



COLLEGE OF NURSING

THE UNIVERSITY OF TOLEDO

College of Nursing Graduate Student Handbook

2015 – 2016

THE UNIVERSITY OF TOLEDO COLLEGE OF NURSING GRADUATE NURSING STUDENT HANDBOOK 2015-2016

Students are responsible for knowing and abiding by all policies, requirements, and regulations in this handbook. This University of Toledo College of Nursing Graduate Nursing Student Handbook supplements the College of Graduate Studies information:

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

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

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.

Course content and policies are under constant review and evaluation.

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

This handbook supersedes all previous handbooks of the CON.

Information specific to the MSN to DNP may be found at
www.utoledo.edu/nursing/dnp.html

September 02, 2015

TABLE OF CONTENTS

Section 1 - MISSION, VISION, PURPOSE AND PROGRAM OBJECTIVES

Mission Statement	07
Vision	07
College of Nursing Purpose	07
Program Objectives for Doctorate in Nursing Practice	07
Program Objectives for MSN Advanced Practice Nursing	08
Program Objectives for Nurse Educator Program	08
Program Objectives for Clinical Nurse Leader Program	08
Philosophy of the College of Nursing	09
Person	09
Environment	09
Health	09
Nursing	09
Education	09
Research	09
Practice	09
Organizing Framework	09

Section 2 - LEGAL AND ETHICAL STANDARDS

Academic Honesty Code	12
Professional Standards	12
American Nurses Association Code of Ethics for Nurses	12
From the Law Regulating the Practice of Nursing – Chapter 4723-5-12	13
Criminal Record Check Policy and Process	16
Authorization to Release Information	19
Fair Credit Reporting Act	20

Section 3 - TECHNICAL STANDARDS

Technical Standards for Admission and Continuation	24
Americans with Disability Act (ADA) Accommodations	26

Section 4 - GENERAL POLICIES

Typhon Software for Clinical	28
ATI	28
Emergency Procedure for Students in Classroom or Clinical	28
Availability of Student Guidance and Counseling Services	28
Academic Freedom of Students	29
Concealed Weapons Policy	29
Smoking and All Tobacco Products Policy	29
Family Education Rights and Privacy Act (FERPA)	29
FERPA Consent Form	30
E-mail Communication	30
Inclement Weather Policy	30
Policy on Authorship	30
Sample Authorship Agreement Form	31

TABLE OF CONTENTS

Section 5 – ADMISSION POLICIES

Admission to Graduate Nursing Programs	33
Matriculation Requirements	38
Requirements for Degrees	38
Transfer	39
Progression	40
Repeating Courses	40
Withdrawal	41
Student Rights and Responsibilities	42
Leave of Absence	43
Graduation	43

Section 6 - STUDENT PARTICIPATION ON GOVERNANCE COMMITTEES

Curriculum Committee	46
Diversity Committee	47
Program Assessment Committee (PAC)	47
Student Admission, Retention, and Progression Committee (SARP)	48
Student Grievance Committee	49
Prelicensure Student Nurses Association	50

Section 7 – ACADEMIC ADVISEMENT

Guidelines for Developing Formal Plan of Study	60
Continuous Enrollment	60
Full Time Enrollment	60
MSN Capstone	60
MSN Field Experience Seminar Capstone Option	61
MSN Independent Study and Contract Form	63
MSN Guidelines for Independent Study	64

Section 8 – PROGRESSING THROUGH BSN TO DNP PROGRAM

Flowchart for Progressing through BSN to DNP program	66
BSN to DNP Final Defense and Graduation Checklist	67
BSN to DNP Portfolio	68
Doctoral Independent Study	79

Section 9 - GRADUATE PROGRAM MAJORS

Graduate Programs Offered	81
Post Master's to Doctor of Nursing Practice	82
BSN to DNP Family Nurse Practitioner	84
BSN to DNP Pediatric Primary Care Nurse Practitioner	85
Master of Science in Nursing Advanced Practice Majors	87
Master of Science in Nursing Family Nurse Practitioner	87
Master of Science in Nursing Pediatric Primary Care Nurse Practitioner	88
Nurse Educator Major	89

TABLE OF CONTENTS

Section 10 – CERTIFICATE PROGRAMS

Prerequisites FNP, PNP	91
FNP-C Curriculum	91
PNP-C Curriculum	91
Nurse Educator Certificate	92

Section 11 - CLINICAL NURSE LEADER

Clinical Nurse Leader	94
-----------------------	----

Section 12 – STUDENT GRIEVANCE POLICIES

Academic Due Process Appeal of a Final Course Grade	96
Appeal of Disciplinary Action and Due Process	101

Section 13 - APRN CLINICAL PLACEMENT REQUIREMENTS

Grades/Credits for Clinical Courses	106
Requirements for Placement	106
Flowchart for Clinical Placement Process	107
AHEC Placement	108
Planning and Documenting Clinical Experiences	109
Signature Form for APRN Clinical Placement	109
Professional Licensure	110
Health Requirements	110
Purpose of Background Check	110
CPR Certification	110
Liability Insurance	110
Health Insurance (Mandatory)	111
BSN to DNP Guidelines for Preceptor	112

Section 14 - FINANCIAL SUPPORT

Graduate School Tuition Scholarships	116
Nurse Faculty Loan Program	116
Travel Support	116

Section 15 - ACADEMIC RESOURCES

Networking on Campus	118
UTAD/MyUT Portal	118
DL/Online Learning	118
IT Help Desk	118
Computer Stations	118
Websites for Nursing Resources	119

Section 16 - THESIS

Researcher	121
Thesis Committee	121
Chair of Committee	121
Committee Members	122
Student Responsibilities	122
Graduate School Representative	122

Thesis Forms Protocol	123
Thesis Research Overview and Process	124
Guidelines for Writing/Critiquing the Thesis	127
Timeframe for Completion	132
Section 17 – DNP PROGRAM DOCTORAL PROJECT	
Doctoral Project Choosing Topic	135
Selecting Doctoral Project Chair	136
IRB for Doctoral Project	138
Grading for Doctoral Project	139
Project Proposal Defense Procedures	140
Doctoral Project Final Defense Procedures	141
Doctoral Project Proposal Guidelines	142
Doctoral Project Final Guidelines	144
Section 18 - COMPREHENSIVE EXAM PROCESS & PROCEDURES	
Goals and Purpose of the Comprehensive Exam	147
Procedure	148
Grading the Comprehensive Exam	148
Criteria for Assessment	148
Section 19 - FIELD EXPERIENCE SEMINAR	
Purpose of the Field Experience Seminar	151
Notification of Field Experience Opportunities	151
Enrollment Process for a Field Experience Seminar	151
Responsibility for Expenses	151
Grading of the Field Experience Seminar	151
Presentation Requirements for the Field Experience Seminar	151
Section 20 - ADVANCED PRACTICE CERTIFICATION	
American Nurses Credentialing Center (ANCC)	153
American Academy of Nurse Practitioners (AANP)	153
Ohio Board of Nursing (OBN) Certificate of Authority	153
Pediatric Nursing Certification Board (PNCB)	153
Section 21 - CNL STUDENTS LICENSURE INFORMATION	
National Council Licensure Exam Registered Nurse (NCLEX-RN)	155
Verification of CNL Education in a Professional Nursing Program	155
OBN Requirements for Application for Licensure as a Nurse	155
Board of Nursing Background Check Requirement	155
Cost of Criminal Record Check	156
Authorization to Test, Accommodations, Retesting, and Notification	158
Pre-Licensure Information for Clinical Nurse Leader	160
ONA Guidelines for Registered Nurses in Delegating Tasks to Nursing Students	162
Employment of Nursing Students as Nurse Aides in Long-Term Care Facilities	163
Section 22 - COURSE DESCRIPTIONS	
Graduate Nursing Programs Course Descriptions	165

**SECTION 1 - PHILOSOPHY, MISSION, VISION, PROGRAM
OBJECTIVES**

Mission Statement

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

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

The College of Nursing Vision

The College of Nursing will be the college of choice across the span of nursing education that embodies excellence in the application of the art and science of nursing within an Interprofessional context and is distinguished by scholarly inquiry that emphasizes clinical outcomes and translational research.

College of Nursing Purpose

Provide educational programs of excellence in professional nursing at the undergraduate and graduate levels.

- Foster high standards of nursing practice, education and administration through continuing nursing education;
- Contribute to the health of the citizens of the region served by The University of Toledo through interdisciplinary endeavors;
- Advance nursing as a discipline through scholarship, research and practice; and
- Assess student learning to establish the effectiveness of teaching and learning and to provide data for changes indicated.

Program Objectives for the DNP Program

- Synthesize knowledge derived from a scientific foundation in order to demonstrate expertise in advanced clinical nursing practice to improve delivery of care.
- Demonstrate continuous quality improvement in patient care situations while providing leadership in clinical decision making through use of information systems and technology for the improvement and transformation of health care.
- Use clinical scholarship and analytical methods to implement safe, quality improvement in administration of patient care.
- Encourage inter-professional collaboration and teamwork to enhance and improve population health outcomes.
- Engage in influencing the development and implementation of health policy that provides an interface between practice, research and policy development.

Program Objectives for MSN Advanced Practice Nursing Programs

The objectives for the APN students of the Master of Science in Nursing Program are:

- Synthesize theories, concepts, and research in nursing, social, and biological sciences and humanities as the basis for practice;
- Integrate advanced nursing practice knowledge and skills in managing care of selected populations;
- Engage in the research process with an emphasis on application to advanced practice;
- Engage in leadership strategies that contribute to the improvement of health care delivery and influence health care policy; and
- Integrate assessment of own learning in developing a lifelong pattern of scholarly inquiry.

Program Objectives for Nurse Educator Program

The objectives for the Nurse Educator students of the Master of Science in Nursing program are:

- Synthesize theories, concepts, and research in nursing, bio-psychosocial sciences and humanities as the basis for practice;
- Integrate advanced nursing education knowledge and skills to teach learners in selected populations;
- Engage in the research process with an emphasis on application to advanced practice or nursing education;
- Engage in leadership strategies that contribute to the improvement of health care delivery and influence health care policy; and
- Integrate assessment of own learning with development of a pattern of scholarly inquiry.

Program Objectives for Clinical Nurse Leader Program

The objectives for Clinical Nurse Leader Graduate Entry students of the Master of Science in Nursing program are:

- 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.

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, health care 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.

The undergraduate programs and the graduate entry program use Orem's Self-Care Deficit Nursing Theory as the predominant nursing theory to guide course development and nursing practice. The advanced practice graduate programs use multiple nursing theories for synthesis of knowledge for application in practice, education and research.

Baccalaureate, Master's and Doctoral nursing graduates are generalists and specialists, and 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. 06/2013

SECTION 2 - LEGAL AND ETHICAL STANDARDS

Academic Honesty Code

The College of Nursing views cheating and plagiarism as a direct violation of the purpose of the educational program as well as of the Code of Ethics for the profession of nursing. All work submitted must be the individual work of the student, unless the syllabus expressly requires or permits group work. Material from print or electronic sources that is incorporated either verbatim or in paraphrased format must be cited using APA Guidelines; otherwise use of such material constitutes plagiarism. Students who have knowledge of other students' dishonest practices have a professional responsibility to document, sign, and submit a report to the Associate Dean for Academic Affairs. Violation of the Academic Honesty Code is grounds for dismissal. The policy 3364-7701 can be found at this link:
http://www.utoledo.edu/policies/academic/graduate/pdfs/3364_77_01.pdf

Students are responsible for The Graduate Student Ethics Code found at:
https://www.utoledo.edu/graduate/hsc/hsc_handbook11/Student_Code_of_Ethics.html

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 (2001), is grounds for dismissal from the program.

AMERICAN NURSES ASSOCIATION CODE OF ETHICS FOR NURSES **WITH INTERPRETIVE STATEMENTS** **Approved as of 11/15/2010**

The ANA House of Delegates approved these nine provisions of the new Code of Ethics for Nurses at its June 30, 2001 meeting in Washington, DC. In July 2001, the Congress of Nursing Practice and Economics voted to accept the new language of the interpretive statements resulting in a fully approved revised Code of Ethics for Nurses With Interpretive Statements and revised in 2010:
<http://nursingworld.org/MainMenuCategories/EthicsStandards/CodeofEthicsforNurses/Code-of-Ethics.pdf>

The nurse, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.

The nurse's primary commitment is to the patient, whether an individual, family, group, or community.

The nurse promotes, advocates for, and strives to protect the health, safety, and rights of the patient.

The nurse is responsible and accountable for individual nursing practice and determines the appropriate delegation of tasks consistent with the nurse's obligation to provide optimum patient care.

The nurse owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.

The nurse participates in establishing, maintaining, and improving healthcare environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.

The nurse participates in the advancement of the profession through contributions to practice, education, administration, and knowledge development.

The nurse collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.

The profession of nursing, as represented by associations and their members, is responsible for articulating nursing values, for maintaining the integrity of the profession and its practice, and for shaping social policy.

OBN Rules Promulgated From The Law Regulating The Practice of Nursing

Chapter 4723-5-12

Law Regulating the Practice of Nursing Student Conduct While Providing Nursing Care:

- (1) A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the client, and the client'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 client 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 or time records, reports, and other documents related to billing for nursing services.
- (4) A student shall implement measures to promote a safe environment for each client.
- (5) A student shall delineate, establish, and maintain professional boundaries with each client.
- (6) At all times when a student is providing direct nursing care to a client the student shall:
 - (a) Provide privacy during examination or treatment and in the care of personal or bodily needs; and
 - (b) Treat each client 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 Effective February 1, 2007 as filed in the Register of Ohio 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 blood and body fluid 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 client;
 - (b) Engage in behavior toward a client that may reasonably be interpreted as physical, verbal, mental or emotional abuse.
- (10) A student shall not misappropriate a client's property or:
 - (a) Engage in behavior to seek or obtain personal gain at the client's expense;
 - (b) Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the client's expense;
 - (c) Engage in behavior that constitutes inappropriate involvement in the client's personal relationships; or
 - (d) Engage in behavior that may reasonably be interpreted as inappropriate involvement in the client's personal relationships.

For the purpose of this paragraph, the client 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 client;
 - (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 client;

- (d) Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a client. For the purpose of this paragraph, the client 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.
Effective February 1, 2007.
- (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.
- (14) A student shall not habitually indulge in the use of controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.
- (15) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of habitual or excessive use of drugs, alcohol, or other chemical substances that impair the ability to practice.
- (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 obtain or attempt to obtain 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 faculty or preceptors, or to the board.
Revised 8/19/08 (<http://codes.ohio.gov/oac/4723>)
- (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

<p>Name of Policy: <u>Criminal Records Checks</u></p> <p>Policy Number: 3364-82-07</p> <p>Approving Officer: President</p> <p>Responsible Agent: Dean of the College of Nursing</p> <p>Scope: Applicants of The University of Toledo College of Nursing.</p>	 <p>Effective date: May 5, 2014</p>				
<table border="0"> <tr> <td><input checked="" type="checkbox"/> New policy proposal</td> <td><input type="checkbox"/> Minor/technical revision of existing policy</td> </tr> <tr> <td><input type="checkbox"/> Major revision of existing policy</td> <td><input type="checkbox"/> Reaffirmation of existing policy</td> </tr> </table>		<input checked="" type="checkbox"/> New policy proposal	<input type="checkbox"/> Minor/technical revision of existing policy	<input type="checkbox"/> Major revision of existing policy	<input type="checkbox"/> Reaffirmation of existing policy
<input checked="" type="checkbox"/> New policy proposal	<input type="checkbox"/> Minor/technical revision of existing policy				
<input type="checkbox"/> Major revision of existing policy	<input type="checkbox"/> Reaffirmation of existing policy				

A) Policy Statement

A criminal record check will be conducted on applicants that wish to enter the College Nursing at The University of Toledo in the Upper Division B.S.N. and all of the graduate nursing programs.

B) Purpose of Policy

To assure that students in the College of Nursing at the University do not have a criminal history that may preclude the student from participating in various aspects of a program.

C) Scope

This policy applies to all applicants to the College Nursing wish to enter the College Nursing at The University of Toledo in the Upper Division B.S.N. and all of the graduate nursing programs.

D) Procedure

- 1) The College of Nursing will conditionally accept students into the College of Nursing in the Upper Division B.S.N. and all of the graduate nursing programs subject to completion of the Criminal Record Check.
- 2) Authorization Process and the Criminal Record Check
 - a) All incoming applicants wishing to be students of the College of Nursing in the Upper Division B.S.N. and all of the graduate nursing programs will be fingerprinted through the Health Science Campus Police Department at the University. Applicants undergoing a criminal record check must complete the appropriate Authorization to Release Information (*Appendix A*). Fingerprint checks will be conducted under Senate Bill 38 (care of children) and Senate Bill 160 (care of the elderly) where necessary.
 - b) The Bureau of Criminal Identification & Investigation will conduct an Ohio and Federal record check. If residence of the applicant is a state outside of the state of Ohio, the background check will be conducted for that state. The cost of the criminal record check will be paid by the applicant. The criminal history or records check will only report convictions, conviction-

equivalent adjudications¹, and all arrests without final adjudication² (both felonies and misdemeanors).

- c) Acceptance into the University's College of Nursing in the Upper Division B.S.N. and all of the graduate nursing programs are conditional upon completion and approval of the information received regarding the criminal record check.

3) Handling Adverse Reports

- a) In the result of an adverse report, the report will first be submitted to the applicant along with a copy of the Fair Credit Reporting Act Notification attached as *Appendix B*. Upon receiving this Report, the applicant will have ten (10) calendar days from the date the Report is sent to review their Report. The accepted applicant will be provided with an opportunity to contest the contents of the Report within the specified ten-calendar day period.
- b) After the ten (10) day period has lapsed, the Report will be submitted to the Dean of the College. The Dean, or the Dean's designee, will review the report and if necessary, ask the applicant to provide a detailed, written description and explanation of the information contained in the criminal records report along with appropriate documentation, such as police reports, certificated court records and any institutional correspondence and orders. This information must be returned to the Office of the Dean of the College of Nursing within ten (10) working days of the date the communication is sent to the applicant. Any extension of this ten day period must be set forth in writing signed by an authorized College representative. The College may also independently seek to obtain additional information, such as a copy of the original criminal charge, in order to corroborate the individual's explanation.
- c) The criminal record report and the applicant's explanation (if requested) will be reviewed. No provided information may result in revocation of acceptance to the program. A final decision for continuation in the educational program will be made only after careful review of factors including, but not limited to:
 - (i) the nature and seriousness of the offense;
 - (ii) the circumstances under which the offense occurred;
 - (iii) the relationship between the duties to be performed as part of the educational program and the offense committed;
 - (iv) the age of the person when the offense was committed;
 - (v) whether the offense was an isolated or repeated incident;
 - (vi) the length of time that has passed since the offense;
 - (vii) past employment and history of academic or disciplinary misconduct;
 - (viii) evidence of successful rehabilitation;
 - (ix) safety of patient care;
 - (x) safety of fellow students or applicants or staff;
 - (xi) the applicant's violation of University policies and procedures;

¹ Conviction and Conviction-Equivalent Adjudications may include, but are not limited to, the following criminal records dispositions: Alford plea, bail/bond forfeiture, default judgment, fine/costs paid, guilty, no contest, plea in absentia, plea in abeyance, pled guilty, prayer for judgment, suspended execution of sentence, appealed, consolidated for judgment, covered by pled to charge, reduced, accelerated rehabilitative disposition, adjudication withheld, Article 894, conditional diversion, conditional dismissal, conditional discharge, conditional release, deferred sentence, first offender program, supervision, suspended imposition of sentence, work release program, and Sunshine Law. ³ Arrests without Final Adjudication may include, but are not limited to, the following criminal records dispositions: adjourned, case is pending, continued, extradited, remanded, transferred, and dispositions that are not available.

- (xii) state and federal regulations regarding consideration of an individual with a past misdemeanor, felony or similar offense; and
 - (xiii) the accuracy of any information provided by the applicant.
- d) Upon consideration of the information provided a decision will be rendered by the Dean of the College, or the Dean’s designee, permit the applicant to join the College of Nursing Upper Division B.S.N. or any of the graduate nursing programs or whether the conditional acceptance will be revoked. The applicant will be notified in writing within ten (10) days of the final decision. A second Adverse Action Notice letter will be sent out if the final decision is to withdraw the conditional offer of acceptance along with a second copy of the Summary of Your Rights Under the Fair Credit Reporting Act. Applicants who are denied final admission to the College of Nursing will have no rights to due process for dismissal from either the University or College of Nursing. If the applicant is admitted into the College of Nursing and the College learns that the applicant was not truthful or honest with regard to the information provided as a conditionally accepted applicant, the College of Nursing may immediately revoke the status of the individual as a student in the Upper Division B.S.N. or graduate nursing programs.
- e) Once a person matriculates into the College of Nursing that person as a student of the University has a continuing obligation to immediately notify the University, through the Associate Dean of Academic Affairs in the College, with regard to any information that has changed as was contained in the initial Report provided to the University, including the reporting of any arrests, misdemeanor, felony charges or convictions. The College of Nursing reserves the right to conduct any additional record checks while the student is enrolled in any nursing program of the College.
- f) The College of Nursing will respect the laws of the state of Ohio or other state laws with regard to the person having a sealed juvenile record and having no obligation to reveal the records within the juvenile court system.

<p><i>Review/Revision Completed by:</i></p> <p><i>Office of the Dean of the College of Nursing.</i> <i>CON Student Admission, Retention, and Progression</i> <i>Committee</i> <i>CON Faculty Assembly 5/5/14</i> <i>Office of Legal Affairs</i></p>	<p>Policies Superseded by This Policy: None</p> <p>Initial effective date: May 5, 2014 Review/Revision Date: May 5, 2014 Next review date: May 5, 2017</p>
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------

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

Appendix A



AUTHORIZATION TO RELEASE INFORMATION

I have accepted a conditional offer of acceptance with The University of Toledo (UT) College of Nursing and hereby specifically authorize and permit The University of Toledo and its principals, employees, agents, servants, and contractors to contact my character references, former schools, colleges or universities, employers, law enforcement agencies, courts of law, federal, state and local regulatory agencies to obtain information from such sources about me. I understand that any investigation into my background may include reference to any information which is a matter of public record (for example, criminal convictions, traffic offenses and lawsuits). I hereby waive any rights of action I may have against The University of Toledo and its trustees, employees, agents, servants and contractors in connection with the obtaining or reporting of such information for purposes of determining my eligibility for entrance into the College.

This release is executed with full knowledge and understanding that the information is for the official use of The University of Toledo. I understand that this form may be photocopied and sent to Police Departments, employers, etc., as deemed necessary by the University.

Consent is also hereby granted to release requested information to the UT Campus Police Department. I hereby release you as the custodian of such records, both individually and collectively, from any and all responsibility or liability for damages of whatever kind, which at any time may result to me, my heirs, family, or associates, because of compliance with this authorization and request to release information or any attempt to comply with it. I understand and agree that this information is obtained by the University prior to my full acceptance as a student and therefore is not subject to the Family Education and Right to Privacy Act, even if I am or was previously enrolled in any capacity at The University of Toledo.

I understand that in signing this release I will be authorizing The University of Toledo to make inquiries into my personal, educational and work history. I also understand that a conditional offer of acceptance may be withdrawn based on the information obtained in such inquiries and tests, and also based upon the results of a pre-employment drug screen, physical examination and/or psychological examination as applicable.

Printed Name: _____

Social Security #: _____

Date of Birth (month/day/year): _____

College Program: _____

Signature: _____

Date: _____

Appendix B

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) is designed to promote accuracy, fairness, and privacy of information in the files of every “consumer reporting agency” (CRA). Most CRAs are credit bureaus that gather and sell information about you -- such as if you pay your bills on time or have filed bankruptcy -- to creditors, employers, landlords, and other businesses. You can find the complete text of the FCRA 15 U.S.C. 1681-1681u, at the Federal Trade Commission’s web site (<http://www.ftc.gov>). The FCRA gives you specific rights, as outlined below. You may have additional rights under state law. You may contact a state or local consumer protection agency or a state attorney general to learn those rights.

- **You must be told if information in your file has been used against you.** Anyone who uses information from a CRA to take action against you -- such as denying an application for credit, insurance, or employment -- must tell you, and give you the name, address, and phone number of the CRA that provided the consumer report.
- **You can find out what is in your file.** At your request, a CRA must give you the information in your file, and a list of everyone who has requested it recently. There is no charge for the report if a person has taken action against you because of information supplied by the CRA, if you request the report within 60 days of receiving notice of the action. You also are entitled to one free report every twelve months upon request if you certify that (1) you are unemployed and plan to seek employment within 60 days, (2) you are on welfare, or (3) your report is inaccurate due to fraud. Otherwise, a CRA may charge you up to eight dollars.
- **You can dispute inaccurate information with the CRA.** If you tell a CRA that your file contains inaccurate information, the CRA must investigate the items (usually within 30 days) by presenting to its information source all relevant evidence you submit, unless your dispute is frivolous. The source must review your evidence and report its findings to the CRA. (The source also must advise national CRAs -- to which it has provided the data -- of any error) The CRA must give you a written report of the investigation and a copy of your report if the investigation results in any change. If the CRA’s investigation does not resolve the dispute, you may add a brief statement to your file. The CRA must normally include a summary of your statement in future reports. If an item is deleted or a dispute statement is filed, you may ask that anyone who has recently received your report be notified of the change.
- **Inaccurate information must be corrected or deleted.** A CRA must remove or correct inaccurate or unverified information from its files, usually within 30 days after you dispute it. **However, the CRA is not required to remove accurate data from your file unless it is outdated (as described below) or cannot be verified.** If your dispute results in any change to your report, the CRA cannot reinsert into your file a disputed item unless the information source verifies its accuracy and completeness. In addition, the CRA must give you a written notice telling you it has reinserted the item. The notice must include the name, address and phone number of the information source.
- **You can dispute inaccurate items with the source of the information.** If you tell anyone -- such as a creditor who reports to a CRA -- that you dispute an item, they may not then report the information to a CRA without including a notice of your dispute. In addition, once you've notified the source of the error in writing, it may not continue to report the information if it is, in fact, an error.
- **Outdated information may not be reported.** In most cases, a CRA may not report negative information that is more than seven years old; ten years for bankruptcies.

- **Access to your file is limited.** A CRA may provide information about you only to people with a need recognized by the FCRA -- usually to consider an application with a creditor, insurer, employer, landlord, or other business.
- **Your consent is required for reports that are provided to employers, or reports that contain medical information.** A CRA may not give out information about you to your employer, or prospective employer, without your written consent. A CRA may not report medical information about you to creditors, insurers, or employers without your permission.
- **You may choose to exclude your name from CRA lists for unsolicited credit and insurance offers.** Creditors and insurers may use file information as the basis for sending you unsolicited offers of credit or insurance. Such offers must include a toll-free number for you to call if you want your name and address removed from future lists. If you call, you must be kept off the lists for two years. If you request, complete, and return the CRA form provided for this purpose, you must be taken off the lists indefinitely.
- **You may seek damages from violators.** If a CRA, a user or (in some cases) a provider of CRA data, violates the FCRA, you may sue them in state or federal court.

The FCRA gives several different federal agencies authority to enforce the FCRA:

FOR QUESTIONS OR CONCERNS REGARDING:	PLEASE CONTACT:
CRAs, creditors and others not listed below	Federal Trade Commission Consumer Response Center - FCRA Washington, DC 20580 202-326-3761
National banks, federal branches/agencies of foreign banks (word "National" or initials "N.A." appear in or after bank's name)	Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 800-613-6743
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word "Federal" or initials "F.S.B." appear in federal institution's name)	Office of Thrift Supervision Consumer Programs Washington, DC 20552 800-842-6929
Federal credit unions (words "Federal Credit Union" appear in institution's name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-518-6360
State chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Division of Compliance & Consumer Affairs Washington, DC 20429 800-934-FDIC
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051

Application and Informational Literature

The following statement is included on the offer of admission from the College of Graduate Studies. Applicants accepting admission to the College of Nursing are required to submit BCI&I and FBI criminal background reports. If you do not reside in the state of Ohio, contact your local state police or state Bureau of Criminal Investigation and Identification office to follow the proper process for obtaining background reports. You will need to designate The University of Toledo College of Nursing Graduate Programs HSC, MS 1026, 3000 Arlington Avenue, Toledo, Ohio 43614-2598 as the recipient of the reports. Both reports must be sent directly to The University of Toledo. The University of Toledo Police Department offers fingerprinting services. Appointments are required and may be made by calling 419.530.4439 or 419.530.2001. Students are responsible for background check/fingerprinting expenses. Students must declare and document misdemeanor and/or felony offenses that occur prior to admission and/or during program progression. Acceptance into the graduate nursing program is conditional upon completion and approval of all information received regarding the criminal record check.

The following information is included in brochures for graduate programs in the College of Nursing. Applicants are required to authorize The University of Toledo to obtain criminal record checks (i.e., BCII and FBI) and are responsible for fingerprinting expenses. Applicants and/or students must declare and document misdemeanor and/or felony offenses that occur prior to admission to the nursing program and/or during program progression. Acceptance into the graduate nursing program is conditional upon completion and approval of all information received regarding the criminal record check.

