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IMPORTANT

It is the student’s responsibility to read through the handbook material carefully, and refer to it throughout the program for answers to program and academic questions.

Students are responsible for checking their UA email as this is the university’s and the School of Nursing’s form of student communication.

Students are responsible for meeting nursing program degree requirements, and for seeking advisement regarding their status/progress in their program of studies. Check the DARS report frequently.

Questions or clarification regarding the content of this handbook should be directed to the assistant director graduate programs.

Some policies/classes may be changed after printing. If there is a question, please contact a faculty member or the Assistant Director Graduate Programs.

All rules and policies of the Graduate School are enforced. They may be more stringent as identified by the School of Nursing.
SCHOOL OF NURSING
ACCREDITATION/APPROVALS/PROFESSIONAL MEMBERSHIP

SCHOOL OF NURSING ACCREDITATIONS

- Continued Accreditation from the Commission on Collegiate Nursing Education (CCNE) for 10 years for Bachelor’s and Master’s programs (2016).
- Continued Accreditation from the Council on Certification of Nurse Anesthesia Educational Programs for 10 years for the Graduate Anesthesia Program (2016)
- Approval from the Commission on Collegiate Nursing Education for the Bachelor's and Master's Programs (2006)

Accreditation is a nongovernmental process conducted by representatives of postsecondary institutions and professional groups. As conducted in the United States, accreditation focuses on the quality of institutions of higher and professional education and on the quality of educational programs within institutions. Two forms of accreditation are recognized: one is institutional accreditation, and the other is professional or specialized accreditation. Institutional accreditation concerns itself with the quality and integrity of the total institution, assessing the achievement of the institution in meeting its own stated mission, goals, and expected outcomes. The University of Akron has full accreditation from Higher Learning Commission of the North Central Association of Colleges and Schools with the next comprehensive evaluation scheduled for 2012-2013.

Professional or specialized accreditation is concerned with programs of study in professional or occupational fields. Professional accrediting agencies assess the extent to which programs achieve their stated mission, goals, and expected outcomes. In addition, consideration of the program's mission, goals, and expected outcomes is of importance to the accrediting agency in determining the quality of the program and the educational preparation of members of the profession or occupation. Accreditation organizations make regularly scheduled evaluation visits to programs to document that programs continue to meet criteria. The University of Akron School of Nursing has maintained full professional accreditation since its inception in 1967. The National League of Nursing Accreditation Commission (NLNAC) visited the College in July, 1998 and extended maximum accreditation of 8 years thus granting continuing accreditation to the baccalaureate and master's programs in nursing. The School of Nursing Received professional accreditation from the Commission of Collegiate Nursing Education (CCNE) in 2006.

The Commission on Collegiate Nursing Education (CCNE) is an autonomous accrediting agency, contributing to the improvement of the public's health. A specialized/professional accrediting agency, CCNE ensures the quality and integrity of baccalaureate and graduate nursing programs. CCNE serves the public interest by assessing and identifying programs that engage in effective educational practices. As a voluntary self-regulatory process, CCNE accreditation supports and encourages continuing self-assessment by nursing programs and supports continuing growth and improvement of collegiate professional education. Because the accreditation process is a voluntary enterprise, institutions that seek CCNE accreditation of their baccalaureate and/or graduate nursing programs are viewed to have a cooperative relationship with CCNE in seeking ways to improve and enhance the educational programs for professional nursing students.

In addition to college accreditation, the nursing anesthesia program undergoes a similar evaluation process from the Council on Accreditation of Nurse Anesthesia Educational Programs (COA). This Council has consistently acknowledged the excellence of the College’s anesthesia program by granting full accreditation with the next scheduled visit for reaccreditation in November, 2005.
COLLEGE DEANS

Roberta D. Pompei, PhD  Dean School of Health Professions
Kathleen Ross-Alamolki, PhD, RN  Associate Dean & Professor Undergraduate Programs and Innovation
Elaine Fisher, PhD  Director & Professor School of Nursing

SCHOOL OF NURSING MISSION STATEMENT

As an integral part of The University of Akron, the School of Nursing promotes the general mission of The University of Akron. The School offers diverse and comprehensive nursing education programs at the undergraduate and graduate levels. The programs of study, based on professional standards, prepare individuals to provide nursing care in a variety of settings. The School of Nursing supports nursing research that contributes to the health and well-being of society. The School is committed to serving culturally, racially, and ethnically diverse populations. Through academic and community collaboration college promotes excellence in nursing education, research, practice and service.

GOALS

1. Prepare generalist and advanced practice nurses who are eligible for initial licensure and for certification.

2. Provide a foundation for lifelong commitment to professional development and scholarship through continuing education and advanced study at the master’s and doctoral levels.

3. Prepare nurses who are sensitive in caring for diverse populations in a variety of settings.

4. Prepare professional practitioners who integrate leadership roles and ethical standards in a continuously changing health care arena and society.
PHILOSOPHY OF THE SCHOOL OF NURSING

The School of Nursing faculty believes that the foci of professional nursing are individuals, families and communities.

**The Individual** is seen as a complex whole whose existence involves patterns, dynamic change, transformation, and interdependence. The individual interrelates within the environment in biological, psychological, social, spiritual, cultural and other dimensions. The individual is unique and universal. The individual is a thinking, feeling, interacting, evolving, creating and valuing being.

**Families** are individuals dynamically connected with each other over time in traditional and non-traditional configurations.

**Communities** are groups of people with one or more common characteristics who are in relationship to one another and may or may not interact.

**Health** is comparative, dynamic, multidimensional and has personal meaning. It includes disease, non-disease and quality of life. People have the right to participate in decisions affecting and effecting personal health.

**Environment** includes all living and nonliving dimensions with which the individual, family and community have interrelationships. The dynamic environmental interrelations define and establish rules for health and modes of action.

**Nursing** is an art and a science. The discipline of nursing is concerned with the individual, family and community and their responses to health within the context of the changing health care environment. Professional nursing includes the appraisal and the enhancement of health. Personal meanings of health are understood in the nursing situation within the context of familial, societal and cultural meanings. The professional nurse uses knowledge from theories and research in nursing and other disciplines in providing nursing care. The role of the nurse involves the exercise of social, cultural and political responsibilities, including accountability for professional actions and provision of quality nursing care, and community involvement.

**Education** is an individualized, life-long process. Learning includes the individual’s interrelations with the environment, knowledge and skill acquisition, development of critical thinking and self-awareness. Self-expression enables the student to respond to clients who have unique human values and cultural heritage. Each nursing student brings attitudes, beliefs, values, feelings, knowledge and experiences into the learning environment. These variables influence learning that occurs through continual construction and reconstruction of experiences in relation to environmental influences.

Nursing education at the baccalaureate level synthesizes knowledge from nursing, humanities, social, cultural, physical and natural sciences to operationalize clinical decision making. The student is prepared to function as a nurse generalist in a variety of settings. Faculty and students continually seek to reifying the commitment to and understanding of the relationship between theory and practice. Students are encouraged to become self-directed, collaborative, interdependent and independent. These variables are the foundation for life-long learning and professional development.

Nursing education at the master’s level builds upon baccalaureate nursing education and provides a foundation for doctoral study. Graduate education prepares advanced practice nurses with expertise in critical thinking and decision-making, effective communication, the therapeutic interventions through a variety of learning experiences. Master of Science in Nursing students analyze and use theoretical formulations and research findings in advanced practice.
PURPOSES OF THE GRADUATE PROGRAM

All Curricula

The purposes of the Graduate Program in Nursing are to provide preparation for advanced practice nursing as a clinical nurse specialist, nurse specialist, nurse practitioner, or nurse anesthetist; preparation for the role of nurse educator, or nurse administrator of nursing service; preparation in research methods and skills; and to provide a foundation for doctoral study. Areas of advanced practice specialization include adult/gerontological health nursing, child and adolescent health nursing, behavioral health nursing and nurse anesthesia. Practitioner programs are available in the child and adolescent health nursing, adult/gerontological health nursing, and behavioral health nursing tracks.

