



# **UNIVERSITY OF CINCINNATI COLLEGE OF NURSING**

## **Student Handbook**

Effective Fall, 2025

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# General Academic Policies

## Absence Authorization for University Sponsored Events

Students representing an official University or College organization group or athletic team who plan to attend an event which necessitates absence from the required experience must obtain approval from the appropriate faculty. Whenever feasible, faculty will attempt to facilitate the student's participation in the event and will arrange reasonable accommodation for make-up of the missed experiences.

## Academic Advising

Students are encouraged to seek assistance from faculty and advisors throughout the term and as soon as academic problems occur. For course-related problems students should contact the faculty member. All faculty members are required to maintain office hours for academic counseling. All students should feel free to seek out faculty members and advisors for support or career counseling. For most effective service students are encouraged to make appointments with faculty and staff.

## Undergraduate Students

The Office of Student Success is responsible for general advising and program planning for baccalaureate students. Program academic advisors or student success coordinators provide academic guidance and service/support to students.

## Graduate Students

Program academic advisors or student success coordinators provide academic guidance and service/support to students. In addition, each matriculated graduate student is assigned a faculty advisor. Students are encouraged to seek assistance throughout the term and as soon as academic problems occur. A change in advisors may be requested from the appropriate Associate Dean.

## Academic Integrity

The College of Nursing abides by the University Rules as set forth and adheres to the UC Student Code of Conduct. The [UC Student Code of Conduct](#) and related procedures are in the University Rules and are available from a variety of campus resources, including the Office of the Ombudsman and the University Office of Student Affairs. Students are expected to know and follow the rules and regulations as outlined in the Student Code of Conduct and policies of the College.

## Professional Code of Conduct

Students enrolled in the UC College of Nursing are expected to abide by the standards of ethical practice and conduct, which are stated in the [American Nurses Association's Code of Ethics](#) for nurses and the [Ohio Administrative Code](#) effecting code of conduct as outlined in Ohio Rule and Law 4723-5-12C (Addendum A).

## Advanced Standing (Transfer) Credits

Transfer credit may be awarded for courses that are equivalent to those required in the College of Nursing program.

**Undergraduate students** - Upon admission to the University of Cincinnati, all credits earned from institutions external to the University of Cincinnati are evaluated and awarded through the UC Credit Evaluation Center. Transfer credit may be awarded for courses that are equivalent to those required in the College of Nursing program. A minimum grade of "C" or better is required for courses earned in a regionally accredited program.

**Graduate students** – Graduate programs will allow up to 12 credit hours of advanced standing from an accredited nursing program. Course credits must be reviewed by the specialty director to verify that the course meets same or similar student learning outcomes and students must have received a B- (B minus) or better in the course. Final approval is through the Graduate College. No practicum hours may be transferred from another educational institution. Accelerated Direct Entry MSN-Advanced standing for master level core courses may be considered

## Attendance

1. Attendance and participation in all classes is highly recommended as the class activities are important for achieving academic success and passing the National Council Licensure Examination for Registered Nurses (NCLEX-RN) or certification examinations.
2. Requirements for class attendance and participation are at the discretion of the faculty.
3. Students are responsible for course material covered and all assignments made during class sessions.
4. Students are responsible for contacting the faculty to determine the nature of any make-up tests or examinations for an excused absence. (See Makeup Examinations).

## Change in Graduate Specialty

**MSN, Post-MSN Certificate, and DNP students except Accelerated Direct Entry MSN:** A graduate student may request to change from their current specialty to another specialty at either the same or lower level (i.e., MSN to MSN, DNP to DNP or MSN; MSN to MSN or certificate). Students must contact their academic advisor or student success coordinator to obtain the *Change in Specialty* form. An approved form must include signatures of Program Directors for both specialties as well as the appropriate Department Chair. Once students begin clinical activity, changes in specialty and possible transfer of clinical hours are at the discretion of the new program director and are not guaranteed.

## Children, Pets and Friends in Classes

Only students who are registered for a class may attend. Students are encouraged to leave pets and children at home. Attendance of family, friends, pets and children may be negotiated when they are a part of the learning experience, and the course faculty has approved their attendance. Students with service or assistance animals should follow [Accessibility Resources](#) guidelines.

## Issues of Bias and Discrimination

The [Office of Equal Opportunity](#) (OEO) ensures equal access to University programs and activities. Students may work directly with this office to discuss issues they experience themselves or observe being directed at anyone else. Faculty and staff who witness or receive student complaints of bias, discrimination, harassment, and/or retaliation will also report such incidents to OEO in order to assist students in reaching resolution.

## Student Illness in the Classroom, Laboratory, and Clinical Setting

This policy is created to support decision making in the event of a student health issue within the classroom, laboratory, or clinical setting, that has the potential to cause harm to the student, peers, faculty, staff, or patients. This includes but is not limited to, urgent unexpected health issues, infections, injury(s), seizures, parasites, in the CoN classroom, laboratory or in the clinical setting.

1. The student is required to notify the faculty about health concerns or conditions and/or illnesses prior to their attendance in the classroom, laboratory or clinical. The student who becomes ill during a classroom, laboratory or clinical experience must immediately notify the faculty or clinical/lab faculty and/or nursing staff (if at clinical) about their health problem, and if necessary, their need for care or their need to leave.
2. The decision to remain in the classroom, laboratory, or clinical setting is determined by the faculty member in conjunction with the student and agency nursing staff (if at clinical). The College will make reasonable efforts to support students with temporary impairments; however, the clinical agency reserves the right to restrict a student's participation at any time.
3. When a serious illness or injury occurs in the classroom, laboratory or clinical, the faculty in collaboration with the student and agency staff (if clinical) will determine if the student needs immediate medical attention (i.e. EMS).
  - a. If a serious injury or illness occurs in the hospital setting emergency care will be provided in accordance with agency resources and policies.
  - b. Follow-up care is available through the [University Health Services](#) or a private practitioner of choice.
    - The student's health insurance specifies the nature of covered services.
    - Depending on the nature of the incident, the student may be eligible for coverage under the University's Bloodborne Pathogens Insurance coverage and should consult with Student Health Insurance for more information.

- c. The University of Cincinnati is not responsible for expenses incurred as the result of an injury in the clinical or lab setting (this includes transportation to the hospital and the cost of the follow-up care).

In addition:

1. The student is to inform the faculty of any condition that may affect which patient the student may be assigned to in the clinical setting. The student is required to inform the faculty of any personal condition that may affect patient assignments in the clinical setting. These conditions may include pregnancy, skin lesions, mobility issues, infection or compromised immunity.
2. If a student has a health condition that she/he is uncertain about the student should consult with faculty prior to the learning activity.
3. Confidentiality will be maintained. FERPA guidelines will be followed.
4. In the case of a missed learning activity the student must notify the faculty member involved (clinical faculty if there is a missed clinical activity), course instructor for missed class or lab.
  - a. The impact of the missed absence on meeting the course and clinical objectives successfully should be discussed with the faculty and include a plan to achieve performance expectations for the remainder of the term.
    - Being absent from a clinical or laboratory activity can seriously jeopardize the student's ability to successfully meet the course and clinical objectives.
    - The student must be able to complete all written assignments, meet all clinical objectives and demonstrate competence related to skills in order to pass the course and progress in the program.

Faculty will:

1. Complete a Student Injury/Illness Report Form signed by the faculty no later than 24 hours after the incident.
2. Complete any documentation as required by the clinical agency in the event of an illness or injury that occurs during clinical.
3. Send report to:
  - a. Original: Clinical Coordinator
  - b. Copy: Program Director
  - c. Copy: Student Affairs
  - d. Copy: Student

Graduate student illness in clinical/practicum activity is individually assessed by the appropriate Program Director. Nurse Anesthesia students must consult the program handbook for specific policies about clinical attendance.

## Student Photo Use

At times students are photographed for purposes of commemorating events and marketing college programs and initiatives. Students who wish to not have their photo used for these purposes must complete a *Photo Opt-Out Form* through the Office of Student Success. Those who do not complete and submit the form are considered giving their consent to use photos in which they appear. It is the student's responsibility to alert photographers and/or exit photos



when they have opted out. It is the photographer's responsibility to make known that they are photographing students prior to taking photos.

