shall:
- Serve as a liaison between OhNSA and the University of Toledo's Student Nurses' Association.
  - Be responsible for membership promotion.
  - Be the liaison to OhNSA for all membership promotion/implementation of OhNSA at the chapter level.
  - Compile a membership list, including contact person(s).
  - Be responsible for organizing and maintaining the election process at the chapter level.
  - Maintain list of current membership of the organization.
- N. Faculty Advisor(s) shall be assigned and shall:
- Serve as ex-officio member without a vote.
  - Act as a liaison between the Board and faculty members.
  - Serve as a resource person consulting with the Board of Directors and members.
  - Attend meetings of the SNA at the UT-CON.
- O. Cohort/CNL Representatives
- Communicate dates/times of SNA meetings and events to their cohort.

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

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

### C. Delegate Representation/School Constituents:

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

number of members in each constituent as evidenced by the annual dues received by NSNA on a date eight weeks prior to the annual meeting.

➤ General extra funding paid towards convention may be used as an incentive, but monetary amount must be approved by the SNA advisor and the Board and may vary each year depending on the current budget.

### III. 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 times a year for each class matriculating in the fall, spring, and summer.
- Any vacancies after elections may be filled through a volunteer process. If vacancies remain after an election, a student may hold two positions.
- Members must be present to run for any office at the time of elections
- Members must be currently enrolled in the program to run for any office in a given semester

### IV. Committees

#### A. Positions Requiring Committees

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

#### B. Responsibilities of Committee Chairs

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

#### C. Committee Members Requirements

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

### V. Order of Business

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

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

- Adjournment

## VI. Voting Procedures

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

## VII. Meetings

### Section 1. Board of Directors Meetings

- 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.
- 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.
- 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.
- The Board of Directors meetings shall be open for all members to attend. This provides a learning opportunity for members seeking office.
- The purpose of the Board of Directors meetings is to organize ahead of time the meeting for the general members.

### Section 2. General Meetings

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

## VIII. Referendum and Recall

### Section 1. Absences

- Members of the Board of Directors who have missed more than two regularly scheduled meetings of any current term year without prior notification to the Board of Directors and who offer no valid reason for such absences may be removed from office by a plurality vote of the current membership present at the next scheduled meeting. The officer in question will be notified in advance of the meeting.
- 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.
- Any member who is absent for more than the required amount of meetings and still wishes to run for office may ask to have a call to vote by the Board to be eligible for office.
- Prior notification of two weeks shall be given to the individual in questions, and a special Board Directors meeting shall be held to review the circumstances.

## IX. 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.

## Student Nurses Association Bylaws

University of Toledo / Bowling Green State University

DATE ORGANIZED: October 1980 DATE REVISED: February 2017

## I. NAME

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

## II. PURPOSE

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

## III. DUES

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

chapter more likely to win awards for the number of members recruited. NSNA shall, after receiving our payment, remit each state constituent the dues received on behalf of the constituent. NSNA shall not collect nor remit school chapter dues.

B. Failure to Pay Dues:

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

IV. MEMBERSHIP

A. Rights and Duties:

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

Sigma Theta Tau International (STTI) Nursing Honor Society

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

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

Membership in the organization is an honor conferred on students in baccalaureate and graduate programs who have demonstrated excellence in their nursing programs. Students are invited annually to be inducted based on STTI eligibility criteria. 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.

SECTION 6 - ACADEMIC RESOURCES

## UTAD Account and the myUT portal

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

The University of Toledo 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 – Learning Ventures

UT Online (previously known as Learning Ventures) website: <http://dl.utoledo.edu>  
Login to Blackboard: <https://blackboard.utdl.edu/webapps/login/>  
Blackboard Help Desk: 419.530.8835

Call if you can get into the system but cannot log into Blackboard or if you can log into Blackboard but 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](http://rockets.utoledo.edu)), MyUT (<http://myut.utoledo.edu/>), or Blackboard ([blackboard.ut.dl.edu](http://blackboard.ut.dl.edu)).

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

## Computer Lab Locations

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

## Print Quota

Students have print limits of 2400 copies per term for each campus. Quotas are reset each semester and do not carry over. Printers are located on the Health Science Campus - Collier and Mulford Library (1200) and main campus in Carlson Library (1200).

## SECTION 7 - ACADEMIC ADVISEMENT

## Graduate Advising

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

### Guidelines for Developing Formal Plan of Study

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

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

### Minimum Continuous Enrollment

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

### Enrollment Status

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

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

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

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

## SECTION 8 - FINANCIAL SUPPORT

## Graduate Student Scholarships

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

## Travel Support

Graduate students are eligible to apply, prior to traveling, for financial support during their time as a graduate student to present scholarly work. All graduate students enrolled at the University of Toledo are automatically members of the Graduate Student Association and thus are eligible for travel funding. Students are eligible for travel funding up to a specific amount per academic year. See information on [the Graduate Student Association website](#).



