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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 DPR 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 (2016-2026).

The baccalaureate degree program in nursing/master's degree program in nursing/Doctor of Nursing Practice program and post-graduate APRN certificate program at The University of Akron are accredited by the Commission on Collegiate Nursing Education (http://www.ccneaccreditation.org).

- Continued Accreditation from the Council on Certification of Nurse Anesthesia Educational Programs for 10 years for the Graduate Anesthesia Program (2016-2024)

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 2022-2023.

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 for 10 years and again in 2016.

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 School of Nursing 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 once again in 2016.
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 Graduate curriculum framework is based on the Essentials of Graduate Education for Professional Nursing Practice (2009), the Quality and Safety Education for Nurses (QSEN) competencies, and the theoretical framework described by Patricia Benner: Novice to Expert. The faculty believes that the foci of professional nursing are individuals, families, and communities. The framework also includes the professional concepts described below as curricular threads.

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, 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 non-living dimensions with which the individual, family, and community have interrelationalships. 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 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, 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 refine 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 Graduate nursing education and provides foundation for doctoral study. Graduate education prepares advanced practice nurses with expertise in critical thinking and decision-making, effective communication, and 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.
Nursing education at the doctoral level prepares nurses for full participation in the discipline as scholars and researchers. Emphasis is placed on the development of nurses who are informed about the many dimensions of scholarship, including research, practice and teaching, and the integration of the three. Through various didactic, collaborative and research opportunities, doctoral students learn how to develop and test knowledge about health, illness and nursing care, and how to use this knowledge to enhance teaching, improve patient care, and influence healthcare policy.
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 nurse practitioner, or nurse anesthetist; preparation in research methods and skills; and to provide a foundation for doctoral study.

Areas of advanced practice nurse practitioner specialization include adult/gerontological health nursing, child and adolescent health nursing, family psychiatric mental health nursing and nurse anesthesia

PROGRAM OUTCOMES

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 contribute 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, rule 3359-41-01).

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 Office of Student Conduct and Community Standards 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 Office of Student Conduct and Community Standards 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 Office of Student Conduct and Community Standards for adjudication as provided in the code of student conduct. The matter also may be referred directly to the Office of Student Conduct and Community Standards 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 the Office of Student Conduct and Community Standards, https://www.uakron.edu/sja/. Informal resolution is not an option.

B. Plagiarism
Plagiarism is defined in part as: “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.” retrieved at: https://www.uakron.edu/dotAsset/cfc86762-3027-447e-8f80-453d57409e2a.pdf

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 Office of Student Conduct and Community Standards to determine whether any prior academic misconduct has occurred. Written documentation of the agreement as to the facts and the sanction shall 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 Office of Student Conduct and Community Standards 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 Office of Student Conduct and Community Standards for adjudication as provided in the code of student conduct. The matter also may be referred directly to the Office of Student Conduct and Community Standards 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 the Office of Student Conduct and Community Standards. 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 the 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 Office of Student Conduct and Community Standards 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 Office of Student Conduct and Community Standards for adjudication as provided in the code of student conduct. The matter also may be referred directly to the Office of Student Conduct and Community Standards 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 the Office of Student Conduct and Community Standards. 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 Office of Student Conduct and Community Standards 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 Office of Student Conduct and Community Standards 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 Office of Student Conduct and Community Standards for adjudication as provided in the code of student conduct. The matter also may be referred directly to the Office of Student Conduct and Community Standards 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 the Office of Student Conduct and Community Standards. 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 January 23, 2017)

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 as long as they meet other admission criteria. No admission test is required for students who are granted full admission (EXCEPTION: applicants for the Nurse Anesthesia track are required to hold CCRN. Students must have an unrestricted current Ohio RN license to be admitted or to progress in the program.