EXPECTED OUTCOMES OF THE GRADUATE

1. Apply scientific theories and research to implement the advanced nursing role.
2. Demonstrate competence according to national standards and guidelines in the advanced nursing role.
3. Demonstrate knowledge of legal, ethical, fiscal, policy and leadership issues that impact the advanced nurse’s delivery of health care.
4. Demonstrate knowledge of legal, ethical, fiscal, policy and leadership issues that impact the advancement of the nursing profession in the advanced nursing role.
5. Identify researchable nursing problems and contributes to research studies for advanced nursing and health care practice.
SCHOOL OF NURSING CODE OF ETHICS

All students are expected to comply with standards deemed appropriate to the profession in the School of Nursing Code of Ethics as well as in the University of Akron’s Student Code of Conduct, “A Civil Climate for Learning: Statement of Expectations” as found in the Undergraduate Bulletin, and in alignment with the American Nurses Association’s “Code of Ethics for Nurses.”

I. Academic Integrity

Academic misconduct is “any activity that compromises the academic integrity of the student and university, and undermines the educational process” (Code of Student Conduct of The University of Akron, section D).

Examples of academic misconduct include, but are not limited to, the following:

A. Cheating
Cheating is any fraudulent, deceptive behavior including but not limited to the following:

1. Seeking, acquiring, receiving, and giving information or assistance in taking quizzes, tests, or examinations, including web-based examinations, quizzes, and assignments during the examination period or releasing questions to others after the testing period. Student formed study groups and tasks assigned to student teams are not considered “cheating.”
2. Copying other student’s work in part or in total during a test, a quiz, or for an assignment and submitting it as your own work.
3. “Submitting substantially the same work to satisfy requirements for one course or academic requirement that has been submitted in satisfaction of requirements for another course or academic requirement, without permission of the faculty member of the course for which the work is being submitted or supervising authority for the academic requirement (UA Student Code of Conduct, section D, 1, a, ii).
4. Failure to follow instructions in syllabus concerning assignment submission and computer malfunctions; attributing “computer problems” as an excuse for late submission.
5. Using a “cheat sheet” during an exam or unauthorized copies of previous exams.
6. Getting help via cell phone or any electronic device during an exam.

Professional Nursing examples of cheating:

1. Falsifying patient information, i.e. vital signs.
2. Signing off meds that were not given.
3. Documenting an assessment that was not actually done.

Consequence 1st offense:

Academic misconduct procedure (Code of Student Conduct of The University of Akron)

- An incident of academic misconduct may be resolved and a sanction assessed in a meeting between the faculty member and student. If the student and faculty member agree on the facts of the incident and the proposed sanction(s), the matter can be resolved informally. The faculty member shall confer with the department of student judicial affairs to determine whether any prior academic misconduct has occurred. Written documentation of the agreement as to the facts and the sanction should be created by the faculty member, signed by the student and retained for the faculty member’s records. A copy shall be sent to the department of student judicial affairs and the student.
Proposed CON sanctions for first offense includes but are not limited to immediate failure on the test, quiz, or paper.

- If the student and faculty member disagree about the facts of the incident or the proposed sanction(s), then the matter shall be referred to the department of student judicial affairs for adjudication as provided in the code of student conduct. The matter also may be referred directly to the department of student judicial affairs if the faculty member does not wish to have the matter resolved informally as provided in this rule. Such decision by the faculty member shall not prejudice the student’s case.

Consequence 2nd offense:
- Immediate referral to Student Judicial Affairs. Informal resolution is not an option.

B. Plagiarism
Plagiarism is “intentional or unintentional representation of ideas or works of another author or creator in whole or in part as the student’s own without properly citing the original source for those ideas or works.” (Office of the General Council, retrieved at: http://www.uakron.edu/ogc/PreventiveLaw/plagiarism.php).

Plagiarism can involve any and all drafts, any and all sources regardless of the media, and paraphrasing if the source of the paraphrased thought or idea is not cited.

Examples include but are not limited to:
1. Word for word use of someone else’s work without citation.
2. Copying a definition from a dictionary or text from a website and not citing the source.
3. Buying or copying an essay on-line.
4. Omitting source article from the list of sources.
5. Forgetting to use quotations marks in a direct quote.
6. Letting another student copy your homework answers.

Consequence 1st offense:

Academic misconduct procedure (Code of Student Conduct of The University of Akron)
- An incident of academic misconduct may be resolved and a sanction assessed in a meeting between the faculty member and student. If the student and faculty member agree on the facts of the incident and the proposed sanction(s), the matter can be resolved informally. The faculty member shall confer with the department of student judicial affairs to determine whether any prior academic misconduct has occurred. Written documentation of the agreement as to the facts and the sanction should be created by the faculty member, signed by the student and retained for the faculty member’s records. A copy shall be sent to the department of student judicial affairs and the student.
  - Proposed CON sanctions for first offense includes but are not limited to immediate failure on the test, quiz, or paper.

- If the student and faculty member disagree about the facts of the incident or the proposed sanction(s), then the matter shall be referred to the department of student judicial affairs for adjudication as provided in the code of student conduct. The matter also may be referred directly to the department of student judicial affairs if the faculty member does not wish to have the matter resolved informally as provided in this rule. Such decision by the faculty member shall not prejudice the student’s case.

Consequence 2nd offense:
• Immediate referral to Student Judicial Affairs. Informal resolution is not an option.

C. Falsifying documents
Falsifying documents involves tampering with written or electronic records to misrepresent the reality of the situation.

Examples include but are not limited to:
1. Falsifying attendance records.
2. Forging a signature.
3. Scanning another student’s ID when they were not present.
4. Falsifying an “absence excuse” note or document when an absence has occurred.
5. Using someone else’s clicker to sign them in when they are not present
6. Signing in on attendance sheet and then leaving class.

Nursing examples of falsifying documents:
1. Documenting care that has not been provided.
2. Fabricating assessments that have not been completed.
3. Verifying that a drug was “wasted” when not actually witnessed.
4. Falsifying any clinical record or document.

Consequence 1st offense:

Academic misconduct procedure (Code of Student Conduct of The University of Akron)
• An incident of academic misconduct may be resolved and a sanction assessed in a meeting between the faculty member and student. If the student and faculty member agree on the facts of the incident and the proposed sanction(s), the matter can be resolved informally. The faculty member shall confer with the department of student judicial affairs to determine whether any prior academic misconduct has occurred. Written documentation of the agreement as to the facts and the sanction should be created by the faculty member, signed by the student and retained for the faculty member’s records. A copy shall be sent to the department of student judicial affairs and the student.
  o Proposed SON sanctions for first offense includes but are not limited to immediate failure on the test, quiz, or paper.

• If the student and faculty member disagree about the facts of the incident or the proposed sanction(s), then the matter shall be referred to the department of student judicial affairs for adjudication as provided in the code of student conduct. The matter also may be referred directly to the department of student judicial affairs if the faculty member does not wish to have the matter resolved informally as provided in this rule. Such decision by the faculty member shall not prejudice the student’s case.

Consequence 2nd offense:
• Immediate referral to Student Judicial Affairs. Informal resolution is not an option.

D. Academic Interference
Interference in the academic achievement or intellectual property of another involves action or inaction that affects the learning or achievement of another student.