## Social Media Policy

The University of Cincinnati's College of Nursing is committed to leveraging technology to educate our students to become nurse leaders. Our primary method of communication is the UC e-mail account. However, we support the use of social media outlets as a supplemental venue for elective unofficial communication and reminders. Social networking is encouraged as a means for communication, collaboration, and connection with others (Junco 2011).

In accordance with the American Nurses Association (ANA), the College of Nursing is aware of the opportunities associated with the utilization of various social media platforms. At the same time, ANA and the College of Nursing caution of the possible risks associated with social networking. The ANA (2011) stated:

Nurses and nursing students have an obligation to understand the nature, benefits, and consequences of participating in social networking of all types. Online content and behavior have the potential to enhance or undermine not only the individual nurse's career, but also the nursing profession. (¶ 1).

With this said, while we strongly advocate for all members of the College of Nursing community to utilize various social media outlets, it is imperative that you are cognizant of the content of your posts. Social media is not the appropriate venue to share and address all matters. Individuals are responsible and will be held accountable for the content of their posts on any social media platform. The College of Nursing has developed this social media policy to appropriately represent, advance, and protect members of our community and the University of Cincinnati.

## Social Media Definition

Social media is characterized as a platform of electronic communication (web sites for social networking and blogging) through which users create online communities to share information, ideas, personal messages, and other content (videos, pictures), etc.

Social media outlets include, for instance:

- Social Networking Sites (e.g., Facebook, LinkedIn, Pinterest, Foursquare, Instagram, Flickr, Snapchat, etc....)
- Content Communities (YouTube, etc....)
- Micro-blogging sites (Twitter, X, etc....)
- Blogs (company and personal blogs, WordPress, Blogger, etc....), Forums and Discussion Boards (Google Groups, Yahoo! Groups, etc....)

## Provisions of the Social Media Policy

Adapted from the recommendations made by Junco (2011), the following social media policy provisions have been developed.

- Personal and professional growth and learning are a result of engaging in conversations and sharing opinions. It is imperative that you are aware of the content and behavior of your activity as you participate in social networking.
- Social media sites do not ensure privacy regardless of the privacy restrictions you have

enabled on your accounts. Search engines can recover posts even if they were deleted. If you experience any hesitation when posting, do not post without consulting with an appropriate authority, such as your faculty instructor.

- Do not post confidential information about yourself or others. You may not post photos from a health care site unless you have obtained a personal consent form from the individuals in the photo and a consent form from the health care organization in which the photo was taken.
- You are expected to be respectful, responsible, and accountable for your behavior as you interact and communicate with others via social media.
- Publish and post on social media platforms with caution. Content should be honest, accurate, clean, and in good taste.
- Ensure that your posts are timely, updating and responding as appropriate.
- You are legally liable for any social media activity. Posts to social media sites that are deemed to be defamatory, harassing, obscene, profane, unprofessional, or in violation of any law will not be tolerated and are subject to disciplinary action.
- You are expected to adhere to all applicable university privacy and confidentiality policies, including the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
- As a student at the University of Cincinnati's College of Nursing, it is your responsibility to continually review the provisions of the social media policy.

## Consequences of Inappropriate Activity

In accordance with the ethical guidelines adhered to by the University of Cincinnati's College of Nursing, which includes, but is not limited to, the Student Code of Conduct, the Health Insurance Portability and Accountability Act of 1996 (HIPAA), and the Family Educational Rights and Privacy Act (FERPA) and copyright laws, the College of Nursing reserves the right to block or limit individual posts on UC College of Nursing social media outlets based on inappropriate content. Characteristics of inappropriate content are harassment, derogatory comments, vulgar or profane comments or posts, violations of intellectual property or copyright law, or otherwise considered inappropriate, unprofessional, or unethical activity. Inappropriate content published to any of the social media sites administered by the College of Nursing can be removed.

In addition, students who violate privacy and confidentiality policies or act in an inappropriate, unprofessional, or unethical manner are at risk of disciplinary action, including, among other consequences, possible failure of a course and/or dismissal from the respective program and the College of Nursing.

### References

American Nurses Association. (2011, September). 6 tips for nurses using social media. Retrieved from <http://www.nursingworld.org/FunctionalMenuCategories/AboutANA/Social-Media/Social-Networking-Principles-Toolkit/Tip-Card-for-Nurses-Using-Social-Media.pdf>

Junco, R. (2011). The need for student social media policies. *Educause Review*, 46(1), 60-61.

## Severe Weather

When campus is closed due to inclement weather, all on-campus activities of the College of Nursing are canceled. However, if clinical sites are open (e.g. hospitals) the clinical will be held according to the normal schedule.

The State of Ohio requires the College of Nursing to offer the number of clinical hours we advertise. In the event of a level 3 snow emergency or its equivalent in the clinical site's respective county, the clinical will be canceled. In the case of a level 3 snow emergency, or if faculty cannot be at clinical and has not arranged for a replacement, the canceled days will be rescheduled by faculty. If clinical is not canceled and individual students feel they cannot attend for any reason they should follow the directions for reporting absence as stated in the course syllabus. When the College of Nursing is closed on a day when an in-seat class is scheduled, watch for faculty instructions for obtaining missed class content.

## Degree Requirements

### **Baccalaureate Degree**

The requirements for completion of the BSN degree are a minimum of 121 semester credits and fulfillment of required program courses.

### **Master's and Doctoral Degree**

Policies regarding degree requirements for masters-level students can be found in the [Graduate College Student Handbook](#).

## Residency Requirement

### **Baccalaureate Degree**

The College of Nursing requires that students matriculated into the traditional four-year BSN program must earn a minimum of 30 semester credits while matriculated in the College of Nursing to be eligible for a degree from the College of Nursing.

The College of Nursing requires that students matriculated into the RN/BSN program must earn a minimum of 27 semester credits while matriculated in the College of Nursing to be eligible for a degree from the College of Nursing.

### **Masters and Doctoral Degree**

Policies for residency requirements for masters-level students can be found in the [Graduate College Student Handbook](#).

## Dual Level Courses

Courses at the 6000 LEVEL are offered for both graduate and undergraduate credit. Students registered for graduate credit in these dual-level courses may be required to complete a certain amount of academic work in addition to that required of undergraduates in the same course. The extra work may consist of reading and reviewing additional books, presenting reports, or doing such supplementary work as the faculty member in charge of the course deems advisable. It is also possible that where a course is offered for variable credit, the graduate student will be required to take the course for the maximum number of credit hours.

## Graduation

The University confers degrees at the end of every term. It is the responsibility of the STUDENT to complete the graduation requirements **no later than the dates posted**; if any requirement is omitted, conferral of the degree will be postponed.

### Baccalaureate Degree Requirements

To receive the BSN degree a Graduation Application must be submitted by the date specified by the University each term. Please refer to the [University Commencement](#) site for more information.

### Masters and Doctoral Degree Requirements

Policies and procedures for applying for graduate degrees are available at the [University of Cincinnati Graduate College](#) web site.

### Doctoral Dissertation Submission Requirements

Please refer to the [University of Cincinnati Graduate College](#) web site for Thesis/Dissertation Submission Requirements:

### PhD in Nursing Research Final Summary of Performance

A final summary of performance in the program is to be included in the students' permanent college record. The summary of performance is to be compiled by the graduate student's faculty advisor. This summary is to be completed during the last term of the students' attendance in the graduate program. The summary of performance should include the following aspects:

1. Program performance
2. Professional growth
3. Personal growth (NOTE: student's ability to function effectively, independently, with peers, and with others)
4. Research conducted
5. Special accomplishments, e.g., publications, professional experiences, and
6. Student and faculty advisor signatures.