<http://codes.ohio.gov/oac/4723-7>

SECTION 3 - TECHNICAL STANDARDS

TECHNICAL STANDARDS FOR ADMISSION

All students applying to the College of Nursing are held to the same admission standards regardless of disability status. At the post-secondary level, students must be considered “otherwise qualified student”, therefore, it is important for students to review the technical standards to determine one’s ability to meet program standards with or without academic accommodation adjustments.

The core performance standards are intended to constitute an objective measure of:

1. A qualified applicant’s ability with or without accommodations to meet the program performance requirements.
2. Accommodations required by a matriculated student who seeks accommodations under the ADA.

Applicants and students with disabilities seeking accommodations under the ADA, as amended, are referred to the Department of Education Office for Civil Rights document titled, *Students with Disabilities Preparing for Postsecondary Education: Know Your Rights and Responsibilities* (US Department of Education. September 2007)

Requirements	Standards	Examples
Critical thinking	Critical thinking ability for effective clinical reasoning and clinical judgment consistent with level of educational preparation	<ul style="list-style-type: none"> • Identification of cause/effect relationships in clinical situations • Use of the scientific method in the development of patient care plans • Evaluation of the effectiveness of nursing interventions
Professional Relationships	Interpersonal skills sufficient for professional interactions with a diverse population of individuals, families and groups	<ul style="list-style-type: none"> • Establishment of rapport with patients/clients and colleagues • Capacity to engage in successful conflict resolution • Peer accountability
Communication	Communication adeptness sufficient for verbal and written professional interactions	<ul style="list-style-type: none"> • Explanation of treatment procedures, initiation of health teaching. • Documentation and interpretation of nursing actions and patient/client responses
Mobility	Physical abilities sufficient for movement from room to room and in small spaces	<ul style="list-style-type: none"> • Movement about patient's room, work spaces and treatment areas • Administration of rescue procedures-cardiopulmonary resuscitation

Motor skills	Gross and fine motor abilities sufficient for providing safe, effective nursing care	<ul style="list-style-type: none"> • Calibration and use of equipment • Therapeutic positioning of patients • Lift or support at least 50 pounds in order to reposition, transfer, and ambulate patients safely.
Hearing	Auditory ability sufficient for monitoring and assessing health needs	<ul style="list-style-type: none"> • Ability to hear monitoring device alarm and other emergency signals • Ability to discern auscultatory sounds and cries for help
Visual	Visual ability sufficient for observation and assessment necessary in patient care	<ul style="list-style-type: none"> • Ability to observe patient's condition and responses to treatments
Tactile Sense	Tactile ability sufficient for physical assessment	<ul style="list-style-type: none"> • Ability to palpate in physical examinations and various therapeutic interventions

Students with disabilities seeking accommodations/adjustments must register with the Office of Academic Access. It is recommended that students complete registration at least four to six weeks before entering the program.

References: Southern Regional Education Board. (2004). Americans with Disabilities Act: Implications for Nursing Education. Retrieved March 1, 2010 from http://www.sreb.org/page/1390/the_americans_with_disabilities_act.html

Americans with Disability Act (ADA) Accommodations and Student Disability Services

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

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

ADA/504 Compliance information is located at:

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

SECTION 4 - GENERAL POLICIES

Typhon

Typhon is a student-patient electronic tracking system. Advanced practice students will enter patient data from their student clinical experiences into this electronic tracking system. The purpose of the Typhon system is to track student experiences monitoring for quality of experiences and monitoring the number of hours of patient contact. This information is necessary to be able to acknowledge student's eligibility to sit for national certification and for the College of Nursing accreditation. Advanced practice students are required to purchase the Typhon System electronically. It is a one-time purchase made before clinical experiences begin. The College of Nursing Typhon system administrator will email the student a user name, password and the access to the Typhon website. Students will go to the website and pay with a credit card for Typhon access. Students are encouraged to make a copy of this transaction. After payment, students should have access to the Typhon system throughout their clinical courses.

Typhon System capabilities include a complete electronic student tracking system, including comprehensive patient encounter logs and reports, a fully featured evaluation and survey component for assessments, management of student rotation scheduling, student electronic portfolios, student and preceptor biographic databases, clinical site database, curriculum mapping, secure document management, and much more.

ATI

ATI products are online resources that Clinical Nurse Leader Graduate Entry students will utilize throughout the program, and are part of the student fees each semester. The books that are associated with the ATI online materials will be shipped directly to the college sometime during the second week of classes.

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 Student Health and Wellness Center (419.383.3777 call for appointments), their healthcare provider, or the Emergency Department for interventions. More information on Student H <https://www.utoledo.edu/healthservices/hsc/health> and Wellness Center can be found at this link: <http://www.utoledo.edu/healthservices/hsc/index.html>

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.

Availability of Student Guidance and Counseling Services

Psychological issues impact on academic and personal lives. Students have access to counseling services at UT University Counseling Center Main Campus Rocket Hall Room 1810, Phone: 419.530.2426, Fax: 419.530.7263. Students who are not able to come during the times listed above should contact the Counseling Center at 419-372-2081 to discuss other options. Students are advised to clearly ascertain what they would need from psychological services by asking pertinent questions such as: services offered; composition of the agency staff; fees, sliding scale or reduced fee available for students; appointment availability; usual length of counseling

appointments; emergency and crisis services available; and agency's hours of operation and location. <https://www.utoledo.edu/studentaffairs/counseling/>

Academic Freedom of Students/Social Media Statement

The University Of Toledo College Of Nursing subscribes to the principles of academic freedom and inquiry. Students shall have the freedom to seek the truth. When speaking or writing, students shall be responsible and accurate and shall indicate that they speak as individuals unless authorized to do otherwise. As scholars, students must remember that the public may judge their professions and the institution by their public statements. Please review the National Student Nurses Association White Paper recommendation on Social Media, and National Council State Boards of Nursing White Paper: A Nurse's Guide to the use of Social Media at <https://www.ncsbn.org/3874.htm>

Concealed Weapons Policy

Students are forbidden to carry firearms in any of The University of Toledo buildings, even under the Concealed Weapon Carry law. The law indicates that schools, colleges and universities are to be "gun free."

Smoking and All Tobacco Products Policy

The University of Toledo Health Science Campus bans all tobacco products in all buildings and all public space. The Collier Building is tobacco free including balconies, front and rear and side patios and grassy areas.

Family Education Rights and Privacy Act (FERPA)

The CON complies with the Family Education Rights and Privacy Act of 1974, as amended, which is designed to provide privacy regarding a student's education record. In general, the CON does not release student education record information without the expressed, written consent of the student. More detailed information regarding the privacy and release of student record information can be found in UT college catalogs; inquiries for FERPA protected UT and BGSU student information is referred to the appropriate university.



COLLEGE OF NURSING
THE UNIVERSITY OF TOLEDO

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

FERPA PRIOR CONSENT FORM

This authorization is valid ONLY for the purpose indicated below. (Form/Rev 1/24/12)

- 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.

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 COMMUNICATIONS regarding schedule, scholarship applications, awards, room assignments, registration, graduation and other important matters will be communicated through this mechanism. Failure to check email does not absolve a student from responsibility for this information.

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

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 theses 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.

SECTION 5 - ADMISSION POLICIES

Graduate Program Admission

The College of Nursing at the University of Toledo offers several graduate-level degree and certificate programs. Doctor of Nursing Practice (DNP) and Master of Science in Nursing (MSN) degrees, as well as academic certificates are offered. The Doctor of Nursing Practice Program (DNP) is designed to prepare advanced practice nurses, nurses in leadership positions, and the (Bachelor of Science in Nursing (BSN) to DNP nurses to the highest level of clinical practice in order to meet the increasing complexities and challenges of the nation's health care environment. The MSN degrees are: Nurse Practitioner, Nurse Educator, and Clinical Nurse Leader.

Admission to Graduate Programs

Applications are completed through NursingCAS: <http://nursingcas.liason.com> and by submitting a nursing supplemental application to the University of Toledo: <http://apply.utoledo.edu> Admission is competitive.

NursingCAS and nursing supplemental application deadlines can be found at http://www.utoledo.edu/nursing/grad_checklist.html Applications must be electronically submitted by the posted deadlines.

Computer competency includes word processing skills and the ability to communicate electronically.

Admission Requirements

Doctor of Nursing Practice Degree (DNP): (post baccalaureate, BSN-DNP)

1. Baccalaureate In Nursing from a school that is accredited by a nationally recognized body for nursing education accreditation
2. Overall grade point average of 3.0 in undergraduate coursework
3. Submission of official transcripts from all academic institutions attended are submitted through NursingCAS
4. Active, unrestricted, unencumbered RN license with eligibility to obtain Ohio RN licensure
5. Personal statement which should include the following: congruence of professional career goals with outcomes of the DNP program; discuss decision/rationale to pursue DNP education; describe abilities to achieve the outcomes of the program; discuss clinical area of interest; identify anticipated challenges in meeting the outcomes of the program and address how these challenges will be met.
6. Undergraduate statistics course recommended but not required
7. Current resume or CV
8. Three recommendations from professional sources
9. Interview
10. Students accepting admission are required to authorize The University of Toledo to obtain criminal record checks (i.e., BCII and FBI) and are responsible for fingerprinting expenses. Students must declare and document misdemeanor and/or felony offenses that occur prior to admission to the nursing program and/or during program progression. In compliance with Ohio Revised Code 4723-7 convictions will result in denial of admission to the program or dismissal after matriculation.
11. The General Subject GRE and TOEFL* are required for all applicants whose native language is not English based on the requirements of the UT College of Graduate Studies. Official results are to be sent to institutional code 1845*. Minimum required test scores: <http://www.utoledo.edu/graduate/prospectivestudents/admission/guidelines/html>

Admission Requirements

Doctor of Nursing Practice Degree (DNP): (post masters)

To be eligible for admission, applicants must have:

1. MSN/MS (Nursing) in nursing from a CCNE or NLNAC accredited program.
2. Minimum grade point average of 3.3 on a 4.0 scale from master's degree.
3. Official transcripts from all previous academic institutions attended to NursingCAS.
4. Active, unrestricted, unencumbered RN license from the state where student plans to conduct clinical experiences.
5. Direct Care applicants should hold appropriate APRN credentials for the state where student plans to conduct clinical experiences (e.g. COA or national certification).
6. Personal statement describing career goals, applied research interests, and expectations for doctoral study.
7. Current resume or CV.
8. Documentation of graduate level supervised clinical hours.
9. Three recommendations from professional sources (one from Faculty in Major area of concentration from master's program).
10. Interview.
11. Students are required to authorize The University of Toledo to obtain criminal record checks (i.e. BCII & FBI) and are responsible for fingerprinting expenses. Students must declare and document misdemeanor and/or felony offenses that occur prior to admission to the nursing program and/or during program progression. In compliance with Ohio Revised Code 4723-7, convictions will result in denial of admission to the program or dismissal after matriculation.

Pre-requisite: Must have completed graduate multivariate statistics course with a B or better within 5 years of enrollment in NURS7040/Applied Nursing Research and NURS7060 Population Health.

Admission Requirements

Master of Science in Nursing Degree Family Nurse Practitioner (FNP), Pediatric Primary Care Nurse Practitioner (PPCNP):

To be eligible for admission, applicants must have:

1. Baccalaureate from an accredited college/university. Degree in nursing from a school that is accredited by a nationally recognized body for nursing education accreditation.
2. Overall grade point average of 3.0 in undergraduate work.
3. Official transcripts from all academic institutions attended, one of which must state the baccalaureate earned.
4. Active, unrestricted, unencumbered, Ohio RN License.
5. Completion of an undergraduate statistics course recommended.
6. Computer competency that includes word processing skills and ability to communicate electronically.
7. Personal statement describing career goals, future plans for employment, and expectations for graduate study.
8. Current resume or CV.
9. Three recommendations completed by professional sources (Master's in Nursing preferred).
10. The Graduate Record Examination (General Subject GRE) and TOEFL* are required for international applicants.

*Minimum required test scores:

<http://www.utoledo.edu/graduate/prospectivestudents/admission/guidelines.html>

11. An interview, if requested.

12. Students are required to authorize The University of Toledo to obtain criminal record checks (i.e. BCII & FBI) and are responsible for fingerprinting expenses. Students must declare and document misdemeanor and/or felony offenses that occur prior to admission to the nursing program and/or during program progression. In compliance with Ohio Revised Code 4723-7, convictions will result in denial of admission to the program or dismissal after matriculation.

Admission Requirements

Master of Science in Nursing Degree Nurse Educator:

To be eligible for admission, applicants must have:

1. Baccalaureate from an accredited college/university. Degree in nursing from a school that is accredited by a nationally recognized body for nursing education accreditation.
2. Overall grade point average of 3.0 in undergraduate work.
3. Official transcripts from all academic institutions attended, one of which must state the baccalaureate earned.
4. Active, unrestricted, unencumbered RN license for the state in which the applicant practices.
5. Completion of an undergraduate statistics course recommended.
6. Computer competency that includes word processing skills and ability to communicate electronically.
7. Personal statement describing career goals, future plans for employment, and expectations for graduate study
8. Current resume or CV, listing current state and/or territory RN license number.
9. Three recommendations completed by professional sources (Master's in Nursing preferred).
10. The Graduate Record Examination (General Subject GRE) and TOEFL* are required for international applicants.
*Minimum required test scores: <http://www.utoledo.edu/graduate/prospectivestudents/admission/guidelines.html>
11. An interview, if requested.
12. Students are required to authorize The University of Toledo to obtain criminal record checks (i.e. BCII & FBI) and are responsible for fingerprinting expenses. Students must declare and document misdemeanor and/or felony offenses that occur prior to admission to the nursing program and/or during program progression. In compliance with Ohio Revised Code 4723-7, convictions will result in denial of admission to the program or dismissal after matriculation.

Admission Requirements

Master of Science in Nursing Degrees Clinical Nurse Leader (CNL):

Admission Requirements:

1. Baccalaureate from an accredited college/university.
2. Cumulative grade point average of 3.0 or higher in undergraduate work.
3. Please send all official college/university transcripts including post-secondary course work to NursingCAS.
4. Personal statement describing career goals, future plans for employment and expectations for graduate study.
 - Submit your personal statement via the "Personal Statement" section of the NursingCAS, title it "University of Toledo"*
5. Current resume or CV.
 - Upload a copy of your current resume or CV in the "Documents Upload" section of NursingCAS.*
6. Three recommendations completed by professional sources
 - To be submitted electronically on your behalf via the "References" section of NursingCAS.
7. Competitive Graduate Record Examination (GRE) results

- The University of Toledo Health Science Campus Code: #1845
 - GRE must be taken within past 5 years
 - Also required of international applicants
8. The TOEFL* is required for international applicants (must be taken within past 2 years)
- *Minimum required test scores:
<http://www.utoledo.edu/graduate/prospectivestudents/admission/guidelines.html>
9. Computer competency that includes word processing skills and ability to communicate electronically.
10. Prerequisites:
- Human Anatomy and Physiology (6 semester hours). Must earn a “B” or better.
 - Psychology (3 semester hours).
 - Social Science elective (3 semester hours).
11. Interview, if requested.
12. All CNL students will be full time graduate students, admission is competitive.
- Students are admitted to the Master of Science in Nursing Graduate-Entry Clinical Nurse Leader program in the Fall Semester only.
 - NOTE: Due to the limited number of positions available, each CNL applicant offered admission will submit a \$300 reservation deposit along with their letter of intent to attend The University of Toledo within two weeks following notification of admission. This fee is refundable up to June 1st. This deposit then will be applied to the individual’s fall semester tuition.
13. Students are required to authorize The University of Toledo to obtain criminal record checks (BCII and FBI) and are responsible for fingerprinting expenses. Students must declare and document misdemeanor and/or felony offenses that occur prior to admission to the nursing program and/or during program progression. In compliance with Ohio revised Code 4723-7 convictions will result in denial of admission to the program or dismissal after matriculation.

**Applicants must attach the file on designations page to The University of Toledo in order for the school to have access to the file.*

Admission Requirements

Certificates Family Nurse Practitioner, Pediatric Primary Care Nurse Practitioner

1. Master's degree in nursing from a school that is accredited by a nationally recognized body for nursing education accreditation.
2. Overall grade point average of 3.0 in graduate work. Official transcripts from all academic institutions attended, one of which must state the Master's degree earned.
3. Active, unrestricted, unencumbered, Ohio RN License.
4. Computer competency that includes word processing skills and ability to communicate electronically.
5. Personal statement describing career goals, future plans for employment and expectations for graduate study.
6. Current resume or CV.
7. Three recommendations from professional sources (Master in Nursing preferred).
8. The Graduate Record Exam (General Subject GRE) and TOEFL* are required for international applicants.
 *Minimum required test scores: <http://www.utoledo.edu/graduate/prospectivestudents/admission/guidelines.html>
9. Interview, if requested.
10. Students are required to authorize The University of Toledo to obtain criminal record checks (i.e. BCII & FBI) and are responsible for fingerprinting expenses. Students must declare and document misdemeanor and/or felony offenses that

occur prior to admission to the nursing program and/or during program progression. In compliance with Ohio Revised Code 4723-7, convictions will result in denial of admission to the program or dismissal after matriculation.

Admission Requirements

Nurse Educator Certificate

1. Baccalaureate from an accredited college/university. Degree in nursing from a school that is accredited by a nationally recognized body for nursing accreditation.
2. Overall grade point average of 3.0 in undergraduate work.
3. Official transcripts from all academic institutions attended, one of which must state the baccalaureate earned.
4. Active, unrestricted, unencumbered RN License in the state in which the applicant practices
5. Computer competency that includes word processing skills and ability to communicate electronically.
6. Personal statement describing career goals, future plans for employment and expectations for graduate study.
7. Current resume or CV.
8. Three recommendations from professional sources (Master in Nursing preferred).
9. The Graduate Record Exam (General Subject GRE) and TOEFL* are required for international applicants.
*Minimum required test scores:
<http://www.utoledo.edu/graduate/prospectivestudents/admission/guidelines.html>
10. Interview, if requested.
11. Students are required to authorize The University of Toledo to obtain criminal record checks (i.e. BCII & FBI) and are responsible for fingerprinting expenses. Students must declare and document misdemeanor and/or felony offenses that occur prior to admission to the nursing program and/or during program progression. In compliance with Ohio Revised Code 4723-7, convictions will result in denial of admission to the program or dismissal after matriculation.

Graduate Nursing Program Degree Requirements

The following is a summary of requirements for completion of your degree:

I.	Doctor of Nursing Practice	
	Post Master's to DNP (MSN to DNP)	36 credits
	Post Baccalaureate to DNP (BSN to DNP)	
	BSN to DNP Family Nurse Practitioner	89 credits
	BSN to DNP Pediatric Primary Care Nurse Practitioner	85 credits
II.	Master of Science in Nursing Advanced Practice Majors	
	Family Nurse Practitioner (MSN)	55 credits
	Pediatric Primary Care Nurse Practitioner (MSN)	51 credits
III.	Master of Science Nurse Educator	
	Nurse Educator (MSN)	39 credits
IV.	Master of Science in Nursing Clinical Nurse Leader Graduate Entry Program	
	CNL (MSN)	66 credits
V.	Certificate Programs	
	Family Nurse Practitioner Post Master's Certificate	25 credits
	Pediatric Primary Care Nurse Practitioner Post Master's Certificate	21 credits
	Nurse Educator Certificate	11 credits

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 target course with a 'B' or better.
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 Office of the Associate Dean for Academic Affairs Programs.
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 Graduate College by completing the Request for Transfer Credit 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 higher. Research hours earned at another university are not transferable towards 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 Substitution Form or 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.

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 Graduate Advisor to make such changes. Revision of the plan of study may delay graduation and may negatively affect the availability of courses in the desired format (e.g. distance or campus delivery) and financial aid.

College of Nursing Minimum Course Grade of 'B' F or NURS Course s

The faculty in the CON has established the grade of 'B' as the minimum acceptable grade for all courses with the prefix of NURS for students matriculating in the fall of 2006 and beyond. A grade of 'C' is acceptable in INDI 6000. A student who matriculated in Fall 2006 and beyond and 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.

Required GPA (Cumulative) 3.0

Students must maintain a cumulative GPA of 3.0 or better. Failure to do so will result in the student being placed on academic probation by the College of Nursing.

Repeating Courses in the College of Nursing

A student may repeat any required course once. A student who earns a grade of less than 'B' in a NURS course or less than 'C' in INDI 6000/8000 is allowed to repeat such a course once. Students are allowed to 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 improvement. The student receives a copy of the referral, and a copy is placed in the student's file in the CON Graduate Office.

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. Therefore, any graduate course in which a grade below "C" or grade of "U" was earned will not be permitted on the Plan of Study. 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. College are permitted

to establish individual program course retake standards. However, such standards shall not exceed two courses up to a maximum of 12 credit hours. Both the original and repeated grades will appear on the transcript and be calculated into the cumulative GPA. Colleges/departments/degree programs may enact additional coursework grade requirements beyond the minimum standard established here by the Graduate Faculty. Graduate students shall be responsible to consult with the appropriate graduate degree program director for the applicable standards. Grades of A, A-, B+, B, B-, C+, C, C-, D+, D, D-, F, S, U, WP or WF may be awarded depending on College/program/departmental 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 IN is assigned only under extraordinary circumstances when unexpected events prevent a student from completing the requirements of the course within the term of enrollment. The student must complete the required work before the end of the following semester (excluding summers) in which the IN grade was received; otherwise the grade will be converted to the grade of F by the Office of the Registrar. The student may initiate a request for an additional semester to complete the work for the grade (excluding summers). The extension is granted upon the approval of the faculty member and the associate dean of the college offering the course. Once the IN grade has been converted to F, the student must re-register and take the course again. The grade of IN will not be included in the GPA calculation. It is recommended that faculty set specific benchmarks for completion of the course or material each term, and regularly assign S, U or IN grades as appropriate instead of awarding a PR. Students may not graduate with a grade of U, IN, or PR on their Plan of Study. Students may not graduate with a grade of IN or PR on their transcript. A grade of WP (withdrawal passing) or WF (withdrawal failing), according to the status of the student at the time of withdrawal, will be assigned to students who withdraw after the university established withdrawal period at the discretion of the instructor. The grade of WP will not be included in the GPA calculation. A grade of WF indicates that a student's work is unsatisfactory (grade of less than C), and will be included in the GPA calculation as a grade of F. Students may repeat courses with grade WF or U subject to the maximum credit hour repeat limitation.

Change of Concentration in the College of Nursing

A student requesting a change in concentration (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.

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 Self-Service. 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 higher 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.

Students’ Rights and Responsibilities

A statement on responsibilities and rights of students in relation to education standards has been adopted from an original statement by the Ohio Nurses Association and endorsement by the Nursing Students Association of Ohio as follows.

Students of nursing are entitled to an environment where appropriate opportunities and conditions exist to

insure freedom to learn. They are obligated, however, to exercise this freedom with responsibility.

Access to the College of Nursing should be unrestricted in the sense that no student should be denied admission on the basis of such factors as race or gender.

At the same time, students should realize that the College of Nursing is accountable to the public for the quality of nurses graduated and that the school has established standards of admission, retention, and graduation in accordance with its philosophy.

These standards should make evident to the student those characteristics considered important to success in the program(s) of study offered. Enrollment should be open - to the limits of the school's resources and facilities - to qualified students as determined by admission standards.

Students should be aware that the College of Nursing has the obligation to protect the integrity of the educational program by setting standards of achievement and conduct for enrolled students.

Because students have the responsibility for maintaining the standards of the program of study in which they are enrolled, they have the right to expect that standards of conduct and academic achievement, together with means of assessment, are clear.

Although students are responsible for mastering the content of courses, they should be free to present reasoned dissent and opinion, which differ from those offered in any course.

Students are entitled to due process throughout the academic program and procedures used should ensure fairness.

In the case of disciplinary action, students should expect to be apprised of charges against them, to have an opportunity to refute the charges, and to have means available to review decisions.

The student is ultimately responsible to assure that all administrative and academic requirements have been met.

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 student's program director, and 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-semester leave and still remain in good standing with the program. A leave of absence extending beyond three semesters 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.

<http://www.utoledo.edu/policies/academic/graduate/pdfs/3364-77-04.pdf>

Graduation

All MSN degree requirements for graduate programs must be completed within six years. All DNP degree requirements for doctoral programs must be completed within seven 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 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. ***Students who have not met all graduation requirements by the end of the semester may be eligible to participate (WALK) in Convocation/Graduation ceremonies by meeting the following requirements:*** have a letter of support from the major advisor sent to the Associate Dean for Academic Affairs, stating the student is reasonably able to complete the Capstone and/or doctoral project requirement by the end of the next semester. Approval is received from the Associate Dean for Academic Affairs.

SECTION 6 - STUDENT PARTICIPATION ON COMMITTEES

Student Participation

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

CURRICULUM COMMITTEE

Purpose of the Curriculum Committee

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

Functions of the Curriculum Committee

1. Conducts regular reviews of all curricula of CON on a cyclical basis in consideration of criteria of appropriate accrediting agencies, relevant stakeholders, and societal trends, taking action as appropriate,
2. Uses results of cyclical reviews and input from CON committees, students, faculty and stakeholders for potential revisions/modifications of curricula with approval of Faculty Assembly,
3. Designs curricula for new programs and makes recommendation for approval to the Faculty Assembly, and other University approval bodies,
4. Reviews proposals for new courses or course modifications and make recommendations for approval to the Faculty Assembly and other University approval bodies.

Membership of the Curriculum Committee

Faculty Membership

Six members elected by faculty voting members of Faculty Assembly and ex-Officio (non-voting) members by virtue of Administrative appointment. All faculty must have UT Graduate Faculty Membership

Students Membership

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

Meeting Schedule for Curriculum Committee

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

DIVERSITY COMMITTEE

Purpose of the Diversity Committee

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

Functions of the Diversity Committee

1. Provide a welcoming atmosphere to learn and develop cultural competency,
2. Attract and retain a diverse student, staff, and faculty population through collaboration with governance and advisory committees within the College and University,
3. Review and monitor diverse student/faculty demographics (enrollment, graduation, and more) within the College of Nursing,
4. Assure that the curricula in the College of Nursing provide culturally diverse experiences,
5. Provide diversity initiatives within the College of Nursing to ensure academic success for under-represented student populations.

Membership of the Diversity Committee

Faculty Membership

Four faculty members elected by faculty voting members of Faculty Assembly; CON Dean; a representative of the community; Assistant Dean of Student Affairs; and Nurse Recruiter/Advisor

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.

Functions of the Program Assessment Committee

1. Define assessment parameters for all programs,

2. Synthesize program assessment data and make recommendations for continued program improvement,
3. Assure timely action to recommendations by responsible parties.

Membership of the Program Assessment Committee

Faculty Membership

Five faculty members elected by faculty voting members of Faculty Assembly and seven ex-Officio voting members, by virtue of Administrative appointment, and the appointed CON University Assessment Committee Liaison.

Students 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 Faculty Assembly criteria for admission, re-admission, retention, and/or progression of students to the College of Nursing in conformance with the guidelines of the College and affiliating universities. The committee reviews and recommends changes to the Faculty Assembly relevant to all SARP policies and collaborates with the CON Program Assessment Committee, Curriculum Committee (s), and other CON committees as needed.

Functions of the SARP Committee

1. *Admission*
 - a. Review and recommend criteria for admission of students to the College of Nursing.
 - b. Review credentials of all applicants to the College of Nursing.
 - c. Recommend graduate applicants for admission (re-admission) to the graduate program through the Associate Dean for Academic Affairs for final approval/denial by the Dean of the College of Graduate Studies.
 - d. Recommend baccalaureate applicants for admission to the upper division of the College of Nursing through the Associate Dean for Academic Affairs for final approval/denial by the Dean of the College of Nursing.
 - e. Advise the Dean and the respective Program Directors/Department Chairs of the status of the applicant pools.
 - f. Support the College of Nursing Diversity Committee initiatives to recruit a diverse population of students.
2. *Retention*
 - a. Develop strategies for retaining admitted students

- b. Recommend resources that may need to be developed or acquired to maintain a successful retention program (e.g., personnel and material resources) to the Dean, the Associate Dean for Academic Affairs, the Assistant Dean for Student Services, the respective Program Directors/Department Chairs and the Faculty Assembly.
3. *Progression*
- a. Monitor the progression of students in the College of Nursing.
 - b. Review undergraduate and graduate SARP referrals.
 - c. Recommend strategies for academic improvement in consultation with the parties involved.
 - d. Follow all University of Toledo and/or College of Nursing policies relevant to progression.

Membership of the SARP Committee

Faculty Membership

Eight faculty members elected by faculty voting members of Faculty Assembly and seven ex-officio (non-voting) members by virtue of Administrative appointment. All faculty must have UT Graduate Faculty Membership.

Students Membership

- One Entry-level Baccalaureate Program Student Representative
- One RN to BSN Program Student Representative
- One CNL Program Student Representative
- One APN, NE, or DNP Program Student Representative graduate student

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

Meeting Schedule for SARP Committee

Committee meetings are pre-scheduled monthly during the fall and spring semesters and are placed on the CON Master calendar. If necessary, a special meeting can be called to address urgent business. Every effort will be made to notify the membership 5 days in advance of the special meeting.