Examples include but are not limited to:
1. Non-compliance in group work.
2. Submitting work using the ID and password of another student.
3. Answering cell phone or texting while in class, clinical and LRC, in a fashion that causes disruption to other students and impacts their ability to learn. In case of emergency, remove yourself from the area to respond.

4. Behavior in class that distracts or breaks others’ concentration.

Nursing examples of interference:
1. Displaying an overbearing attitude, monopolizing clinical discussions thus not allowing others to participate.

Consequence 1st offense:

Academic misconduct procedure (Code of Student Conduct of The University of Akron)
- An incident of academic misconduct may be resolved and a sanction assessed in a meeting between the faculty member and student. If the student and faculty member agree on the facts of the incident and the proposed sanction(s), the matter can be resolved informally. The faculty member shall confer with the department of student judicial affairs to determine whether any prior academic misconduct has occurred. Written documentation of the agreement as to the facts and the sanction should be created by the faculty member, signed by the student and retained for the faculty member’s records. A copy shall be sent to the department of student judicial affairs and the student.
  o Proposed SON sanctions for first offense includes but are not limited to immediate failure on the test, quiz, or paper.

- If the student and faculty member disagree about the facts of the incident or the proposed sanction(s), then the matter shall be referred to the department of student judicial affairs for adjudication as provided in the code of student conduct. The matter also may be referred directly to the department of student judicial affairs if the faculty member does not wish to have the matter resolved informally as provided in this rule. Such decision by the faculty member shall not prejudice the student’s case.

Consequence 2nd offense:
- Immediate referral to Student Judicial Affairs. Informal resolution is not an option.

II. Student Professional Demeanor

A. Professional appearance
In order to comply with infection control policies and enhance the comfort of patients, the student must be clean, neat and in compliance with the agency’s dress code when reporting for clinical laboratory experience.
GRADUATE ADMISSIONS POLICIES  
(Revised November 2013)

As part of and prior to admission to the program, an interview with the coordinator of the graduate program and/or the lead faculty in the intended specialty track should be completed.

Full Admission. Students admitted to the MSN Program in the School of Nursing are granted full admission with an undergraduate grade point average (GPA) of 3.0 or higher on a 4.0 scale. No admission test is required for students who are granted full admission (EXCEPTION: applicants for the Nurse Anesthesia track are required to hold CCRN).

Provisional Admission. Applicants with a GPA below 3.0 on a 4.0 point scale may be admitted to the MSN Program in the School of Nursing under provisional status when the GPA is between 2.75 and 2.99 on a 4.0 scale. To move from provisional admission status to full admission requires that the student receive a B or higher in 15 semester credit hours of graduate level course work. After successful completion of these courses, the student must request a change of admission status and the record will be changed to full admission status.

Denial of Admission. Applicants applying for admission to the Graduate Program in the School of Nursing with a GPA of 2.74 or below and results of admission application process may be denied admission.

RN to MSN Sequence: Applicants to the RN to MSN sequence must meet the same criteria as those applying directly to the track.

Note: Individual tracks may have additional admission criteria.
### INSTRUCTORS/ADMINISTRATORS

<table>
<thead>
<tr>
<th>Program</th>
<th>Name</th>
<th>Title/Position</th>
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<tr>
<td><strong>MSN and Post MSN Advanced Practice Options &amp;</strong></td>
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<tr>
<td>Graduate Program</td>
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<td>Instructor</td>
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<tr>
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<td>Instructor</td>
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<tr>
<td>Child &amp; Adolescent Health</td>
<td>Heather Schober, MSN, CPNP</td>
<td>Instructor</td>
<td>330-972-7552 <a href="mailto:hls2@uakron.edu">hls2@uakron.edu</a></td>
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<tr>
<td>Psychiatric Mental Health</td>
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<td>Professor</td>
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### Advanced Role Options and Certificates

<table>
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<tr>
<th>Role Options</th>
<th>Contact Information</th>
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<tbody>
<tr>
<td><strong>Nursing Service Administration</strong></td>
<td>Michelle Dumpe, PhD, MS, RN</td>
</tr>
<tr>
<td>Associate Professor</td>
<td>330-972-6907</td>
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<td><a href="mailto:mdumpe@uakron.edu">mdumpe@uakron.edu</a></td>
</tr>
<tr>
<td><strong>Nursing Education</strong></td>
<td>Dr. Linda Shanks, PhD</td>
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<tr>
<td>(Certificate)</td>
<td>Associate Professor</td>
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<td></td>
<td>330-972-6699</td>
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<tr>
<td></td>
<td><a href="mailto:shanks@uakron.edu">shanks@uakron.edu</a></td>
</tr>
<tr>
<td><strong>Nursing Management and Business</strong></td>
<td>Michelle Dumpe, PhD, MSN, RN</td>
</tr>
<tr>
<td>(Certificate)</td>
<td>Associate Professor</td>
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<td>330-972-6907</td>
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<td></td>
<td><a href="mailto:mdumpe@uakron.edu">mdumpe@uakron.edu</a></td>
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### Nursing Research Office and PhD Program

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<tr>
<th>Contact Information</th>
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<tbody>
<tr>
<td>Marlene Huff, PhD, RN</td>
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<td>330-972-5930</td>
</tr>
<tr>
<td><a href="mailto:mhuff@uakron.edu">mhuff@uakron.edu</a></td>
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</table>

### Website Links

- The University of Akron Graduate School
  [http://www.uakron.edu/gradsch/](http://www.uakron.edu/gradsch/)
- The University of Akron Graduate School Bulletin
  [http://www.uakron.edu/gradsch/prospective-students/](http://www.uakron.edu/gradsch/prospective-students/)
- The University of Akron Police Department
  [http://www3.uakron.edu/police/](http://www3.uakron.edu/police/)
- The University of Akron School of Nursing
  [http://www.uakron.edu/nursing/](http://www.uakron.edu/nursing/)
- Commission on Collegiate Nursing Education (CCNE)
  [http://www.aacn.nche.edu/accreditation/](http://www.aacn.nche.edu/accreditation/)
GUIDELINES FOR GRADUATE STUDENT CONTACT WITH FACULTY ADVISOR

A student will be assigned to an advisor upon acceptance into the School of Nursing Graduate Program. This advisor will remain with the student throughout the program of graduate study in nursing. If a graduate student decides to change the clinical track that was selected initially, the student will be assigned to an appropriate advisor in the selected track.

The advisory process includes the following:

- Initial contact with the faculty advisor. This is the responsibility of the student.
- During the initial conference, the student will sign a contractual agreement regarding the program of graduate study.
- Continued contact with advisor on a regular semester basis until graduation.

Program plans of study, class scheduling, and procedures for registration are available from the faculty advisor. In the absence of the advisor, the Coordinator of the Graduate Program will assist students with these procedures.

Additional appointments are encouraged and may be made by the student as arranged with the faculty advisor.
**SCHOOL OF NURSING**

**GUIDELINES FOR INDEPENDENT STUDY**

Independent Study (8200:672) is for the purpose of permitting a student to concentrate on an individually selected topic of interest in nursing. Independent Study is not intended for purposes of:

- Obtaining remedial assistance
- Duplicating content already in the curriculum
- Raising the GPA in nursing

Students must have completed the courses in which basic content relative to the Independent Study topic is presented prior to enrolling in Independent Study.

Students requesting Independent Study must be progressing satisfactorily through the graduate nursing program without difficulty, both in theory and practice. The graduate student must have a minimum nursing GPA of 2.75.

The student enrolling in Independent Study must select a graduate faculty advisor to guide the study project. Selection of faculty should be based on faculty expertise. The student must determine whether the faculty member is interested in, and able to, work with him/her.