# Undergraduate/Pre-licensure Math Testing Policy

## General Guidelines for Medication Calculations/Math Testing.

1. All medication calculation tests will be given at a time and day established by the faculty. At a minimum, students will be notified of initial testing dates/times at least 1 week prior to the date of the test.
2. All math tests will be given in the same or similar environments. The first test may be given during a scheduled class time. Subsequent tests generally will be scheduled outside of class time. Students who are not present for the required math test will receive a score of 0. This will count as a chance in the total number of attempts. No tests are to be administered in the clinical area.
3. Students may use a basic four (4) function Calculator only during testing. No scientific calculators or phones will be allowed.
4. The policies listed below are the minimum requirements to be followed regarding Medication calculation competency tests. Math questions will also be found on routine course exams that are given throughout the term.
5. Preparation: Faculty will post resources to help students prepare for course level math tests. Students are encouraged to review a variety of resources in preparation for math tests
6. Students who are not successful in passing the math test are required to meet with the course coordinator and complete a mutually agreed upon plan for success prior to taking subsequent tests.

Level based testing	Course Based Testing	Competency	Process	Failures/ Progression
Traditional Undergraduate Sophomores	Advanced Fundamentals	Basic conversions and math calculations	Students will be tested a maximum of 3 times. Dates will be determined by faculty and placed in the syllabus. Students not present for testing will receive a 0 for the attempt that counts towards their total number of chances.	Students may not administer medications during clinical on their assigned unit until they have successfully passed the math test for this level. Students unable to achieve a 100% by the end of the testing period will be withdrawn from the course, without grade penalty.
Accelerated Direct Entry MSN	Accelerated Fundamentals			



<b>Level based testing</b>	<b>Course Based Testing</b>	<b>Competency</b>	<b>Process</b>	<b>Failures/ Progression</b>
Traditional Undergraduate Seniors	Care of Adults with Complex Health Concerns	Drug dosage calculations, conversions, IV drip rates, titrations, microgram dosing calculations, and drug dosing/kg/time calculations.	Students will be tested a maximum of 3 times during the first 3 weeks of the term for 14-week semester courses and within the first 2 weeks of the term for 7-week half semester courses. Students not present for testing will receive a 0 for the attempt that counts towards their total numbers of chances.	Students in Care of the Adult with Complex Health Care Concerns or its equivalent must achieve a passing score of 100% on the math calculation tests prior to beginning patient care. Orientation may proceed during the testing period. Students unable to achieve a 100% by the end of the testing period will be withdrawn from the course, without grade penalty.
Accelerated Direct Entry MSN 3rd semester	Mental Health Pediatrics OB  Accelerated Pediatrics Accelerated OB	Medications calculations of drugs specific to specialty areas.		
Accelerated Direct Entry MSN 5th semester	Accelerated Complex			

## Grading Policies, University

### Change of Grade

Only the professor assigned to a course may award or change a grade. The Registrar may assign a grade of UW indicating an unofficial withdrawal or a grade of N if no grade is reported by a professor.

### Pass/Fail

The pass/fail grading system may be used for some College of Nursing graduate courses. Students should check with the Senior Associate and/or the Department Program Director if there is a question about which course will be accepted for pass/fail status.

## Student Complaints

Students must contact the instructor/staff member in question to resolve complaints immediately. If there is disagreement between the instructor/staff and the student, the student must next contact the Program Director and subsequently the appropriate Assistant or Associate Dean. If a resolution is not achieved, undergraduate students must follow the procedures outlined in the [University Student Grievance Policies and Procedures](#) and graduate students must follow the grievance procedures outlined in the [University of Cincinnati Graduate College Student Handbook](#) to file formal complaints.

## Independent Study and Clinical Elective

### Undergraduate Students

The guidelines for independent study and clinical elective for undergraduate students matriculated in the College of Nursing are as follows:

1. The undertaking of an independent study or clinical elective is the student's decision.
2. If a student wishes to enter into an independent study experience, the student must:
  - a. Have a 3.0 overall average.
  - b. Contact a faculty member to direct and/or supervise the experience
  - c. Receive approval from the Undergraduate Associate Dean.
3. All independent studies and clinical electives are to receive letter grades.
4. The student and faculty member supervising the experience will determine the objectives of the experience. The objectives should reflect additional learning experience in the total undergraduate program.
5. The evaluation process for the experience will be negotiated between the student and faculty member.
6. Student and faculty member will determine the number of credit hours for which the student is contracting; a 3:1 ratio of clinical to credit hours is to be used. The student may contract for 1-4 credit hours of independent study.
7. Prior to the registration for independent study or clinical elective, a written proposal concerning the learning experiences must be submitted to the Undergraduate Associate Dean for approval. Specifically, the proposal must include:
  - a. Student name with signature
  - b. Number of credit hours (1-3)
  - c. Term and year of course enrollment.
  - d. Objectives
  - e. Clinical experience, if any, including where the learning will be located.
  - f. Faculty member's name with signature
  - g. Evaluation process



## Graduate Students

The guidelines for independent study and clinical elective for graduate students matriculated in the College of Nursing are as follows:

1. The undertaking of an independent study or clinical elective is a joint student-faculty decision.
2. If a student wishes to enter an independent study experience, the student must:
  - a. Provide evidence of satisfactory progress toward completion of program requirements.
  - b. Contact a faculty member to direct and/or supervise the experience.
  - c. Secure approval of the Program Coordinator/Director.
3. Either a letter or Pass/Fail grade may be negotiated. A letter grade is especially required if the credit hours are needed to meet graduation requirements. The evaluation process for the experience will be negotiated between the student and faculty member.
4. The student and faculty member supervising the experience will determine the objectives of the experience. The objectives should reflect additional learning goals for the student over and above those of the required learning experiences in the total program.
5. The student and faculty member will determine the number of credit hours for which the student is contracting. A 4:1 ratio of clinical to credit hours is to be used.

NOTE: The above procedure does not refer to the one (1) credit hour of Independent Study for which graduate students register to maintain candidacy once all course work is completed or no fee courses to maintain half-time enrollment status.

## Makeup Examinations

Students are responsible for reading and following faculty course policy regarding make up examinations as published in course syllabi. In addition to course policy:

1. Students are responsible for notifying the faculty responsible for an examination prior to the exam time if they are unable to be present for the exam. If the responsible faculty cannot be reached, the student must leave a voicemail or email message with the responsible faculty.
2. Within two school days following the student's return to school, he/she must contact the responsible faculty regarding the make-up exam.
3. At the discretion of the responsible faculty, an alternate test may be given in place of the original test.
4. A reduction of ten percent (10%) from the student's score obtained on the make-up exam may be incurred.
5. The make-up policy for the pre-licensure exit exam is provided in the *Program Exit Examination Policy for Pre-Licensure Students* policy of this handbook. Please refer to that section for the policy.

## Registration

Each student should seek the advice of their Student Affairs advisor or student success coordinator before registering for courses. Registration more than eighteen (18) hours per term requires advisor approval and will result in an additional tuition fee.

## Enrollment of students from other disciplines in nursing course

**Undergraduate courses** - Enrollment in NBSN or AMSN (Accelerated Direct Entry MSN) by non-matriculated students is prohibited unless authorization for enrollment is received from the college's Office of Student Success prior to enrollment. Students who enroll without permission will be administratively withdrawn from the course.

**Graduate course** - Any upper level undergraduate or graduate student in a health sciences field who is not already enrolled in the College of Nursing MSN, DNP, or PhD degree program may be enrolled in College of Nursing course work up to 9 credit hours at the discretion of the Senior Associate Dean. The student must submit a letter of approval from his/her program advisor indicating that the student may take a course in the College of Nursing. Enrollment in graduate courses by non-matriculated students is prohibited unless authorization for enrollment is received from the director of graduate programs prior to enrollment. Per the Graduate College policy, students can take up to one-third of a program's credit hours as a non-matriculated student toward a degree program, before they must matriculate into a program. Students who enroll without permission will be administratively withdrawn from the course.

## Undergraduate/Pre-Licensure Credit by Examination

The University of Cincinnati accepts credit for examinations such as Advanced Placement (AP), College-Level Examination Program (CLEP) and International Baccalaureate (IB) when minimum scores, established by UC, are earned for each exam. To receive credit for these examinations, send your grade report or transcript of grades to the Office of Admissions at the address provided below. Minimum scores required for each exam are provided on the [UC Registrar's web site](#).