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

## MSN Capstone

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

### The Field Experience

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

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

#### *Purpose of the Field Experience:*

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

#### *Notification of Field Experience Possibilities:*

Graduate Faculty in the College of Nursing often enter into informal discussions with students regarding experiences they may be planning. NURS 5910 is a prerequisite for a capstone. Advanced Nursing Research is also a prerequisite for field experience. If registered for Advanced Nursing Research (NURS 5910), students may take one hour concurrently with faculty permission. A total of 3 credit hours is required. Faculty have the option of designating prerequisite courses, experience, or licensure for the field experience. Availability of a Field Experience is not guaranteed.

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

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

#### *Responsibility for Expenses:*

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

*Grading of the Field Experience:*

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

*Presentation Requirements for the Field Experience:*

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

### The Comprehensive Examination

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

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

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

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

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

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

Procedures: All students must have access to internet connectivity and Mozilla Firefox. Regional students will take the exam in the Collier Building on the Health Science Campus. Faculty will coordinate a secure testing site and access for students outside the region.

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

*Procedure for Comprehensive Examination:*

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

*Grading the Comprehensive Examination:*

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

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

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

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

Analysis/synthesis: The student must analyze, synthesize, and apply knowledge acquired through the program of study, citing appropriate sources of literature that are relevant to the question. Exact citations

(author, title, journal, page number, and year) are not expected; however, sufficient information must be provided that demonstrates the student has critically integrated and discussed content from sources cited.

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

Preparing for Comprehensive Examination Strategies for preparing for the comprehensive examination:

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

1. Begin studying several months prior to the examination. Spread the studying out over at least one semester.
2. Review the student examination procedures posted in NURS 5980 within Blackboard.
3. Be familiar with the best way for you to learn and recall content. Some students do best studying alone; others prefer groups. Some students do well with only re-reading, others do well with rewriting notes, and some do best with "talking content out loud". Know your style for reviewing!
4. Create a timeline and topical framework the semester preceding the comprehensive examination. Breaking down a review into distinct sections creates a strategy that makes studying more manageable.
5. Get organized. Create a file of all of the courses, include relevant notes, papers, examinations, etc.
6. Do not be compulsive about memorizing facts. Instead, think about what these factual ideas mean and how they fit together.
7. The written portion of the exam will be composed on a computer; if this is not a familiar skill, practice well ahead of the exam date.
8. Review the relevant content of courses taken in the program of study. Summarize and synthesize this knowledge. Make detailed notes of these summaries.
9. As each is reviewed, create questions that might be possible examination questions. When the course review is completed, answer the questions via computer to assist in organizing and clarifying responses online. When done re-read and analyze responses for weakness or errors.
10. Engage in self-rewards as study goals are met. Determine a positive reward, perhaps some ice cream or a special movie. Practice self-care activities such as eating healthy, regular exercise, and rest.