STUDENT GRIEVANCE COMMITTEE

Purpose of the Student Grievance Committee

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

Functions of the Student Grievance Committee

1. Review all grievances filed by students to ensure protection of student rights,
2. Provide recommendations to the Dean of the College of Nursing about grievances to ensure that undergraduate and graduate nursing students' and faculty rights are protected in academic and professional matters,
3. Recommend policies and procedures for student grievances.

Membership of the Student Grievance Committee

Faculty Membership

Seven full-time faculty members representative of each major program within the College of Nursing: (2) BSN, (1) RN-BSN, (1) MSN CNL, (1) MSN NE, (1) MSN NP, and (1) DNP.

Administrative faculty, who by their position in the College of Nursing and may be part of the grievance process, are ineligible for committee membership.

Students Membership

- One Baccalaureate Program Student Representative
- One RN-BSN Program Student Representative
- Two Graduate Program Student Representative (One preferably a DNP Student)

Students will be excused from grievance proceedings if there is a perceived conflict of interest.

Meeting Schedule for Student Grievance Committee

Committee meeting are scheduled on a bi-monthly basis and placed on the CON Master calendar.

Grievance hearings are scheduled per Student Grievance Policy and Procedure.

PRELICENSURE STUDENT NURSES ASSOCIATION

University of Toledo/ Bowling Green State University Student Nurse Association Bylaws

DATE ORGANIZED: October 1980

DATE REVISED: March 2014

I. NAME

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

II. PURPOSE

1. To promote engagement in a professional organization that fosters leadership, citizenship and community service.
2. To provide a structure for student participation in decisions affecting the interests and welfare of the student body.
 - a. To foster among the students an understanding and appreciation of their rights and privileges, duties and responsibilities as members of the nursing body at UT and BG.
 - 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 Nurse Association.

III. MEMBERSHIP

A. Rights and Duties:

- Membership is open to all students enrolled in the UT/BGSU CON BSN and CNL program.
- Members have the right to get involved in as much or as little as they would like to.
- Members can also 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.
- Members have the duty to show up and participate in events that they previously signed up for.

B. Resignations:

- A member can take leave at any time, deciding when they may or may not want to become active with the organization again. However, if they are on a committee, they need to notify the chair of that committee of their new status.
- In the event that a committee chair person leaves their position, it is their duty to inform another Board of Directors member.

IV. 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 \$35, while a two year membership is \$70. 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.

C. 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.

V. DUTIES OF OFFICERS

A. The President shall:

- Be chief executive officer of the Student Nurses Association, presiding at all meetings of the Student Nurses Association and/or the Board of Directors of the Student Nurses Association.
- Be spokesperson for the Student Nurses Association.

- Give regular reports about the status of the Student Nurses Association and related activities to students.
- Be responsible for faithfully executing the Constitution and Bylaws of the Student Nurses Association.
- Ensure that any agreements between the Student Nurses Association and the UT/BGSU CON are faithfully upheld.
- Keep suitable records of business completed or pending.
- Be responsible for an annual review and needed revisions of the bylaws (in cooperation with the Vice President).
- Meet with the faculty advisors at least once a month.
- Schedule executive, general, and special meetings at his/her discretion.
- Appointment of special committees with the approval of the Board of Directors.
- Serve as ex-officio member of all committees.
- Be responsible (along with the Secretary and Treasurer) for proper record keeping of the organization.
- Be responsible for turning in the annual report to the Office of Student Life at the end of each academic semester.
- Ensures that meetings run smoothly and in a business manner, by following *Robert's Rules of Order*.
- Promote membership and involvement to students at the local, state, and national levels.
- Shall work with the Treasurer to maintain the budget at the end of the semester.

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.
- Be responsible for programming general meetings including scheduling meeting rooms and keynote speakers.
- Aid the president in carrying out the duties of the Board of Directors.
- Be responsible for completion of Student Life forms related to chapter events and maintaining compliance with the rules set by the Office of Student Life.

C. The Social Chairperson shall:

- Coordinate and direct all communication for all social activities by supervising a committee and by encouraging participation of all members.
- Be responsible for organizing at least one social activity for the SNA per month.
- Direct public relations.
- Be the chairperson of the social committee.
- Work with the Office of Student Life and other UT/BGSU organizations for mutual social events.

D. The Community Service Chairperson shall:

- Advocate for and coordinate programs to promote health awareness in the community such as health fairs, screening programs, immunization events, bloodmobile drives, and passing along information from health publications.
- Coordinate community service activities and encourage membership participation.

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

E. The Secretary shall:

- Record the minutes of the meetings of the Board of Directors and the general meetings of the Student Nurses Association.
- Distribute minutes and agendas of the meetings to the Student Nurses Association Board of Directors, the Student Nurses Association file, the Student Affairs Committee, the Office of Student Life, and post extra copies on the SNA bulletin board.
- Maintain files of all minutes.
- Prepare and send official letters or other correspondence as directed.
- Maintain files of all correspondence.
- Distribute to President and advisors copies of all official letters of correspondence.

F. The Treasurer shall:

- Be responsible for keeping accurate records of all expenditures and financial transactions of the Student Nurses Association.
- Submit monthly financial reports to the Board of Directors of the Student Nurses Association, the Office of Student Life, and the SNA advisors
- Submit an annual financial report to the out-going and in-coming Board of Directors, the Office of Student Life, and the SNA Advisors.
- Sign checks for monetary disbursement as indicated.
- Submit all bills, receipts, and forms to the Office of Student Life for reimbursement.
- Shall be responsible for working with President to make end of the semester budget.

G. The Fundraising Chairperson shall:

- Submit a request for all fundraiser to the Office of Student Life and make sure that Student Affairs is aware of the dates and times of these fundraisers.
- Be the chairperson of the Fundraising Committee.
- Coordinate, execute, and promote fundraisers with the fundraising committee.

H. The Breakthrough to Nursing Chairperson shall:

- Be responsible to promote nursing to the general student body focusing on minority students.
- Shall head committees to attend local high schools and display a program that both encourages and promotes students into the nursing field.
- Shall work closely with the Admissions Office to advance programs into local high schools and universities.
- Be responsible for all programs to which nursing promotion is the main goal.
- Work with all other Board members to introduce Breakthrough to Nursing into routine activities within the organization.
- Promote a positive and accurate image of nursing.

I. The Convention Planner shall:

- Present information about upcoming conferences and conventions to the general student body with specific details about costs, schedule of events, location, and dates it will be held.
- Post an RSVP list for interested members to sign up. This list must be posted well in advance so that reservations can be made. Posting the RSVP in advance also gives the Treasurer time to make a budget for the specific event, and add more fundraising to cover the trip costs if necessary.
- Organize carpools, shuttles, or flights with the majority of students attending as possible.
- Contact the appropriate professors to check on quiz/exam/classroom make-ups.
- Hold a convention meeting for all interested members where a delegate and alternate will be elected.
- Assist students with completion of Student Life Forms.
- Schedule meeting for next Board of Directors for “handoff” of responsibilities to new, incoming Board of Directors for the next semester.

J. The Historian shall:

- Keep track of all SNA sponsored events and get pictures and other items to put in a scrapbook for the organization.
- In charge of designing poster boards, signing up for a spot, finding volunteers, and overall organizing a table for all organization fairs to include BGSU and UT campuses.
- Update the SNA bulletin board regularly, and make any minor changes as needed.
- Communicate chapter information through newsletter, webpage, and other forms of media.
- Include articles on upcoming events, give officers contact information, a calendar for the month, etc.

K. BGSU Representatives shall:

- Attend all Board meetings.
- Update the student body on upcoming events through class announcements, help pass out materials, and serve as a communication link to the entire student body.
- Give input at Board meetings.
- Serve on a committee if so inclined.
- 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.
- Serve on a committee if so inclined.
- 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 ONSA and the University of Toledo’s Student Nurses’ Association.

- Be responsible for membership promotion.
- Be the liaison to ONSA for all membership promotion/implementation of ONSA at the chapter level.
- Compile a membership list, including contact person(s).
- Be responsible for organizing and maintaining the election process at the chapter level.
- Maintain list of current membership of the organization.

N. Faculty Advisor(s) shall:

- Serve as ex-officio member without a vote.
- Act as a liaison between the Board and faculty members.
- Serve as a resource person consulting with the Board of Directors and members.
- Attend meetings of the SNA at the UT-CON.
- The faculty advisor(s) shall be assigned

O. Cohort/CNL Representatives

- Their responsibility is to communicate SNA meetings and events to their cohort.
- The representative shall be elected by midterm of the academic semester for the BSN1 and CNL1 semester.
- The representative shall remain in office for the remainder of the program unless they cannot fulfill their duties.
- In the case of a representative stepping down, a re-election shall take place as soon as possible.
- The elected represent is eligible for election to any of the Board of Directors positions. If elected to another Board position, representative must step-down and a new representative from the cohort will replace them.
- Representatives are voting members of the Board of Directors.

VI. DELEGATES

A. Purpose and Function shall be:

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

B. Delegates Qualifications and Appointments shall be:

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

C. Delegate Representation/School Constituents:

- Student Nurses Association of the UT College of Nursing, when recognized as an official NSNA constituent, shall be entitled to one voting delegate and alternate at the NSNA House of Delegates, and in addition, shall be entitled to one voting delegate and alternate for every 50 members.
- The Student Nurses Association of the UT College of Nursing delegate(s) and alternate shall be a member(s) in good standing in the chapter and shall be selected and/or elected by members of the school chapter at a proper meeting according to chapter bylaws. The school association may designate an alternate delegate for each delegate by one of the following two mechanisms:
 - Selection and/or election by members of the school chapter according to chapter bylaws; or
 - Written authorization to the State Board of Directors requesting them to appoint a member of the State Board to act as a state-appointed alternate for their school chapter.
 - ❖ School chapters shall approve of the appointment.
 - ❖ The State Board of Directors shall verify that any state appointed alternate is a member of good standing of the NSNA and the state association.
 - ❖ A school chapter must have a selected and/or elected delegate present at the NSNA Convention in order to have a state-appointed alternate seated in the House of Delegates.
 - ❖ All alternates, whether school selected or state-appointed, shall have the same privileges as an elected delegate when seated in the House.
 - The school association shall be entitled to delegates according to the number of members of good standing in NSNA. Delegates shall be computed on the basis of the number of members in each constituent as evidenced by the annual dues received by NSNA on a date eight weeks prior to the annual meeting.
 - General extra funding paid towards convention may be used as an incentive, but monetary amount must be approved by the SNA advisor and the Board, and may vary each year depending on the current budget.

VII. PROCEDURES FOR ELECTIONS

- The Membership Director shall be responsible for the election process. This includes, but is not limited to, forming an election committee prior to elections with the approval of the Board of Directors (BOD).
- Election of the SNA BOD officers shall take place three (3) times a year for each class matriculating in the Fall, Spring, and Summer.
- Any vacancies after elections may be filled through a volunteer process. If vacancies remain after an election, a student may hold two positions.

VIII. COMMITTEES

A. Positions Requiring Committees

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

B. Responsibilities of Committee Chairs

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

C. Committee Members Requirements

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

IX. ORDER OF BUSINESS

Board of Directors meetings shall follow this agenda outline:

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

X. VOTING PROCEDURES

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

XI. MEETINGS

Section 1. Board of Directors Meetings

- A. Meeting dates shall be set by a plurality vote of members present at each previous meeting, or if the Board is in agreement. Dates for meetings may be planned for one semester at a time.
- B. Meeting location and time will be voted on and approved by a plurality vote of all members present and voting at each previous meeting, or if the Board is in agreement, locations and times for meeting may be set for one semester at a time.
- C. The President shall have the authority to convene a special meeting as such time as is deemed necessary and shall notify the general membership of such a meeting, location, and time.
- D. The Board of Directors meetings shall be open for all members to attend. This provides a learning opportunity for members seeking office.
- E. The purpose of the Board of Directors meetings is to organize ahead of time the meeting for the general members.

Section 2. General Meetings

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

XII. REFERENDUM AND RECALL

Section 1. Absences

- A. Members of the Board of Directors who have missed more than two regularly scheduled meeting of any current term year without prior notification to the Board of Directors and who offer no valid reason for such absences may be removed for office by a plurality vote of the current membership present at the next scheduled meeting. The officer is question will be notified in advance of the meeting.
- B. An officer may also be removed from office by a plurality vote of members of the Board of Directors present at a meeting called for that purpose if that officer is deemed negligent in the functions of that office as stated in these bylaws.
- C. Any member who is absent for more than the required amount of meetings and still wishes to run for office may ask to have a call to vote by the Board to be eligible for office.
- D. Prior notification of two weeks shall be given to the individual in questions and a special Board Directors meeting shall be held to review the circumstances.

XIII. AMENDMENTS AND RATIFICATION

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

SECTION 7 - ACADEMIC ADVISEMENT

Academic Advisor

Appointments may be made by calling the secretary in the office of Student Services, 419.383.5810.

Guidelines for Developing Formal Plan of Study

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 as specified by the graduate program, the department, the College of Graduate Studies and the University of Toledo. Students are encouraged to complete the plan of study during the first semester of matriculation. Students are expected to consult with the advisor regarding changes to POS. Changes to the plan of study may affect availability of courses, delivery method of courses, financial aid, and length of degree program. Please note that students matriculate into a specific program track in the MSN and DNP programs, and are allowed to take the courses within their program of study. If they want to take other courses outside of their approved program track they need permission of course faculty, program directors and advisor. Permission is not guaranteed. In addition, students must apply to a Graduate Nurse program unless otherwise specified, and be accepted into a specific program in order to take CON Nursing graduate courses. They are not available to non-degree seeking guest students.

Important Registration Reminders

If you are registering for a variable credit hour course, the credit hours for the course will be highlighted. Click on the credit hour value and enter the desired credit hours which *should match what is recorded on your plan of study*.

Minimum Continuous Enrollment

Graduate Students who have completed their course work and are working on their project, thesis, and/or capstone 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, excluding summer terms. 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.

Full Time Enrollment

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.

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 appropriate forms in a timely manner. Any student is able to select either Thesis or Comprehensive Exam as a way to complete this requirement. 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.

Doctoral Project

This course is a guided, independent project utilizing research to improve patient outcomes, health care delivery, or nursing practice. Students will need to defend their proposals successfully before they can enroll in this course. When students defend their proposals successfully, they can start implementing their project hours. This may be comparable to dissertation hours. Confirm that the IRB has given permission to implement the study if applicable. After completing the project implementation, write it up and defend it.

Academic Advisory Committee for Thesis Students

Select a Major Advisor and an Academic Advisory Committee prior to beginning work on a Thesis. The Major Advisor assists in developing a proposal and serves as the major contact for completing the research option. The committee members serve as readers of your work, providing feedback as appropriate. Major Advisors must hold a regular Graduate Faculty Appointment; members must hold a minimum of an Associate Graduate Faculty appointment. A list of graduate faculty members with full graduate faculty membership status is posted on the College of Nursing website for current graduate students.

Field Experience Seminar Capstone Option

The Field Experience Seminar Capstone option is a group process with an expected faculty to student ratio of 1:5 per NURS 5220 course section. By way of the UT GRAD form, Department Chair signature permission is required in order for Faculty to offer the Field Experience Seminar Capstone. The DNP Student Handbook can be viewed at this link:

http://www.utoledo.edu/nursing/grad_nursing_resources.html

INDEPENDENT STUDY Guidelines and Contract Form



**THE UNIVERSITY OF TOLEDO COLLEGE OF NURSING GRADUATE NURSING PROGRAMS
INDEPENDENT STUDY NURS6890 CONTRACT FORM**

Direction: The faculty directing an independent study course completes this form, and the student enrolled in the course, then submits form to the Program Director, Graduate Nursing Programs College of Nursing. If additional space is needed, attach a separate sheet.

Date: _____

Student Name: _____ **SSN#:** _____

Address: _____

Telephone: Home#: _____ **Work#:** _____

Semester/Year during which study will be conducted: _____ **Course**

Title: _____ **Course**

Credits: _____ **(S.H.) Faculty:** _____

Purpose of the Course:

Course Objectives:

Grading Plan:

Print Name of Preceptor (if appropriate)

Agency

Student Signature

Faculty Signature

Approval: _____
Department Chair, Graduate Nursing Programs



THE UNIVERSITY OF TOLEDO COLLEGE OF NURSING GRADUATE NURSING PROGRAMS GUIDELINES FOR INDEPENDENT STUDY NURS6890

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.

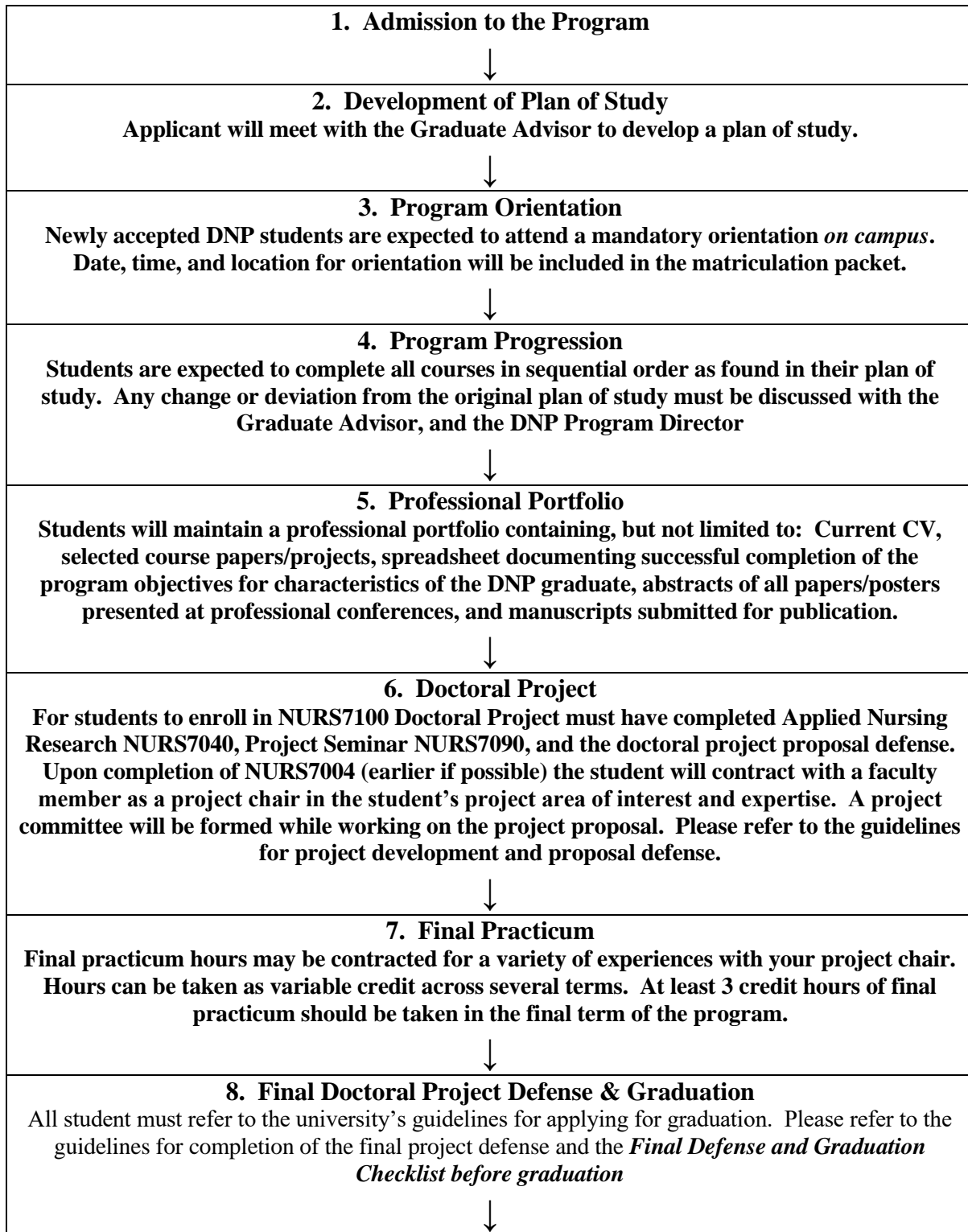
Process: The Contract Form must be completed by the student and approved by the faculty member and the program Department Chair prior to the semester in which the Independent Study is to be conducted.

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 completed Independent Study Contract Form is placed in the student's permanent file.

12/09/2013

SECTION 8 – PROGRESSING THROUGH BSN TO DNP PROGRAM

Progressing Through the BSN-DNP Program



BSN-DNP PROGRAM FINAL DEFENSE AND GRADUATION CHECKLIST

- Complete **Application for Graduation** for the College of Graduate Studies.
(<https://www.utoledo.edu/offices/registrar/pdfs/GraduationApplication.pdf>)
- Review the **Doctoral Project Final Defense Procedures**
- After the defense, revise document as directed by committee and submit to committee chair for final approval. Revise if needed.
- Submit final version of DNP project to the **Virginia Henderson International Nursing e-Repository in the University of Toledo collection:**
(<http://www.nursinglibrary.org/vhl/pages/helpfulguides.html>)
- Once chair approved the revised version, submit pdf file of final copy to DNP program director, chair, and to all committee members and obtain signatures of committee on **Final Approval Form.**
- Submit "**BSN-DNP Portfolio**" table to the DNP Program office
- Complete "**End of Program Survey**"
- Check with Committee Chair on IRB status – must be active until published according to UT policy
- Submit "Final Defense and Graduation Checklist" form to the DNP Program office.

Student Name: _____

Student Signature/Date: _____

Project Committee Chair Signature/Date: _____

8/13/2014, 8/18/2015

BSN-DNP Portfolio

Student Name: _____

Track: _____

Aggregate Student Outcomes (Program Objectives)	Individual Student Outcomes (taken from the AACN [2006] DNP Essentials)	Relevant Course	Date	Clinical hours	Evidence
<p>1. Synthesize knowledge derived from a scientific foundation in order to demonstrate expertise in advanced clinical nursing practice to improve delivery of care.</p>	<p>Essential #1: Scientific Underpinnings for Practice</p>	<p>NURS7000 DNP Orientation</p>			
	<p>Essential #3: Clinical Scholarship and Analytical Methods for Evidence-Based Practice</p>	<p>NURS7400 Theoretical Foundations of Advanced Nursing Practice</p>			
	<p>Essential #7: Clinical Prevention and Population Health for Improving the Nation’s Health</p>	<p>INDI8000 Introduction to Biostatistical Methods</p>			
	<p>Essential #8: Advanced Nursing Practice</p>	<p>NURS7680 Advanced Physiology & Pathophysiology</p>			
		<p>NURS7050 Information and Technology in Nursing & Health Care Systems</p>			
		<p>NURS7500 Family & Cultural Diversity Theories</p>			
		<p>NURS7910 Advanced Nursing Research</p>			
		<p>NURS7410 Ethical Foundations of Advanced Nursing Practice</p>			

		NURS7740 Advanced Health Assessment			
		NURS7690 Advanced Pharmacotherapeutics			
		NURS7011 Theoretical Basis for Evidence Based Practice			
		NURS7210 FNP I Adolescents & Adults			
		NURS7060 Population Health			
		NURS7040 Applied Nursing Research			
		NURS7220 FNP II Women & Children			
		NURS7090 Project Seminar			
		NURS7920 Outcome Methods for Advanced Practice Nursing			
		NURS7230 FNP III Adults & Older Adults			
		NURS7070 Marketing & Entrepreneurial Activity in Complex Health Care			

		NURS7530 Public Policy & Health Care			
		NURS7030 Quality Mgmt & Performance Improvement in Health Care Orgs			
		NURS7080 Evidence Based Nursing Practice in Direct Care			
		NURS7020 Organization & Systems Leadership			
		NURS7100 Doctoral Project			
		NURS7970 Final Practicum			
2. Demonstrate continuous quality improvement in patient care situations while providing leadership in clinical decision making through use of information systems and technology for	Essential #2: Organizational and Systems Leadership for Quality Improvement and Systems Thinking Essential #4: Information Systems /Technology and Patient Care Technology for the Improvement and Transformation of Health Care Essential #8: Advanced	NURS7000 DNP Orientation			
		NURS7400 Theoretical Foundations of Advanced Nursing Practice			
		INDI8000 Introduction to Biostatistical Methods			
		NURS7680 Advanced Physiology & Pathophysiology			
		NURS7050 Information and Technology in Nursing & Health Care Systems			

the improvement and transformation of health care.	Nursing Practice	NURS7500 Family & Cultural Diversity Theories			
		NURS7910 Advanced Nursing Research			
		NURS7410 Ethical Foundations of Advanced Nursing Practice			
		NURS7740 Advanced Health Assessment			
		NURS7690 Advanced Pharmacotherapeutics			
		NURS7011 Theoretical Basis for Evidence Based Practice			
		NURS7210 FNP I Adolescents & Adults			
		NURS7060 Population Health			
		NURS7040 Applied Nursing Research			
		NURS7220 FNP II Women & Children			
		NURS7090 Project Seminar			
		NURS7230 FNP III Adults & Older Adults			
		NURS7070 Marketing & Entrepreneurial Activity in Complex Health Care			

		NURS7530 Public Policy & Health Care			
		NURS7030 Quality Mgmt & Performance Improvement in Health Care Orgs			
		NURS7080 Evidence Based Nursing Practice in Direct Care			
		NURS7020 Organization & Systems Leadership			
		NURS7100 Doctoral Project			
		NURS7970 Final Practicum			
3. Use clinical scholarship and analytical methods to implement safe, quality improvement in administration of patient care.	Essential #2: Organizational and Systems Leadership for Quality Improvement and Systems Thinking Essential #3: Clinical Scholarship and Analytical Methods for Evidence-Based Practice Essential #8: Advanced Nursing Practice	NURS7000 DNP Orientation			
		NURS7400 Theoretical Foundations of Advanced Nursing Practice			
		INDI8000 Introduction to Biostatistical Methods			
		NURS7680 Advanced Physiology & Pathophysiology			
		NURS7050 Information and Technology in Nursing & Health Care Systems			
		NURS7500 Family & Cultural Diversity			

		Theories			
		NURS7910 Advanced Nursing Research			
		NURS7410 Ethical Foundations of Advanced Nursing Practice			
		NURS7740 Advanced Health Assessment			
		NURS7690 Advanced Pharmacotherapeutics			
		NURS7011 Theoretical Basis for Evidence Based Practice			
		NURS7210 FNP I Adolescents & Adults			
		NURS7060 Population Health			
		NURS7040 Applied Nursing Research			
		NURS7220 FNP II Women & Children			
		NURS7090 Project Seminar			
		NURS7920 Outcome Methods for Advanced Practice Nursing			
		NURS7230 FNP III Adults & Older Adults			

		NURS7070 Marketing & Entrepreneurial Activity in Complex Health Care			
		NURS7530 Public Policy & Health Care			
		NURS7030 Quality Mgmt & Performance Improvement in Health Care Orgs			
		NURS7080 Evidence Based Nursing Practice in Direct Care			
		NURS7020 Organization & Systems Leadership			
		NURS7100 Doctoral Project			
		NURS7970 Final Practicum			
4. Encourage interprofessional collaboration and teamwork to enhance and improve population health outcomes.	Essential #6: Interprofessional Collaboration for Improving Patient and Population Health Outcomes. Essential #7: Clinical Prevention and Population Health for Improving the Nation's Health	NURS7000 DNP Orientation			
		NURS7400 Theoretical Foundations of Advanced Nursing Practice			
		INDI8000 Introduction to Biostatistical Methods			
		NURS7680 Advanced Physiology & Pathophysiology			
		NURS7050 Information and Technology			

Essential #8: Advanced Nursing Practice	in Nursing & Health Care Systems			
	NURS7500 Family & Cultural Diversity Theories			
	NURS7910 Advanced Nursing Research			
	NURS7410 Ethical Foundations of Advanced Nursing Practice			
	NURS7740 Advanced Health Assessment			
	NURS7690 Advanced Pharmacotherapeutics			
	NURS7011 Theoretical Basis for Evidence Based Practice			
		NURS7210 FNP I Adolescents & Adults		
	NURS7060 Population Health			
	NURS7040 Applied Nursing Research			
	NURS7220 FNP II Women & Children			
	NURS7230 FNP III Adults & Older Adults			
	NURS7070 Marketing & Entrepreneurial Activity in Complex Health Care			

		NURS7530 Public Policy & Health Care			
		NURS7030 Quality Mgmt & Performance Improvement in Health Care Orgs			
		NURS7080 Evidence Based Nursing Practice in Direct Care			
		NURS7020 Organization & Systems Leadership			
		NURS7100 Doctoral Project			
		NURS7970 Final Practicum			
5. Engage in influencing the development and implementation of health policy that provides an interface between practice, research and policy development.	Essential #2: Organizational and Systems Leadership for Quality Improvement and Systems Thinking Essential #5: Health Care Policy for Advocacy in Health Care Essential #8: Advanced Nursing Practice	NURS7000 DNP Orientation			
		NURS7400 Theoretical Foundations of Advanced Nursing Practice			
		INDI8000 Introduction to Biostatistical Methods			
		NURS7680 Advanced Physiology & Pathophysiology			
		NURS7050 Information and Technology in Nursing & Health Care Systems			
		NURS7500 Family & Cultural Diversity Theories			

		NURS7910 Advanced Nursing Research			
		NURS7410 Ethical Foundations of Advanced Nursing Practice			
		NURS7740 Advanced Health Assessment			
		NURS7690 Advanced Pharmacotherapeutics			
		NURS7011 Theoretical Basis for Evidence Based Practice			
		NURS7210 FNP I Adolescents & Adults			
		NURS7060 Population Health			
		NURS7040 Applied Nursing Research			
		NURS7220 FNP II Women & Children			
		NURS7090 Project Seminar			
		NURS7230 FNP III Adults & Older Adults			
		NURS7530 Public Policy & Health Care			
		NURS7030 Quality Mgmt & Performance Improvement in Health Care Orgs			

		NURS7080 Evidence Based Nursing Practice in Direct Care			
		NURS7020 Organization & Systems Leadership			
		NURS7100 Doctoral Project			
		NURS7970 Final Practicum			

Total Clinical Hours: _____

Student Signature: _____ **Date:** _____

Program Director Signature: _____ **Date:** _____

Created 11-26-2013

INDEPENDENT STUDY FOR DNP STUDENTS

Nurs7890/Independent Study

Course Description:

NURS7890 is an academic course completed outside of the required classroom, clinical or college laboratory experiences that provide the learner with an opportunity to pursue an area of interest in depth. This course may not be used to substitute for required courses. The course is supervised by a faculty member and approved by the Program Director. A contract must be completed by the student and approved by the faculty member and the Program Director prior to the semester in which the Independent Study is to be conducted. Faculty approval is required before the student can register for this course.