### College Level Examination Program (CLEP)

Effective January 1, 2006 and in compliance with OBR Articulation and Transfer Policy requirements, the Office of Admissions will award credit and post advanced standing for CLEP tests completed with acceptable scores as defined by the appropriate baccalaureate college. Also, in compliance with OBR Articulation and Transfer Policy requirements, CLEP credit granted by another institution which appears on a transcript will be accepted and advanced standing awarded in the same manner as the previous institution.

## RN/BSN Student Enrollment in the Upper Division

The RN to BSN online program is comprised of lower division requirements and upper division requirements. **Lower division** requirements consist of 35 credit hours of non-nursing courses considered to be foundational to the nursing curriculum. Many, if not all, of these requirements are likely included in the coursework completed in an ADN program. **Upper division** requirements consist of the BSN nursing courses taken while enrolled in the RN to BSN program. Lower division courses may be completed while taking upper division courses. All upper and lower division courses must be completed prior to graduation.

## RN/BSN Student Escrow Credits

Students in the RN to BSN program can also be granted up to 59 credits for prior learning and professional nursing experience. To graduate with the BSN degree, students must achieve a minimum of 121 credits of lower division requirements, upper division requirements, prior learning professional experience credit, and additional transfer credit from the ADN degree.

## RN Licensure

All RN-BSN and graduate students in the Post-MSN Doctor of Nursing Practice and any graduate program requiring clinical experiences (practica and internships) (except the Accelerated Direct Entry MSN) must hold a current, active, and unrestricted Registered Nurse (RN) license with no current restriction(s) or disciplinary action(s) for the state in which they are practicing nursing.

## Online Student Technology Requirements

To participate in online programs students will need a computer system with current specifications. The specifications below are designed for your benefit and successful experience. Online learners may purchase UC-licensed software through the [UC Bookstore Computer Department](#). In addition to your recommended personal computer, the College of Nursing provides online students with a Virtual Computer optimally configured for the UC environment including software titles such as Microsoft Office, SPSS, SAS, MindView, and more. This Virtual Computer is accessed using your personal computer and is recommended for accessing on campus student resources.

## Recommended (PC or laptop) System Requirements

- Intel i5 processor or greater
- 8 GB RAM or greater
- 250GB HD or greater
- Video card with 256MB of memory or greater
- Sound card with speakers
- Windows 7

## Recommended Apple System Requirements

- iMac, Mac Mini, MacBook Air, or MacBook Pro with Intel i5 processor or greater
- 8 GB RAM or greater
- 256GB HD or greater for storage
- Built in webcam
- MAC OS 12 Monterey

## Minimum Software, Browsers, and Plug-ins

- Latest version of Mozilla Firefox (Mac or PC), Microsoft Internet Explorer (PC), Google Chrome (Mac or PC), and/or Safari (Mac or PC)
- Microsoft Office 2013 (PC) or Microsoft Office 2011 (Mac)
- Current version of Adobe Reader, Adobe Flash Player and Java
- Current anti-virus & malware protection

## Internet Connection

- Broadband internet connection with a recommended bandwidth of 10-15 Mbps. You can test your current bandwidth using [speedtest.net](https://www.speedtest.net) or [www.bandwidthplace.com](https://www.bandwidthplace.com).

## Web Conferencing

- Webcam
- Microphone
- Headphones (with microphone preferred)

## Additional Technology Requirements

If not using a laptop or touch-enabled device, you will also need a monitor and keyboard.

# Student Progression and Retention

Student academic progress is reviewed at the end of each full-term by the Office of Student Success (OSS). OSS will notify the Student Affairs Council of all students who do not meet academic standards as outlined in each progression policy below.

## Undergraduate Progression Policies

### Freshman Direct Admit Progression Policy

Students directly admitted to the Nursing major as freshmen (Direct Admit) must maintain a minimum 3.0 cumulative GPA by the end of the Freshman year to progress into the sophomore portion of the BSN curriculum. Direct Admit Freshmen must earn a grade of C or better in all required first-year nursing courses to progress into the sophomore portion of the BSN curriculum.

#### **Probation**

Direct Admit Freshmen shall be placed on scholastic probation when the cumulative GPA falls below 2.0 at the end of any given term. Students on Probation are permitted to continue academic studies however the Student Affairs Council may place restrictions or requirements on students as needed to ensure student success and forward progression toward degree.

#### **Dismissal**

Failure to achieve a minimum 2.0 cumulative GPA for any two terms of undergraduate work will be cause for dismissal.

### Baccalaureate Program Progression Policy

All required nursing courses must be completed satisfactorily before a student can progress. A student must maintain the University and College standards of scholarship and conduct. These standards include:

1. maintenance of a 2.00 cumulative GPA,
2. satisfactory completion of all courses with a grade of "C" or better, and
3. adherence to the University Student Code of Conduct and the American Nurses Association (ANA) Code of Ethics.

#### ***Adherence to Prerequisites***

Prerequisites for required nursing courses are to be met to progress within the curriculum. If a student does not complete a course with a grade of "C" or better, the student may continue in the curriculum in selected courses, according to prerequisites. Refer to [University Course Descriptions](#) for a complete listing of courses and their prerequisites. Students may petition the Student Affairs Council for waiver of a prerequisite in extenuating circumstances. Any student enrolled in a nursing course for which prerequisites have not been met will be subject to administrative withdrawal from the course.

***Incomplete "I" Grades in Nursing Courses***

An "I" grade in any sequential nursing course must be removed by the end of the second week of the next term for the student to continue enrollment in the sequential nursing course.

When an "I" grade has not been removed, the student will be subject to administrative withdrawal from the sequential course. Incomplete grade agreements are to be outlined in the Incomplete Agreement Form and placed in the student's academic file.

***RN/BSN Student Prerequisite Courses***

Upper Division courses must be taken in the order as defined by the curriculum schema for the specific program (full or part time).

***Exceptions to Pre-Requisites***

Students with extenuating circumstances who wish to seek an exception to any prerequisite must submit a written request to the Program Director. Please attach any supportive correspondence to the written request. When applicable, attach a list of courses and the number of credits for which the student is currently enrolled, and indicate the number of credits the student has earned at UC and elsewhere.

***Petitions For Graduation Requirements***

Petitions which relate to requirements for graduation must be submitted no later than the tenth class day of the term immediately preceding the term of intended graduation.

***Petitions For Overloads***

Petition relating to overloads during any term must be submitted no later than the tenth class day of the preceding term.

***Program Exit Examinations Policy for Pre-Licensure Students***

Each pre-licensure student (BSN & AMSN) will be required to take a nationally normed test during the final semester of their program. All students must achieve a score of 80.7% or higher Individual Score on the ATI Comprehensive Predictor Exam to achieve program completion and be certified to the desired State Board of Nursing, making them eligible to sit for the NCLEX-RN examination.

At the discretion of the program director, a make-up exam session will be scheduled to take place within two business days of the scheduled exams. Anyone unable to take the exam on the originally scheduled exam dates or the make-up day will be required to go to an off-site examination center to take the exam. Students taking the exam beyond the make-up date at the off-site location will be personally responsible for payment to take the exam at that site.

Students unsuccessful in achieving satisfactory performance on the ATI Program Exit Examination (score of at least 80.7%) will complete remediation prior to sitting for the Program Exit Examination a second time.

Students who do not achieve a score of at least 80.7% or higher Individual Score on the ATI Comprehensive Predictor Exam on the subsequent exit examinations(s) will be required to complete an individualized plan of review based upon the results on the exam. Students must complete all planned activities as directed. Students are financially responsible for all subsequent program exit requirements, which may include NCLEX-RN review courses from a CoN approved provider.

### ***General Information***

A nationally normed test will be used for the Program Exit Examinations. All students are expected to test on the designated test dates for their assigned group. Examinations will be closed timely and at the discretion of the college. All tests and retests will be administered through the CON at University of Cincinnati. For practice testing opportunities, students may purchase an NCLEX Review book.

Standardized tests are required across the curriculum and may be part of the associated course grade (see course syllabus). Associated remediation activities may be required at the discretion of the Executive Director/Program Director/designee.

Traditional pre-licensure students who do not achieve at least 73% (ATI) on the Medical Surgical Specialty exam or earn a C in any sophomore core nursing course will be required to take a NCLEX preparation elective (NBSN 3086 Strategies for NCLEX Preparation) and/or other remediation activities.