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

## Thesis Process & Procedures

### *Thesis Committee*

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

### *Chair of Committee*

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

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

### *Committee Members*

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

### *Student Responsibilities*

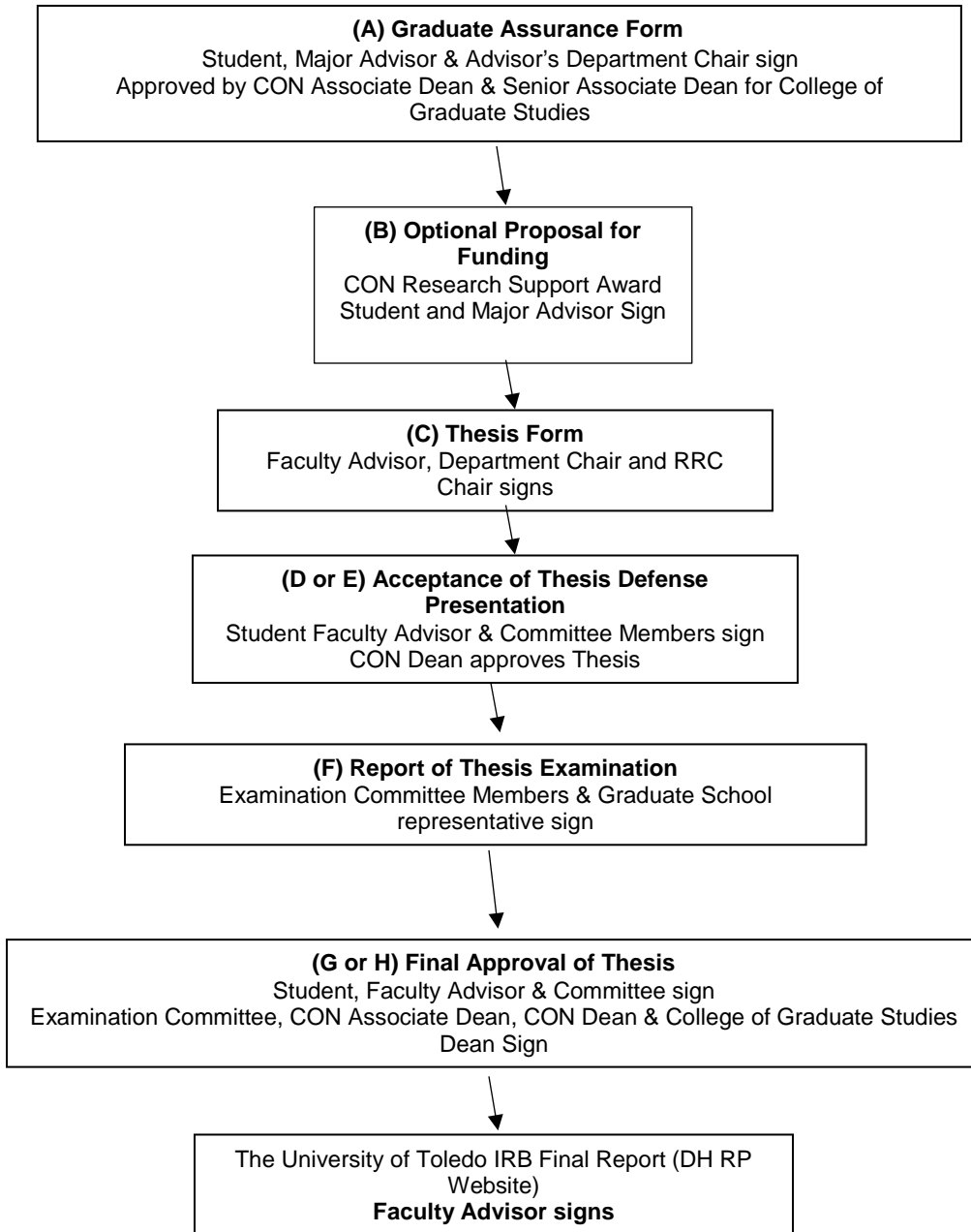
1. Student is ultimately responsible for his/her own thesis.
2. Assumes responsibility for following thesis guidelines, meeting deadlines, making appointments, editing the manuscript, and the timely progress of the study.
3. Registers for appropriate number of thesis credits each semester.
4. Develops objectives for research each semester. Faculty will use the objectives to determine grade (S/U). An unsatisfactory grade will be earned if no progress is made.
5. Selects the thesis chair and committee with assistance of chair/major advisor.
6. Seeks approval of major advisor/chair prior to distribution of drafts to other committee members.
7. Seeks statistical consultation as appropriate before final approval of proposal if thesis uses a quantitative methodology.
8. Seeks writing/editing consultation as needed.
9. Completes work in a timely manner.
10. Provides committee members with typed copies of manuscript at least two weeks before feedback is expected.

11. Provides the Graduate School representative with a copy of the thesis at least four weeks prior to the defense. Acceptance of Thesis form, date, time and place must accompany the final draft.
12. Completes College of Nursing and University of Toledo College of Graduate Studies forms and obtains signatures as required.
13. Reviews the ETD website for Health Science Campus and instructions for reloading documents to Ohio LINK and ProQuest.
14. Uploads thesis OhioLink by posted deadline before uploading to ProQuest.
15. Uploads placeholder (NOT the actual thesis) to ProQuest UMI and any associated fees by the posted deadline.