Course Objectives:

1. To build foundational knowledge and/or experience essential to achieving program requirements.

Student Learning Objective: Please provide the list of Student Learning Objectives, which will be determined by the student and the faculty.

Credit Allocation: Offered as variable credit 1-4 semester hours.

Required Text: Per arrangement with Faculty Advisor

Teaching Learning Strategies:

Faculty- student contracting
Faculty mentorship with student
Reading textbooks and other materials

Grading Policy: This course is graded with letter grades and an earned grade of B or better is required for passing.

Grading Scale:

90-100% is an A
80-89.5% is a B
70-79.5% is a C
60-69.5% is a D
<59.5% is an F

Assessment of Learning: Faculty written evaluation of contracted activities.

Class Schedule/Activities: Please provide the list of Activities, which will be decided by the student and the faculty.

By signing below, you are stating you agree to this contract:

_____	_____
Student Signature	Date
_____	_____
Faculty Signature	Date
_____	_____
Program Director Signature	Date

SECTION 9 – GRADUATE PROGRAM MAJORS

GRADUATE PROGRAMS

I. Doctor of Nursing Practice

- A. Post-Master's (MSN to DNP)
 - 1. Direct
 - 2. Leadership
- B. Post Baccalaureate (BSN to DNP)
 - 1. Family Nurse Practitioner
 - 2. Pediatric Primary Care Nurse Practitioner

II. Master of Science in Nursing Advanced Practice Majors

- A. Family Nurse Practitioner
- B. Pediatric Primary Care Nurse Practitioner

III. Master of Science Nurse Educator

IV. Master of Science in Nursing Clinical Nurse Leader-Graduate Entry

V. Certificate Programs

- A. Family Nurse Practitioner Post Master's Certificate
- B. Pediatric Primary Care Nurse Practitioner Post Master's Certificate
- C. Nurse Educator Certificate

DOCTOR OF NURSING PRACTICE PROGRAMS

Post Master' Doctor of Nursing Practice (MSN -DNP)

The Post Master's Doctor of Nursing Practice (MSN to DNP) program at The University of Toledo builds on current master's prepared, nationally certified Nurse Practitioners, Clinical Nurse Specialists, Nurse Midwives, and Nurse Administrators. The University of Toledo College of Nursing offers this program in collaboration with Wright State University College of Nursing and Health. Students are admitted in cohorts of ten at each university. The curriculum is designed to prepare advanced practice nurses to work in a variety of settings according to their education. The curriculum includes theoretically based and clinically focused courses.

Semester I - Fall		
Course #	Course Title	Semester Credit Hours
NURS7010	Scientific Basis of Nursing Practice	3 SH
NURS7050	Information and Technology in Nursing and Health Care Systems	3 SH
	Total	6 SH
Semester II - Spring		
NURS7040*	Applied Nursing Research	3 SH
NURS7060*	Population Health	3 SH
	Total	6 SH
Semester III - Fall		
NURS7020	Org & Systems Leadership (40 Clinical Clock hours)	3 SH
NURS7090	Project Seminar	3 SH
	Total	6 SH
Semester IV - Spring		
NURS7030	Quality Management & Performance Improvement in Health Care Organizations (40 Clinical Clock hours)	3 SH
NURS7070	Marketing & Entrepreneurial Activity in Complex Health Care	3 SH
	Total	6 SH
Semester V – Fall		
NURS7080	Evidence Based Nursing Practice in Direct Care (80 Clinical Clock Hrs.)	3 SH
Or	Evidence Based Leadership in Complex Health Systems (Indirect Care) (80 Clinical Clock hours)	3 SH
NURS7100	Doctoral Project	3 SH
	Total	6 SH
Semester VI – Spring		
NURS7970	Final Practicum (Direct Care – 360 Clinical Clock hours)	6 SH
OR	Final Practicum (Leadership – 360 Clinical Clock hours)	6 SH
NURS7980		
	Total	6 SH
Total Program Credits		36 SH

*Pre-requisite: *Must have completed graduate multivariate statistics course with a B or better within five years of enrollment in NURS7040/Applied Nursing Research and NURS7060 Population Health.*

Post Baccalaureate to Doctor of Nursing Practice (BSN to DNP)
Family Nurse Practitioner

The Post Baccalaureate Doctor of Nursing Practice (BNS to DNP) program at The University of Toledo (UT) is designed to take BSN prepared nurses to the highest level of clinical practice in order to meet the increasing complexities and challenges of the nation's health care environment. As a DNP student at The University of Toledo you will learn how to:

- Translate and implement nursing research into evidence based practice to provide the best possible outcomes for your population of interest.
- Work as an advanced practice nurse in a variety of community and hospital-based practice settings.
- Develop the leadership and organizational expertise to effectively enact the policies and procedures necessary to meet the dynamic state of health care delivery.
- Identify approaches for quality management and performance improvement in health care organizations.

The BSN to DNP curriculum includes theoretical and clinical courses to prepare students to lead and develop innovative health care delivery in a variety of settings. In accordance with AACN specifications for 1000 academically supervised post-BSN clinical hours to earn a DNP degree, 1050 hours of academically supervised advanced clinical practice are included in the program.

Post Baccalaureate to Doctor of Nursing Practice (BSN TO DNP) Family Nurse Practitioner

Sample Plan of Study:

Semester I - Fall		
Course #	Course Title	Semester Credit Hours
NURS7000	DNP Orientation	1 SH
NURS7050	Information and Technology in Nursing & Health Care Systems	3 SH
NURS7400	Theoretical Foundations of Advanced Nursing Practice	2 SH
NURS7680	Advanced Physiology & Pathophysiology	3 SH
INDI8000	Introduction to Biostatistical Methods	3 SH
	Total	12 SH
Semester II - Spring		
NURS7410	Ethical Foundations of Advanced Nursing Practice	2 SH
NURS7690	Advanced Pharmacotherapeutics	3 SH
NURS7740	Advanced Health Assessment	5 SH
NURS7910	Advanced Nursing Research	3 SH
	Total	13 SH
Semester III - Summer		
NURS7210	FNP I Adolescents & Adults (180 Clinical Hours)	7 SH
	Total	7 SH
Semester IV - Fall		
NURS7011	Theoretical Basis for Evidence Based Practice	3 SH
NURS7220	FNP II Women & Children (180 Clinical Clock Hours)	7 SH
NURS7500	Family & Cultural Diversity Theories	3 SH
	Total	13 SH
Semester V – Spring		
NURS7060	Population Health	3 SH
NURS7040	Applied Nursing Research	3 SH
NURS7230	FNP III Adults & Older Adults (270 Clinical Hours)	8 SH
	Total	14 SH
Semester VI – Summer		
NURS7090	Project Seminar	3 SH
NURS7530	Public Policy & Health Care	3 SH
	Total	6 SH
Semester VII – Fall		
NURS7020	Organization & Systems Leadership (40 Clinical Clock Hours)	3 SH
NURS7100	Doctoral Project	3 SH
NURS7920	Outcome Methods for Advanced Practice Nursing	3 SH
NURS7970	Final Practicum Direct Care (Direct Care 360 Clinical Clock Hours) <i>at least three credits need to be taken final semester</i>	3 SH
	Total	12 SH
Semester VIII – Spring		
NURS7030	Quality Mgmt & Performance Improvement in Health Care Organizations (40 clinical hours)	3 SH
NURS7070	Marketing & Entrepreneurial Activity in Complex Health Care	3 SH
NURS7080	Evidence Based Nursing Practice in Direct Care (80 Clinical Hours)	3 SH
NURS7970	Final Practicum Direct Care (180 Clinical Clock Hours)	3 SH
	Total	12 SH
Total Program Credits		89 SH

Post Baccalaureate to Doctor of Nursing Practice (BSN to DNP)
Pediatric Primary Care Nurse Practitioner

The Post Baccalaureate Doctor of Nursing Practice (BSN to DNP) program at The University of Toledo (UT) is designed to take BSN prepared nurses to the highest level of clinical practice in order to meet the increasing complexities and challenges of the nation's health care environment. As a DNP student at The University of Toledo you will learn how to:

- Translate and implement nursing research into evidence based practice to provide the best possible outcomes for your population of interest.
- Work as an advanced practice nurse in a variety of community and hospital-based practice settings.
- Develop the leadership and organizational expertise to effectively enact the policies and procedures necessary to meet the dynamic state of health care delivery.
- Identify approaches for quality management and performance improvement in health care organizations.

The BSN to DNP curriculum includes theoretical and clinical courses to prepare students to lead and develop innovative health care delivery in a variety of settings. In accordance with AACN specifications for 1000 academically supervised post-BSN clinical hours to earn a DNP degree, 1060 hours of academically supervised advanced clinical practice are included in the program.

Post Baccalaureate to Doctor of Nursing Practice Pediatric Primary Care Nurse Practitioner

Sample Plan of Study:

Semester I - Fall		
Course #	Course Title	Semester Credit Hours
NURS7000	DNP Orientation	1 SH
NURS7050	Information and Technology in Nursing & Health Care Systems	3 SH
NURS7400	Theoretical Foundations of Advanced Nursing Practice	2 SH
NURS7680	Advanced Physiology & Pathophysiology	3 SH
INDI8000	Introduction to Biostatistical Methods	3 SH
	Total	12 SH
Semester II - Spring		
NURS7410	Ethical Foundations of Advanced Nursing Practice	2 SH
NURS7690	Advanced Pharmacotherapeutics	3 SH
NURS7740	Advanced Health Assessment	5 SH
NURS7910	Advanced Nursing Research	3 SH
	Total	13 SH
Semester III - Summer		
NURS7810	PNP I Care of Children & Concepts of Wellness (180 Clinical Hours)	6 SH
	Total	6 SH
Semester IV - Fall		
NURS7011	Theoretical Basis for Evidence Based Practice	3 SH
NURS7500	Family & Cultural Diversity Theories	3 SH
NURS7820	PNP II Common Acute and Stable Chronic Illnesses (180 Clinical Clock Hours)	6 SH
	Total	12 SH
Semester V - Spring		
NURS7060	Population Health	3 SH
NURS7040	Applied Nursing Research	3 SH
NURS7830	PNP III Complex Chronic Illnesses or Disabilities(180 Clinical Hours)	6 SH
	Total	12 SH
Semester VI - Summer		
NURS7090	Project Seminar	3 SH
NURS7530	Public Policy & Health Care	3 SH
	Total	6 SH
Semester VII - Fall		
NURS7020	Organization & Systems Leadership (40 Clinical Clock Hours)	3 SH
NURS7100	Doctoral Project	3 SH
NURS7920	Outcome Methods for Advanced Practice Nursing	3 SH
NURS7970	Final Practicum Direct Care (360 Clinical Clock Hours) <i>at least three credits need to be taken final semester</i>	3 SH
	Total	12 SH
Semester VIII - Spring		
NURS7030	Quality Mgmt & Performance Improvement in Health Care Organizations (40 clinical hours)	3 SH
NURS7070	Marketing & Entrepreneurial Activity in Complex Health Care	3 SH
NURS7080	Evidence Based Nursing Practice in Direct Care (80 Clinical Hours)	3 SH
NURS7970	Final Practicum Direct Care (180 Clinical Clock Hours)	3 SH
	Total	12 SH
Total Program Credits		85SH

ADVANCED PRACTICE MAJORS

The Master of Science in Nursing degree and Advanced Practice major are two-year, full-time programs with part-time options. Students choose majors in Family Nurse Practitioner (FNP), or Pediatric Primary Care Nurse Practitioner (PPCNP). The theoretically based and clinically focused courses that comprise the curricula are designed to prepare advanced practice nurses to work in a wide variety of community and hospital-based health settings. All students seeking full-time study should matriculate in the fall.

FNP, PPCNP, Master of Science in Nursing Majors

Family Nurse Practitioner

55 semester credits

Pediatric Primary Care Nurse Practitioner

51 semester credits

Sample Plan of Study for Family Nurse Practitioner

Semester I - Fall		
Course #	Course Title	Semester Credit Hours
INDI6000	Introduction to Biostatistical Methods	3
NURS5400	Theoretical & Ethical Foundations of Nursing	3
NURS5680	Advanced Physiology & Pathophysiology	3
NURS5740	Advanced Health Assessment (4 lab hours/week)	4
Semester II - Spring		
NURS5190	Advanced Interpersonal Interventions (4 lab clinical hours/week)	3
NURS5530	Public Policy and Health Care	3
NURS5690	Advanced Pharmacotherapeutics	3
NURS5910	Advanced Nursing Research	3
Semester III - Summer		
NURS6210	FNP I: Adolescents & Adults (180 clinical hours)	7
Semester IV - Fall		
NURS5500	Family and Cultural Diversity Theories	3
NURS6140	Advanced Practice Nursing: Roles & Issues	2
NURS6220	FNP II: Women & Children (180 clinical hours)	7
Semester V - Spring		
NURS6230	FNP III: Adults & Older Adults (270 clinical hours)	8
Capstone	Field Experience, Thesis, or Comprehensive Exams	3
Total Semester Credits		55

The curriculum includes a minimum of 600 contact hours for clinical practice and selected laboratory experiences.

Sample Plan of Study for Pediatric Primary Care Nurse Practitioner

Semester I – Fall		
Course #	Course Title	Semester Credit Hours
INDI6000	Introduction to Biostatistical Methods	3
NURS5400	Theoretical & Ethical Foundations of Nursing	3
NURS5680	Advanced Physiology & Pathophysiology	3
NURS5740	Advanced Health Assessment (4 lab hours/week)	4
Semester II - Spring		
NURS5690	Advanced Pharmacotherapeutics	3
NURS5810	PNP I: Care of Children and Concepts of Wellness (odd years only) (180 clinical hours)	6
NURS5910	Advanced Nursing Research	3
Semester III - Fall		
NURS5190	Advanced Interpersonal Interventions (4 lab clinical hours/week)	3
NURS5500	Family and Cultural Diversity Theories	3
NURS5820	PNP II: Common acute and Stable Chronic Illnesses (odd years only) (180 clinical hours)	6
Semester IV - Spring		
NURS5530	Public Policy and Health Care	3
NURS5830	PNP III: Complex Chronic Illnesses or Disabilities (even years only) (180 clinical hours)	6
NURS6140	Advanced Practice Nursing: Roles & Issues	2
Capstone	Field Experience, Thesis, or Comprehensive Exams	3
Total Semester Credits		51

The curriculum features theoretically based and clinically focused courses and includes a minimum of 500 contact hours for clinical practice and selected laboratory experiences.

NURSE EDUCATOR CURRICULUM Nurse Educator Major

The Nurse Educator major offers preparation for bachelor's prepared nurses to become nursing faculty or patient/staff educators. Graduates are envisioned as teachers of undergraduate nursing students in the classroom and clinical setting. This major focuses on: curriculum development, teaching-learning processes, classroom and clinical pedagogies, and evaluation principles. The Nurse Educator major offers full-time and part-time options. **Students who are seeking full time study should matriculate in the spring semester.**

Sample Plan of Study

Semester I – Fall		
Course #	Course Title	Credit
NURS6720	Teaching, Learning, and Evaluation in Nursing	4
NURS5400	Theoretical and Ethical Foundations of Nursing	3
NURS5680	Advanced Physiology and Pathophysiology	3
NURS5530	Public Policy and Health Care	3
INDI6000	Introduction to Biostatistical Methods	3
Semester II – Summer		
NURS6710	Developing Instructional Programs in Nursing	3
NURS 5330	Health Assessment	3
NURS5910	Advanced Nursing Research	3
Semester III – Fall		
NURS6730	Practicum and Seminar in Teaching (135 practicum hours)	4
NURS5690	Advanced Pharmacotherapeutics	3
NURS5510	Advanced Clinical Seminar in Nursing (60 lab hours)	4
Capstone	Field Experience, Thesis, or Comprehensive Exams	3
Total Semester Credits		39

SECTION 10 – CERTIFICATE PROGRAMS

Post Master's Certificate Programs

Students who have previously achieved a MSN degree and desire to prepare for national certification as an advanced practice nurse may elect to seek admission to the Pediatric Primary Care Nurse Practitioner or Family Nurse Practitioner.

Advanced Practice Nursing Certificate Programs

Family Nurse Practitioner Certificate 25 semester credits*
 Pediatric Primary Care Nurse Practitioner Certificate 21 semester credits*

**Does not include prerequisite courses listed in the following sample plans of study.*

Prerequisites FNP, PPCNP**

Course #	Course Title	Credit
NURS5680**	Advanced Physiology & Pathophysiology	3
NURS5740**	Advanced Health Assessment (4 lab hrs./week)	4

***If the course was completed greater than 5 years prior to matriculation, it must be repeated.*

Family Nurse Practitioner Certificate Curriculum*

Sample Plan of Study

Spring Semester		
Course #	Course Title	Credit
NURS5690	Advanced Pharmacotherapeutics	3
Summer Semester		
NURS6210	FNP I: Adolescents and Adults (180 clinical hours)	7
Semester IV - Spring		
Fall Semester		
Course #	Course Title	Credit
NURS6220	FNP II: Women & Children (180 clinical hours)	7
Spring Semester		
Course #	Course Title	Credit
NURS6230	FNP III: Adults & Older Adults (270 clinical hours)	8
Total Semester Credits		25

The minimum number of credits for the FNP Graduate Certificate is 25

<http://www.utoledo.edu/nursing/pdfs/gainfulemploymentnurseeducator.pdf>

Pediatric Primary Care Nurse Practitioner Certificate Curriculum*

Sample Plan of Study

Spring Semester Odd Years Only		
Course #	Course Title	Credit
NURS 5690	Advanced Pharmacotherapeutics	3
NURS 5810	PNP I: Care of Children and Concepts of Wellness (180 clinical hours)	6
Fall Semester Odd Years Only		
Course #	Course Title	Credit
NURS 5820	PNP II: Common Acute and Stable Chronic Illnesses (180 clinical hours)	6
Spring Semester Even Years Only		
Course #	Course Title	Credit
NURS 5830	PNP III: Complex Chronic Illnesses or Disabilities (180 clinical hours)	6
Total Semester Credits		21

The minimum number of credits for the PPCNP Graduate Certificate is 21
<http://www.utoledo.edu/nursing/pdfs/gainfulemploymentnurseeducator.pdf>

Nurse Educator Certificate

The Nursing Education Certificate Program is designed to provide an opportunity for current and potential nurse educators in academic and healthcare settings to develop and refine the practice of teaching. Enrollment is open to graduate students and certificate students who are registered nurses with a baccalaureate (or higher) degree. **All classes are conducted online.**

Sample Plan of Study

Semester I - Spring Semester		
Course #	Course Title	Credit
NURS6720	Teaching, Learning and Evaluation in Nursing	4
Semester II - Summer Semester		
NURS6710	Developing Instructional Programs in Nursing	3
Semester III - Fall Semester		
NURS6730	Practicum and Seminar in Teaching***(135 hours) (Nurs6710 and NURS 6720 are pre-requisite.)	4
Total Semester Credits		11

*** In the practicum course, students are supervised by faculty and precepted by a master teacher.

Students spend the equivalent of nine hours per week in practicum experiences that are arranged in an educational setting in a locale suggested by students and approved by course faculty.

<http://www.utoledo.edu/nursing/pdfs/gainfulemploymentnurseeducator.pdf>

**SECTION 11 – CLINICAL NURSE LEADER MASTER OF SCIENCE IN
NURSING PROGRAM**

Graduate Entry Clinical Nurse Leader Program


The Clinical Nurse Leader program is designed for a person with a bachelor's degree who is not a nurse but seeks preparation to be a Registered Nurse (RN). The program builds on a student's past academic success. The nursing major is a two-year, full-time program including one summer semester. The curriculum is designed to prepare nurses for entry-level nursing in a wide variety of community and hospital-based health settings. The curriculum includes theoretical courses and clinical (hands-on) experience. At the completion of the program, a graduate is eligible to sit for the National Council Licensing Exam-Registered Nurse (NCLEX-RN) and be licensed as a Registered Nurse in Ohio. Students planning to test and practice in another state should contact their State Board of Nursing for individual state requirements. Graduates may also sit for the Clinical Nurse Leader Certification exam. Graduates of the Clinical Nurse Leader program are generalists; they may become advanced practice nurses by completing an additional University of Toledo graduate certificate program as a Nurse Practitioner.

Clinical Nurse Leader (Graduate Entry)

Sample Plan of Study

Semester I Fall 60 Clinical Hours Total		
Course #	Course Title	Credit
NURS5040	Health Assessment and the Nursing Process for Promoting Health	6
NURS5050	Health Sciences I	3
NURS5060	Professional Socialization I	3
NURS5070	Therapeutic Communication Skills for Nurses	3
Semester II Spring 90 Clinical Hours Total		
NURS5140	Designing Nursing Systems to Promote Self-Care	6
NURS5160	Professional Socialization II	3
NURS5250	Health Sciences II	3
NURS5670	Pharmacology	3
Semester III Summer 120 Clinical Hours Total		
NURS5240	Designing Nursing Systems for Compromised Health States	6
INDI6000	Introduction to Biostatistical Methods	3
Semester IV Fall 120 Clinical Hours Total		
NURS5440	Population Focused Nursing Care	6
NURS6070	Advanced Communication Skills and Group Dynamics	3
NURS5910	Advanced Nursing Research	3
Semester V – Spring 300 Clinical Hours Total		
NURS5540	Advanced Practicum in Nursing Systems Design	12
Capstone	Thesis, Field Experience, or Comprehensive Exam	3
Total Semester Credits		66

SECTION 12 – STUDENT GRIEVANCE POLICIES

<p>Name of Policy: Academic Due Process and Appeal of a Final Course Grade</p> <p>Policy Number: 3364-82-05</p> <p>Approving Officer: President</p> <p>Responsible Agent: Dean of the College of Nursing</p> <p>Scope: Any NURS course at UT College of Nursing Programs</p>	 <p>Effective date: May 5, 2014</p>				
<table> <tr> <td><input type="checkbox"/> New policy proposal</td> <td><input type="checkbox"/> Minor/technical revision of existing policy</td> </tr> <tr> <td><input checked="" type="checkbox"/> Major revision of existing policy</td> <td><input type="checkbox"/> Reaffirmation of existing policy</td> </tr> </table>		<input type="checkbox"/> New policy proposal	<input type="checkbox"/> Minor/technical revision of existing policy	<input checked="" type="checkbox"/> Major revision of existing policy	<input type="checkbox"/> Reaffirmation of existing policy
<input type="checkbox"/> New policy proposal	<input type="checkbox"/> Minor/technical revision of existing policy				
<input checked="" type="checkbox"/> Major revision of existing policy	<input type="checkbox"/> Reaffirmation of existing policy				

(A) Policy Statement

The University of Toledo, College of Nursing upholds the principles of fairness and integrity and equitable application of the course syllabi, College of Nursing policies and procedures for student evaluation and the grading processes for the assignment of a final course grade.

(B) Purpose of Policy

To set forth the criteria and procedures for when a student may challenge a final course grade when the Student believes that there has not been an equitable application of the course syllabus or College of Nursing policies and procedures for student evaluation and grading.

(C) Scope

The procedure for disputing a final course grade applies to all students enrolled in a College of Nursing programs and is the appeal process to be used instead of the undergraduate Grievance Policy 3364-71-05. Students enrolled in courses through the College of Graduate Studies are subject to and have additional appellate rights in addition to the rights set forth in this policy. *See* policies 3364-77-02 and -01.

(D) Procedure for Disputing a Final Course Grade.

1. When a Student May Dispute a Final Course Grade; Grievance Criteria. Students may dispute a final course grade when the Student believes that there has not been an equitable application of the course syllabus or College of Nursing policies and procedures for student evaluation and grading. Students may not dispute a final course grade because of dissatisfaction with an assigned grade, particular examination or grading process when course policies have been applied equitably to all students. Students may not challenge the actual grading policies themselves where applied equitably to all students.
2. Availability of Information. To protect the Faculty member and the Student, it is crucial that tests, papers, and other such material (which were evaluated and were considered in arriving at the final course grade but have not been returned to the Student) be available for inspection by the Student and by other persons (i.e., the departmental chair, the Dean or Faculty representatives, and members of the SGC Committee involved in the grievance procedure).

3. Informal Resolution. The procedure for disputing a final course grade must first start with an attempt at informal resolution. The Student must adhere to the steps as follows:

- a) Step 1: To the Faculty Member. Within **five (5) business days** of the posting of final course grade by the Registrar (not merely when posted by the Faculty member on Electronic Course Management System), the Student must submit to the Faculty member of the class who assigned the final course grade to the Student (hereinafter referred to as “Faculty”) a Petition of Final Course Grade form. The required Petition of Final Course Grade form is attached to this policy and must be initiated by the Student. After reviewing the petition, the Faculty member may gather information from other sources, including the Clinical Associate and Teaching Associate, if applicable, before making a decision, but no later than **five (5) business days** after submission of a proper petition. The Faculty member must notify the Student in writing of the decision no later than **five (5) business days** of submitting the petition. If the issue is not resolved to the Student’s satisfaction, the Student may petition to the Course Leader. If the issue is resolved then the Faculty member will forward the original Petition of Final Grade form to the Associate Dean of Academic Affairs for disposition.
- b) Step 2: To the Course Leader. If the Student wishes to further challenge the decision of the Faculty member, within **five (5) business days** of the Faculty member’s decision, the Student must forward the original written petition form to the Course Leader. After reviewing the petition, the Course Leader will meet with both the Faculty member and the Student. The Course Leader must notify the Student in writing of the decision no later than **five (5) business days** after the petition was filed with the Course Leader. If the issue is not resolved to the Student’s satisfaction, the Student may petition to the Program Director. If the issue is resolved, then the Course Leader will forward the Petition of Final Grade form to the Associate Dean of Academic Affairs for disposition.

In the event the Faculty member is also the Course Leader, the student may petition to the Faculty member/Course Leader as in 3a, and then the Program Director as in 3b who will be the final person reviewing (3c will not apply).

- c) Step 3: To the Program Director. If the Student wishes to further challenge the decision of the Faculty member/Course Leader, within **five (5) business days** of the Faculty member/Course Leader’s decision, the Student must forward the original written petition form to the Program Director. The Program Director may call a meeting of the involved parties, which must include the Faculty member/Course Leader who assigned the final course grade, to explore options for resolution. If a resolution is not achieved to the satisfaction of the Student, the petition form will be forwarded by the Program Director to the Student Grievance Committee (SGC) Chairperson within **two (2) business days** for review or scheduling of a grievance hearing, if appropriate, in accordance with article E below. In the event the Program Director serves as faculty in which the course being grieved, the student will omit step 3 and petition directly to SCG Chair.

(E) Formal Resolution Process/Student Grievance Committee

Only after the Student has exhausted the Informal Resolution, does the Student have the right to a hearing by the College of Nursing Student Grievance Committee (SGC) and only when the Student meets the criteria for disputing a final course grade. The SGC Chair along with no less than two (2) other members of the SGC will determine whether the request fits the criteria, as set forth in Section (D) 1 above, for petitioning the final course grade, known as a grievance. If grievance criteria are met, the SGC Chair will provide all involved parties a written notice that includes: the charge(s), the date,

time, and location of the Hearing; and membership composition of the SGC within **ten (10) business days before** the hearing date. The SGC Chair may use discretion in setting the hearing date with the goal as having it within a reasonable time so as not to disadvantage the student from further studies. The notice will include the specific protocols to be followed in the Hearing and will include a copy of this policy. In the event that the SGC Chair is unavailable, the Vice Chair will serve in that role.