Provisional Admission. The Graduate Student Admission and Progression committee reviews all application files for students with a GPA of 2.75 to 2.99 and makes admission decisions. 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 may be denied admission.
Note: Individual tracks may have additional admission criteria.
### PROGRAM ADMINISTRATORS/COORDINATORS

<table>
<thead>
<tr>
<th>MSN and Post MSN Advanced Practice Options, DNP, and PhD Options</th>
</tr>
</thead>
</table>
| Graduate Program | Linda Shanks, PhD, DNP, RN  
Assistant Director Graduate Programs  
330-972-6699  
shanks@uakron.edu |
| PhD in Nursing | Chris Graor, PhD, RN  
Program Director, PhD Program  
Associate Professor  
330-972-6642  
graor@uakron.edu |
| DNP | Linda Shanks, PhD, DNP, RN  
Interim DNP Coordinator  
330-972-6699  
shanks@uakron.edu |
| Nurse Anesthesia | Brian Radesic, DNP, MSN, CRNA  
Director Nurse Anesthesia Program  
330-972-5406  
radesic@uakron.edu |
| Adult/Gerontological NP | Marilyn Perkowski, MSN  
Professor of Instruction  
330-972-8332  
mperko1@uakron.edu |
| Child & Adolescent Health NP | Linda Kerr, MSN, CNP  
Associate Professor of Instruction  
330-972-7555  
kerrl@uakron.edu |
| Family Psychiatric Mental Health NP | Diane Marshall, MSN, PMHCNS-BC  
Assisant Professor of Instruction  
330-972-6911  
dmarshall@uakron.edu |
Website Links

The University of Akron Graduate School
http://www.uakron.edu/gradsch/

The University of Akron Graduate School Bulletin
http://www.uakron.edu/gradsch/prospective-students/

The University of Akron Police Department
http://www3.uakron.edu/police/

The University of Akron School of Nursing
http://www.uakron.edu/nursing/

Commission on Collegiate Nursing Education (CCNE)
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.
- 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, Susan Bradford, Student Services Counselor sb14@uakron.edu 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 Assistant Director 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 Assistant Director 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. See the Graduate Bulletin, Master of Science in Nursing section, and the course syllabus for specific requirements.

**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.

**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 Assistant Director Graduate Programs.

Students are responsible for contacting Susan Bradford sb14@uakron.edu 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 Assistant Director of Graduate 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. An online standardized faculty evaluation form is utilized. Results of student evaluations are anonymous and 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.

For patient safety and clinician safety, students are not permitted to work in the eight hours prior to the beginning of a clinical shift. If this occurs, those clinical hours will not count toward the total number of hours needed.

STUDENT GRIEVANCES

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 the student’s file in the Graduate Program 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 the Graduate Program Office.
- If problem remains unresolved, make an appointment with the Assistant Director, Graduate Programs.
- If problem is still unresolved, make an appointment with the Director, School of Nursing.
- Discuss resolution of the problem; Director files decision in student’s file in the Graduate Program Office.

If the student does not feel the problem has been resolved, the student should follow the grievance procedures for graduate students contained in the Graduate Bulletin.
HEALTH, LICENSURE, INSURANCE AND BACKGROUND CHECKS

Mandatory Agency Requirements for Clinical Experience
Prior to beginning any course requiring clinical hours and in order to meet mandatory agency requirements for health, immunization, urine screen and CPR certification, students must be in compliance with Immunitrax requirements (health records), any health agency requirements, and have current state and federal background checks on file by the first day of the semester or the student will not be able attend classes. In addition the student will be dropped from the class. Students are responsible for the cost of this service; the cost is not covered in course fees. Evidence of yearly renewals must be submitted each year prior to beginning clinicals.

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 Progress Report [DPR]

Students must apply for graduation through my Akron. 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 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 Director, Graduate 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 Director, Graduate 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 Director, Graduate 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 Director of Graduate 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 Director of Graduate 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.

Approved 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

4723-6-03 Terms and conditions a participant must meet to successfully complete the alternative program for chemical dependency.

(A) The participant shall enter into an agreement with the program and shall comply with all of the terms and conditions of the participant's agreement for the time period specified in the agreement.

(B) The agreement may include the following:

(1) A requirement that the participant:
   (a) Enter substance use disorder treatment in an approved treatment program no later than thirty days from the execution of the agreement; and
   (b) Comply with all requirements of the participant's substance use disorder treatment plan;

(2) A requirement that the participant cause the treatment provider to submit documentation acceptable to the program of the participant's compliance with the participant's chemical dependency treatment plan;

(3) A requirement that the participant abstain from the use of alcohol, drugs of abuse, and controlled substances, except for the participant's time limited use of drugs of abuse and controlled substances prescribed by the participant's treating practitioner with knowledge of the participant's substance use disorder and treatment plan;

(4) A requirement that the participant cause all treating healthcare providers who authorize, prescribe or administer medication with respect to the participant, including but not limited to drugs of abuse, to submit documentation regarding the medication to the program, in the manner specified in the agreement;

(5) A requirement that the participant, when using medications according to paragraphs (B)(3) and (B)(4) of this rule, cease working in any position that requires a nursing license or dialysis technician certificate or intern certificate, or as a certified community health worker.