In consultation with the faculty advisor, the student must develop independent study objectives, plan of activities, and method of evaluation. The advising faculty member will verify that the objectives, plan for activities, and evaluation methods meet the number of credits selected by the student. Independent study projects may involve clinical learning experiences where direct care is provided when appropriate. If observational experiences are desired, the student and faculty advisor will develop a description of the experience. This description (after being signed by the student and faculty member) will be submitted along with the Independent Study project objectives, plan, and evaluation to the coordinator of the graduate program for approval. The graduate faculty advisor will obtain written authorization from the agency for the observational experience. Students are to submit a completed contract to the faculty preceptor for the independent study by the end of the second week of the semester. The contract is to include learning objectives, activities to be completed, and evaluation measures. The contract must be approved/signed by both the faculty preceptor and the student. A copy of the signed contract is to be on file with the Coordinator of Graduate Programs by the end of the 3rd week of the semester.

### Suggestions for Elective Courses

Electives may be taken to supplement knowledge or substitute a course. The student is encouraged to select according to their interests and needs. The Faculty Graduate Advisor will assist in course selection and approval.

### Student Poster or Podium Presentations

When students are developing an abstract for poster or podium presentations, a faculty member must be acquired to act as a sponsor and coach to give the students the guidance they need in preparing a high quality abstract.
GRADUATE STUDENT POLICIES

Grades
A student admitted to graduate study under any status at The University of Akron is expected to maintain a minimum grade point average (GPA) of 3.0 at all times. A minimum GPA of 3.00 is required for graduation. No more than six semester credits of "C+", "C" and "C-" grades may be counted toward the degree. Grades of "D+", "D", and "D-" are treated as "F" grades. No grades below "C-" may be counted toward a degree.

Graduate Grading System: A = 4.0, A- = 3.7, B+ =3.3, B = 3.0, B- = 2.7, C+ = 2.3, C = 2.0, C- = 1.7  D+, D, D-, F = 0.0.

In the School of Nursing, admission or progression in the track may require a B- or better in some classes.

Probation and Dismissal
Any student whose grade point average falls below 3.00 is no longer in good standing and will be placed on probation. Students who do not return to good standing within two consecutive semesters will be dismissed from the Graduate School.

The Dean of the Graduate School, with the approval of the relevant department head, may also dismiss anyone who fails to make satisfactory progress toward declared goals or who accumulates six semester credits of "C+" or below. The accumulation of six semester credits of "F" will result in mandatory dismissal.

The student dismissed from the Graduate School for academic reasons may not be readmitted for one calendar year. Readmission will be considered only if evidence for expected satisfactory performance is submitted and found acceptable.

Repeating Courses
Any graduate course may be repeated once for credit. However, the degree requirements shall be increased by the credit hour value of each course repeated. The hours and grades of both the original and the repeated section shall be used in computing the grade point average. Required courses in which a D+, D, D- or "F" was received must be repeated.

Dropping/Adding Courses
A student may drop or add courses in accordance with the University Registrar’s and Graduate School’s policies and deadlines. Drops and/or Adds may require instructors’ and/or advisors’ signatures. Drops and Adds may also require the signature of the School of Nursing and/or Graduate School Associate Dean.

Courses dropped after the official 15th day of a term will appear as a withdrawal (WD) on the student's academic transcript. Simply ceasing to attend a course does NOT constitute a course withdrawal. A student who leaves a course without following the withdrawal procedure will be given a grade of "F".

If the dropped course is one of the specialty track courses, the student may significantly delay completion of that nursing track and will be permitted future enrollment in the course/track on a space-available basis.
Withdrawal from the Master’s Nursing Program
A student may withdraw from the master’s nursing program of study for a variety of reasons and may later request permission to return.

An Exit Interview is required.

Procedure:
Complete the “WITHDRAWAL REQUEST FORM” found in the appendices of this handbook. Submit the form during the Exit Interview.

Schedule an appointment with the Assistant Director of Graduate Programs.
• Discuss the reason(s) for withdrawal.
• Establish an anticipated date of return to the School of Nursing, if applicable.

Return
The return to the track can be granted only on a space-available basis.

The student’s record will be reviewed by the faculty of the specialty track for appropriate placement. A student who has been away from the track for more than one year may be asked to repeat prior course work.

Re-Enrollment Procedure:
When the graduate student desires to return to the nursing specialty track, the student should write a letter to the Master’s Admissions Committee requesting re-enrollment. The written request must contain the following information:
• The original admission date into the School of Nursing [note there is a six year deadline for master’s coursework to be used toward graduation requirements].
• Academic standing within the School of Nursing at the time of withdrawal, including earned graduate GPA.
• The last semester of enrollment in the School of Nursing, the last courses completed and grades received.
• The semester of proposed re-enrollment and courses involved.
• Discussion of any measures that have been taken to ensure completion or success.

The Master’s Admissions Committee will review the student request and the student record at the next regularly scheduled meeting following receipt of the written request. The student may schedule an interview with the Admissions Committee to supplement the request and add to the record.

The Master’s Admissions Committee will determine if the student shall be re-enrolled.

The student will be notified in writing of the Committee’s decision by the Coordinator of the Graduate Programs.

Students are responsible for contacting the Graduate Secretary (330) 972-7555 regarding re-entering the nursing program.
GRADUATE COURSE GRADING SCALE

Grades will be based on a 100% scale and will be reported according to the following scale:

- A  94-100
- A-  90-93
- B+  87-89
- B  84-86
- B-  80-83
- C+  77-79
- C  74-76
- C-  70-73
- D+  67-69
- D  64-66
- D-  60-63
- F  59 and under
- I  Incomplete
- WD Withdrawal

TAKING OF EXAMINATIONS

Policy:
ALL students are expected to take examinations at the scheduled time. Any exceptions must be approved by the faculty prior to the scheduled date of the examination.
- An examination may not be retaken by a student for the purpose of improving a grade.
- Make-ups are not routinely given except in extenuating circumstances.

Procedure:
- Each course will determine its make-up policy on exams and quizzes.
- Course faculty must be notified prior to the scheduled date of the examination if it will be missed.
- Students must contact faculty on the day of their return to school to schedule a make-up of the exam.
- Faculty may require documentation of reason for absence.

SECURITY OF EXAMINATIONS

All School of Nursing examinations are considered secured property of the college. No tests are to be circulating or in the possession of any student. Students possessing course examinations will be dropped from the course and will be referred to the Associate Dean of Academic Programs for determining continuance in the college.

All course examinations shall be retained for a period of one full semester following the students’ completion of the course. At the end of that semester, the answer sheets are destroyed.

FACULTY EVALUATIONS BY STUDENTS

Students will be provided with an opportunity to evaluate the lecture and/or clinical teaching of faculty. A standardized faculty evaluation form is utilized. Students will be provided guidelines to follow when filling in the evaluation form. Faculty members do not handle distribution or collection of these forms. Results of student evaluations are not distributed to the appropriate faculty member until after final course grades are submitted.
STUDENT RESPONSIBILITY IN LEARNING ENVIRONMENTS

The University of Akron and the School of Nursing recognize that in order for students to meet required course objectives within the School of Nursing, it is necessary for students to learn and carry out various nursing processes in a wide variety of learning environments. Some activities will be carried out on-campus in laboratory environments while other activities will be carried out at off-campus in traditional and non-traditional institutions that are part of the established health care delivery system. Selected activities may be carried out within the community at large: wherever clients live, work or attend school.

STUDENT SERVICES

The office of Student Services is located in MGH 313 and is available for confidential counseling, appeals process, scholarship information and services to students. The office also distributes newsletters to nursing students in order to keep them informed of University and College activities, programs, and student awards and recognitions.