(F) Conduct of the SGC Hearing

1. The Hearing will be conducted as follows:
 - a) The Chair of the SGC will promptly notify the Grievant, respondents, Associate Dean of Academic Affairs, and the Dean of the College of Nursing of the date, time, and place of the Hearing and the Committee members who will be present. The Chair of the SGC will appoint the members of the SGC Committee, which Committee will be comprised of no less than two (2) Faculty members from the College of Nursing, and two Student members in programs within the College of Nursing and the designated Chair of the SGC. The Chair should strive to make the Hearing Committee an odd number of persons (adding 2 additional Faculty members if necessary). The Committee members of the SGC will include those appointed by the College of Nursing Faculty. In the event that there is difficulty assembling a full committee from the members, either the Chairperson or Vice Chairperson of the Committee may appoint substitute(s) that are unbiased Faculty or Students to fill the vacancies. An appointed Committee member who perceives conflict or bias in a particular petition may also withdraw from serving on the Hearing after discussion with the Chair of the SGC. The Vice Chair will serve as Chair if a conflict exists with the Chair.
 - b) The Student may challenge the composition of the Committee **within 24 hours** of the notification of the member composition by the Chair if there is a member with a potential or actual conflict. If challenged, the Chair may decide to appoint an acceptable replacement taking into consideration the best interests of the Student.
 - c) Confidentiality will be maintained by all persons involved in the SGC Hearing and no discussion will be entertained outside by the parties involved as to the information, testimony, or recommendations of the grievance process or hearing. This is an essential component of the grievance procedure and due process. All specific information is kept within the Committee. Proceedings of the Committee are to be kept in a secured file at the College of Nursing for seven (7) years.
 - d) The Student may have a Grievant Support Representative (GSR) attend the Hearing and assist the Student. The role of the GSR is to provide emotional support and neutrality for the Student during the hearing process. This representative may be a faculty member, a student, or an academic advisor. Attorneys and family members are excluded from functioning in this role. In addition, the GSR may not be a testimonial witness to the grievance. The Student may proceed without a GSR, but if the Student wishes to have a GSR present at the Hearing, the name of the GSR will be submitted in advance to the SGC Chair. GSR is to remain quiet during the Hearing; and may only address the Committee if requested by the Chair.
 - e) The Student may wish to provide a witness if able to provide supporting evidence that is pertinent to the grievance at hand. The intent of a witness's testimony should be submitted to the Chair 48 hours in advance of the Hearing. The Committee reserves the right to restrict the testimony to those issues relevant to the grievance during the Hearing. Any witness is to be available outside the hearing room until called; to answer specific questions; to leave the hearing room on completion of testimony.

- f) The Student and the Faculty member(s) involved, including the Faculty member who assigned the final course grade and Program Director if appropriate, will be present during the grievance Hearing, but not during deliberations of the SGC Committee. Persons attending the Hearing will be limited to the Committee members, the appropriate Faculty members, a GSR for the Student, witnesses to be called and a recorder.
- g) The Role of the Chair during the Hearing includes:
- Indicating the purpose of meeting and time limitations of the Hearing;
 - Making introductions and identify role of each person in attendance;
 - Read brief statements of Student's petition;
 - Direct the discussion;
 - Call and excuse the witnesses;
 - Allow for the making of final statements;
 - Excuse the Student, GSR, Faculty members involved in the assignment of the Final Course Grade and witnesses;
 - Facilitate the deliberation and the preparation of the written recommendations;
 - Call for Committee vote with the Chair being a voting member; and
 - Submit recommendations to Associate Dean of Academic Affairs
- h) Audio recording or transcription will record the Hearing to ensure accuracy of the information and proceedings. Committee deliberation will not be part of the recording or be made a part of the record.
- i) Deliberations will be conducted in closed session by SGC Committee members only. Deliberations will be limited to data and testimony collected during the Hearing. If the Committee wishes to review the transcript, the Committee deliberations may be suspended until the transcript is completed for review. The Chair will reconvene the Committee. The evidence presented during the Hearing is to be weighed and conclusions of fact should be drawn and a recommendation approved by majority vote. A written recommendation will be created by the committee Chair. Any recommendation will be based exclusively on the information received at the SGC Hearing.
- j) The findings of fact and the written recommendation of the SGC Committee will be delivered by the SGC Chair to the Associate Dean of Academic Affairs within **five (5) business days** of the Hearing. The written report may also contain suggestions for the College of Nursing to consider with respect to policies or procedures or improvements. The Associate Dean of Academic Affairs will make a decision regarding the Student's petition, which will be upheld or denied and the Student will be notified in writing within **five (5) business days** by personal hand delivery or by certified mail, return receipt requested, with a copy to the Dean of the College of Nursing and the SGC Chair.

(G) Appeal Process

1. A written request for appeal may be made by the Student to the Dean of the College of Nursing (“Dean”) and **must be received within five (5) business days** following the date of receipt of the written decision of the Associate Dean of Academic Affairs by the Student, or any further right to appeal is waived.
2. The Dean may review all applicable evidence presented in the Hearing and any other information requested or approved by the Dean.
3. After completing such review, the Dean will ask for a meeting with the Student.
4. The Dean will meet with the Student to consider the appeal only after the Student is provided with **at least five (5) business days’** notice of the date, time, place of the appeal, and who will be present. The Student may have a GSR attend the appeal and assist the Student. The GSR is to remain quiet during the appeal, and may only address the Dean if requested by the Dean.
5. The Dean will review the information and may choose to uphold, reverse, or return findings and decisions to the SGC Hearing Committee or the Associate Dean for Academic Affairs for reconsideration of some or all of their findings or decisions. The Dean will provide the decision to the Student within **ten (10) business** days of the filing of the appeal, unless circumstances warrant additional time, with sufficient notice provided to the Student.


(H) Pendency of Action

Generally, implementation of dismissal of a Student from the College of Nursing will be deferred until all the due process hearing and time for appeals made by the Student have been exhausted. However, the Dean of the College of Nursing or the Associate Dean for Academic Affairs of the College of Nursing may impose immediate removal or restrictions on the Student if the alleged academic conduct in any way concerns patient or public safety (including faculty and other students).

Review/Revision Completed by:

*College of Nursing
College of Nursing Faculty Assembly (5/5/14)
Office of Legal Affairs, HSC*

*Initial effective date: May 1, 2009
Review/Revision Date: May 5, 2014
Next review date: May 5, 2017*

<p>Name of Policy: Appeal of Disciplinary Action and Due Process</p> <p>Process Policy Number: 3364-82-06</p> <p>Approving Officer: President</p> <p>Responsible Agent: Dean, College of Nursing</p> <p>Scope: Nursing students, College of Nursing</p>	 <p>Effective date: May 5, 2014</p>				
<table border="0"> <tr> <td><input type="checkbox"/> New policy proposal</td> <td><input type="checkbox"/> Minor/technical revision of existing policy</td> </tr> <tr> <td><input checked="" type="checkbox"/> Major revision of existing policy</td> <td><input type="checkbox"/> Reaffirmation of existing policy</td> </tr> </table>		<input type="checkbox"/> New policy proposal	<input type="checkbox"/> Minor/technical revision of existing policy	<input checked="" type="checkbox"/> Major revision of existing policy	<input type="checkbox"/> Reaffirmation of existing policy
<input type="checkbox"/> New policy proposal	<input type="checkbox"/> Minor/technical revision of existing policy				
<input checked="" type="checkbox"/> Major revision of existing policy	<input type="checkbox"/> Reaffirmation of existing policy				

(A) Policy Statement

Students enrolled in the College of Nursing are subject to the general rules of conduct for the College of Nursing (“CON”) and The University of Toledo at large (the “University”), as well as additional standards of conduct and professionalism applicable to nursing students,.

(B) Purpose of Policy

Students in the CON are responsible for understanding and complying with University and CON policies, procedures, regulations, standards of conduct, and expectations for professional behavior when representing the CON both on and off-campus. A failure to comply may result in disciplinary action up to and including dismissal from the College of Nursing. Students subject to certain adverse actions are entitled to due process and appeal rights as outlined below.

(C) Scope

This policy applies to all students enrolled in a College of Nursing program and works in conjunction with the University’s Student Code of Conduct Policy 3364-30-04.

(D) Procedure for Disciplinary Action

1. Procedure. This policy sets forth the procedure for disciplinary action and due process. The procedure for academic misconduct is guided by The University of Toledo College of Nursing Academic Due Process and Appeal of Final Course Grade Policy (3364-82-05).
2. Conditions for Disciplinary Action. Nursing students are subject to disciplinary action for violation of the institutional and nursing standards of conduct, including breach of student responsibilities and public safety. Students are responsible to inform the Associate Dean for Academic Affairs of any arrests, charges, convictions or pleas. The CON cannot guarantee the licensure of a student who has any criminal charges or convictions on their record regardless of the admission decision. Due process will be provided to a student accused of violating institutional standards where suspension or dismissal from a program or the CON/University is a possible outcome. Students who may be subject to disciplinary action, or believe that his/her rights are being impinged upon are entitled to due process and appeal rights in accordance with articles E and G below.

3. Levels of Disciplinary Action. When a code of conduct or professionalism violation is suspected the responsible CON Faculty member will discuss the incident with the Student and file a written report (in accordance with Faculty Manual CON-04-020).

The levels of disciplinary action include but are not required to be progressive and are dependent on the situation at hand, including suspension or dismissal.

(E) Due Process

The Student has the right to submit a written request for a hearing by the College of Nursing Student Grievance Committee (SGC) when the Student has been advised that dismissal from the CON is a possibility. The written request must be delivered by the Student to the Associate Dean for Academic Affairs **within ten (10) business days** of receiving the notice of dismissal. The Student will then be given a written notice that they have the opportunity to appear before the SGC to fully present their position on the charge(s) as set forth in section 1 below. The student may waive the right to a hearing at the student's sole discretion.

1. Upon receiving a request for a hearing before the SGC, the SGC Chair will provide a written notice to the student that includes: the charge(s); the date, time and location of the hearing; and membership composition of the SGC **within ten (10) business days** before the hearing date. The notice will include the specific protocols to be followed in the hearing and will include a copy of this policy.
2. The Associate Dean for Academic Affairs may suspend the SGC hearing until finalization of a criminal matter before a criminal court or administrative venue which has the same acts or omissions as the conduct under review of the CON, in which case, written notice should be sent to the Student and SGC Chair immediately. The CON cannot guarantee licensure of a student who has any criminal charges or convictions on their record that is determined by the Ohio Board of Nursing, which has legal accountability for licensure.

(F) Conduct of the Hearing

1. The hearing will be conducted as follows:
 - a) The Chair of the SGC will promptly notify the Grievant, Respondents, Associate Dean for Academic Affairs, and the Dean of the College of Nursing of the date, time, and place of the Hearing and the Committee members who will be present. The Chair of the SGC will appoint the members of the SGC Committee, which Committee will be comprised of no less than two (2) Faculty members from the College of Nursing, and two (2) Student members in programs within the College of Nursing and the designated Chair of the SGC. The Chair should strive to make the Hearing Committee an odd number of persons (adding 2 additional Faculty members if necessary). The Committee members of the SGC will include those elected by the College of Nursing Faculty. In the event that there is difficulty assembling a full committee from the appointed members, either the Chairperson or Co-Chairperson of the committee may appoint substitute(s) that are unbiased Faculty or Students to fill the vacancies. An appointed Committee member who perceives conflict or bias in a particular petition may also withdraw from serving on the Hearing after discussion with the Chair of the SGC. The Vice Chair will serve as Chair if a conflict exists with the Chair.
 - b) The Student may challenge the composition of the Committee **within 24 hours** of the notification of the member composition by the Chair if there is a member with a potential or actual conflict. If challenged, the Chair may decide to appoint an acceptable replacement taking into consideration the best interests of the Student.

- c) Confidentiality will be maintained by all persons involved in the SGC Hearing and no discussion will be entertained outside by the parties involved as to information, testimony, or recommendations of the grievance process or hearing. This is an essential component of the grievance procedure and due process. All specific information is kept within the Committee. Proceedings of the Committee are to be kept in a secured file at the College of Nursing for seven (7) years.
- d) The Student may have a Grievant Support Representative (GSR) attend the Hearing and assist the Student. The role of the GSR is to provide emotional support and neutrality for the Student during the hearing process. This representative may be a faculty member, a student, or an academic advisor. Attorneys and family members are excluded from functioning in this role. In addition, the GSR may not be a testimonial witness to the grievance. The Student may proceed without a GSR, but if the Student wishes to have a GSR present at the Hearing, the name of the GSR shall be submitted in advance to the SGC Chair. GSR is to remain quiet during the Hearing; and may only address the Committee if requested by the Chairperson.
- e) A Student may wish to provide a witness if able to provide supporting evidence that is pertinent to the grievance at hand. The intent of a witness's testimony shall be submitted to the Chair 48 hours in advance of the Hearing. The Committee reserves the right to restrict the testimony to those issues relevant to the grievance during the Hearing. Any witness is to be available outside the hearing room until called; to answer specific questions; to leave the hearing room on completion of testimony.
- f) The Student and the Faculty member(s) involved, including the Faculty member who assigned the final course grade and Program Director if appropriate, will be present during the grievance Hearing, but not during deliberations of the SGC Committee. Persons attending the hearing will be limited to the Committee members, the appropriate Faculty members, a GSR for the Student, witnesses to be called and a recorder.
- g) The Role of the Chair during the Hearing includes:
- Indicating the purpose of meeting and time limitations of the Hearing;
 - Make introductions and identify role of each person in attendance;
 - Read brief statements of Student's petition;
 - Direct the discussion;
 - Call and excuse the witnesses;
 - Allow for the making of final statements;
 - Excuse the Student, GSR, Faculty members involved in the assignment of the Final Course Grade and witnesses;
 - Facilitate the deliberation and the preparation of the written recommendations;
 - Call for Committee vote with the Chair being a voting member; and
 - Submit recommendations to Associate Dean for Academic Affairs.
- h) Audio recording or transcription will record the Hearing to ensure accuracy of the information and proceedings. Committee deliberation will not be part of the recording or be made a part of the record.
- i) Deliberations will be conducted in closed session by SGC Committee members only. Deliberations will be limited to data and testimony collected during the Hearing. If the Committee wishes to review the transcript, the Committee deliberations may be suspended until the transcript is completed for review. The Chair will reconvene the Committee. The evidence presented during the Hearing is to be weighed and conclusions of fact should be

drawn and a recommendation approved by majority vote. A written recommendation will be based exclusively on the information received at the SGC Hearing.

- j) The findings of fact and the written recommendation of the SGC Committee will be delivered by the SGC Chair to the Associate Dean of Academic Affairs **within five (5) business days** of the Hearing. The written report may also contain suggestions for the College of Nursing to consider with respect to policies or procedures or improvements. The Associate Dean for Academic Affairs will make a decision regarding the Student’s petition, which will be upheld or denied and the Student will be notified in writing **within five (5) business days** by personal hand delivery or by certified mail, return receipt requested, with a copy to the Dean of the College of Nursing and the SGC Chair.

(G) Appeal Process

1. A written request for appeal may be made by the Student to the Dean of the College of Nursing (“Dean”) and **must be received within five (5) business days** following the date of receipt of the written decision of the Associate Dean for Academic Affairs by the Student, or any further right to appeal is waived.
2. The Dean may review all applicable evidence presented in the Hearing.
3. After completing such review, the Dean will ask for a meeting with the Student.
4. The Dean will meet with the Student to consider the appeal only after the Student is provided with **at least five (5) business days’** notice of the date, time, place of the Hearing, and who will be present.
5. The Dean will review the information and may choose to uphold, reverse, or return findings and decisions to the SGC Hearing Committee or the Associate Dean for Academic Affairs for reconsideration of some or all of their findings or decisions. The Dean will provide the decision to the Student within **ten (10) business days** of the filing of the appeal, unless circumstances warrant additional time, with sufficient notice provided to the Student.

(H) Pendency of Action

Generally, implementation of dismissal of a Student from the College of Nursing will be deferred until all the due process hearing and time for appeals made by the Student have been exhausted. However, the Dean of the College of Nursing or the Associate Dean for Academic Affairs for the College of Nursing may impose immediate removal or restrictions on the Student if the alleged conduct in any way concerns patient or public safety (including faculty and other students).

<p><i>Review/Revision Completed by:</i></p> <p><i>College of Nursing College of Nursing Faculty Assembly(5/5/14) Office of Legal Affairs, HSC</i></p> <p>(Form Rev: 5/2014)</p>	<p>Policies Superseded by This Policy:</p> <p>Initial effective date: November 9, 2007 Review/Revision Date: May 5, 2014 Next review date: May 5, 2017</p>
------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------

SECTION 13 - APRN CLINICAL PLACEMENT REQUIREMENTS

Grades/Credits For Clinical Courses

Students who are entering the clinical setting must follow these requirements for clinical placements and for experiences within the clinical setting. Lack of knowledge of these requirements does not excuse one from the responsibility for adherence to them.

1. In order to receive credit for theory and clinical, students must successfully complete the theory and clinical requirements during the semester in which they are registered for the course.
2. Grades for theory and clinical will not be assigned until both portions of the course are complete.
3. If either the theory or clinical portions of the course must be repeated for any reason (e.g. receiving a grade of "C" or lower for course), both theory and clinical must be repeated.
4. Students who are repeating the theory and clinical portion of a clinical course will be enrolled on a space available basis.
5. Faculty must have written documentation of all clinical requirements in order for the student to receive a final grade for the course.
6. A student is expected to be able to complete the required clinical hours within the registered semester.

Requirements for Placement

1. APRN applicants must possess a current and unrestricted, unencumbered license to practice as a registered nurse in the state of Ohio. Licensure is monitored throughout enrollment. Should a restriction appear after admission to the program, the student shall not engage in patient contact. The case will be reviewed by the faculty and CON administration to determine whether the student is subject to dismissal from the program.
2. Students who seek a clinical experience outside the state of Ohio must consult with their Program Director regarding state requirements. Clinical placements outside the State of Ohio are subject to state and federal regulations.
3. Health requirements must be up to date. Any student who does not adhere to the health requirements may not attend clinical.

FLOWCHART FOR CLINICAL PLACEMENT PROCESS

1. STUDENT APRN Program

2. Work with the individuals responsible for APRN placement to locate an appropriate clinical site
(Prior to semester)

3. Site is reviewed for valid contract by individuals responsible for APRN placement

4. Student completes preceptor form; scan completed form to individuals responsible for APRN placements

5. Confirmation Email will be sent to the student. The student is cleared to begin clinical

6. Student can NOT begin clinical until clearance has been received, and until after the first day of class

8/26/2013

Clinical Placement Process

1. The clinical placement process is a process with responsibility shared among student, and individual(s) responsible for APRN placement.
2. The APRN faculty strongly recommends that every student complete a minimum of one clinical rotation with an advanced practice nurse (APRN).
3. Preceptors must have been in practice for a minimum of one year prior to precepting. APRN preceptors must hold national certification in their specialty area and must maintain rules and regulations by the respective Board of Nursing as an APRN.
4. Students shall NOT select a direct supervisor, spouse/first degree relative, personal care provider, or employer as a preceptor for a clinical experience. Should any student fail to disclose such a relationship with a preceptor, a grade of “F” will be assigned immediately for the course.
5. Individual(s) responsible for APRN placement retain(s) the right for final clinical site placement/preceptor selection.
6. Students will be placed at various clinical sites that are predominately located in Northwest Ohio and selected areas in Michigan. Students, who desire clinical placement in some locations in Northwest Ohio, as well as areas outside of the previously mentioned geographic locations will be required to identify potential clinical placements and discuss these placements with APRN faculty to determine the appropriateness of the site for the course objectives.

AHEC Placement

1. Clinical placements outside of the Toledo area will be done in cooperation with the Area Health Education Center (AHEC) through the APRN individual responsible for clinical placements.
2. Students may NOT contact any potential clinical preceptor of clinical site in an AHEC county area until meeting with the APRN coordinator.
3. AHEC counties include: SAHEC: Wood, Ottawa, Sandusky, Seneca, Erie, Huron
BAHEC: Defiance, Henry, Fulton, Paulding, Williams
AHEC: Putnam, Hancock, Van Wert, Allen, Harding, Mercer, Auglaize, and Logan Counties.
4. A Student will be permitted to register for the appropriate clinical course upon commitment to an AHEC clinical placement.
5. Once a student commits to an AHEC clinical placement, the student is responsible for cooperating with the AHEC Regional Coordinator in clinical placement process.
6. Every student participating in an AHEC clinical placement is still responsible for completing the APRN Preceptor Form with the required signatures and submitting the completed and signed form to the APRN clinical placement coordinator.

Students participating in the AHEC program are responsible for completing all AHEC requirements and all course requirements.

Planning and Documenting Clinical Experiences

1. Students shall engage in clinical experiences only during semesters in which they are enrolled in a clinical course. Students must complete the required clinical hours within the dates of the registered course.
2. Students are encouraged to schedule for full clinical days to maximize their learning opportunity. Students must be at the clinical facility a minimum of four hours, or for the entire time the clinic is open if it is open less than 4 hours, in order to receive credit for the clinical experience. Clinical days are determined based on the preceptor's schedule and availability.
3. Students are required to keep their clinical faculty informed of their clinical schedule so that the clinical faculty are always aware of days and times students are in the clinical facility. If the schedule changes for any reason, the clinical faculty must be informed in advance of schedule changes. Should students fail to notify the faculty of their schedule, any hours completed during unscheduled time will not be accrued toward the total hours required for the clinical course.
4. Students must notify their clinical faculty and the preceptor prior to the clinical experience if they will not be present in the clinical setting at a previously scheduled time.
5. Clinical hours are required to be documented in Typhon per clinical course requirements and shall accurately reflect clinical time spent at clinical site. There is a cost incurred for using Typhon.
6. Clinical site visits will be made by the faculty member or clinical associate for each student. Documentation of the visit will be required. During the visit, the student may be asked to demonstrate history and physical examination skills, assessment of diagnosis and determination of differential findings, laboratory or diagnostic tests that need to be obtained, treatment plans and educational/preventive teaching including plans for follow-up of findings. The student will also be expected to demonstrate documentation of the patient encounter, billing and coding of the visit, "staffing/reporting" to the preceptor, and therapeutic interpersonal skills with clients.

Please sign and date the following to submit to APRN Faculty prior to beginning clinical:

Form for Advanced Practice Clinical Placements

I have read and understood the requirements for the Advanced Practice Nursing Clinical Placements.

SIGNATURE _____

PLEASE PRINT NAME _____

DATE _____

If you have questions please contact APRN faculty.

REQUIREMENTS FOR CLINICAL COURSES

Professional Licensure

All students in the BSN to DNP, MSN Advanced Practice and Certificate programs must hold an active, unrestricted, unencumbered license as a registered nurse in Ohio. Students seeking clinical placements in Michigan, or any other state, must have a current, unencumbered license in that state. Students must maintain this licensure throughout the course of study. MSN to DNP and MSN Nurse Educator and Certificate students must hold an active, unrestricted, unencumbered license as a Registered Nurse in the state where the student plans to conduct clinical experiences.

Health Requirements

Prior to matriculation the student must submit required health information to Student Health and Wellness Center. A \$150 titer fee is assessed to cover the proof of immunity. A \$15.00 fee is charged each semester (fall, spring) for surveillance of health requirements and maintenance of records in Student Health and Wellness Center.

Criminal Background Record Check

Criminal record checks will be conducted on all students accepted for admission to CON programs, and for any student visiting university clinical facilities. Students are responsible for costs incurred.

The purpose of conducting criminal record checks is three-fold:

- To assure the public's continuing trust in the nursing profession regarding the safety and well-being of patients.
- To assure compliance with various regulatory or accrediting agencies that require such checks.
- To identify students in The University of Toledo who have a criminal history that may preclude them from participating in clinical training programs, including but not limited to, care of patients in vulnerable populations.
- **To put students with a criminal history on notice that there may be an issue with respective licensing boards regarding the impact of the criminal history on their ability to obtain professional licensure.**

CPR Certification

Current CPR Basic Cardiac Life Support for health care providers is required of all students.

Liability Insurance

All students must be covered with liability insurance through the University of Toledo. The fee for liability insurance is automatically charged to students.

Mandatory Health Insurance

Policy 3364-30-05 – Student Health Insurance

https://www.utoledo.edu/policies/main_campus/student_life/index.html

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

What This Policy Means to You

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

If you do not complete the online waiver process within the specified deadline, typically by the last day of add/drop for the semester, the health insurance fee will remain on your account. After the deadline, you must contact the Main Campus Medical Center Insurance Office for waiver appeal information.

Post Baccalaureate to Doctor of Nursing Practice (BSN-DNP) Program

Guidelines for Clinical Preceptors

Definition of Clinical Preceptor: A clinical preceptor is defined as a person employed at the site that can facilitate the student's entry and progress toward meeting their course objectives. The clinical preceptor should be the most qualified person available and may not be doctorally prepared.

Clinical Preceptor agreements are individual contractual arrangements for supervision of students. Arrangements are initiated by the College of Nursing and negotiated with each agency. Clinical experience involves one student and is negotiated with the clinical preceptor.

Role of the Faculty Member:

1. Assist student with identification of learning goals and objectives for the course.
2. Provide student with updated Preceptor Guidelines for distribution to preceptor.
3. Approve planned activities, in conjunction with the clinical preceptor, consistent with the course objectives.
4. Monitor student progress in achieving course objectives and provide feedback, as required, to the student and preceptor.
5. Make self-available to the student and preceptor to determine the efficacy of the clinical experience and assess the student's performance.
6. Evaluate each student's achievement and progress in relation to the clinical objectives, with input from the clinical preceptor.

Role of Clinical Preceptor:

1. Discuss learning needs with student and faculty related to course objectives.
2. Review Preceptor Guidelines and complete the Preceptor Contract.
3. Provide a CV to the APRN Placement Coordinator to be kept on file in the Graduate Program office.
4. Facilitate access to site(s).
5. Provide resources and contacts for student to accomplish planned activities.
6. Provide direction for student consistent with learning objectives.
7. Assist student in professional development, with opportunities to explore the doctoral level nursing role.
8. Provide feedback to faculty regarding student performance and experiences.
9. Complete an evaluation of the student at the end of the term.

Role of the Nursing Student:

1. Clearly identify learning needs, planned activities, and planned outcomes.
2. Distribute written plan to faculty and clinical preceptor for approval by the end of the first week of the term.
3. Provide clinical preceptor with course materials and evaluation forms.
4. Maintain professionalism in all aspects of clinical experience.
5. Seek assistance as needed to complete planned activities and deliver planned outcomes.
6. Communicate on a regular basis with faculty and clinical preceptor.
7. Seek regular feedback regarding clinical progress and completion of objectives.
8. Provide preceptor with all promised outcomes pertaining to the site.
9. Obtain all needed evaluations at the end of the clinical experience and deliver to the course faculty.
10. Provide feedback to preceptor following completion of the clinical experience.

Procedure:

1. **For the Clinical I (NURS 7210/ NURS 7810), Clinical II (NURS 7220/ NURS 7820), and Clinical III (NURS 7230/ NURS 7830),** the APRN Placement Coordinator will select the agency/preceptor for students needs for this clinical experience.
2. **For other courses with clinical components (NURS 7020, NURS 7030, NURS 7080, and NURS 7970),** students are responsible to select sites and their preceptor that will meet course objectives. The direct supervisor or unit of employment is not acceptable. All sites must have the approval of the faculty in the specific course.
3. The preceptor will be given a copy of this guideline to make an informed decision regarding agreement to the terms of the role.
4. The student and preceptor will complete the preceptoring contract (see below).
5. The student will provide the preceptor and the instructor with their finalized plan for activities during this clinical experience no later than the first week of the term. The plan should address activities for achieving each of the clinical objectives for the course along with specific outcomes to be delivered at the completion of the clinical.
6. On completion of the agreed upon clinical hours, the preceptor is to provide the student with a copy of the completed “Evaluation of the Student” form (see below) to be delivered to the course faculty.
7. The student is to complete a copy of the “Evaluation of the Preceptor” form (see below) and submit the form to the course faculty.

Description of Practice Hours

The goals of practice experiences at the doctoral level include preparation of practitioners and administrators with advanced leadership skills who can facilitate translation of the evidence base into practice within a minimum amount of time and with a maximal positive impact on the health outcomes of the populations served.

Each course that has designated practice hours will have a doctorally prepared faculty member assigned. The faculty member will specify what practice behaviors/activities constitute a passing level in meeting the course objectives. In addition, a clinical preceptor is necessary to facilitate the student’s activities at the practice site. A clinical preceptor is defined as a person employed at the site that can facilitate the student’s entry and progress toward meeting their objectives. The clinical preceptor should be the most qualified person available and may not be doctorally prepared.

An intensive culminating practicum is designed within the program in order to provide a focused opportunity to synthesize the new doctoral skills into the student’s clinical practice. As with all practice hours (see above), the student will work with a course faculty member and a clinical preceptor to seek opportunities to practice and demonstrate proficiency with the new skills. The capstone practicum may or may not contribute directly to the student’s project. Students may take up to one-half of their practicum hours prior to the final term of the program. Taking practicum hours requires contracting with a faculty member to act as course faculty, a clinical preceptor, and approval from the student’s academic advisor/project chair if the practicum is designed around the project.