*College of Graduate Studies Representative*

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

*Thesis Forms Protocol*



*Thesis Research Overview and Process*

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



### *Guidelines for Process*

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

1. Select a graduate research advisor and two additional College of Nursing faculty members for your Academic Advisory Committee. Your major advisor can assist you in accessing expert faculty consultants for your committee. Major advisors must hold full membership on the Graduate Faculty in the University Of Toledo College of Graduate Studies. (see Faculty Research document on the College of Nursing resource web page: [http://hsc.utoledo.edu/nursing/grad\\_nursing\\_resources.html](http://hsc.utoledo.edu/nursing/grad_nursing_resources.html))
  - A. If you are doing a quantitative study, you will need access to expert consultation on quantitative methodology for data collection and statistical analysis.
  - B. If you are doing a qualitative study, you will need access to expert consultation on qualitative methodology for data collection and analysis.
2. Discuss the publication agreement with your major advisor and have potential committee members sign the form.
3. Complete the [UT GRAD Form](#) and obtain the appropriate signatures. Submit the form to the graduate nursing advisor in the College of Nursing. The program chair and Associate Dean for Academic Affairs in the College of Nursing will sign and submit the form to the Dean of the College of Graduate studies for approval and filing in Graduate Studies.
4. Once the GRAD form has been submitted and NURS 5910 is completed, the student is eligible to register for NURS 6990, Thesis Research. Three credit hours of thesis are required. Consult with the graduate research advisor to determine the number of credit hours for registration.
5. Use the thesis guidelines for Chapters 1, 2, and 3 included in this handbook to guide the proposal. Also, use the current edition of the [Format and \(Style Guidelines of the Graduate School of the University of Toledo\)](#) and current edition of the [APA Publication Manual](#).
6. The major advisor must approve the proposal prior to submitting the document to committee members for review and comment.
7. Always allow the major advisor and committee members two weeks for review and feedback on submitted documents.
8. Plan on revisions all along the way! Students are expected to make numerous significant revisions in the proposal. Plan time for revisions on the finished document as well.
9. When approved by the major advisor, schedule a meeting with the Academic Advising Committee to discuss the proposal. Obtain and complete the CON Approval of Proposal Signature Form. Once all committee members approve the proposal, student may proceed to secure the Research Review Committee (RRC) and the University IRB approval.
10. Students should review the following information from the University of Toledo Research and Grants Administration as they prepare for IRB approval:
  - “University Institutional Review Board Procedures and Deadlines”
  - “University Requirements for Research Involving Human Subjects or Related Materials”
11. For research that includes data collection from human subjects, submit the required documents to the University Institutional Review Board (IRB) through the major advisor. The major advisor is identified as principal investigator on IRB forms. If student will be collecting data from subjects in an agency other than the University of Toledo, student will need to complete IRB approval procedures in that institution before they obtain University of Toledo – IRB approval. Plan adequate time, because delays can be considerable!
12. Once student has secured all required IRB approvals, they may proceed with data collection. This step always takes longer than expected, so student should anticipate delays as they develop a timeline and schedule.
13. Complete the research procedures of data collection and analysis, then write a draft of Chapters 4 and 5 using the College of Nursing Guidelines.
14. Submit a draft of the entire thesis to the major advisor, allowing two weeks for review and feedback. Revise as necessary. After approval from the major advisor, submit a draft to committee members for review and comments.
15. Schedule a meeting with the committee, allowing two weeks for reading.

16. Review information about [the defense process, Thesis and Dissertation](#).
17. Take the typed form, Acceptance of Thesis for Defense, to the committee meeting. If thesis is approved, the committee members will sign the form and set the date and time for the defense.
18. Take the signed form to the program support staff. Notify the support staff of the date and time to schedule the defense. Be sure to notify the support staff of equipment needed to present your defense. They will arrange the room for the defense and complete necessary forms.
19. After the thesis is approved, submit a final draft of the document to the UT College of Graduate Studies Health Science Campus office along with the signed form, Acceptance of Thesis for Defense. Student must also provide information on the date, time, and place for the defense.
20. Four weeks must be allowed between the submission of the tentative draft of the thesis in the Graduate School Office and the defense. The Assistant to the Senior Associate Dean of the Graduate School requires four weeks to review the document in the University of Toledo Graduate School Office for adherence to the University of Toledo [Format Style and Guidelines](#). The Assistant to the Dean of the Graduate School will provide two signature forms that are completed at the defense: Final Approval of Thesis and The University of Toledo Report of the Thesis Examination for the Degree of Master of Science in Nursing. Please refer to the Thesis & Dissertation deadlines posted on the College of Graduate Studies website.

Check dates each semester to be certain!

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

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

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

ALWAYS ALLOW TWO WEEKS FOR FACULTY READING AND FEEDBACK

Sample Plan for Completing a Thesis for Spring Graduation

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

Complete and submit:

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

2<sup>nd</sup> Semester:

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

3<sup>rd</sup> Semester:

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

4<sup>th</sup> Semester:

Month 1:

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

Month 2:

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

Month 3:

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

Month 4:

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

Month 5:

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

CELEBRATE!

SECTION 10 - RN LICENSURE INFORMATION

## Requirements and Application for RN Licensure

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