PROBLEM SOLVING PROCESS

The School of Nursing takes very seriously its commitment to students’ rights and due process. For this reason, the following process has been designed. When an academic or administrative problem arises, the steps of this process should be started as soon as possible and completed before filing a written appeal. It is hoped that the problem will be resolved informally early in this process. The steps of the problem solving process are:

- Make an appointment with the instructor or person involved.
- Discuss resolution of the problem with the instructor or involved party; a decision is filed in student’s file in Student Affairs Office.
- If the problem remains unresolved, make an appointment with the appropriate Coordinator.
- Discuss resolution of the problem; coordinator files decision in student’s file in Student Affairs Office.
- If problem remains unresolved, make an appointment with the Assistant Dean of Academic Nursing Programs.
- Discuss resolution of the problem; Director files decision in student’s file in Student Affairs Office.

STUDENT APPEAL PROCESS

When a problem remains unresolved after meeting with the Assistant Dean of Academic Nursing Programs, a written request for an appeal may be filed with the Director of Student Affairs.
APPEAL CRITERIA

A written appeal should provide evidence of one of the following:

- A violation, misinterpretation, or inequitable application of a School of Nursing policy or procedure.
- A violation of the student’s academic rights as defined in The University of Akron’s Statement of Rights and Responsibilities (www.uakron.edu/studentaff/osd/stu-jud.php).
- Important Note: A grade assigned by an instructor is not appealable except in cases of unfair treatment that includes mistake, fraud, bad faith or incompetency.

The process for filing an appeal MUST be followed as described below:

- Make an appointment and meet with the Chair of the Student Affairs Committee to discuss the appeal process.
- Obtain a School of Nursing Appeal Form and date of the next scheduled Student Appeal Committee meeting from the Student Affairs Office.
- File the Appeal Form with the Chair of the Student Affairs Committee by:
  - The end of the 16th week if involving a 15 week course
  - The end of the 8th week if involving a 7.5 week course
  - Within one week of the meeting with the Director of the Office of Student Affairs for all other issues.

INITIAL REVIEW OF APPEAL

Upon receipt of the appeal, the Chair of the Student Affairs Committee will transmit a copy of the appeal to the parties whose decision(s) has/have been appealed, the appropriate Coordinator, the Assistant Dean of Academic Programs, and the Chair of the Student Appeals Committee. All documents pertinent or related to the appeal shall be kept in a Student Appeal file. The file shall be made available only to members of the Student Appeals Committee, the appropriate Coordinator, the Assistant Dean of Academic Programs, and the Dean of the School of Nursing. The file shall not be made available to other parties except as provided by law.

The Student Appeals Committee will determine whether the criteria for an appealable issue/problem are met and note to accept or reject the appeal. The student, all involved parties, the appropriate Coordinator, the Assistant Dean of Academic Nursing Programs, and the Dean of the School of Nursing will be notified of the Student Appeals Committee’s decision by the chair of the Student Appeals Committee.

INVESTIGATION AND HEARING OF AN APPEAL

If an appeal is accepted for further investigation, the student will meet privately with two Student Appeals Committee members prior to the hearing. The other involved parties will also meet privately with two other Student Appeals Committee members prior to the hearing.

In a closed session the Student Appeals Committee shall conduct a hearing of the appeal. Persons who may attend and their type of participation are:

- Student – The student may speak on his or her own behalf.
- Support person for the student – This person may attend but may not speak.
- School of Nursing members shall appear upon request of the Student Appeals Committee and speak on the issue/problem.
- NO attorney may be present at the hearing in a legal capacity.
APPEAL DECISION AND RECOMMENDATION

Upon completion of the hearing, the Student Appeals Committee will immediately send its recommendation to the Dean of the School of Nursing. The Committee will send a copy of its recommendation to the student, the person whose decision is being appealed, the appropriate program Coordinator and the Assistant Dean of Academic Nursing Programs, and a copy will be placed in the Student Appeal File. The recommendation may be one of the following:

- Find in favor of involved parties.
- Find in favor of the student and create recommendations for resolution.

The Dean shall review the Student Appeals Committee recommendation and take one of the following actions:

1. Accept the recommendation.
2. Accept the recommendation with modification.
3. Reject the recommendation and formulate his/her own resolution.

The Dean’s Office will notify the student, the person whose decision is being appealed, the appropriate Coordinator, and the Assistant Dean of Academic Nursing Programs in writing of the Dean’s decision. A copy will also be placed in the Student Appeal File.

FURTHER RESOLUTION IF NECESSARY

If the student deems the issue/problem unresolved after receipt of the Student Appeals Committee recommendation and Dean’s response, the student may make an appointment with the Dean to discuss and resolve the issue/problem in person. After this meeting the Dean shall decide on a course of action and notify the student, the person whose decision is being appealed, the appropriate Coordinator, and the Assistant Dean of Academic Nursing Programs of his/her final decision.

If the student deems the issue/problem to be unresolved after receipt of the Dean’s decision, the student may contact The University of Akron Provost Office, and file an appeal at that level according to the procedures and protocols of the Provost’s Office.
HEALTH, LICENSURE, INSURANCE AND BACKGROUND CHECKS

Students are required, upon admission, to present evidence to the Graduate Program Office regarding CPR certification, PPD results or a negative chest x-ray, and a rubella titer. Evidence of yearly renewals must be submitted each year prior to beginning clinicals. Tracking of required reports is done electronically by Immunitrax. Students are responsible for the cost of this service; the cost is not covered in course fees.

RN License
Graduate nursing students are required to have and maintain a current license to practice professional nursing in Ohio.

Background Checks
All graduate students must have a current state and federal background check prior to beginning in the major. The background check must be renewed yearly throughout the program.

Liability Insurance
Policy = all students enrolled in the graduate nursing program must have nursing liability insurance with minimum amount of $1,000,000/$3,000,000. All students will pay for their liability policy each fall as a course fee added to the clinical nursing course.

Personal Health, Automobile Insurance
The School of Nursing expects that each student will assume responsibility for his or her personal health and safety.

Immunizations
It is required that students receive the Hepatitis B immunization series. A student can ask their personal physician for this immunization. Often health care agencies provide this service to their employees, so students employed in such agencies can check with personnel health. The series is available through the Akron Health Department. The series is also available at Student Health Services, but arrangements need to be coordinated between the School of Nursing and Student Health Services. Those that have completed the series must bring in verification to the College so that it can be placed in their student record. Students entering the college must complete at least 2 of the 3 immunizations before beginning of Fall semester in order to receive this series, but must realize that non-immunization might impact on clinical experiences (i.e. agency may not permit student in agency).

Health Policy
Students must meet the requirements of the clinical setting. Students will be informed of these requirements as necessary.
GRADUATION

Degree Audit Report System [DARS]

Students must apply for graduation via DARS. Link for commencement information:
http://www.uakron.edu/registrar/graduation/index.dot

In summary, to be cleared for graduation, a candidate must have completed course work with a minimum average of 3.0, all requirements must be within the six-year time limitation, paid all applicable fees, and met any other department and university requirements.

Students must apply for graduation prior to the deadlines set by the University.
SCHOOL OF NURSING SUBSTANCE ABUSE POLICY

Rationale and General Statement
The School of Nursing requires that nursing students at all times be capable of providing safe and effective patient care. To that end, the School of Nursing is committed to a substance-free workplace and environment. This means that nursing students must not be impaired by any substance during any part of the nursing program, including classroom work, laboratory assignments, and community based clinical settings in which nursing students participate. Although the School of Nursing has no intention of intruding into the personal lives of students, it cannot ignore a situation that would jeopardize the quality of education being provided and could create an unsafe environment.