For NURS 7020, NURS 7030, NURS 7080, and NURS 7970, students have the opportunity to select sites that will meet course objectives and contribute to their professional goals, their current employer is not a preferable site. All sites must have the approval of the faculty in the specific course. Students must provide the course faculty member with a written plan signed by the student, the clinical preceptor, and the course faculty member. This written plan should set forth the learning objectives, specific learning activities, time commitment, and outcomes to be accomplished. The signed plan shall constitute a learning contract between faculty, the student, and the preceptor. However, at the request of the preceptor’s employing agency, a standard contract between the agency and the University may also be completed. This contracting process can take time to complete so planning ahead is strongly encouraged. The course faculty member, in

consultation with the clinical preceptor, will determine whether the objectives have been met at a satisfactory level.

Students must be identified as a UT student when conducting clinical/practicum activities. Students are to wear their official UT name tag clearly displayed. This enables the student to be identified as such and may help clarify the student's role in instances where the student is performing clinical/practicum hours within their own agency.

SECTION 14 - 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. A general scholarship application form must be completed every academic year. Students apply through the office of Student Services.

Nurse Faculty Loan Program

To increase the number of qualified nursing faculty, the NFLP provides funding to assist registered nurses in completing their graduate education to become qualified nurse faculty. Students who receive loan will be required to take three nurse educator courses (NURS6710, NURS6720, NURS6730) in addition to their program plan of study. Students enrolled in certain MSN programs and post master's DNP are eligible to apply. Students need to apply to the Director of Master's Program.

Travel Support

Graduate students are eligible to apply, prior to traveling, for financial support during their tenure as a graduate student to present scholarly work at professional meetings. 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 web link:

<http://utoledogsa.com/funding/travel-reimbursement/travel-funding-eligibility/>

SECTION 15 - ACADEMIC RESOURCES

Networking on Campus

UTNet is provided free of charge to current UT students, faculty and staff. For information on how to connect to UTNet and configure your computer for connecting, go to http://www.utoledo.edu/it/NS/UTNet_Connections.html and click on the appropriate icon which corresponds to your operating system.

UTAD Account and the myUT portal

UTAD is your personal account that allows you to use many of UT's online resources. Your UTAD account gives you access to your University e-mail account. You can access this at email.utoledo.edu with your UTAD username and password. **Students are required to check their University provided email addresses at least daily for updates, eNewsletters, and other University related communication.** It is the official means of communication from UT. Your UTAD account also gives you access to the myUT portal, a secure personalized Web site with a single access point for information. At the myUT portal (myut.utoledo.edu), you can access Student Self-Service, register for classes, view tuition bills, consolidate your e-mail and get important UT updates.

The College of Nursing web page address is <http://www.utoledo.edu/nursing> and our resource web page is http://www.utoledo.edu/nursing/grad_nursing_resources.html

Distance Learning/Online Courses

Students completing courses online need to review the information listed on the web page http://www.utoledo.edu/dl/helpdesk/tech_require.html for browser configuration, technology requirements, and required plug-ins and applications.

IT Help Desk

There are multiple ways to contact the help desk.

1. Phone: 419-530-2400 or 419-383-2400
2. Email: ITHELPDESK@utoledo.edu
3. Online: <http://www.utoledo.edu/it/CS/HelpDesk.html>
4. Walk-in:
 1. Main Campus – Information Commons, Carlson Library
 2. HSC – Information Technology Office, Dowling Hall Room 025

Computer Stations in Collier

There are computer stations on the second, and third floor Collier Building, and open singular stations throughout the building for student use on a first-come, first-serve basis.

Websites for Nursing Resources

American Academy of Nurse Practitioners: <http://www.aanp.org/AANPCMS2>

American Association of Colleges of Nursing: <http://www.aacn.nche.edu/>

ANCC, American Nurses Credentialing Center: <http://www.nursecredentialing.org/default.aspx>

Commission on Nurse Certification American Association of Colleges of Nursing:
<http://www.aacn.nche.edu/cnl/cnc>

Doctoral of Nursing Practice – DNP Scholarly Projects: Archived and Searchable:
<http://www.doctorsofnursingpractice.org/studentprojects.php>

Virginia Henderson International Nursing Library's Online Research Repository including collections of DNP projects: <http://www.nursinglibrary.org/vhl/>

Ohio Association of Advanced Practice Nurses: <http://www.Office of Student Disability Servicespn.org/>

Ohio Board of Nursing: <http://www.nursing.ohio.gov/>

SECTION 16 - THESIS

Researcher

Students will consult with their major faculty advisor to obtain approval and plan the process for any and all grant applications for research conducted as a graduate student in the program. Current information about the UT requirements for external funding application can be found at <http://www.utoledo.edu/research>

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 regular membership in the University of Toledo Graduate School.

1. Validates that Graduate School requirements are met.
2. Selection of 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 or theses 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).

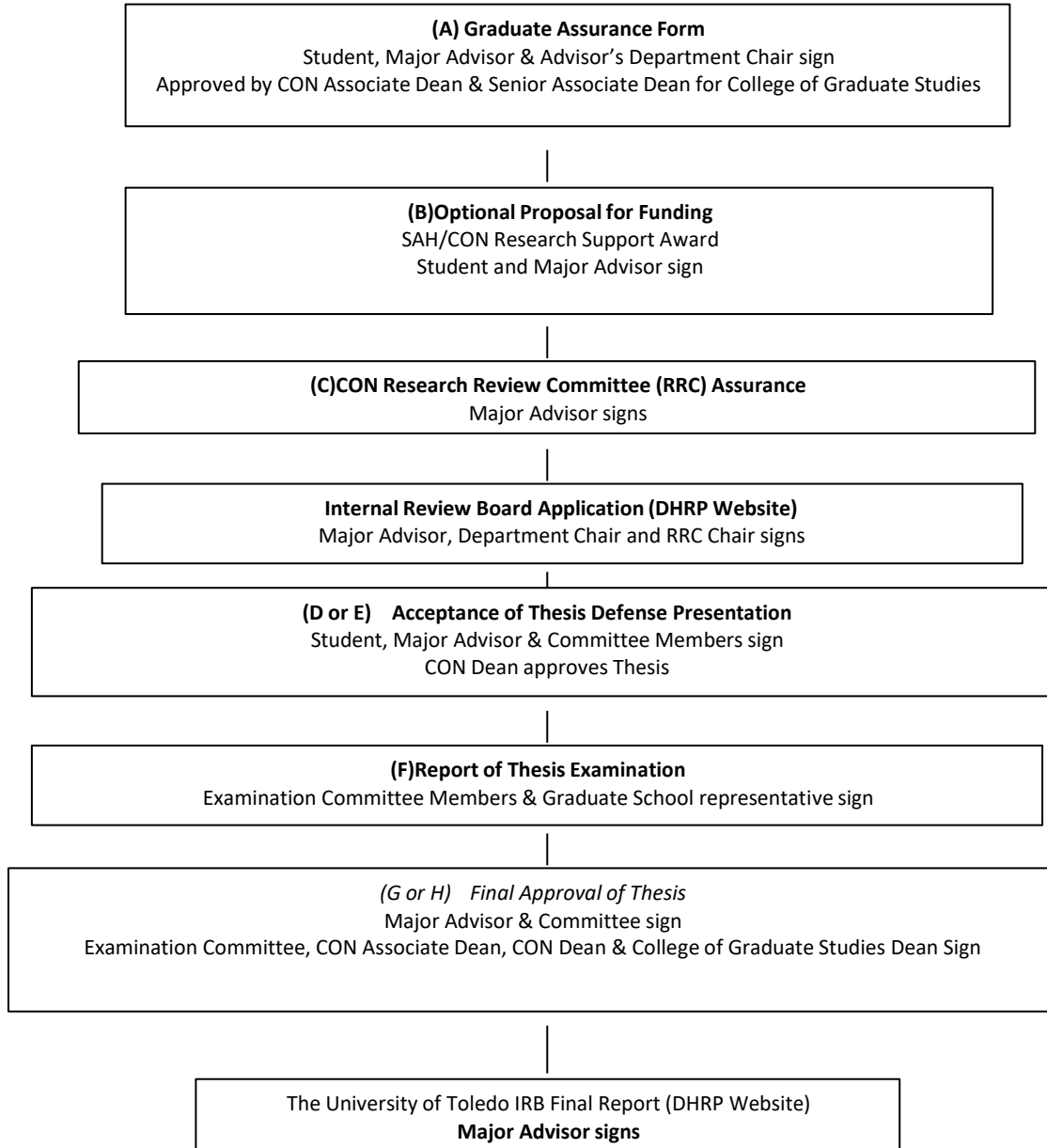
Student Responsibilities

1. Students are ultimately responsible for their own thesis.
2. Assume responsibility for following thesis guidelines, meeting deadlines, making appointments, editing the manuscript, and the timely progress of the study.
3. Register for appropriate number of thesis credits each semester.
4. Develop 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. Selection of the thesis chair and committee with assistance of chair/major advisor.
6. Seek approval of major advisor/chair prior to distribution of drafts to other committee members.
7. Seek statistical consultation as appropriate before final approval of proposal if thesis uses a quantitative methodology.
8. Seek writing/editing consultation as needed.
9. Complete work in a timely manner.
10. Provide committee members with typed copies of manuscript at least two weeks before feedback is expected.
11. Provide 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. Complete College of Nursing and University of Toledo College of Graduate Studies forms and obtain signatures as required.
13. Review the ETD website for Health Science Campus and instructions for reloading documents to Ohio LINK and ProQuest.
14. Up load thesis OhioLink by posted deadline before uploading to ProQuest.
15. Upload 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

Prerequisite NURS5910: Description: 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. 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 your 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)
 - 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 Associate Dean and Vice Chancellor for Health Science Studies for approval and filing in Graduate Studies.
4. After submitting the GRAD form and Nurs5910 is completed, the student is eligible to register for NURS6990, 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 your Academic Advising Committee to discuss the proposal. Obtain and complete the **CON Approval of Proposal Signature Form**. Once all committee members approve your proposal, you may proceed to secure the Research Review Committee (RRC) and the University IRB approval.
10. Review the following information from the University of Toledo Research and Grants Administration as you 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 you will be collecting data from subjects in an agency other than The University of Toledo, you will need to complete IRB approval procedures in that institution before you obtain University of Toledo – IRB approval. Plan adequate time, because delays can be considerable!
12. Once you have secured all required IRB approvals, you may proceed with data collection. This step always takes longer than expected, so anticipate delays as you develop your timeline and schedule.
13. Complete the research procedures of data collection and analysis, and then write a draft of Chapters 4 and 5 using the College of Nursing Guidelines.
14. Submit a draft of the entire thesis to your 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 your committee, allowing two weeks for reading.
16. Review information about the defense process, Thesis and Dissertation, <http://www.utoledo.edu/graduate/currentstudents/index.html>
17. Take the typed form, **Acceptance of Thesis for Defense**, to the committee meeting. If your thesis is approved, the committee members will sign the form, set the date and time for your defense.
18. Take the signed form to the secretary of your Thesis Chair in the College of Nursing. Notify the secretary of the date and time to schedule the defense. Be sure to notify the secretary of equipment needed to present your defense. The secretary will arrange the room for your 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*. You must also provide information on the date, time, and place for your 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 Senior Associate 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 your 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 Senior Associate 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 <http://libguides.utoledo.edu/content.php?pid=58499&sid=428705> 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.

Guidelines for Writing the Thesis

Please follow current APA format for levels of headings in writing the thesis.

Signed Final Approval Form obtained from the Major Advisor

Title Page	Contains following four items <u>only</u> :
Title	15-word maximum. Fully explanatory when stands alone. (Identifies variables of the study and relationship between them.)
Author	Spell out your name
Institution	“The University of Toledo” <u>only</u> (see sample title page)
Date	Year of completion

Dedication, do not justify margins

Acknowledgments

Table of contents

List of figures

CHAPTER I INTRODUCTION

Begin with an unlabeled introductory paragraph (no heading) orienting the reader to chapter content.

Statement of Problem

Introduction to the problem/research is clear and complete.

Concise background information related to the population being studied, the nursing problem, and the variables included in the research purpose/question.

Discussion leads logically to need (rationale) for the data generated in answering the research question (brief statement about gaps in information that the research will fill).

Statement of Purpose

Purpose statement, a precise declarative sentence that adequately and logically orients the reader to the purpose of the investigation.

Identification of Nursing Conceptual/Theoretical Framework

A brief description of the nursing conceptual/theoretical framework and rationale for choosing it as a foundation for this work. May also incorporate theories of other disciplines as appropriate.

Research Question(s)

Research question(s) clearly identified.

Definition of Terms: Each term (variable) used in title/purpose/research question is clearly and concisely defined by:

- (1) conceptual definition: expression of the general conceptual meaning of the terms and variables.
- (2) operational definition: how the term/variable will be seen, observed, or measured.

Hypothesis (if appropriate to the research)

Hypothesis is explicit.

Definitions of variables can be placed here if not included with research question[s].

Significance

Specifies precisely how the results of the research will contribute or are important to nursing, health care and the public. In general, address issues of importance in relation to morbidity, mortality, or costs. Importance to nursing will include contributions to one or more of the following knowledge/theory, research, education, and/or practice.

Literature citations support significance discussion.

Assumptions

Discuss the assumptions of the nursing conceptual/theoretical framework related to the research question(s) for this study.

Limitations

Describe the limitations of the nursing conceptual/theoretical framework related to the research question(s) for this study.

Summary

Concise summary of chapter contents (one paragraph).

CHAPTER II LITERATURE

Begin with an unlabeled introductory paragraph orienting the reader to chapter content.

Nursing Conceptual or Theoretical Framework

Conceptualization is crystal-clear, providing the nursing conceptual basis with which the research contributes information and shows derivation of the research with precise focus. Discussion includes the following:

- a. Introduction outlining the framework and concepts to be discussed;
- b. Conceptual basis discussed concisely for each concept (variable) and for showing the relationship between concepts with a “map” (schematic).
- c. May include a synthesis paragraph as conclusion.

Review of Research

Discussion contains adequate review of existing research relevant to the purpose of the present study. It discusses what is known through research about the variables being studied and their relationships.

The review is selective; so relevant, important studies are reviewed in detail (purpose/question, design, subjects/sampling, methods, materials, results, limitations as appropriate). Less important studies with similar findings related to the projected results are summarized.

The review focuses on current and primary, rather than secondary sources.

Citations are appropriate and complete.

Review concludes with brief summary of previous research, its adequacy and gaps that are relevant to the present study.

Summary

Chapter concludes with concise summary of literature.

CHAPTER III METHOD

Begin with an unlabeled introductory paragraph orienting the reader to chapter content.

Design

Design is specified, e.g. specific type of descriptive, comparative, correlational, or experimental design.

Setting and Sample

Setting for study is described.

Description of sample is adequate and appropriate to study:

- a) Target population clearly described;
- b) Sample size adequate;
- c) Inclusion/exclusion criteria are specified and appropriate to the research.

Material

Materials used are described clearly (questionnaire/interview guide/observation guide/physiological instrumentation, etc.)

Rationale for choice of material is appropriate to the study.

Materials used are described adequately:

- a) purpose,
- b) scoring information,
- c) **validity** and **reliability** statistical information, as appropriate,
- d) source

Data Collection

All procedures are appropriate for generating data to answer the research question(s)/hypothesis (s). The list of steps is precise for all procedures.

Sampling: selection/assignment of subjects.

Protection of human rights.

Procedures for experimental and control groups in a quantitative study.

Data collection and recording.

Controls to insure internal/external validity.

Pilot study, if done.

Assumptions and limitations related to the methods are clarified.

Data Analysis

Steps in data analysis are clearly specified.

Rationale for choice of statistics or qualitative analysis procedures is appropriate

Assumptions underlying data analysis procedures are clearly met.

Summary

Chapter ends with concise summary of contents.

CHAPTER IV RESULTS

Introduction

Begins with an unlabeled introductory paragraph orienting the reader to chapter content.

Sample

Sample for study is described clearly, using appropriate descriptive statistics.

Representativeness of sample to the target population is discussed.

Findings*Quantitative Studies:*

Data to answer each research question or to support/reject each hypothesis is stated.

Statistics are appropriate to research question/variables. Just the facts are provided, as discussion of findings is presented in Chapter V.

Tables, graphs, and illustrations follow current APA format.

Qualitative Studies:

Format for qualitative study findings will depend upon the methodology used. Discuss with your major advisor.

Summary

Chapter ends with brief summary of contents.

CHAPTER V DISCUSSION**Introduction**

Begins with an unlabeled introductory paragraph orienting the reader to chapter content.

Findings

Each finding (answer to research question(s) or support/rejection of hypothesis) is discussed separately to explain the results you obtained.

Findings should be related back to the literature. (“These findings support those of ...”, or “in contrast to the literature, these findings...”).

Findings are discussed in relation to the conceptual/theoretical framework and whether or not the data support or fail to support the theory. What do the findings mean?

Conclusions

Conclusions are based on the data and clearly stated.

Generalizations are warranted by the results.

Limitations

Limitations are specified.

Implications

Implications for nursing theory, practice, education, and administration (as appropriate) are identified, with inferences clearly drawn from the results and the research questions/hypotheses.

Recommendations for Further Research

Recommendations for further research are listed. Each is relevant and appropriate to the controls used in the design.

Summary

Chapter ends with brief summary of contents.

REFERENCES

Current APA style is used correctly. All citations in the manuscript must appear in the reference and all references must be cited in text.

ABSTRACT

Maximum length: 350 words written in past tense. Follow the current APA Publication. Manual format and the University of Toledo Manual for Formatting of Dissertations and Theses.

Developed by Research Task Force, 1997, J. Ehrmin, Chair, J. Anderson, S. Batten, B. Butler, J. Ransom. Revised March 2002 by Research Inquiry Task Force: J. Ehrmin, Chair, J. Anderson, D. Buchman, J. Evans, L. Pierce, K. Sink. Approved Graduate Faculty. (3/02) Revised September 2013 by L. Pierce and S. Pocotte. Approved by Graduate Faculty.

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! You may need more time for IRB approvals, data collection, data analysis, and final writing than is shown in the example. If you project a need for more time at the end, start earlier

than in the example. Complete the proposal and secure IRB approvals, by the end of spring semester, so you 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**

1ST 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

2ND SEMESTER: Develop initial proposal (Chapters 1-3 through NURS5910
Submit to Major Advisor for feedback
Identify Theoretical Framework
Submit Author Agreement

3RD 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)

4TH SEMESTER:

Month 1: Data analysis (thesis) or evaluation (project outcomes)
Allow adequate time for data entry. Analyze data.
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.

Defense Successful.

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 – 17 DOCTORAL PROJECT

Doctoral Project

Introduction

Doctoral projects reflect the student's attainment of the characteristics of the graduate for the Doctor of Nursing Practice degree identified in the AACN (2007) *Essentials of Doctoral Education in Nursing* document and the objectives of the program. As explained in the *Essentials*, Doctoral education, whether practice or research, is distinguished by the completion of a specific project that demonstrates synthesis of the student's work and lays the groundwork for future scholarship. For practice doctorates, requiring a dissertation or other original research is contrary to the intent of the DNP. The DNP primarily involves mastery of an advanced specialty within nursing practice. Therefore, other methods must be used to distinguish the achievement of that mastery. Unlike a dissertation, the work may take a number of forms. One example of the final DNP product might be a practice portfolio that includes the impact or outcomes due to practice and documents the final practice synthesis and scholarship. Another example of a final DNP product is a practice change initiative. This may be represented by a pilot study, a program evaluation, a quality improvement project, an evaluation of a new practice model, a consulting project, or an integrated critical literature review. Additional examples of a DNP final product could include: manuscripts submitted for publication, systematic review, research utilization project, practice topic dissemination or a substantive involvement in a larger endeavor. The theme that links these forms of scholarly experiences is the use of evidence to improve either practice or patient outcomes (p. 20).

The purpose of these guidelines is to assist you in the preparation of a manuscript consistent with high standards of a scholarly doctoral project. The appearance and content of your doctoral project should represent scholarly excellence in the discipline of nursing. Projects may take a wide variety of forms. However, all projects must clearly exemplify critical thinking at the doctoral level and appropriate use of scholarly methods to further the practice knowledge of nursing and impact the health outcomes of patients and populations among a variety of organizations.

Choosing a Topic

While identifying potential doctoral projects, typically in the NURS 7040 Applied Nursing Research and NURS 7090 Project Seminar Courses opportunities are offered to begin exploring potential clinical issues affecting a variety of patient populations. Students should keep in mind not only their current employment situation, but also their goals for future employment and professional activities and how the doctoral project may impact these future goals. Students at the DNP level have often worked with a specific population for many years. Students may wish to continue working with this population or may choose a new population if they believe their career will take a divergent path during the program or upon completion of the program.

Any number of ideas may serve as the basis for a project. Many resources are available to assist students in determining a topic for their project including other student's projects, faculty interest lists, the University libraries, and numerous university websites that have completed DNP project abstracts listed. Suitable topics of investigation should be discussed with the NURS 7040 faculty during enrollment in Applied Nursing Research. It is extremely helpful to begin a list of potential topics, clinical problems, issues or concerns from the first day of your program. As you read and discuss issues in classes or clinical seminars, or experience clinical issues within your nursing practice write down topics that interest you. Prior to determining a topic, consider the following:

- your interest in the clinical issue/problem;
- aspects of the clinical issue/problem to be explored;
- internal organizational data to support the existence of a clinical issue/problem and need for a practice change;

- feasibility of completing the project (your skills; the time required; resources needed; implementation site, population and instrument/resource availability);
- your professional goals;
- local, regional or national nursing priorities;
- faculty availability and interest in the topic area; and
- congruency with your specialty area.

Considerations for Project Topics

In selecting a DNP project, consider the following factors:

1. The project relates to your advanced practice specialty (advanced practice can either be in direct patient care, administrative leadership, educational leadership, or public health).
2. The project is evidence based (i.e., there is a body of evidence to support implementation of a practice change and data to support a clinical issue/problem in a designated population)
3. The project focuses on identified need(s) of a group (system/organization), population or community rather than an individual person.
4. The project may be done in partnership with agencies or other groups (i.e., public health departments, schools, governmental agencies, or professional organizations).
5. The DNP student must function as the Project Director; however identifying collaborative partnerships and stakeholders supportive of the project are vital to the project's success.
6. A model or framework for design, implementation, and evaluation of the project outcomes.
7. The project must meet accepted professional standards.
8. Opportunities must be available for dissemination at professional and public forums that meet your time/financial constraints.

Examples of Projects

Keep in mind your project should impact current state of the nation's health, be evidence-based, and have measurable outcomes. The *Virginia Henderson International Nursing Library's Online Research Repository* and The Doctors of Nursing Practice online community web site provides a list of completed DNP scholarly projects contributed by other DNPs across the country. The link to access the web sites are: <http://www.nursinglibrary.org/vhl/> , and <https://www.doctorsofnursingpractice.org/studentprojects.php>. Here is list of examples for your reference.

Selecting a Doctoral Project Chair

The process of selecting a faculty project chairperson begins with entry into the DNP program. Interacting and networking with graduate faculty are important components of graduate education and provide the basis for selecting a project chair and committee members. By interacting with as many graduate faculty members as possible, the student you can identify and discuss their major areas of interest. Usually the final selection of a chair is made during or following the Applied Nursing Research course. The student should contact the potential chair to discuss a selected topic and the faculty's interest and availability. The chair must agree to serve in this role prior to registration for NURS 7100 Doctoral Project. The role of the project chair is to:

- provide guidance from the proposal stage through completion of the project's final defense;
- provide overall supervision of the project;
- raise questions and serve as an informed critic; and
- provide specific recommendations for improvement

- be available as faculty of record for all final practicum hours
- be available to meet the student's specified timeline for project completion (i.e., availability includes summer breaks).

At the present time, the DNP project chair must be a nursing faculty member, with a degree in nursing, who has full Graduate Faculty status as identified by the UT College of Graduate Studies. After a faculty member agrees to chair a project, the student and faculty chair discuss options for committee members who are within and outside the UT College of Nursing. The committee members must be acceptable to both the student and the chair. The student must contact the potential committee members and assess their interest in the topic and willingness to serve on the committee and report back to your project chair.

Selecting a Doctoral Project Committee

The full Project Committee will consist of a chair and two other graduate faculty members selected in collaboration with the chair. As stated the project committee chair must have Full Graduate Faculty or adjunct full Graduate Faculty status as appointed by the College of Graduate Studies. The committee members must have Special/Associate/or Full Graduate Faculty Status. If a committee member is from the community or an agency where the project is being conducted (a key stakeholder in the doctoral project, or in a profession other than nursing and considered an expert in their field) they must apply for special faculty status to serve on the committee. Students must negotiate with these individuals regarding their availability and willingness to serve on the committee. Information about eligible faculty is available through the UT Office of Graduate Studies.

Procedures for Developing and Conducting the Doctoral Project

A detailed description of the procedure for developing and conducting the Doctoral Project follows:

Preparation

- To enroll in NURS 7100 Doctoral Project these courses must be completed: Scientific Basis of Nursing Practice (NURS 7010), Applied Nursing Research (NURS7040), Project Seminar (NURS 7090), and successful doctoral project proposal defense.
- Discuss project ideas with the academic advisor and faculty members in order to identify a suitable project and several potential committee members.
- Select a project chair in order to register for NURS 7100, the project chair and the student must agree on availability for the term and the number of credit hours to be taken. When registering, care must be taken to select the correct section number that reflects the appropriate number of credit hours.
- Select your committee members.
- Submit a GRAD form to the College of Graduate Studies before work begins.
- Meet with the project chair and develop a mutual time line for completion of the project.
- Write the doctoral project proposal and defend the proposal.
- Develop the proposal for the project with input and approval from chair, committee members and agency member if appropriate.
- Submit draft(s) of proposal to project chair and your committee. Multiple drafts are to be expected.
- Arrange statistical consultation if needed with a written analysis plan. The project chair should attend this initial meeting.
- Complete all the required forms.

Guidelines for the Doctoral Project Proposal

See Appendix A.

Guidelines for the Final Doctoral Project

See Appendix B.

Institutional Review Board

Based on the topic and university's policies, the student may need to submit a project proposal to the Institutional Review Board (IRB) either before defending the project proposal or after proposal defense, but prior to implementing the project. In some cases, it may not be necessary to go to IRB and the project may have an exempt status with the IRB. The student must check with the project chair regarding the appropriate action

Grading of the Doctoral Project

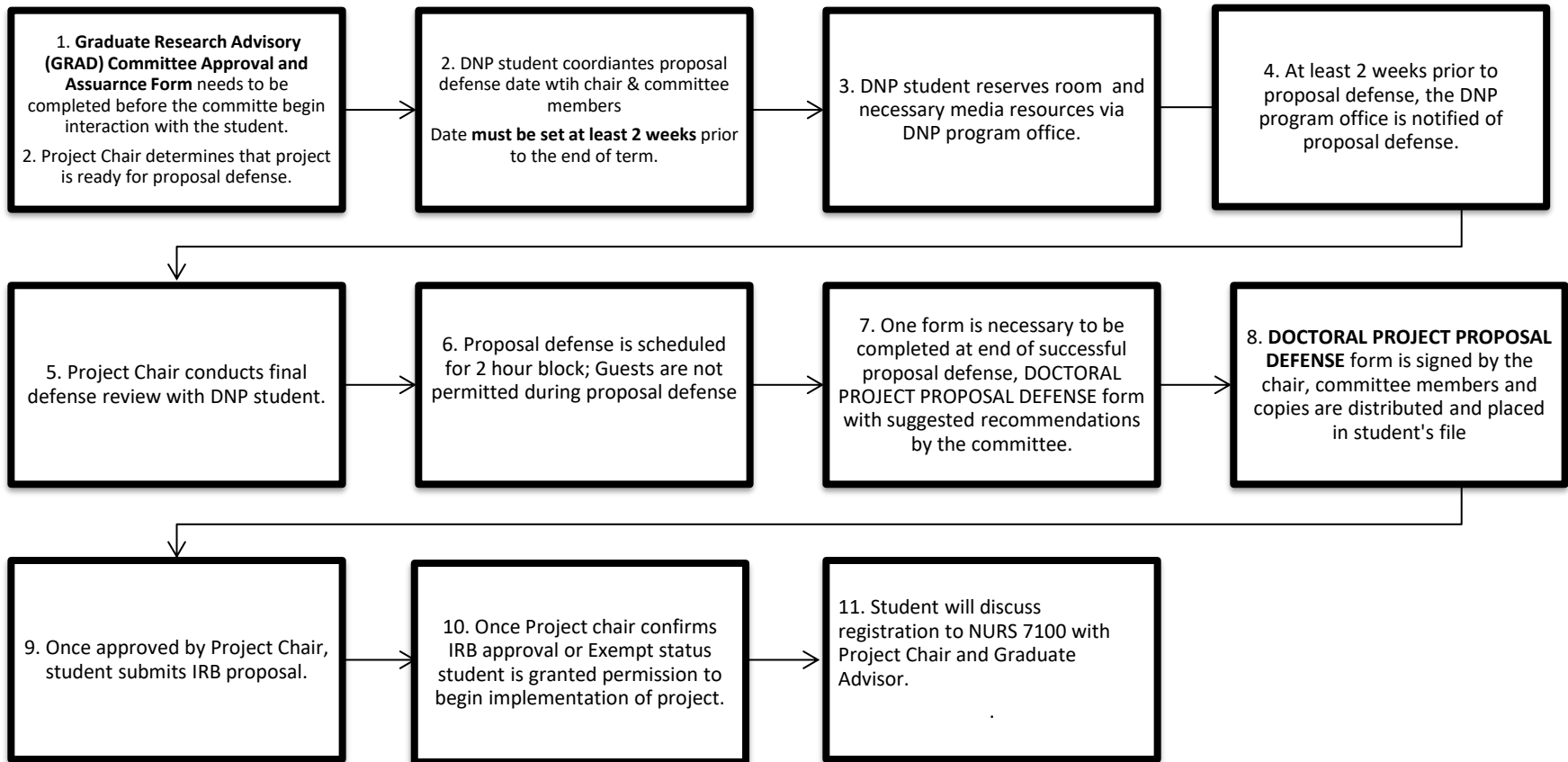
Hours earned in NURS 7100, Doctoral Project, are counted in hours attempted and hours earned; however, they are not computed in the grade point average. Satisfactory work towards the project is denoted with the grade of (S). Satisfactory work not completed, but in progress is denoted with a (PR); unsatisfactory work receives a (U). Students who opt to take an (I) in a course because of uncompleted course requirements must complete the required work before the end of the following semester (excluding summers) in which the (I) grade was received. The grade of (I) for incomplete work may not be assigned for NURS 7100.