### ***Probation***

Causes for probation:

The Student Affairs Council may place a student on probation who:

1. has not met the Grade Point Average (GPA)/Grade Requirements. (refer to Grade Point Average/Grade Requirements in the Baccalaureate Program Progression Policy)
2. fails to adhere to the University's Academic and the ANA Professional Code of Ethics, or
3. demonstrates a pattern of unsafe clinical practice in one or more courses (refer to Safe/Professional Practice Policy).

Students may be placed on probation once. After one term of probation, a student who meets a criterion for probation a second time will have cause for dismissal from the College. Students on Probation are permitted to continue academic studies however the Student Affairs Council may place restrictions or requirements on students as needed to ensure student success and forward progression toward degree.

## ***Dismissal***

Dismissal means that a student is permanently excluded from the College of Nursing.

A student may be dismissed who:

1. Fails to achieve a grade of "C" or above when repeating a required course
2. Meets the criteria for probation a second time.
3. Demonstrates a pattern of unsafe clinical practice. (Refer to Safe/Professional Practice Policy).

In the event a student has cause for dismissal they will be notified a minimum of 3 working days prior to the Student Affairs Council meeting to discuss their dismissal. It is the students' responsibility to inform the council and provide documentation of extenuating circumstances that lead to their dismissal.

The Student Affairs Council will make all decisions regarding a student's dismissal from the College of Nursing. Students will receive a notification to their UC email account regarding their decision after the Council has met.

A notation of dismissal is posted on the student's permanent University and College record. A student dismissed from the Bachelor of Science in Nursing program in the College of Nursing may be eligible for admission to another college of the University of Cincinnati. Upon confirmation of dismissal from the College of Nursing, students will be withdrawn from all courses.

## ***Appeal of Progression Decisions***

If the student wishes to appeal a probation or dismissal decision, the student must notify the Sr. Associate Dean of the College of Nursing in writing within five (5) working days of notification of the dismissal.

A student who requests and is permitted to maintain course enrollment during an appeal process is responsible for any financial risk/loss that may be associated with subsequent course or program withdrawal.

If the Sr. Associate Dean upholds the original decision of dismissal the student may appeal the decision under the grievance procedures drawn up by the University.

## **Accelerated Direct-Entry MSN**

Students enrolled in the Pre-Licensure Accelerated Direct Entry MSN program follow the MSN progression policy.



# MSN Program Progression Policies

## ***Candidacy***

Policies and procedures regarding candidacy into masters-level programs can be found in the [University of Cincinnati Graduate College Student Handbook](#).

## ***Time to Degree***

Policies and procedures regarding time to degree can be found in the [University of Cincinnati Graduate College Student Handbook](#).

## ***Reinstatement/Extension Policy***

Failure to register constitutes a lapse of candidacy. Both full-time and part-time students must register for at least one credit hour each academic year. The student whose candidacy has lapsed must request to be officially reinstated into candidacy status by submitting the appropriate reinstatement, admission, and extension forms to the student's academic advisor or student success coordinator. Specific policies and procedures regarding reinstatement can be found in the [University of Cincinnati Graduate College Student Handbook](#).

## ***GPA/Grade Requirements***

Policies regarding GPA/grade requirements for University of Cincinnati graduate students can be found in the [University of Cincinnati Graduate College Student Handbook](#).

Graduate students in the College of Nursing must:

1. have a B- or better in all required courses.
2. achieve a B or better in 2/3 of the course credits required for the degree, and
3. have a cumulative GPA of 3.0 or better at the end of each term.

## ***Prerequisites***

Prerequisites for required nursing courses are to be met in order to progress. Refer to the [University Course Offerings](#) for a complete listing of courses and their prerequisites. Any student enrolled in a nursing course for which prerequisites have not been met will be subject to administrative withdrawal from the course.

***Exceptions to Policy***

Students with extenuating circumstances who wish to seek an exception to any progression policy must submit a written request Petition for Exception request to the Chair of the Student Affairs Council. Students will be notified of the disposition of petitions by receipt of a signed copy of the petition application. Please attach any supportive correspondence to the petition form. When applicable, attach a list of courses and the number of credits for which you are currently enrolled, and indicate the number of credits you have earned at UC and elsewhere.

***Petitions For Graduation Requirements***

Petitions which relate to requirements for graduation must be submitted no later than the seventh week of the term immediately preceding the term of intended graduation.

***Petitions For Overloads***

Petition relating to overloads during any term must be submitted no later than the seventh class day of the preceding term of enrollment.

***Probation***

Probation means that a student has not met the GPA/Grade Requirements for MSN students and is therefore subject to academic intervention. Students on Probation are permitted to continue academic studies however the Student Affairs Council may place restrictions or requirements on students as needed to ensure student success and forward progression toward degree.

Causes for probation:

1. Any student who does not meet the GPA/Grade Requirement will be placed on probation;  
or
2. The Student Affairs Council may place a student on probation who:
  - a) Fails to adhere to the University's Student Code of Conduct or the ANA Code of Ethics for nurses; or
  - b) Demonstrates unsafe clinical practice (refer to Policy on Safe/Professional Practice Policy); or
  - c) Fails to achieve a cumulative grade point average of 3.00 in graduate courses at the end of a term.

Students who are placed on probation must present a detailed plan, approved by their faculty advisor, to their academic advisor or student success coordinator that specifies actions and timelines to improve the likelihood of future success.

### ***Dismissal***

Dismissal means that a student is permanently excluded from the College of Nursing. A notation of college dismissal is posted on the student's permanent University and College record. A student dismissed from the Master of Science in Nursing program in the College of Nursing may be eligible for admission to another college of the University of Cincinnati. Upon confirmation of dismissal from the College of Nursing, students will be withdrawn from all courses.

A student may be dismissed who:

1. Fails to achieve a grade of "B-" or above when repeating a course,
2. Meets the criteria for Probation a second time,
3. Demonstrates a pattern of unsafe clinical practice in one or more courses (refer to Policy on Safe/Professional Practice),
4. Has been previously suspended from and readmitted to the nursing program and meets the criteria for probation or suspension following readmission,
5. Fails to achieve a grade of "B-" or above when repeating the Capstone Project, or
6. Fails to meet the terms of provisional admission.

In the event a student has cause for dismissal they will be notified a minimum of 3 working days prior to the Student Affairs Council meeting to discuss their dismissal. It is the students' responsibility to inform the council and provide documentation of extenuating circumstances that lead to their dismissal.

The Student Affairs Council will make all decisions regarding a student's dismissal from the College of Nursing. Students will receive a notification to their UC email account regarding their decision after the Council has met.

### ***Appeal of Progression Decisions***

If the student wishes to appeal a dismissal decision, the student must notify the Sr. Associate Dean of the College of Nursing in writing within five (5) business days of notification of the dismissal. A student who requests and is permitted to maintain course enrollment during an appeal process is responsible for any financial risk/loss that may be associated with subsequent course or program withdrawal. If the Sr. Associate Dean upholds the original decision of dismissal, the student may appeal the decision under the grievance procedures drawn up by the UC Graduate College.

## **Post-BSN and Post-MSN Graduate Certificate Program Progression**

Certificate students must meet the same criteria of active student status as all other graduate students. That is, they must register for at least one academic credit each academic year to remain active. If a student enrolled in a certificate program fails to meet this criterion, they will become inactive. Students wishing to re-enroll once inactive can be reinstated/readmitted at the discretion of the Program Director.

Other policies and procedures regarding enrollment in certificate programs can be found in the University of Cincinnati Graduate College Student Handbook.

### ***GPA/Grade Requirements***

Policies regarding general GPA/grade requirements for University of Cincinnati graduate students can be found in the [University of Cincinnati Graduate College Student Handbook](#).

Graduate students in the College of Nursing must:

1. have a B- or above in all courses required for the certificate,
2. achieve a B or better in 2/3 of the course credits required for the certificate, and
3. have a cumulative GPA of 3.0 or better at the end of each term.