(6) A requirement that the participant inform any and all treating healthcare practitioners of the participant's substance use disorder and recovery status prior to receiving treatment and prescriptions;

(7) A requirement that the participant cause any and all healthcare practitioners, substance use disorder treatment providers, and counselors to provide progress reports to the program at the intervals specified in the participant's agreement;

(8) A requirement that the participant submit to random alcohol and drug screens when requested by the program, and that the participant comply with all requirements of random alcohol and drug screening as specified in the agreement;

(9) A requirement that the participant attend support, peer group, or twelve-step group meetings as specified in the participant's agreement, and that the participant verify attendance at these meetings by signature of a group leader or meeting representative and submit such signatures to the program using the meeting form provided by the program;

(10) A requirement that the participant comply with the employment restrictions specified by the participant's participatory agreement and terms and conditions of employment as executed at the time of employment approval by the program. The restrictions may include, but are not limited to:

   (a) Work schedule restrictions;

   (b) Work site supervision restrictions, such as work site monitors;

   (c) Restrictions against administering and having access to alcohol or products containing alcohol, excluding topically applied alcohol-based products used for disinfection purposes, controlled substances, and drugs of abuse; and

   (d) Practice setting or client restrictions;

(11) A requirement that the participant sign waivers required by division (E) of section 4723.35 of the Revised Code, and that the participant also sign waivers permitting the program to receive or release information necessary to properly facilitate the monitoring of the participant's progress in their recovery from substance use disorder and their compliance with their program requirements. The information may be released to or received from persons, including, but not limited to, employers, probation officers, law enforcement agencies, peer assistance programs, substance use disorder treatment providers, healthcare practitioners, government agencies, or court officials. No person with knowledge of any information disclosed by the program pursuant to this paragraph shall divulge the information to any other person.

(12) A requirement that the participant return to employment in a position that requires a nursing license or dialysis technician certificate or intern certificate, or as a community health worker, while under the terms of the agreement, and continue in that employment, or other employment requiring licensure or certification, for an aggregate period of at least one year of full-time employment, prior to being considered for release from the terms and conditions of the agreement;
(13) A requirement that the participant be responsible for all costs to the participant resulting from the participant's program requirements. All costs incurred by the participant resulting from the participant's participation in the program are wholly between the participant and any person providing the services according to the program requirements. None of the costs incurred by the participant shall be charged to the program and the program assumes no liability for any costs incurred by the participant in paying all costs;
(14) A requirement that the participant submit a written personal report to the program at the intervals specified by the participant's agreement;
(15) A requirement that the participant meet in person with a program representative at the intervals specified by the participant's agreement;
(16) A requirement that the participant obey all federal, state, and local laws and rules including, but not limited to, all laws and rules regulating the practice of nursing or dialysis care in Ohio; and
(17) A requirement that the participant comply with all requirements specified in the participant's agreement that the program determines are necessary to ensure effective monitoring of the participant's compliance with program requirements and that the public is adequately protected from unsafe practice.

Effective: 02/01/2014
R.C. 119.032 review dates: 10/17/2013 and 10/15/2018
Promulgated Under: 119.03
Statutory Authority: 4723.07, 4723.35
Rule Amplifies: 4723.35
Prior Effective Dates: 04/01/1997, 04/01/1999, 02/01/2001, 02/01/2003, 02/01/2004, 02/01/2009
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_summary.pdf
STUDENT ORGANIZATION

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).

SCHOLARSHIP INFORMATION

There are many scholarships available to School of Nursing students. Information is published on the website at [https://www.uakron.edu/nursing/prospective-students/scholarship-information.dot](https://www.uakron.edu/nursing/prospective-students/scholarship-information.dot)
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 insurance is required of all domestic students taking 6 credit hours or more and all international students. Information can be found at https://www.uakron.edu/dotAsset/14aaa9c3-d916-4374-9f2b-ec5b0ed06234.pdf

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 SCHOOL, 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, College of Health Professions, 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

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 ____________

Revised 6/29/18