Therefore, any situation where a nursing student’s ability or performance is impaired by a chemical or natural substance will be dealt with by the procedure set forth below. The School of Nursing defines such chemical or natural substances to include (but to not be limited to) alcohol, over the counter medication, controlled substances, inhalants, synthetic designed drugs, or other illegal drugs.

Procedures:
Any nursing student undergoing medically prescribed treatment involving a chemical or natural substance which may limit the nursing student’s ability to perform the required tasks must report that treatment to his/her professor prior to participating in activities in the classroom, laboratory, or clinical setting. Upon such disclosure, the faculty member shall accommodate the student’s potential impairment in that setting. Failure to report this to the faculty may be cause for appropriate disciplinary action under these procedures. It is the nursing student’s responsibility to determine from his/her physician whether a prescribed substance may impair performance. Any information provided by the nursing student shall be kept confidential.

Any nursing student whose ability or performance is impaired by a chemical or natural substance while participating in activities in the classroom, laboratory, or clinical setting shall be subject to appropriate disciplinary action under these procedures.

Whenever a faculty member has reason to suspect that a nursing student is impaired, the faculty member shall discuss the situation with that nursing student and allow the student to provide a verbal explanation. The faculty member may also request the presence of another faculty member to confirm the potential impairment. If that faculty member determines that there is a reasonable suspicion of impairment, (see attached list of reasons), the faculty member will dismiss the nursing student from that setting. At that point, the faculty member shall advise the nursing student not to transport himself/herself from that setting.

Within one (1) working day of such action by the faculty, the faculty member shall advise the Assistant Dean of Academic Nursing Programs in writing of the action. The student shall be provided at the same time a copy of that advisement.

Within three (3) working days of receiving that written report, the Assistant Dean of Academic Nursing Programs shall schedule a meeting with the nursing student. Until such time as that meeting is held, the nursing student shall be temporarily suspended from the program and shall not be permitted to attend any activity in the classroom, laboratory, or clinical settings.

At the scheduled meeting with the nursing student, he/she shall be given an opportunity to explain the incident and demonstrate evidence that he or she was not impaired at the time of the incident. If the incident is explained to the satisfaction of the Assistant Dean of Academic Nursing Programs, the absences shall be marked excused and the nursing student shall be permitted to make up any missed work.
If an incident is not explained to the satisfaction of the Assistant Dean of Academic Nursing Programs because of the student’s failure to demonstrate a lack of impairment, or if the nursing student does not attend the scheduled meeting, the incident shall be noted on the nursing student’s record and a warning issued. All missed work must be completed. After a second incident, the nursing student shall be suspended from the School of Nursing program for one year and shall be readmitted only upon demonstration of appropriate counseling and/or medical treatment.

If a nursing student is readmitted to the School of Nursing program upon demonstration of appropriate counseling and/or medical treatment and again demonstrates that his or her ability or performance is impaired by a chemical or natural substance while participating in activities in the classroom, laboratory, or clinical setting that nursing student shall be entitled to the procedures set forth in Paragraphs 3 through 6 above. However, if that incident is not explained to the satisfaction of the Assistant Dean of Academic Nursing Programs because of the student’s failure to demonstrate a lack of impairment, or if the nursing student does not attend the scheduled meeting, the nursing student shall be subject to dismissal from the program.

It shall be the responsibility of each nursing student who observes or has knowledge of another nursing student in a condition which impairs his/her abilities in the classroom, laboratory, or clinical setting to promptly report the fact to the responsible faculty member. Failure to report that observation or knowledge may subject that nursing student to discipline.

The School of Nursing earnestly solicits the understanding and cooperation of all nursing students in implementing the Policy and Procedures set forth herein. Questions regarding these Policy and Procedures should be directed to the Assistant Director Graduate Programs, with assurance that all inquiries will be kept confidential.

_Applied by Faculty Organization 11/30/13_

**Reasons to Suspect Impairment Include, but are not Limited to:**
- Alcohol on breath or odor of alcohol
- Flushed face and/or bloodshot eyes
- Tremors of the hands
- Unsteady gait and/or slurred speech
- Absenteeism
- Frequent breaks
- Repeated tardiness
- Memory lapses, difficulty concentrating, confusion
- Poor physical coordination
- Slurred or incoherent speech
- Deteriorated appearance
- Dilated pupils
- Reduced energy/reduced productivity
- Anger, hostility, irritability, secretiveness, withdrawal, mood swings, agitation

**Ohio Board of Nursing:**
77 South High Street, 17th Floor
Columbus, Ohio 43266-0316
(614) 466-3947
The Ohio Board of Nursing: Alternative Program for Chemical Dependency

The Ohio Board of Nursing is charged with assuring the public that its licensees are qualified, safe and competent practitioners. Sometimes, the safeness and competence of the Board’s licensees and certificate holders are brought into question because of behaviors and activities related to chemical dependency, warranting the Board’s regulatory intervention. Although these behaviors and activities likely constitute grounds for disciplinary action, the Board recognizes that the underlying chemical dependency is a disease process that may be brought into remission with appropriate ongoing treatment. Therefore, chemically dependent licensees or certificate holders who seek and successfully complete chemical dependency treatment and demonstrate their on-going sobriety to the Board may be given opportunity to avoid disciplinary action.

The Ohio Board of Nursing’s Alternative Program for Chemical Dependency is an alternative to disciplinary action for those licensees and certificate holders who are chemically dependent and who may be effectively treated for the chemical dependency. When appropriate, the Board makes this confidential monitoring program available to its licensees and certificate holders, who take responsibility for and make progress in their chemical dependency recovery, rather than proceeding with a public disciplinary action. This regulatory monitoring is accomplished by eligible licensees’ and certificate holders’ initial voluntary and temporary surrender of their nursing license or Board issued certificate (until readiness to return to nursing practice is determined), entry into the Program and the participant’s compliance with all Program requirements and processes, which include the Program’s placement of non-disciplinary restrictions on participant practices. Participant Program compliance is continually evaluated throughout the term of the program. Practice restriction adjustments are made accordingly throughout the duration of the Program depending on the participant’s compliance, which reflects their ongoing recovery efforts. The goal is that, towards the end of the Program terms, the participant will have returned to an unrestricted practice while still under Program monitoring. Although successful Program completion does not guarantee the licensee’s or certificate holder’s continued sobriety monitoring, it does indicate that the nurse or dialysis technician has for an acceptable amount of time proven their ability to resume practice in accordance with he acceptable and prevailing standards of care by taking complete responsibility for their ongoing chemical dependency recovery.

Statutory Authority and Administrative Rules

The Board’s statutory authority for administering the Alternative Program is section 4723.35 Ohio Revised Code, and the administrative rules pertaining to the Program are found in Chapter 4723-06 Ohio Administrative Code, which can be accessed at: http://www.nursing.ohio.gov/Law_and_Rule.htm

Application and Admission

All individuals who seek Program entry are required to obtain and submit a completed Program application. Program applications are obtained by calling the Board’s Monitoring Unit at (614) 466-0376. Once a completed application is received, the applicant will be assigned a Monitoring Agent who will review the submitted information and follow up with additional questions or request for additional information that may be required for purposes of determining Program eligibility.

Contact and Questions

Any questions concerning the Program can be addressed by calling (614) 466-0376 or by emails directed to monitoring@nursing.ohio.gov.

2/7/05

Lisa Emrich, Manager
Monitoring Unit
Ohio Board of Nursing
17 South High Street, Suite 400
Columbus, Ohio 43215
Policy for Finger Sticks and Blood Borne Pathogens

Incidents must be reported to the faculty member as well as to the responsible person in the clinical/community agency.