### ***Prerequisites***

Prerequisites for required nursing courses are to be met to progress. Refer to the [University Course Offerings](#) for a complete listing of courses and their prerequisites. Any student enrolled in a nursing course for which prerequisites have not been met will be subject to administrative withdrawal from the course.

### ***Repeating Courses***

If a student does not successfully complete a nursing course, the student may repeat the course once. If a student is unsuccessful in the course the second time, the student may be eligible for dismissal.

### ***Time to complete***

All students must complete the requirements for the post baccalaureate and post-masters certificate program within 5 years after matriculation in the program. Students must apply to the College of Nursing for an extension of time to complete if extenuating circumstances prohibit them from completing requirements in the required timeframe.

### ***Probation***

Probation means that a student has not met the GPA/Grade Requirements for certificate students and is therefore subject to academic intervention. Students on Probation are permitted to continue academic studies however the Student Affairs Council may place restrictions or requirements on students as needed to ensure student success and forward progression toward degree.

Causes for probation:

1. Any student who does not meet the GPA/Grade Requirement will be placed on probation;  
or
2. The Student Affairs Council may place a student on probation who:
  - a. Fails to adhere to the University's Student Code of Conduct or the ANA Code of Ethics for nurses; or
  - b. Demonstrates unsafe clinical practice (refer to Policy on Safe/Professional Practice Policy); or
  - c. Fails to achieve a cumulative grade point average of 3.00 in graduate courses at the end of a term.

Students who are placed on probation must present a detailed plan, approved by their faculty advisor, to their academic advisor or student success coordinator that specifies actions and timelines to improve the likelihood of future success.

### ***Dismissal***

Dismissal means that a student is permanently excluded from the College of Nursing. A notation of college dismissal is posted on the student's permanent University and College record. A student dismissed from the Master of Science in Nursing program in the College of Nursing may be eligible for admission to another college of the University of Cincinnati. Upon confirmation of dismissal from the College of Nursing, students will be withdrawn from all courses.

A student may be dismissed who:

1. Fails to achieve a grade of "B-" or above when repeating a required course,
2. Meets the criteria for Probation a second time,
3. Demonstrates a pattern of unsafe clinical practice in one or more courses (refer to Policy on Safe/Professional Practice),
4. Has been previously suspended from and readmitted to the nursing program and meets the criteria for probation or suspension following readmission, or
5. Fails to meet the terms of provisional admission.

In the event a student has cause for dismissal they will be notified a minimum of 3 working days prior to the Student Affairs Council meeting to discuss their dismissal. It is the students' responsibility to inform the council and provide documentation of extenuating circumstances that lead to their dismissal.

The Student Affairs Council will make all decisions regarding a student's dismissal from the College of Nursing. Students will receive a notification to their UC email account regarding their decision after the Council has met.

A student dismissed from the Post-Baccalaureate or Post-Master of Science in Nursing program in the College of Nursing may be eligible for admission to another college of the University of Cincinnati. Upon confirmation of dismissal from the College of Nursing, students will be withdrawn from all courses.

### ***Appeal of Progression Decisions***

If the student wishes to appeal a dismissal decision, the student must notify the Sr. Associate Dean of the College of Nursing in writing within five (5) business days of notification of the dismissal. A student who requests and is permitted to maintain course enrollment during an appeal process is responsible for any financial risk/loss that may be associated with subsequent course or program withdrawal. If the Sr. Associate Dean upholds the original decision of dismissal, the student may appeal the decision under the grievance procedures drawn up by the UC Graduate College.

## Doctoral Programs Progression Policy

There are two doctoral degrees awarded under the graduate program at the University of Cincinnati College of Nursing (CON) leading to either a Doctorate in Nursing Practice Degree (DNP) or a Doctor of Philosophy (PhD). Both the PhD and the DNP component of the CON graduate program at the CON follow the requirements of the University of Cincinnati Graduate College and the CON for progression and maintenance of good academic status as well as those specific to each of the programs.

## DNP Progression Policy

### ***Maintaining Student Status***

Maintenance of full or part time status as a graduate student and requesting reinstatement follows Policies in the [University of Cincinnati Graduate College Student Handbook](#). Students who do not meet the UC Graduate College requirement of 1 credit hour per academic year may request reinstatement following the UC Graduate College policy.

### ***Maintaining satisfactory progress towards degree***

All DNP students must maintain satisfactory progress towards degree per UGS, CON and programmatic policy.

### ***Time to degree***

All DNP students must complete all requirements within five (5) years from the date of matriculation into the degree program. Since the DNP is a practice doctorate, students pursuing a DNP are not required to achieve candidacy. Time to degree includes completion of course work and a capstone experience.

### ***Required Credit hours for DNP***

Per the UCGS doctoral students must complete a minimum number of credits to meet UCGS and programmatic requirements. Per UCGS the required number of last credit hours must be completed under the direction of University of Cincinnati graduate faculty.

Post-MSN DNP students must complete the minimum number of graduate credits beyond a master's degree required by the UCGS, including the required number of credit hours related to the capstone experience.

Post-MSN DNP requires 36-38 hours beyond the accredited master's degree to graduate. Advisors should monitor student progress for successful progress through coursework and completion of the capstone experience.

### ***Probation***

A DNP student will be placed on probation when he/she meets any of the criteria for probation for doctoral study at the CON as listed below. The process for DNP students who meet the criteria for probation will follow the CON policies and procedures related to probation. Students on Probation are permitted to continue academic studies however the Student Affairs Council may place restrictions or requirements on students as needed to ensure student success and forward progression toward degree.

### Criteria for probation for DNP students

1. Failure to maintain a cumulative GPA of 3.0 or better
2. Failure to earn a B- or better in a required DNP course
3. Failure to earn a C or better in an elective course
4. Failure to adhere to the University's Student Code of Conduct
5. Demonstrates unsafe clinical practice

### ***Dismissal***

Dismissal means that a student is permanently excluded from the College of Nursing. A notation of dismissal is posted on the student's permanent University and College record. A student dismissed from the College of Nursing may be eligible for admission to another college of the university. For any doctoral student that meets criteria for dismissal, the process will follow the UC College of Nursing policies and procedures related to dismissal and request for reconsideration.

### Causes for dismissal for DNP students

1. Failure to meet the terms of provisional admission,
2. Failure to earn a grade of B- or above when repeating a required DNP course,
3. Meeting the criteria for probation a second time,
4. Meeting the criteria for probation or suspension following a previous suspension and readmission, or
5. Demonstrates unsafe clinical practice.

In the event a student has cause for dismissal they will be notified a minimum of 3 working days prior to the Student Affairs Council meeting to discuss their dismissal. It is the students' responsibility to inform the council and provide documentation of extenuating circumstances that lead to their dismissal.

The Student Affairs Council will make all decisions regarding a student's dismissal from the College of Nursing. Students will receive a notification to their UC email account regarding their decision after the Council has met.

A student dismissed from the Doctor of Nursing Practice program in the College of Nursing may be eligible for admission to another college of the University of Cincinnati. Upon confirmation of dismissal from the College of Nursing, students will be withdrawn from all courses.

### **Requirements for Graduation**

Requirements for graduation from the DNP component of the CON graduate program follow the UC Graduate College policies and procedures.

### ***Applying for graduation***

One term prior to the term in which a student anticipates graduating the student should:

- Confer with their program and academic advisor or student success coordinator,

- Consult the Graduate College website for graduation application deadlines and commencement information
- Students must complete the official online Application to Graduate by the deadline for the semester in which they expect to graduate. Deadlines are firm and failure to meet them will delay students' graduation. A fee is assessed when filing an application for graduation.

### ***Requirements for Graduation***

1. Successful completion of all required course work and credit hours.
2. Successful completion of capstone experience. DNP Students **must** meet the UCGS and CON requirements for completion of a capstone experience prior to graduation. Please refer to CON policy and procedure related to the DNP capstone experience.

### ***Confirmation that Graduation Requirements are met***

1. The transcript of each candidate is reviewed by the Dean of the College or appointed designee who certifies to the Graduate School that the graduating student has met all College requirements.
2. The certification process assesses that the University's minimum requirement for the Doctor of Nursing Practice degree, per UCGS and CON policies and procedures, are met.
3. The Graduate School certifies to the Registrar's Office that the student has met the requirements of the Graduate School.
4. Following certification, the Registrar's Office posts confirmation of graduation in the student's records and generates the diploma.