Forms to Sign

- 1) After selecting a project chair and committee the student must complete the *Graduate Research Advisory (GRAD) Committee Approval and Assurance Form* found on the College of Graduate Studies website.
- 2) After successfully defending the project proposal the student must complete the *Doctoral Project Proposal Defense Form* found on the DNP program website.
- 3) In preparation for defense of the final DNP project the student must complete the *Final Approval Form* from the College of Graduate Studies website.

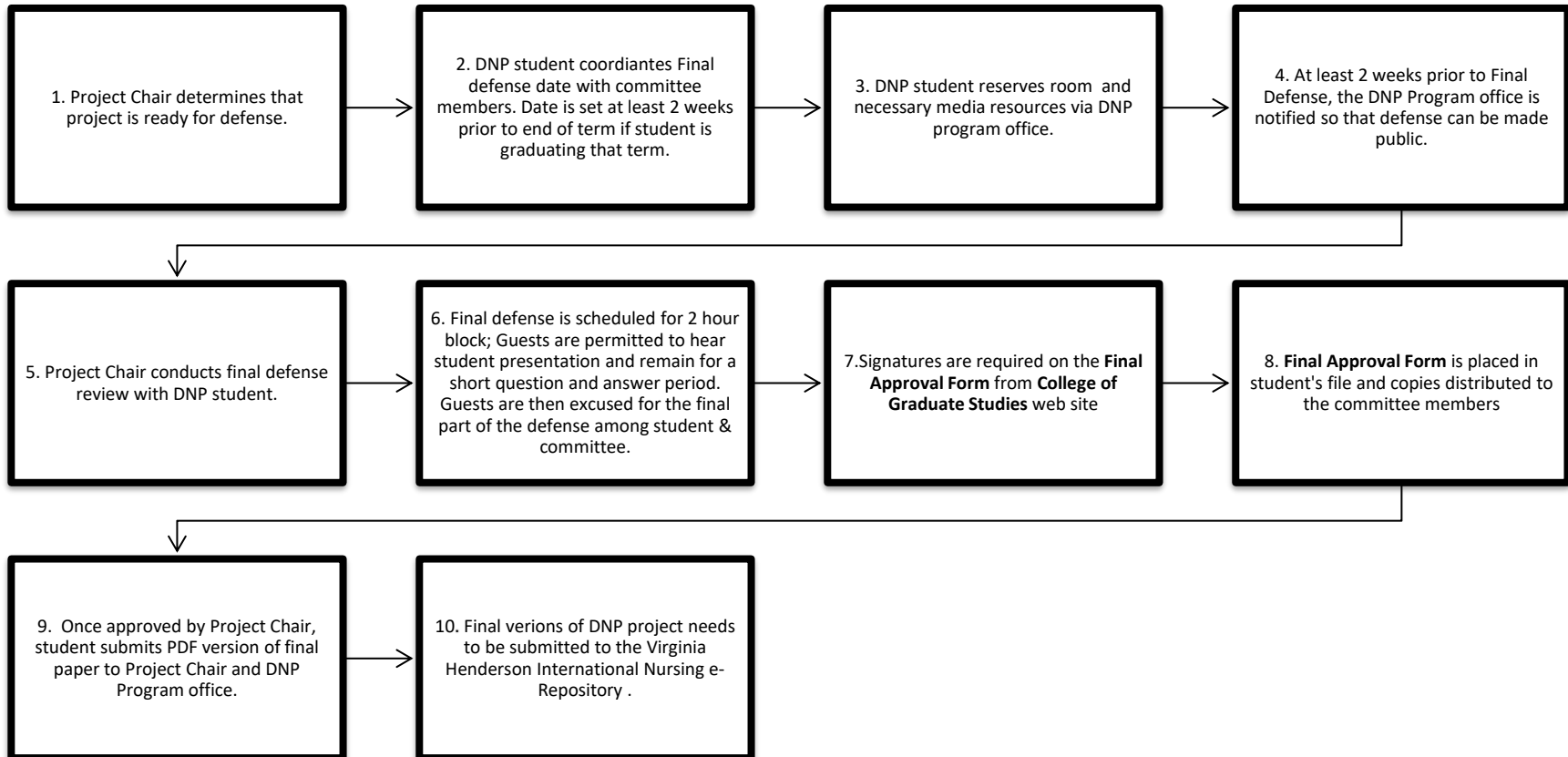
Doctoral Project Proposal Defense Procedures

Please use the following pathway as a guideline for successful completion of the doctoral project proposal defense. Always remember to refer to your specific university's guidelines.



Doctoral Project Final Defense Procedures

Please use the following pathway as a guideline for successful completion of the doctoral project final defense. Always remember to refer to university's guidelines.



Doctoral Project Proposal Guidelines

This document is to serve as a framework for the writing of the proposal for the doctoral project. The report is written in future tense and uses 6th edition APA writing style. The information about the project should be guided by the proposed framework selected as well as the nature of the project. The proposal is to be completed at a level appropriate for graduates of a doctoral program. The proposal should clearly state the clinical issue/problem, project purpose, literature review, project methods, and projected outcomes and evaluation. The Guidelines of the Graduate Office of the home institution serves as reference for formatting of the report.

Title Page

- Refer to 6th edition APA writing style

Abstract or Executive Summary

- Concise description of the project including the results and recommendations.
- Use format required by university

Description of problem or clinical issue addressed

- Prevalence of the clinical problem or issue
- Significance of clinical problem or issue
- Include either internal organizational data or findings from the literature to support prevalence and significance of the clinical problem or issue

Purpose and goals of project

- Purpose statement for the proposed project
- Project Type
 - Evidence-based Practice (EBP)
 - Clinical question using the PICOT format
 - Quality Improvement (QI)
 - Goal/aim/purpose (as appropriate for model selected)
 - Other-which could be both or as negotiated with chair
- Overall project aim statement
 - Goals/outcomes

Guiding Framework/Model/Theory(s)

- Evidence based practice model/framework
- Other frameworks/models guiding the project
 - i.e., PDSA, middle range theories, change theories

Review of the Literature:

Content will address:

- Search Strategies for Review of the Literature
- Critical Appraisal and Evaluation of the evidence
 - Describe appraisal methods, tools, and leveling of the body of evidence (as there are several methods).
 - Evaluation of evidence will be displayed in evaluation tables
- Synthesis of the body of evidence
 - Development of a synthesis table
 - Include in the synthesis any clinical expertise, internal data, and/or patient and family preferences and values that contribute to the body of evidence.

- Implications for Practice Based on the Evidence Practice change, policy or protocol implementation recommendation
- Justify practice change with rationale from the literature

Methods

Content will address the implementation and evaluation plan for the EBP project (use steps and terminology of EBP or QI model that guided the project)

- **Project Setting/population**
- **Action or implementation plan/guide**
 - Address team members including roles and responsibilities
 - Anticipated barriers and facilitators to implementation
 - Contingency plan for any anticipated barriers
- **Implementation process** (using framework for guiding implementation)
 - Methods
 - Need for IRB
 - Develop a timeline for implementation and evaluation of project
- **Outcome measures**
 - What specific outcomes will be measured?
 - How will the outcomes impact the overall aim/purpose of the project?
 - What difference will the project outcomes make in improving health, costs, patient, family, or community outcomes?
- **Evaluation process**
 - How will data be collected to measure outcomes?
 - If using data collection tools discuss reliability/validity of instrument
 - How will outcome data be analyzed, interpreted, and reported?

Summary Conclusion

- Short conclusion showing logical connection between the problems or needs of institution/population, anticipated project outcomes, and feasibility of project.

References

Appendices

- Review of the literature abstraction tables, rapid critical appraisal forms (if applicable) evaluation tables and synthesis tables
- Copies of measures used
 - Data collection tools
- Supporting materials
 - Agency permission form

Doctoral Project Final Guidelines

This document is to serve as a framework for the writing of the final report for the DNP doctoral project. The report is written in past tense and uses 6thAPA writing style. The information about the project should be guided by the framework used as well as the nature of the project. The final report is to be completed at a level appropriate for graduates of a doctoral program. The Guidelines of the Graduate Office of the home institution serves as reference for formatting of the report (including table of contents, page layout, copyright statements etc.).

Title Page

- Refer to 6th edition APA writing style

Abstract or Executive Summary

- Concise description of the project including the results and recommendations.
- Use format required by university

Description of problem or clinical issue addressed

- Prevalence of the clinical problem or issue
- Significance of clinical problem or issue
 - Include either internal organizational data or findings from the literature to support prevalence and significance of the clinical problem or issue

Purpose and goals of project

- Purpose statement for the proposed project
- Project Type
 - Evidence-based Practice (EBP)
 - Clinical question using the PICOT format
 - Quality Improvement (QI)
 - Goal/aim/purpose (as appropriate for model selected)
 - Other-which could be both or as negotiated with chair
- Overall project aim statement
 - Goals/outcomes for implementing the project

Guiding Framework/Model/Theory(s)

- Evidence based practice model/framework
- Other frameworks/models guiding the project
 - i.e., PDSA, middle range theories, change theories

Review of the Literature:

Content will address:

- Search Strategies for Review of the Literature
- Critical Appraisal and Evaluation of the evidence
 - Describe appraisal methods, tools, and leveling of the body of evidence (as there are several methods).
 - Evaluation of evidence will be displayed in evaluation tables
- Synthesis of the body of evidence
 - Development of a synthesis table
 - Include in the synthesis any clinical expertise, internal data, and/or patient and family preferences and values that contribute to the body of evidence.

Recommended Practice Change

- Recommended practice change, policy or protocol implemented

- Justify practice change with rationale from the literature

Methods:

Content will address implementation and evaluation of the EBP project (use steps and terminology of EBP or QI model that guided the project)

- **Project Setting/population**
 - Human subject protection
- **Action or implementation plan/guide**
 - Address team members including roles and responsibilities
 - Barriers and facilitators to implementation of project
 - How were barriers overcome
- **Implementation process** (using framework for guiding implementation)
 - Methods of how you implemented your project
- **Outcome measures** – description of measures and how data was collected
- **Evaluation process**
 - How did you evaluate the outcomes of the project implementation
 - How was data collected and managed.

Outcomes of project

- Presentation of findings
 - Outcomes related back to the original PICOT question if using EBP
 - Did you meet the goal set in the aim statement if using QI process?
- Use of tables and graphs as appropriate to display findings
- Economic outcomes considered i.e. cost benefit analysis, return on investment and feasibility of implementation.

Discussion

- Interpretation of findings relative to the current evidence and clinical practice
 - Similarities or differences (did you learn something new)
- Contribution to EBP in the area of content

Future Recommendations & Conclusion

- Presentation of future recommendations based on the evaluation of the project outcomes
- Consideration of strengths and limitations to project implementation
- Next steps

References

Appendices

- Review of the literature abstraction tables, rapid critical appraisal forms (if applicable) evaluation tables and synthesis tables
- Copies of measures used
 - Data collection tools
- Supporting materials
 - Agency permission

SECTION 18 - COMPREHENSIVE EXAM PROCESS & PROCEDURES

Goal and Purpose of the Comprehensive Examination

Guidelines for Successful Course Completion

All students must have access to internet connectivity and Mozilla Firefox.

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.

Time Line: 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 first week in November (Fall Semester) or 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: If the student is unable to take the exam for legitimate reasons (illness, death of an immediate family member, etc.), this reason must be documented and will result in the student receiving a WP (withdraw passing). If the student cannot take the exam for any other reason, he/she will receive a grade of unsatisfactory (U). Students who receive a WP or U must retake the course the next time it is offered. If the student repeats the course and receives an unsatisfactory, the student will not be given the option of repeating the course for a third time (Bulletin and Handbook for the Graduate Student) and will be dismissed from the program. An incomplete (I) grade is not permitted for this course.

Procedures: 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 designated testing center.
5. The student will have four (4) hours to answer examination questions.
6. The student will take the exam in UT 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 NURS5980 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. Don't 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!

(Rev 8/22/2013)

SECTION 19 - THE FIELD EXPERIENCE SEMINAR

Purpose of the Field Experience Seminar:

The Field Experience Seminar is one of three options which will satisfy the Master of Science in Nursing degree requirement for a capstone experience. These seminars incorporate concepts from theoretical foundations, research, and practice; these concepts are applied to phenomena specific to the practice of advanced practice nurses, nurse educators and/or clinical nurse leaders. Field Experience seminars are developed by faculty members, often individually, but sometimes as a team. These seminars 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 (CON) often enter into informal discussions with students regarding experiences they may be planning. Faculty may post the syllabus for the experience at http://www.utoledo.edu/nursing/grad_nursing_resources.html under the Capstone heading. In addition to NURS5910 Advanced Nursing Research, one credit hour of NURS5220 may be taken concurrently with faculty permission. Faculty have the option of designating prerequisite courses, experience, or licensure for the field experience. Availability of a Field Experience Seminar is not guaranteed.

Enrollment Process for a Field Experience Seminar:

Students who are interested in a Field Experience Seminar must contact the faculty member to request permission to enroll. A Grad form must be completed by the student and signed by the faculty member prior to registration. The Graduate nursing advisor will place the permit for registration and notify the student. Enrollment is limited.

Responsibility for Expenses:

There may be expenses involved with a Field Experience Seminar 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. U.S. Passport may also be required.

Grading of the Field Experience Seminar:

The Field Experience Seminar 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 Seminar:

The requirements for all Field Experience Seminars 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.

SECTION 20 – ADVANCED PRACTICE CERTIFICATION

American Nurses Credentialing Center (ANCC):

All APRN graduates are eligible to sit for the ANCC certification corresponding to their major on graduation. The process for application is found on the ANCC website at:
<http://www.nursingworld.org/ancc/cert/index.html>

The verification of degree completion, Form A: Students are responsible for downloading this form from the OBN website <http://www.nursing.ohio.gov/forms.htm> and sending to the secretary in the Office of the Associate Dean for Academic Affairs upon posting of the degree by the Registrar's office. This form is completed and sent directly to the Ohio Board of Nursing. Students are responsible to visit the website and complete all other application requirements.

American Academy of Nurse Practitioners (AANP):

Graduates of the Family Nurse Practitioner program are eligible to sit for AANP certification. The process for application is found on the AANP website at: <http://www.aanp.org/> Students are responsible to visit the website and complete all other application requirements.

Ohio Board of Nursing (OBN) Certificate of Authority:

Advanced practice students seeking prescriptive authority in the state of Ohio must complete an application with the Ohio Board of Nursing. Application materials can be found at:
<http://www.nursing.ohio.gov/forms.htm#RX>

Students who wish to seek prescriptive authority in other states must explore the Board of Nursing website for that state to learn about application procedures.

Pediatric Nursing Certification Board (PNCB):

Graduates of the Pediatric Primary Care Nurse Practitioner program are eligible to sit for PNCB certification. The process for application is found on the PNCB website at:
<http://www.pncb.org/ptistore/control/index>. Specific information about the exam:
<http://www.pncb.org/ptistore/control/about/prepare> students are responsible to visit the website and complete all other application requirements.

**SECTION 21 – GRADUATE ENTRY CLINICAL NURSE LEADER
LICENSURE INFORMATION**

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

All graduating students must seek licensure as a registered nurse. This is accomplished by making application to the desired State Board of Nursing and the National Council. The National Council State Boards of Nursing is responsible for administration of NCLEX-RN.. The NCSBN website offers a test map and scoring details at: <https://www.ncsbn.org/1287.htm>

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

The website for the Ohio Board of Nursing is: <http://www.nursing.ohio.gov>

Students planning to take the NCLEX and practice in another state should consult that state's requirements.

Verification of CNL Education in a Professional Nursing Program

All states require some form of verification of education. In many states, including Ohio, a transcript is requested. HOWEVER, UT-CNL students do NOT need to request a transcript as documentation will be sent by the Office of the Associate Dean for Academic Affairs as soon as the degree is posted in the Registrar's office.

Board of Nursing Background Check Requirement

Students who wish to seek licensure outside the state of Ohio should visit the website for the Board of Nursing in that state to learn about the processes therein. Students seeking licensure are required to follow the directions of the state board of nursing regarding background checks. In Ohio this information is printed clearly on the application form available on their website.

RULES PROMULGATED FROM THE LAW: REGULATING THE PRACTICE OF NURSING 4723-7 OHIO ADMINISTRATIVE CODE [4723-7-02 Requirements and application for licensure by examination as a nurse.](#)

(A) The NCLEX-RN shall be the approved examination for licensure as a registered nurse in Ohio.

(C) To apply for licensure by examination to practice nursing as a registered nurse in Ohio, an applicant shall have successfully completed a registered nursing education program that satisfies one of the following: (1) Is approved by the board in accordance with section [4723.06](#) of the Revised Code and Chapter 4723-5 of the Administrative Code;

(E) In addition to the requirements set forth in paragraphs (C) and (D) of this rule, an applicant for licensure by examination shall comply with all of the following:

(1) Submit to the board a completed application in a form required by the board;

(2) In accordance with section [4723.09](#) of the Revised Code, submit to a criminal records check completed by the bureau of criminal identification and investigation in a form prescribed by the board the results of which indicate that the individual has not been convicted of, pleaded guilty to, or had a judicial finding of guilt for any violation set forth in section [4723.09](#) of the Revised Code;

(3) Submit to the board the applicable licensure application fee as set forth in section [4723.08](#) of the Revised Code; and

(4) Complete the registration process for examination required by the testing service.

(F) In addition to meeting the applicable requirements set forth in this rule, prior to the board determining an applicant is eligible to take an examination, the board shall have received the following:

(1) For an applicant who has successfully completed an Ohio nursing education program approved by the board in accordance with section [4723.06](#) of the Revised Code and Chapter 4723-5 of the Administrative Code, written notification of completion of the program submitted directly by the education program administrator or designee to the board in accordance with paragraph (B)(9) of rule 4723-5-09 of the Administrative Code.

(G) The board may propose to deny admission to the licensure examination pursuant to an adjudication under Chapter 119. of the Revised Code. Based on the results of the adjudication, the board may grant admission to the licensure examination, deny admission to the licensure examination, or condition admission to the licensure examination on the applicant's successful correction of the area of deficiency identified by the board.

(H) If an application for licensure by examination submitted to the board remains incomplete for one year, the application shall be considered void and the fee submitted with the application shall be forfeited. All applications provided or prescribed by the board shall state this limitation.

Effective: 02/01/2007

<http://codes.ohio.gov/oac/4723-7>

Candidates may contact the Board at 614.466.4357 or licensure@nur.state.oh.us to inquire about their application.

Cost of Criminal Record Checks

Applicants/students will be responsible for paying the cost of the criminal record check at the time of fingerprinting.

Payment of Fees for Licensure and/or Background Check

Fees are required for licensure with the Board of Nursing, for the background check, and for testing. Please read carefully to determine what form of payment is required. In many cases, a personal check is not acceptable.

Record Keeping of Reports

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

Section 5104.09. Prohibition Against Employment

(A)(1) No individual who has been convicted of or pleaded guilty to aggravated murder in violation of section 2903.01, murder in violation of section 2903.02, voluntary manslaughter in violation of section 2903.03, involuntary manslaughter in violation of section 2903.04, felonious assault in violation of section 2903.11, aggravated assault in violation of section 2903.12, assault in violation of section 2903.13, failing to provide for functionally impaired person in violation of section 2903.16, aggravated menacing in violation of section 2903.21, menacing in violation of section 2903.22, patient abuse or neglect in violation of section 2903.34, kidnapping in violation of section 2905.01, abduction in violation of section 2905.02, child stealing in violation of section 2905.04, criminal child enticement in violation of section 2905.05, extortion in violation of section 2905.11, rape in violation of section 2907.02, sexual battery in violation of section 2907.03, corruption of a minor in violation of section 2907.04, gross sexual imposition in violation of section 2907.05, sexual imposition in violation of section 2907.06, importuning in violation of section 2907.07, voyeurism in violation of section 2907.08, public indecency in violation of section 2907.09, felonious sexual penetration in violation of former section 2907.12, compelling prostitution in violation of section 2907.21, promoting prostitution in violation of section 2907.22, procuring in violation of section 2907.23, prostitution in violation of section 2907.25, disseminating matter harmful to juveniles in violation of section 2907.31, pandering obscenity in violation of section 2907.32, pandering obscenity involving a minor in violation of section 2907.321, pandering sexually oriented matter involving a minor in violation of section 2907.322, illegal use of minor in nudity-oriented material or performance in violation of section 2907.323, aggravated arson in violation of section 2909.02, arson in violation of section 2909.03, disrupting public services in violation of section 2909.04, vandalism in violation of section 2909.05, aggravated robbery in violation of section 2911.01, robbery in violation of section 2911.02, aggravated burglary in violation of section 2911.11, burglary in violation of section 2911.12, inciting to violence in violation of section 2917.01, aggravated riot in violation of section 2917.02, riot in violation of section 2917.03, inducing panic in violation of section 2917.31, unlawful abortion in violation of section 2919.12, endangering children in violation of section 2919.22, contributing to unruliness or delinquency of child in violation of section 2919.24, domestic violence in violation of section 2919.25, intimidation in violation of section 2921.03, escape in violation of section 2921.34, aiding escape or resistance to authority in violation of section 2921.35, carrying concealed weapons in violation of section 2923.12, having weapons while under disability in violation of section 2923.13, improperly discharging a firearm at or into a habitation or school in violation of section 2923.161, corrupting another with drugs in violation of section 2925.02, trafficking in drugs in violation of section 2925.03, illegal manufacture of drugs or cultivation of marijuana in violation of section 2925.04, funding of drug or marijuana trafficking in violation of section 2925.05, illegal administration or distribution of anabolic steroids in violation of section 2925.06, a violation of section 2925.11 that is not a minor drug possession offense as defined in section 2925.01, or placing harmful objects in food or confection in violation of section 3716.11 of the Revised Code; or an existing or former offense of any municipal corporation, this state, any other state, or the United States that is substantially equivalent to any of these offenses shall be certified as an in-home aide or be employed in any capacity in or own or operate a child day-care center, type A family day-care home, type B family day-care home, or certified type B family day-care home.

RULES PROMULGATED FROM THE LAW:
REGULATING THE PRACTICE OF NURSING 4723-7 OHIO ADMINISTRATIVE CODE
[4723-7-03 Authorization to test, accommodations, retesting, and notification.](#)

(A) If the board determines an applicant is eligible to take the examination it shall request that the testing service issue to the applicant an authorization to test.

(1) The testing service shall issue an authorization to test to each eligible applicant.

(2) An eligible applicant who has received an authorization to test shall contact the testing service to schedule a time to take the examination.

(B) If an eligible applicant fails to take the examination within one year from the date of issuance of the authorization to test, the authorization shall be considered void, and the applicant must submit a new application for licensure by examination to the board and complete the registration process for the examination as required by the testing service.

(C) An eligible applicant may request accommodations for the examination related to the applicant's disability by submitting written documentation to the board of the nature of the applicant's disability and the accommodations requested. In addition, the board shall have received the following:

(1) Verification, if applicable, submitted from the applicant's nursing education program administrator that the applicant was afforded accommodations of the type requested while completing the nursing education program; and

(2) Verification submitted from a physician or psychologist who has personally examined the applicant and made the diagnosis of a disability requiring the accommodations.

(D) A representative of the board may recommend to the national council of state boards of nursing that a request for accommodations related to an applicant's disability be granted in accordance with examination procedures established by the national council of state boards of nursing.

(E) An applicant who is granted approval for reasonable accommodations to take the examination shall be eligible for the same reasonable accommodations if it is necessary for the applicant to repeat the examination for which the approval was originally granted.

(F) The board shall notify the applicant of the results of the examination as reported by the testing service.

(G) If an applicant fails the examination, the board shall inform the applicant of the right to repeat the examination.

(1) The applicant may repeat the examination in accordance with the policies established by the national council of state boards of nursing.

Effective: 02/01/2007

<http://codes.ohio.gov/oac/4723-7>

**RULES PROMULGATED FROM THE LAW:
REGULATING THE PRACTICE OF NURSING 4723-7 OHIO ADMINISTRATIVE CODE**

[4723-13-03 Prohibitions.](#)

(A) No person to whom a nursing task is delegated shall delegate the nursing task to any other person.

(B) An unlicensed person who performs a nursing task and does not comply with all the provisions as set forth in this chapter, and who is not otherwise excepted from licensure pursuant to section [4723.32](#) of the Revised Code, or otherwise legally authorized, shall be engaging in the unauthorized practice of nursing, which is prohibited by section [4723.03](#) of the Revised Code. <http://codes.ohio.gov/oac/4723-13>

Position on Nursing Students Employed As Unlicensed Assistive Personnel

Practice Statement NP 63 (Developed 7/91 Reviewed 6/03)

STATEMENT

Students of nursing who are working in health care facilities for remuneration are deemed unlicensed assistive personnel. Although enrolled in a pre-licensure nursing program, the student does not possess the licensure status required for assuming the role and duties of a registered or practical nurse in the employment setting.

Additionally, the academic institution is not required to provide supervisory oversight of the student undertaking employment in the health care setting; nor should the academic institution be held liable for the student's actions as an employee of health care facility.

The trained unlicensed person, include a student of nursing, may perform specific tasks that are delegated to them by a licensed nurse in accordance with the rules of delegation (Ohio Administrative Code 4723-13).

While working as unlicensed assistive personnel, the student nurse(s) may not use the term "nurse" or any other term that would imply that they are licensed nurses, including "nurse extern" or "nurse intern". Health care facilities that allow or encourage nursing students to accept work beyond those tasks normally delegated to an unlicensed individual may be guilty of abetting the unlawful practice of nursing.

Copyright 2003 by Ohio Nurses Association

www.ohnurses.org

PRE-LICENSURE INFORMATION FOR CNL STUDENTS

OHIO BOARD OF NURSING REQUIREMENTS FOR SECTION 4 OF THE APPLICATION FOR LICENSURE AS A NURSE

Ohio Revised Code: Section 4723.28

It is the responsibility of each applicant for licensure as a Licensed Practical Nurse or a Registered Nurse to accurately fill out all areas of the application form for licensure. It is the responsibility of the Board of Nursing (Board), under Section 4723.28 of the Ohio Revised Code (ORC) to consider certain matters prior to granting licensure.

Each applicant for licensure will be required to answer questions on the application related to certain past behaviors or legal history. Among areas applicants must report to the Board is whether the individual seeking licensure has been convicted of, found guilty of, pled guilty to, or pled no contest to, or received treatment in lieu of conviction for the following:

1. Any misdemeanor committed in the course of practice in Ohio, another state or U.S. territory;
2. Any felony in Ohio, another state, or US territory;
3. A crime involving gross immorality or moral turpitude in Ohio, another state or US territory;
4. A violation of any municipal, county, state, or federal drug law.

If the applicant for a licensure examination must answer any of the above questions “yes”, the applicant is asked to submit explanatory documents with the application, address the envelope to “Manager, Compliance Unit,” Ohio Board of Nursing, and mark the envelope “Confidential.” The explanatory documents may include a statement of the problem related to the above area(s), the dates the behavior(s) occurred, a copy of a conviction record (if applicable), and a statement of what has happened since the occurrence of the conviction or behavior in question. Based upon the documentation submitted and further investigation, the Board will determine whether the candidate will be permitted to take the licensure examination or will be licensed.

It is critical that all questions on the application for licensure be answered honestly, since misrepresentation may constitute fraud or deception. Students needing more information are encouraged to request a copy of Chapter 4723 of the Ohio Revised Code from the Board, or consult with the Administrator of their nursing education program (or designee).

Substance abuse is always a serious concern of the Board. In order to promote and protect the health and well-being of the future nurses, the Board encourages student nurses with a substance abuse problem to seek entry into appropriate treatment as soon as the need is recognized. Impairment of the ability to practice nursing according to acceptable and prevailing standards of safe nursing care because of habitual or excessive use of drugs, alcohol, or other chemical substances can result in disciplinary action by the Board.

The Board frequently receives calls from prospective students, school officials, and the Bureau of vocational Rehabilitation Services regarding whether the Board will permit a person who has a prior record of misdemeanors and / or felonies to sit for the licensure examination or become licensed. The Board of Nursing has no statutory authority to advise as to whether an individual will be permitted to take a licensure examination or be able to become licensed until the individual actually applies to the Board for licensure by examination.