Needle/Fingersticks:
Students, while participating in clinical education at clinical facilities and community agencies, usually receive the same emergency medical care or minor medical treatment as that extended to employees of that facility, while on duty. Report any incident immediately to the nurse manager and fill out an incident report. Follow the protocols outlined by that facility. Students are financially responsible for and will be billed for those services.

Blood Borne Pathogens:
Blood borne pathogens include the Hepatitis B Virus (HBV) and the Human Immunodeficiency Virus (HIV).
Students who may have been exposed to blood borne pathogens while participating in clinical education at clinical facilities and community agencies, usually receive the same emergency medical care or minor medical treatment as that extended to employees of that facility, while on duty. Report any incident immediately to the nurse manager and fill out an incident report. Follow the protocols outlined by that facility. Students are financially responsible for and will be billed for those services.

Privacy
Standards of Individually Identifiable Health Information:
Information enacted under the Health Insurance Portability and Accountability Act of 1996 was created to address patient information privacy concerns. If you would like more information about these standards, the United States Department of Health and Human Services website, located at http://www.hhs.gov/ocr/hipaa/, has a number of resources, including a publication titled “Privacy and your Health Information,” located at http://www.hhs.gov/ocr/hipaa/consumer_suammry.pdf
STUDENT ORGANIZATION, HONORS, SCHOLARSHIPS

Sigma Theta Tau International - Honor Society of Nursing

The Honor Society of the School of Nursing, The University of Akron was accepted unanimously into Sigma Theta Tau International, National Honor Society of Nursing, at its 25th Biennial Convention, held in Seattle, Washington, November 7-9, 1979.

Established in 1922 at the University of Indiana, Sigma Theta Tau draws its membership from candidates who have:

Demonstrated superior scholastic achievement, evidence of professional leadership potential, and/or marked achievement in the field of nursing through their performance in a baccalaureate or higher degree program, or in their practice in the field of nursing after graduation from such a program.

Membership carries with it the responsibility to fulfill the **Purpose of Sigma Theta Tau International:**

- Recognize superior achievement
- Recognize the development of leadership qualities
- Foster high professional standards
- Encourage creative work
- Strengthen commitment to the ideals and purposes of the profession

Guidelines for individual member eligibility for graduate students are:

- Achieve a 3.5 GPA on a 4.0 scale computed on existing grades
- Complete 1/4 of the program of study (e.g. complete 9 credit hours in a 36 credit program)

The Chapter will invite eligible candidates. Any individuals who believe they meet eligibility criteria should contact the Delta Omega Chapter [http://www2.uakron.edu/deltaomega/Officers.htm](http://www2.uakron.edu/deltaomega/Officers.htm).
SCHOOL OF NURSING AWARDS

The Mary E. Gladwin Award

Sponsored by The University of Akron, School of Nursing. The Mary E. Gladwin Award is presented annually to a student who is graduating in the spring with a Master of Science in Nursing degree during the Awards and Honors reception in Nursing. Graduate students and graduate faculty may nominate eligible students by submitting a completed form to the Chair of Student Affairs Committee. Forms will be made available each Spring. From the nominations submitted, the Graduate Faculty will select the award recipient. The award recipient will be selected in keeping with the following criteria:

Scholarship
- Presents self as a student who seeks excellence in the articulation of family nursing concepts throughout all course communication, oral and written.
- Presents self as a student who seeks and enjoys the search for knowledge while integrating this knowledge throughout all course activities with clarity and enthusiasm.

Leadership
- Presents self as a student who initiates participation in carving out new paths for learning.
- Presents self as a student who strives for professional commitment, which is reflected in being fully responsible and accountable throughout all college of curriculum activities.

Outstanding Graduate Student Award

Criteria: Outstanding performance in administration, education, or an advanced practice tract. Performance includes theory, practice, and professional and/or community involvement.

Graduate students and faculty may nominate a graduate student for the award. Graduate faculty will the vote. This award is presented annually during the Awards and Honors banquet.

Graduate Nursing Students Organization

The Graduate Nursing Student Organization was organized during the 1991-92 academic year. Following is the Constitution and Bylaws of the organization. This organization is not currently active.

Outstanding Graduate Faculty Award

Graduating graduate students will nominate faculty members for the Outstanding Graduate Faculty Award. Students make the final selection.
SCHOLARSHIP INFORMATION

There are many scholarships available to School of Nursing students. Information is published in the student newsletter, posted on the bulletin boards, college website, and the Nursing Student Affairs WebCT page. See: http://www3.uakron.edu/nursing/Resources/scholarships.htm.

STUDENT HEALTH SERVICES

A variety of health services are available to all students through Student Health Services. Student Health Services, (330-972-7808) is located in Student Wellness and Recreation Center.

Student Health and Accident personal insurance is required of all residence hall students and all international students. It is strongly recommended that all students have personal health insurance coverage. This insurance can be purchased at the “individual rate” as described in the University Undergraduate Bulletin. Students requiring or wanting to obtain Student Health and Accident Insurance may pick up application forms at the Student Health Services.

STUDENT ACADEMIC RECORDS

Academic records of students are maintained in the Graduate Program Office Mary Gladwin Hall room 214. The record contains information relevant and necessary for academic purposes.

WITHDRAWAL FROM THE PROGRAM OF STUDY

Students are requested to submit a written letter stating the semester and the year of withdrawal. Providing a reason for withdrawal will assist faculty to keep a record of program attrition.
STUDENT REPRESENTATION ON COLLEGE AND UNIVERSITY COMMITTEES

There are several committees that have positions for students enrolled in the School of Nursing. Students selected/elected are expected to attend committee meetings, participate in discussions, and share the student’s point of view with faculty. Students may be asked to serve on any other committees that deal with matters where student representation would be helpful.

Students may have representation on the School of Nursing and University committees.
SUGGESTIONS FOR PERSONAL SAFETY

These steps may help you minimize hazards which may be present in conducting community-based nursing activities. Because nursing activities in the community have never been, nor will ever be, a totally controlled situation, the responsibility for personal safety rests with the nurse conducting these activities.

Any School of Nursing student has the right to determine, in any specific community-based situation, when he/she believes an activity poses a threat to personal safety. In such situations, students should omit the activity and contact School of Nursing faculty to request an alternative activity to achieve equivalent learning objectives.

TRUST YOUR GUT! Do not enter homes or neighborhoods when you suspect that an unsafe situation exists.

Plan Ahead:
- Make appointments by phone if possible.
- Get precise driving directions, consulting a map before leaving.
- Leave an itinerary, including the address of places you will visit.
- When working in pairs, stay together.
- Carry minimal amounts of cash. Have change for pay phone.
- Carry forms in a notebook to avoid trips to car during visit.
- Leave valuables and expensive jewelry at home. Lock purse and other items in trunk of car.
- Wear clothes and shoes that make it easy for you to move fast.
- Do not carry your own or your family’s home address with you.

Car Safety:
1. Keep car in good repair. Have a resource available if your car breaks down or you lock yourself out.
2. Be sure the gas tank is full.
3. Drive with your doors locked, and if possible, with car windows up.
4. Always lock your car.
5. Always carry your keys in your hand when you are leaving to go to your car.
6. Carry a spare set of car keys.

OUT IN THE COMMUNITY

In the Car:
- Pay attention to what’s happening around you.
- Look for places to go in case of emergency: Block Homes, pay phones, gas stations, any business, fire department, convenience stores, etc.
- Be cautious of animals even if they appear to be restrained in some manner.
- Pay attention to signs like “no trespassing,” as it may indicate the resident’s attitude toward strangers.