## **PhD Progression Policy**

The PhD program follows the requirements of the University of Cincinnati Graduate School (UCGS) and the College of Nursing for progression and maintenance of good academic status as well as certain requirements that are specific to the PhD program.

### ***Maintaining student status***

Maintenance of full or part-time status as a graduate student and requesting reinstatement follows the UGS policies and procedures that can be found in the [University of Cincinnati Graduate College Student Handbook](#). Students who do not meet the UCGS requirement of 1 credit hour per academic year may request reinstatement following the UCGS policy.

### ***Maintaining satisfactory progress towards degree***

All PhD students must maintain satisfactory progress towards degree per Graduate School, College of Nursing, and PhD program policies.



***Residency requirement***

Prior to admission to doctoral candidacy, all doctoral students must complete a residency requirement by enrolling in a minimum of 10 graduate credits per semester for 4 out of 5 semesters.

***Time to degree***

According to the UGS, all students must complete the requirements for the doctoral degree within 9 years after matriculation in the program. Students have up to five (5) years pre-candidacy, and up to four (4) years post-candidacy.

Students must apply to the Graduate School for an extension of time to degree if extenuating circumstances prohibit them from completing requirements in the required timeframe.

***Required Credits***

Post MSN students must complete 60 hours of graduate credits, including required dissertation hours. Post BSN students must complete 30 additional graduate credits in a focused area of graduate study.

***Documentation of Progress***

According to the Graduate School policy, all PhD students are required to complete a written assessment of performance at the end of the first year of study and an annual progression report. The faculty advisor will monitor the student for successful progress through coursework, preliminary examinations, candidacy, and dissertation work.

***Failure to Progress***

A student not making reasonable progress in his/her program as determined by the faculty advisor will receive written notification of such from the PhD program director. The student will be required to meet with the academic advisor to develop a description and timeline of objectives and activities that must be met to maintain satisfactory progress towards degree. This may include taking additional course work or repeating courses as a condition of maintaining their status in the program.

If objectives and activities are not met according to the established timeline, the program director will send a written warning to the student of the risk of dismissal from the program. A copy of this warning will be sent to the faculty advisor and will be placed in the student's file.

A student who fails to meet the agreed upon objectives and activities in two semesters will be referred to the Student Affairs Council to be considered for dismissal from the program.

### ***Probation***

Students on Probation are permitted to continue academic studies however the Student Affairs Council may place restrictions or requirements on students as needed to ensure student success and forward progression toward degree.

A doctoral student will be placed on probation by meeting any one or more of the criteria listed below:

1. Failure to maintain a minimum cumulative GPA of 3.0
2. Failure to earn a B- or better in a required PhD course
3. Failure to earn a B- or higher in cognates/concentrations courses (i.e. courses taken to fulfill the required 9 credit hours of coursework in the student's selected research focus area).
4. Failure to earn a C or better in an elective course (i.e. courses taken beyond the required PhD coursework). The faculty needs to notify the PhD program director in advance if a course will be taken as an elective. After the course is taken, students cannot later consider the course a cognate/concentration course.
5. Failure to adhere to the University's Student Code of Conduct

### ***Dismissal***

Dismissal means that a student is permanently excluded from enrolling in any of the programs in the College of Nursing. A student who is dismissed from the College of Nursing may be eligible for admission to another college of the university. The process for dismissal will follow the UC College of Nursing policies and procedures related to dismissal. The following are the criteria for dismissal from the PhD program:

1. Failure to meet the terms of provisional admission
2. Failure to achieve a grade of B- or above when repeating a required PhD course.
3. Meeting the criteria for probation a second time.
4. Meeting the criteria for probation following a readmission.
5. Failure to make satisfactory progress toward the degree as determined by the faculty advisor and the program director. (See section on Documentation of Progress).
6. Failure to pass the preliminary examination on the second attempt.
7. Failure to pass the candidacy requirements on the second attempt.

In the event a student has cause for dismissal they will be notified a minimum of 3 working days prior to the Student Affairs Council meeting to discuss their dismissal. It is the students' responsibility to inform the council and provide documentation of extenuating circumstances that lead to their dismissal.

The Student Affairs Council will make all decisions regarding a student's dismissal from the College of Nursing. Students will receive a notification to their UC email account regarding their decision after the Council has met.

A student dismissed from the PhD program in the College of Nursing may be eligible for admission to another college of the University of Cincinnati. Upon confirmation of dismissal from the College of Nursing, students will be withdrawn from all courses.

### **Graduation**

Requirements for graduation include:

- 1) successful completion of all required course work and credit hours, and
- 2) successful completion of the dissertation.

The UCGS Policies and Procedures for graduation can be found on the University of Cincinnati Graduate School webpage.

### **Procedure for graduation**

One semester prior to anticipated graduation, the student should:

1. Consult the Graduate School webpage regarding dissertation requirements.
2. Confer with the Student Affairs Office graduate coordinator.
3. Consult the Graduate School webpage for graduation application deadlines and commencement information.
4. Complete the official online Application to Graduate by the deadline and pay the appropriate fee.

### **Confirmation that graduation requirements have been met**

1. The program director reviews the student record for satisfactory completion of all requirements, completes the certification process and submits to the Graduate School.
2. The Graduate School certifies requirements and submits to the Office of the Registrar.
3. The Office of the Registrar posts confirmation of graduation in the student record and generates the diploma.

# Policies for Clinical/Experiential-Based Learning Experiences

Clinical/experiential-based learning experiences are a critical component of nursing education. This section outlines the policies and expectations that guide students through successful clinical/experiential-based learning experiences while ensuring patient safety, academic integrity, and professional development. Students are responsible for reading and adhering to all guidelines prior to beginning clinical/experiential-based learning activities.

## Attendance

**Traditional Undergraduate BSN and Accelerated Direct-Entry MSN:** Attendance is required for all lab and clinical practice experiences, conferences, and seminars. Students who must miss a required clinical activity due to illness, death of immediately family member, etc., are to notify their clinical instructor, preceptor (when applicable) and course faculty as soon as possible prior to the scheduled time of the activity. Discussion with the clinical faculty members should occur prior to any anticipated absence for an extenuating circumstance. It is within the faculty member's prerogative to determine the acceptability of absences. Students are expected to follow guidelines provided by individual courses and programs.

It is the responsibility of faculty to protect clients and students. Therefore, faculty members may bar students from the clinical area due to illness, injuries, lack of preparation for practice, inappropriate attire or any situation deemed unsafe. Missing three scheduled lab/clinical is an automatic failure of the course.

**Graduate Students (excluding Accelerated Direct-Entry MSN):** Students must follow the attendance, punctuality, and conduct policies of the site of the clinical experience. Clinical schedules are determined in collaboration with the preceptor and should reflect both the site's operational needs and the student's progression requirements. Students are responsible for understanding and complying with any site-specific expectations regarding attendance, breaks, shift duration, and communication protocols.

In the event of illness, emergency, or other unforeseen circumstances, students must communicate directly with the preceptor and/or clinical site as soon as possible, following the site's procedures for reporting absences. When appropriate, students should work with their preceptor/site to reschedule missed hours in a timely and professional manner.

Students are expected to arrive on time for all clinical experiences. If a delay is unavoidable, students must notify the preceptor and/or site immediately according to site-specific guidelines. All efforts should be made to avoid repeated tardiness, which may be viewed as unprofessional behavior by the site and program faculty.

Any missed clinical hours should be addressed in coordination with the preceptor/site and in accordance with course requirements. Flexibility and respect for the preceptor's time and site operations are essential when arranging alternative clinical hours.

Repeated or unexcused absences or tardiness results in:

- Site concerns being reported to the program,
- Remediation requirements,
- or academic consequences, including a failing grade.

Any patterns of concern will be addressed collaboratively by program director/faculty, the student, and, where appropriate, the preceptor/site.