9/23/98 (MM/nsged/form misc/exam und/req)

The Ohio Revised Code requires those applying for a license or certificate issued by the Ohio Board of Nursing (Board) to submit fingerprints for an FBI (federal) and BCI (civilian) criminal records check completed by the Bureau of Criminal Identification and Investigation (BCI&I).

Effective immediately, BCI&I will ONLY accept electronic fingerprints for FBI and BCI background checks, except for the reasons listed below. Electronic fingerprints must be completed by a Web check location in Ohio that will submit the applicant's fingerprints electronically to BCI&I. The applicant must request that BOTH reports be sent to the Board DIRECTLY from BCI&I, or they will not be accepted by the Board. A complete list of Web check locations is available online at the following website address:

<http://www.ohioattorneygeneral.gov/Business/Services-for-Business/Webcheck>

When locating an electronic fingerprinting site on this web page, please note that only the locations designated with the notation of "BCI & FBI" perform both the BCI and FBI records check. The Board does not endorse or recommend any specific Web check fingerprinting company.

Fingerprint cards will ONLY be accepted by BCI&I (with an Exemption Form) for one of the following reasons:

- Applicant's home address is 75 miles or more from the nearest Web check location;
- Amputations or digits missing (Web check 4.0 only);
- Out-of-state applicant;
- Poor quality prints (Not able to capture at Web check location, provide name of location where the background check was attempted on the waiver form);
- BCI/FBI rejects from original electronic submission. Note: The original reject letter must accompany the fingerprint card (s); and
- Public Housing Organization background checks.

If an applicant meets any of these exemptions, they may submit their name and complete address to the Board in writing (Attention: CRC) at the above address, by fax at (614) 466-0388, or by email at crc@nursing.ohio.gov to request the Exemption Form, fingerprint cards and instructions for completing the cards.

6/08

OHIO NURSES ASSOCIATION GUIDELINES FOR REGISTERED NURSES IN DELEGATING TASKS TO NURSING STUDENTS EMPLOYED BY HEALTH CARE AGENCIES

Nursing students are individuals who are currently enrolled in an approved program for nursing. Working under the direct supervision of a registered nurse, employed student nurses assist in providing a variety of direct and indirect care activities to clients. Some of the care activities that employed student nurses could participate in are below.

Employed student nurses may assist the nurse in the implementation and evaluation of performed care activities. They cannot perform tasks that are restricted to the role of the registered nurse or licensed practical nurse.

Each health care agency is responsible for educating, evaluating and documenting the competency of the employed student nurse in performing care activities. An evaluation should be performed during orientation and at appropriate intervals. Policies must be developed that reflect the scope of nursing practice and established professional nursing standards.

Care Activities which may be delegated to employed student nurses include:

- Taking vital signs
- Bathing
- Making beds
- Feeding patients
- Positioning
- Applying restraints
- Providing oral hygiene
- Assisting with preop and postop care
- Collecting specimens
- Transporting patients
- Applying non-sterile soaks /dressings
- Assisting in diagnostic procedures
- Assisting in admission and discharge procedures

**OHIO BOARD OF NURSING:
STATEMENT ON EMPLOYMENT OF PRELICENSURE NURSING STUDENTS**

Pub No:PRAC-1018
EDUC-3009

Eff: 3/14/91

Individuals currently enrolled in pre-licensure nursing education programs or who have graduated from a pre-licensure program, failed the licensure examination, and are waiting to retake the examination, who seek employment in nursing-related positions shall be considered unlicensed and therefore must not engage in the scope of practice for the registered nurse defined in Section 4723.02(A), (B), (C), and (D) ORC, or the scope of practice for the licensed practical nurse defined in Section 4723.02 (F) ORC.

Permission was received from the Ohio Board of Nursing to re-distribute this notice.

Copyright ©1991 by Ohio Nurses Association Permission was received from the Ohio Nurses Association to re-distribute this notice.

EMPLOYMENT OF NURSING STUDENTS:
AS NURSE AIDES IN LONG-TERM CARE FACILITIES

In order to work as a nurse aide in a long-term care facility, students must complete Training and Competency Evaluation Program (TCEP) and the Competency Evaluation Program (CEP) examination. Nursing students will be exempt from the required 75-hour TCEP if the educational program verifies that the nursing student is able to perform the required basic nursing skills included in Rule 3701-17-071 (E) (2) Ohio Administrative Code. The required basic nursing skills included in the applicable sections of the TCEP are as follows:

Principles of infection control; infection control techniques which prevent growth and spread of microorganisms, signs and symptoms of infection and universal precautions; measures which ensure the safety of the geriatric patient, safety procedures involving the use of oxygen, oxygen equivalent, fire prevention, disaster procedures for fire and tornado and other natural disasters; principles of ergonomics, body mechanics and patient transfer and positioning; proper use and application of restraints, proper use of assistive devices such as wheelchairs, geriatric chairs, lifts, and ambulation devices; observational skills recognizing abnormal physical signs and symptoms and maintaining the safety and comfort of the patient's environment; bed-making techniques and comfort measures for bed-bound residents; assisting with nutrition and fluid needs of individuals, measurement of height and weight, measurement of vital signs (temperature, pulse, respiration and blood pressure) and recognition of significant variations; assisting with or performing personal hygiene measures, principles of elimination, use of common techniques and devices used in urinary and bowel elimination; care of cognitively impaired residents

If the nursing student is currently enrolled in the nursing education program and has met the above criteria, the nursing education program may complete the Verification of Nursing Student Training Form and give it to the student in lieu of the nursing student taking the TCEP. The nursing student then has 120 days to work and to take and receive a passing score on the CEP exam administered by the Ohio Nurses Testing Service. If the nursing student has not passed the CEP exam at the end of the 120 days, the nursing student can no longer work as a nurse aide and the Verification of Nursing Student Training Form is no longer valid. If the nursing student is not currently enrolled in the nursing education program, the nursing student must be actively participating in a TCEP in order to work as a nurse aide in a long-term care facility.

SECTION 22 – COURSE DESCRIPTIONS

Graduate Nursing Programs

INDI6000 Introduction to Biostatistical Methods

Fall, Spring, Summer

Credits: G 3

Prerequisites: CNL NURS5140, NURS5250, NURS5670 and NURS5160. Other MSN students: none. Introduction to statistical reasoning with an overview of selected descriptive and inferential statistics commonly used in healthcare research. Computer analysis of data will be included.

INDI8000 Introduction to Biostatistical Methods

Fall, Spring, Summer

Credits: G 3

Prerequisites: none. Introduction to statistical reasoning with an overview of selected descriptive and inferential statistics commonly used in healthcare research. Computer analysis of data will be included.

NURS5040 Health Assessment and the Nursing

Process for Promoting Health

Fall

Credits: G 6

Prerequisites: Admission to the CNL/major. Using Orem's SCDT, students assess individuals and families and apply the nursing process in order to promote the health of individuals and families across the life span. Includes 30 clinical hours and 60 lab hours.

NURS5050 Integrative Health Sciences I

Fall

Credits: G 3

Prerequisite: Admission to CNL/major. Examines foundational chemical, physical, cellular biological and microbiological principles of human physiology. Focuses on advanced physiologic and pathophysiologic mechanisms underlying human responses to genetic, defense, and nervous system disease.

NURS5060 Professional Socialization I

Fall

Credits: G 3

Prerequisite: Admission to CNL/major. Focuses on the development of the professional nursing role. Students explore the effects of historical, legal, and ethical influences on professional nursing. Cultural diversity also is examined.

NURS5070 Therapeutic Communication Skills for Nurses

Fall

Credits: G 3

Prerequisite: Admission to CNL/ major. Focuses on therapeutic communication skills at the intrapersonal and interpersonal levels. Explore nursing agency from a holistic perspective. Includes 30 clinical hours.

NURS5140 Designing Nursing Systems to Promote Self-Care

Spring

Credits: G 6

Prerequisite: NURS5040, NURS5050, NURS5060, NURS5070. Apply Orem's SCDT in the design and implementation of nursing systems that assist individuals and families in achieving and maintaining optimal health. Includes 90 clinical hours

NURS5160 Professional Socialization II

Spring

Credits: G 3

Prerequisite: NURS5040, NURS5050, NURS5060, and NURS5070. Integrate nursing theory and models into professional nursing practice. Focuses on ethical, political, and economic issues that impact nursing practice. Differentiation of advanced practice and entry level roles is explored.

NURS5190 Advanced Interpersonal Interventions

Fall, Spring

Credits: G 3

Prerequisite: Admission to MSN major or permission of Faculty. Integrates interpersonal strategies and complementary modalities through peer counseling and supervision. Analyzes personal abilities and limitations in developing therapeutic relationships with individuals and groups. Includes 60 hours lab.

NURS5220 Field Experience Seminar

Fall, Spring

Credits: G 3 Graded S/U

Prerequisite: NURS5910, 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 NURS5910. 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.

NURS5240 Designing Nursing Systems for Compromised Health States

Summer

Credits: G 6

Prerequisites: NURS5140, NURS5250, NURS5670. Using Orem's SCDT, students design and implement nursing systems that assist individuals and families with complex problems to achieve and maintain optimal health. End of life care is addressed. Includes 120 clinical hours.

NURS5250 Health Science II

Spring

Credits: G 3

Prerequisite: NURS5040, NURS5050, NURS5060, and NURS5070. Focuses on advanced physiologic and pathophysiologic mechanisms underlying disease across the life span. Examines cardiovascular, respiratory, endocrine, muscular skeletal, nervous, genitourinary, hepatobiliary, renal, integumentary and gastrointestinal systems.

NURS5330 Health Assessment

Summer

Credits: G3

Prerequisite: NURS56800 or NURS5250. Focuses on acquisition of graduate level skills in collection and documentation of assessment data across the life-span. Differentiates normal from abnormal findings. Supervised laboratory practice is required.

NURS5400 Theoretical and Ethical Foundations of Nursing

Fall, Spring

Credits: G 3

Prerequisite: Admission to MSN major Explores roots of nursing as a science and art. Examines personal and professional values in the context of ethical decision-making. Emphasis is on analysis and evaluation of selected nursing and ethical theories.

NURS5440 Population Focused Care

Fall

Credits: G 6

Prerequisite: NURS5240, INDI 6000. Students apply epidemiological principles and Orem's SCDT to improve the health status of aggregates, vulnerable populations and communities. Includes 90 clinical hours.

NURS5500 Family and Cultural Diversity Theories

Fall, Spring

Credits: G 3

Prerequisite: Admission to MSN major or permission of Faculty. Explores family and cultural diversity theories and processes. Examines assessment, analysis and evaluation of family function. Analyzes cultural competence of advanced practice nursing.

NURS5510 Advanced Clinical Seminar in Nursing

Fall

Credits: G 4

Prerequisites: Admission to Nurse Educator major; NURS5330, NURS5400, NURS5680. Application of nursing theory and research with clients in wellness promotion or complex care states. Emphasis is on the assessment and analysis of human responses and outcomes of care. Includes 60 lab hours.

NURS5530 Public Policy and Health Care

Spring, Summer

Credits: G 3

Explores the public policy process from agenda setting through program evaluation. Focus is on how health problems are brought to the attention of government and solutions are obtained. Some field work is expected.

NURS5540 Advanced Practicum in Nursing Systems Design

Spring

Credits: G 12

Prerequisites: NURS5160, NURS5440, NURS5910, NURS6070. Students demonstrate integration of nursing knowledge and skill in designing and implementing nursing systems in a capstone clinical experience. Includes 300 clinical hours.

NURS5670 Pharmacology

Spring

Credits: G 3

Prerequisites: NURS5040, NURS5050, NURS5060, NURS5070. Focuses on fundamental pharmacological principles. Prepares for critical thinking in application of pharmacotherapy principles to nursing. Emphasizes physiological responses to drugs, expected outcomes, and potential drug interactions.

NURS5680 Advanced Physiology and Pathophysiology

Fall, Spring

Credits: G 3

Focuses on advanced physiologic and pathophysiologic mechanisms underlying human responses to disease illness across the life-span. Students will build on existing knowledge of human anatomy and physiology.

NURS5690 Advanced Pharmacotherapeutics

Fall, Spring

Credits: G 3

Focuses on advanced pharmacologic principles in decision making for pharmacotherapy. Emphasizes responses to drugs, expected outcomes, and potential drug interactions. Discusses professional responsibilities of prescriptive privileges.

NURS5740 Advanced Health Assessment

Fall, Spring

Credits: G 4

Prerequisite or Co-requisite: NURS568 and admission to MSN major. Focuses on acquisition of advanced skills in collection and documentation of assessment data across the life span. Differentiates normal from abnormal findings. Supervised laboratory practice is required. Includes 60 hours laboratory.

NURS5810 Pediatric Nurse Practitioner Clinical I: Care of Children and Concepts of Wellness

Spring (Odd Years)

Credits: G 6

Prerequisites: Admission to Pediatric Primary Care Nurse Practitioner Program, NURS5740, NURS5680, NURS5400, NURS5690 (Co-requisite), and NURS5190 (Co-requisite). Focuses on the health care needs of children and adolescents and principles of health promotion and wellness. Students will have opportunity to begin development of skills in primary and specialty care settings. Includes 180 clinical hours.

NURS5820 Pediatric Nurse Practitioner Clinical II: Common Acute and Stable Chronic Illnesses

Fall (Odd Years)

Credits: G 6

Prerequisites: NURS5690, and NURS5810. Focuses on the care of children and adolescents with an emphasis on the management of common acute and stable chronic illnesses. Includes 180 hours clinical.

NURS5830 Pediatric Nurse Practitioner Clinical III: Complex, Chronic Illnesses or Disabilities

Spring (Even Years)

Credits: G 6

Prerequisite: NURS5820. Focuses on management of common and complex acute and chronic conditions of children and adolescents. Issues of disability and developmental conditions are addressed. Emphasis is on integration of the advanced practice role. Includes 180 clinical hours.

NURS5910 Advanced Nursing Research

Fall, Spring, Summer

Credits: G 3

Prerequisites: NURS5240 and INDI6000 other MSN students NURS 5400 INDI 6000. Critically evaluate published research for clinical relevance, identify a research problem, select a conceptual framework, review selected literature, and prepare a quantitative or qualitative research proposal.

NURS5980 Comprehensive Examination in Nursing

Fall, Spring

Credits: G 3 Graded S/U

Prerequisite: students must be enrolled in the final semester of study as indicated on the plan of study. Program Capstone emphasized independent comprehensive review preparation for exams with synthesis of knowledge from the total graduate nursing curriculum and review of relevant literature in selected field of study.

NURS6070 Advanced Communication Skills and Group Dynamics for Nurses

Fall

Credits: G 3

Prerequisite: NURS5240 INDI 6000. Focuses on advanced therapeutic communication skills in the nurse-client relationship and analysis of Self-care agency. Complementary modalities are explored. Includes 30 lab hours.

NURS6140 Advanced Practice Nurse: Role and Issues

Fall, Spring

Credits: G 2

Prerequisite: Admission to APN major

Focuses on the issues and role of the advanced practice nurse, including historical and current perspectives of the advanced role. Examines health care system issues pertaining to advanced practice.

NURS6210 Family Nurse Practitioner Clinical I: Primary Care of Adolescents and Adults

Summer

Credits: G 7

Prerequisites: Admission to FNP major; NURS5680 and NURS5740; NURS5400 or previous MSN. Co-requisites: NURS5690, NURS5190 or previous MSN. Focuses on primary care of common and chronic illness of adolescents and adults. Clinical experiences will continue to incorporate women and children, adults, and target populations. Includes 180 clinical hours.

NURS6220 Family Nurse Practitioner Clinical II: Primary Care of Women and Children

Fall

Credits G: 7

Prerequisites and Co-requisites: NURS6210, and NURS5690 (or Co-requisite). Focuses on the primary care of children and women's health and includes normal prenatal care. Emphasis is on health promotion and common acute illness. Includes 180 clinical hours.

NURS6230 Family Nurse Practitioner Clinical III: Primary Care of Adults and Older Adults

Spring

Credits: G 8

Prerequisite: NURS6220. Focuses on primary care management of acute and chronic conditions of adults and older adults. Urgent care issues are addressed. Emphasizes integration of primary care concepts across the life span. Includes 270 clinical hours.

NURS6710 Developing Instructional Programs in Nursing

Summer

Credits: G 3

Prerequisite: Admission to Educator major Focuses on skills to develop curricular components for nursing instructional programs. Examines the relationships among mission, philosophy, goals, and outcomes for various learning environments.

NURS6720 Teaching, Learning and Evaluation in Nursing

Spring

Credits: G 4

Prerequisite: Admission to Educator major Focuses on teaching-learning theories, processes, strategies, and styles. Examines evaluation principles and strategies in the classroom and clinical setting.

NURS6730 Practicum and Seminar in Teaching

Fall

Credits: G 4

Prerequisite: NURS6710 and NURS6720 Applies knowledge of learning and evaluation theories in the development and implementation of a program of instruction. Within a seminar format, emphasizes significant issues in healthcare education. Includes 135 clinical hours.

NURS6890 Independent Study in Nursing

Variable

Credits: G 1-4

Prerequisites: Consent of faculty and approval of Independent Study Contract and Evaluation Forms
The student and faculty member agree on a course of study that will enable the student to achieve his/her objectives. An independent study contract and evaluation form is submitted to the Associate Dean for Academic Affairs. May be repeated for credit.

NURS6990 Thesis Research

Variable

Credits: G 1-3

Fall, Spring

Prerequisite: NURS5910 and permission of Major Advisor. Research in nursing to fulfill the research requirement of Nursing Master's Program. The 3 credit hours may be divided and repeated across semesters. Only 3 credit hours are applicable for the degree. Implementation of a Thesis: Students will complete a research project and disseminate the findings. If the student has not completed the Thesis after registering for the minimum of 3 credit hours, the student would continue to register for 1 credit hour with this course number during each semester that the student is actively working with a faculty member.

NURS7000 DNP Orientation

Credits: G 1

Pre-Requisite: Admission to the BSN-DNP program. Focuses on pertinent information needed by incoming students in the BSN-DNP Program. Emphasis on requirements of The University of Toledo and the College of Nursing to matriculate in the Program.

NURS7010 Scientific Basis Nursing Practice

Credits: G 3

Prerequisite: co-requisites: Admission to the DNP program or permission of instructor; graduate level nursing theories courses graduate level genetics course This course examines nursing science from a broad range of perspectives. The emphasis is on identification and analysis of nursing phenomena, use of nursing science to manage phenomena, and evaluation of outcomes.

NURS7011 Theoretical Basis for Evidence-Based Practice

Credits: G 3

Pre-Requisites: NURS7400 Theoretical Foundations of Advanced Nursing Practice, NURS7410 Ethical Foundations of Advanced Nursing Practice. This 3-credit course examines the inter-relationship between theory, research, and practice along with the nature of scientific knowledge development in nursing. Focus is on critical analysis and evaluation of theory and its use for designing evidence-based practice protocols.

NURS7020 Organizational and Systems Leadership in Health Care

Credits: G 3

Prerequisite: co-requisites: Admission to the DNP Program or permission of faculty. This course examines application of organizational and leadership theories/ strategies to assess process/outcomes in health care settings. Focuses on role of advanced practice nurses analyzing clinical patterns/issues in complex practice settings. Includes 40 clinical hours.

NURS7030 Quality Management and Performance Improvement in Health Care Organizations

Credits: G 3

Prerequisite: co-requisites: Admission to the DNP Program or permission of faculty This course examines principles/practice of quality management/clinical performance in care delivery and outcomes Focuses on role and accountability of the advanced practice nurse/collaborative team for maintaining safety and improving quality care. Includes 40 clinical hours.

NURS7040 Applied Nursing Research

Credits G 3

Prerequisites: Admission to the DNP program; MSN-DNP pre-requisites: NURS7010 and a graduate level statistics course; BSN-DNP pre-requisites: NURS7011 and INDI8000. This course builds on knowledge of research and clinical practice with emphasis on evidence-based practice. Students learn to critically examine and apply nursing research within the practice setting.

NURS7050 Information and Technology in Nursing and Health Care Systems

Credits: G 3

Prerequisite: co-requisites: Admission to the DNP Program or permission of faculty. Systematic assessment of clinical and administrative information needs of health care systems. Examines the technology and strategies needed to support patients, nurses ,and health care delivery in dynamic environmental systems.

NURS7060 Population Health

Credits: G 3

Prerequisite: co-requisites: Admission to the DNP Program: INDI 8000 Introduction to Statistical Methods. This course uses epidemiologic models to analyze and construct interventions for health care delivery systems. The focus is on safe, quality, culturally- appropriate advanced nursing practice activities to meet emerging world needs.

NURS7070 Marketing and Entrepreneurial Activities in Complex Health Care

Credits: G 3

Prerequisite: Admission to the post Master's DNP or BSN-DNP program. This course examines marketing and entrepreneurial strategies for advanced nursing practice in complex health states. The focus is on creating and evaluating market plans and entrepreneurial activities.

NURS7080 Evidence Based Nursing Practice in Direct Care

Credits: G 3

Prerequisite: co-requisites: Admission to the DNP program or permission of faculty. This seminar course focuses on the nursing management of complex patients, diagnostic reasoning, translation of evidence into practice, and building intra and Interprofessional interactive models to meet patient needs. Includes 80 clinical hours.

NURS7090 Project Seminar

Credits: G 3

Prerequisite: co-requisites: Acceptance into the DNP program, Applied Nursing Research (NURS 7040). This course provides a forum to articulate and explore advanced nursing practice roles and responsibilities. The focus will be on leading nursing practice in patient advocacy, teaching, collaboration, and the design and provision of care.

NURS7100 Doctoral Project

Variable

Credits: G 1-3 Graded S/U

This variable credit course may be offered over more than one semester. The number of credit hours allocated per semester will be determined in collaboration with the capstone advisor. Prerequisite: co-requisite: Acceptance into the post Master's DNP or BSN-DNP program, Applied Nursing Research (NURS 7040), NURS7011 Theoretical Basis for Evidence Based Practice, NURS7090 Project Seminar, defense of project proposal. This course is a guided, independent project, utilizing research to improve patient outcomes, health care delivery, or nursing practice.

NURS7180 Evidence Based Leadership in Complex Health Systems

Credits: G 3

Prerequisites/co-requisites: Admission to the DNP program or permission of faculty. This course examines evidence practices in administrative health care settings. The focus is on examining current status and creating and evaluating innovative administrative practices based on best practices. Competencies include model application for finance and clinical outcomes. Includes 80 clinical hours.

NURS7210 Family Nurse Practitioner Clinical I: Primary Care of Adolescents and Adults

Credits: G 7

Pre-Requisites: NURS7740 Advanced Health Assessment, NURS7400 Theoretical Foundations of Advanced Nursing Practice, NURS7410 Ethical Foundations of Advanced Nursing Practice.

Co-Requisite: NURS7690 Advanced Pharmacotherapeutics. Focuses on primary care of common/chronic illness of adolescents, adults; includes beginning understanding of role of APN in primary care; includes development of therapeutic relationships. Clinical experiences include populations across the lifespan. 180 Clinical Hours

NURS7220 Family Nurse Practitioner Clinical II: Primary Care of Women and Children

Credits: G 7

Pre-Requisites: NURS7210 FNP Clinical I. Focuses on primary care of children and women's health. Emphasis on health promotion and common acute illness, role development, therapeutic communication, and continued emphasis on development of skills with individuals and groups. 180 Clinical Hours

NURS7230 Family Nurse Practitioner Clinical III: Primary Care of Adults and Older Adults

Credits: G 8

Pre-Requisite: NURS7220 FNP Clinical II. Focuses on primary care management of acute/chronic conditions of adults/older adults. Urgent care issues are addressed. Emphasizes holistic care across the lifespan integrating primary care concepts. Explores professional APN leadership role. 270 Clinical Hours

NURS7400 Theoretical Foundations of Advanced Nursing Practice

Credits: G 2

Pre-Requisite: Admission to the BSN-DNP program. Explores nursing as science and art. Identifies practice theory in the context of the nursing metaparadigm, grand and middle range theory with emphasis on analysis/evaluation of selected nursing theories.

NURS7410 Ethical Foundations of Advanced Nursing Practice

Credits: G 2

Pre-Requisite: Admission to the BSN/DNP program. Co-requisite: NURS7000 DNP Orientation. Examines the inter-relationship between theory, research, practice in ethical decision-making. Focuses on critical analysis/evaluation of selected ethical theories, values, professional codes of ethics related to evidence-based practices.

NURS7500 Family and Cultural Diversity Theories

Credits: G 3

Prerequisite: Admission to MSN major or permission of Faculty. Explores family and cultural diversity theories and processes. Examines assessment, analysis and evaluation of family function. Analyzes cultural competence of advanced practice nursing.

NURS7530 Public Policy and Health Care

Credits: G 3

Explores the public policy process from agenda setting through program evaluation. Focus is on how health problems are brought to the attention of government and solutions are obtained. Some field work is expected.

NURS7680 Physiology & Pathophysiology

Credits: G 3

Focuses on advanced physiologic and pathophysiologic mechanisms underlying human responses to disease illness across the life-span. Students will build on existing knowledge of human anatomy and physiology.

NURS7690 Advanced Pharmacotherapeutics

Credits: G 3

Prerequisite: NURS7680 Advanced Physiology & Pathophysiology. Focuses on advanced pharmacologic principles in decision making for pharmacotherapy. Emphasizes responses to drugs, expected outcomes, and potential drug interactions. Discusses professional responsibilities of prescriptive privileges.

NURS7740 Advanced Health Assessment

Credits: G 5

Pre-Requisite: NURS7680 Advanced Physiology and Pathophysiology. Focuses on acquisition of advanced skills in collection and documentation of assessment data across the life-span. Differentiates normal, abnormal physiologic/psychosocial findings. Analyzes abilities/limitations in developing therapeutic relationships. Supervised laboratory practice.

NURS7810 Pediatric Nurse Practitioner Clinical I: Care of children and Concepts of Wellness

Credits: G 6

Pre-Requisites: NURS7740 Advanced Health Assessment, NURS7400 Theoretical Foundations of Advanced Nursing Practice, NURS7410 Ethical Foundations of Advanced Nursing Practice.

Co-Requisite: NURS7690 Advanced Pharmacotherapeutics

Health care for children/adolescents, principles of health promotion/wellness. Understanding of APRN role in primary care, development of therapeutic relationships. Competencies in primary care for children from birth to 21 years and families. 180 Clinical Hours

NURS7820 Pediatric Nurse Practitioner Clinical II: Common Acute and Stable Chronic Illnesses

Credits: G 6

Pre-Requisites: NURS7810 PNP Clinical I. Care of children/adolescents with an emphasis on the management of common acute and stable chronic illnesses and APN role development. Includes therapeutic communication skills development with individuals and groups. 180 Clinical Hours

NURS7830 Pediatric Nurse Practitioner Clinical III: Complex Chronic Illnesses or Disabilities

Credits: G 6

Pre-Requisites: NURS7820 PNP Clinical II. Management of complex acute/chronic conditions in children/adolescents. Holistic care for children and families including developmental concerns and disability. Explores APRN leadership role. Integration of the advanced practice role. 180 Clinical Hours

NURS 7890 Independent Study

Variable

Credits: G 1-4

Independent Study for the DNP student is an academic course completed outside of the required classroom, clinical or college laboratory experiences that provide the learner with an opportunity to pursue an area of interest in depth. This course may not be used to substitute for required courses. The course is supervised by a faculty member and approved by the Program director. A contract must be completed by the student and approved by the faculty member and the program director prior to the semester in which the Independent Study is to be conducted. Faculty approval is required before the student can register for this course.

NURS7910 Advanced Nursing Research

Credits: G 3

Prerequisites: INDI 8000, NURS7400. Critically evaluate published research for clinical relevance, identify a research problem, select a conceptual framework, review selected literature, and prepare a quantitative or qualitative research proposal.

NURS7970 Final Practicum: Direct Care

Variable

Credits: G 1-6

The total number of credit hours allocated per semester will be decided by the course faculty and/or capstone advisor. The total number of clinical hours taken as variable credit prior to the final term NURS797 cannot exceed 3 semester hours. Graded S/U Prerequisites/co-requisites: Acceptance into the DNP program, Scientific Foundations of Nursing (NURS701), and permission of the course faculty and/or capstone advisor. Individually precepted practicum that requires advanced nursing practice with individuals and groups. Include seminar that facilitates synthesis and application of all prior learning for evidence-based practice. Includes 360 clinical hours.

NURS7980 Final Practicum: Indirect Care

Variable

Credits: G 1-6

This variable credit course may be offered over more than one semester. The number of credit hours allocated per semester will be decided by the course faculty and/or capstone advisor. The total number of clinical hours taken as variable credit prior to the final term NURS798 cannot exceed 3 semester hours. Graded S/U Prerequisites/co-requisites: Acceptance into the DNP program, Scientific Foundations of Nursing (NURS701), and permission of the course faculty and/or capstone advisor. Individually mentored practicum that requires leadership and practice at the aggregates/systems/organizational level of health care. Includes required seminar that facilitates application, synthesis, and evaluation of prior learning in applied practice. Includes 360 clinical hours.