Parking and Leaving Your Car:
1. Choose a parking space that is in the open and near a light source that offers the safest walking route.
2. Park on the street, if possible. Don’t become blocked in a driveway.
3. Park as near as possible to your visit site.
4. Watch out for rubble or broken glass that can flatten a tire.
5. Attract the attention of the homeowner if animals are loose and pose a threat to your safety. Ask the owner to hold or remove the animals.
6. Make sure you have left nothing visible inside your car.
7. If you see anyone tampering with your vehicle, DO NOT try to stop the suspect. Call 911 as quickly as you can.
Approaching Dwellings/Buildings:
1. Maintain a self-confident, self-assured posture and attitude. Walk briskly, with purpose, looking around to identify potentially hazardous situations.
2. Keep to the middle of the sidewalk, away from alleys, bars, etc.
3. If a group is blocking the doorway to your destination, look for another entrance. If there isn’t any and the group seems hostile, walk away and reschedule your visit.
4. If you are verbally confronted, maintain a professional manner. Don’t attempt to answer verbal challenges.
5. If you decide it is safe to enter a dwelling/building, make a mental note of exits as soon as you’re inside. Use caution when using stairways. Notice if people or objects are located on the stairs or landings. Walk quickly and be vigilant in hallways.
6. If you are visiting an apartment building, know where the manager’s office is located.
7. If you are using an elevator, approach it with special caution. Don’t get in until you’ve sent it down to the basement and waited for it to come back up. This technique protects you from inadvertently getting into a car that’s headed down and possibly facing a stranger in a deserted basement. If possible, use an empty elevator. Always stand next to the door and by the control panel. If having a problem, push all the buttons so the elevator stops on all the floors giving a greater chance of escape.
8. At all times, trust your own instincts. If there is something suspicious about a person waiting to get on with you, step aside and wait. If someone suspicious gets on while you’re already in the elevator, get off as soon as possible.
9. Pause at a dwelling door before knocking and listen. If you hear loud quarreling, sounds of fighting, or some other disturbance, leave immediately.
10. Knock at a dwelling door, identify yourself, and use the client’s name. Stand to the side of the door until you receive a response. Don’t stand in front of a window.
11. Do not enter a home unless there is an adult present. If a child answers the door, tell the child to go get his/her mother. If his/her mother or another adult care giver isn’t in the home, you will then have to decide if Children’s Services Board needs to be notified.
12. Do not enter dwellings when you suspect that an unsafe situation exists.

In the Dwelling:
1. Use social niceties. Say your name clearly, the agency you represent, and why you are there.
2. Wear your University of Akron School of Nursing patch in a visible place. Ask your instructor about the use of nametags.
3. Ask to be seated. Sit close to the door, in a hard chair, with your back to a solid wall (not an unknown space), if possible.
4. Before examining a family member, ask permission.
5. Be aware of other people in the dwelling and traffic in and out of the home.
6. Do not assume an animal won’t hurt you despite what the owner says. Ask the owner to restrain or remove the animal.
7. Be alert to signs of violence or sexual advances, however subtle, from either a client or a member of the family.
8. If weapons are visible in the home (like guns or knives), evaluate the situation’s potential danger. You may feel that leaving and conducting the visit at another time or location is your best option.
9. Before going to another part of the dwelling or using the phone, ask permission. Remember, you are a guest in their home.
10. Do not go into a dark room, basement, or attic first. Follow, never lead, even if you have been in the home before.
Leaving the Dwelling/Building:
1. Be sure to collect all your belongings.
2. Be aware of what is going on outside the home or building as you leave. Always keep watching what’s going on around you, especially outside activities that may have changed since you entered the home.
3. If there are crowds of people, observe the activities they are involved in and how your safety may be affected.
4. Have your keys in your hand. As you unlock the door, look in the back seat and on the floor boards for unwanted passengers.
5. Get into the car quickly and lock the door.
6. If someone is leaning up against your car, don’t be rude and don’t be intimidated. Get in quickly, lock the door, and leave. Or, return to the dwelling/building.
7. Even though your own physical safety is important, don’t forget there may be animals or small children playing by or under your car.
8. Watch for cars following you when you leave. Never stop if someone tries to stop you or indicates they want you to stop, but proceed to a well-lighted business or the nearest police station.

If You’re in a Tight Spot:
Don’t show fear.
Try not to show any facial expression.
Control your breathing.
Speak slowly and lower the pitch of your voice, talk from your diaphragm.
Watch your hands so they don’t move nervously.
Maintain eye contact, but don’t try to stare anyone down.
Don’t challenge, but be assertive, especially if lewd comments are made.
Check your watch, say you need to call your office because they are waiting for your call.
Don’t tolerate nonsense or crazy behavior, rudeness, or name calling.
Repeat what you are there for.
Stand up and leave.

Rehearse ahead of time what you’d say and what you’d do if in an unsafe situation.

Emergency Procedures: 911 Police Emergency

When calling 911 be prepared to give:
Type of incident
Time of occurrence
Location

What to Observe:
Individual: Sex, race, age, height, weight, hair color and length, clothing type and color, any distinguishing characteristics (limp, acne, etc.), weapon and type.

Vehicle: Color, type, size, model, year, license plate number, condition, any distinguishing characteristics.

Direction of Flight: Use north, south, east, west directions and give street name to 911 personnel.

Follow dispatcher’s instructions regarding staying on the phone. Indicate if you wish police contact when necessary. Identify yourself to the police officer responding and follow instructions.
In the Event of an Assault:
If you are attacked or threatened you have the right to defend yourself in any manner necessary. How you choose to defend yourself will depend on the circumstances of the assault and your abilities. Consider that you could be attacked and think about what you can or are willing to do to protect yourself. There is no one guaranteed method of defense. You will need to consider alternatives and optional responses.
Appendix A

THE UNIVERSITY OF AKRON
SCHOOL OF NURSING

STUDENT APPEALS FORM

DATE:__________________________________

NAME:____________________________________TELEPHONE:_____________________

ADDRESS:______________________________________________________________________
______________________________________________________________________________

COURSE:________________________________________________________________________

FACULTY MEMBER:_____________________________________________________________

DEFINITION OF AN APPEALABLE ISSUE:

An appealable issue is one that results from an alleged unfair or inequitable application of a policy or procedure that has not been resolved through the established channels of communication.

DESCRIPTION OF THE APPEAL: (Use only the space provided)

1. State the issue.

2. State why the issue occurred.

3. State the policy or procedure violated.

4. State how the faculty member deviated from the standing academic policy or procedure.
5. State the steps already taken to resolve the issue.

By filing this appeal, I give the Appeals Committee access to my files.

Signature: ____________________________________________ Date: ________________

THIS FORM MUST BE RECEIVED BY THE SCHOOL OF NURSING OFFICE OF STUDENT AFFAIRS WITHIN TEN WORKING DAYS OF MEETING WITH THE ASSISTANT DEAN OF ACADEMIC NURSING PROGRAMS.

FILING DEADLINE: ________________________________

IF A STUDENT FAILS TO SUBMIT THE COMPLETED APPEAL FORM BY THE STATED DEADLINE, THE ISSUE WILL BE CONSIDERED RESOLVED.

EFN: wk
8/01
Appendix C

WITHDRAWAL REQUEST FORM

Name Date

Course(s)

Semester

1. Reason(s) for Withdrawal:
   a. Illness or injury
      Self
      Significant other (parent, sibling, spouse, child)
   b. Death in family requiring assumption of increased responsibilities
   c. Economics
   d. Indecision about personal career goals
   e. Academic reasons
   f. Personal
   Other

2. Explanation pertaining to checked areas (optional):

3. When does student anticipate returning to the School of Nursing?

Student Date Coordinator, Master’s Programs Date