## Making up and Completing Clinical Hours Within a Term

**Traditional Undergraduate BSN and Accelerated Direct Entry MSN Program:** Students who miss lab/clinical for individual reasons will earn an unsatisfactory for the day as the clinical faculty do not have the opportunity to evaluate the student according to course objectives. Additional information will be provided in the individual course syllabus.

**Graduate Programs (excluding Accelerated Direct Entry MSN):** Any missed clinical hours should be addressed in coordination with the preceptor/site and in accordance with course requirements. Based upon the course and program, if all required clinical hours are not completed within the term, the student should meet with the respective course faculty and/or program director to discuss appropriate next steps, which could include a course withdrawal, satisfactory progress grade, or incomplete grade dependent upon individual student circumstances.

Students are expected to complete precepted clinical hour requirements within the semester in which they are enrolled in the course requiring the clinical activity. A satisfactory progress (SP) grade may be assigned in graduate-level practicum and internship courses when course requirements extend beyond the current academic semester, and the student is making acceptable progress. An SP grade does allow the student to enroll in the next practicum/internship course in the following semester based on the student's plan of study approved by the faculty. The SP grade must be converted to a final grade within the timeframe specified by the course or program and agreed upon between the faculty and student in writing (a form can be obtained from the Office of Student Success as a guide).

Criteria for SP grades:

- The course is designated as eligible for SP grading (e.g., multi-semester practicum or project-based course).
- The student is actively engaged in course activities and meeting all expectations and milestones to date.
- Students can complete clinical hours in the timeframe between semesters under an SP grade.

An incomplete (I) grade may be assigned when a student, due to extenuating and documented circumstances, is unable to complete course requirements within the term, but has completed a majority of the work at a passing level. The student and instructor must agree on a plan and exact timeline for completing the remaining coursework (a form can be obtained from the Office of Student Success as a guide). It is the student's responsibility to communicate proactively with course faculty if circumstances arise that may affect course completion. For a full list of Incomplete grade requirements, please visit the Registrar's Grading Scales and Definitions.

Students should not assume eligibility for SP or I grades without prior discussion and faculty approval.

Criteria for I grades: -

- The incomplete grade is awarded as a final course grade (without grade point assignment) at the end of a semester when a significant portion of course work has been satisfactorily completed, but not all of the course work has been completed.
- The completed course work is of passing quality and the student has had such hardship that completion of the remaining course work within the semester timeline would present an additional hardship.
- The instructor who assigns the incomplete grade may set a specific date (up to 350 calendar days or less) by which the student must complete the remaining course work.
- The instructor is not obligated to provide the full 350 days to complete the remaining course, but the date must be within the 350 days after the end of the term in which the "I" grade was assigned.
- An I grade prohibits the student from enrolling in the next practicum/internship course in the sequence until the grade has been converted to a final grade deemed as passing. A revised plan of study approved by the faculty will be created and shared with the student based on the agreement developed between the faculty and student.
- After the 350-day period, if the incomplete grade has not been resolved, the "I" grade is converted to an "I/F" grade which carries zero (0.00) quality points and affects the student's GPA the same as the grade of "F."

## Code of Conduct for Clinical/Experiential-Based Learning Experiences

**Traditional Undergraduate BSN and Accelerated Direct Entry MSN Programs:** Students are responsible for knowing and abiding by rules of the Ohio Board of Nursing as found in [section 4723-5-12-C of the Ohio Board of Nursing Rules](#) (Addendum A).

**RN-BSN Program:** Each RN-BSN must hold current, active, unrestricted Registered Nurse (RN) licensure with no restriction(s) or disciplinary action(s) in the state where the clinical/experiential-based learning experiences are completed. Proof of RN licensure will be obtained prior to the student beginning coursework for NBSN4081: Focus on Community.

Each student is expected to practice within the standards of practice relative to registered nurses and the advanced practice role in the state where the clinical/experiential-based learning experiences are completed. Students who have current restriction(s) or disciplinary action(s) on their nursing license are not permitted to complete clinical/experiential-based learning experiences.

It is the responsibility of the student to report any restriction(s) or disciplinary action(s) on their nursing license within 3 business days of the restriction(s)/disciplinary action(s) determined and conveyed by the respective board of nursing. Students must submit the record denoting restriction(s)/disciplinary action(s) from the Board of Nursing to their program faculty advisor in the University of Cincinnati College of Nursing. Students enrolled in the UC College of Nursing are expected to abide by the standards of ethical practice and conduct, which are stated in the [American Nurses Association's Code of Ethics for Nurses](#) and the [Ohio Administrative Code](#) effecting code of conduct as outlined in Ohio Rule and Law 4723-5-12C (Addendum A). Not reporting or falsifying restriction(s)/disciplinary action(s) is a violation of the [Student Code of Conduct](#) and will be addressed through the [Student Code of Conduct Review Process](#). In addition, students may not be supervised by a preceptor who has current restriction(s) or disciplinary action(s) on their license. If this knowingly occurs, students will be administratively removed from the course and/or receive a failing final grade for this clinical/experiential-based learning experiences course.

**Graduate Programs (excluding Accelerated Direct-Entry MSN):** Graduate students (except Accelerated Direct-Entry MSN) must hold current, active, unrestricted Registered Nurse (RN) licensure with no restriction(s) or disciplinary action(s) in the state where the clinical/experiential-based learning experiences are completed.

Each student is expected to practice within the standards of practice relative to registered nurses and the advanced practice role in the state where the clinical/experiential-based learning experiences (including practica and internships) are completed. Students who have current restriction(s) or disciplinary action(s) on their nursing license are not permitted to complete clinical hours.

It is the responsibility of the student to report any restriction(s) or disciplinary action(s) on their nursing license within 3 business days of the restriction(s)/disciplinary action(s) determined and conveyed by the respective board of nursing. Students must submit the record denoting restriction(s)/disciplinary action(s) from the Board of Nursing to their program faculty advisor in the University of Cincinnati College of Nursing. Students enrolled in the UC College of Nursing are expected to abide by the standards of ethical practice and conduct, which are stated in the [American Nurses Association's Code of Ethics for Nurses](#) and the [Ohio Administrative Code](#) effecting code of conduct as outlined in Ohio Rule and Law 4723-5-12C (Addendum A). Not reporting or falsifying restriction(s)/disciplinary action(s) is a violation of the [Student Code of Conduct](#) and will be addressed through the [Student Code of Conduct Review Process](#). In addition, students may not be supervised by a preceptor who has current restriction(s) or disciplinary action(s) on their license. If this knowingly occurs, students will be administratively removed from the course and/or receive a failing final grade for this clinical (including practicum or internship) course.

## Traditional BSN and Accelerated Direct-Entry MSN Clinical Section Assignments

Traditional Undergraduate BSN and Accelerated Direct-Entry MSN students are assigned to clinical sections by the Office of Student Success using a process which is communicated to the students. Students with special needs in relation to clinical placement must make those needs known to the Program Director through a written clinical petition prior to the beginning of priority registration for a given term. Changes in posted clinical assignments will be made only due to unforeseen, extenuating circumstances unless the student is able to find another student willing to switch sections with her or him. If two students are intending to switch clinical sections with each other, they must submit a written request for the change signed by both students. Clinical section assignments are planned so that students have a range of experiences and exposure to a variety of faculty. Therefore, whether requests are honored is at the discretion of the Program Director. (Clinical petition forms are available in the Office of Student Success).

## Clinical Planning and Placement Acknowledgement

Clinical learning experiences are an essential component of the University of Cincinnati College of Nursing's graduate APRN curriculum. Due to increasing competition for clinical sites and preceptors, placement opportunities are limited and not guaranteed within a student's preferred geographic area.

Students may begin networking in their first semester to identify appropriate clinical sites and

preceptors. All placement-related communication must be directed through the assigned Clinical Site Coordination Team member, who will support and collaborate with the student to secure an approved placement. Outreach may extend beyond a student's geographic preference and could require travel, including to the Ohio/Tri-State area (Ohio, Kentucky, Indiana), where the College (within an Ohio-based institution) maintains clinical partnerships. Clinical placements may result in additional personal expenses, such as travel, temporary housing, site-assessed fees, drug screenings, fingerprinting, or additional background checks not included within the standard University of Cincinnati College of Nursing requirements. Any associated expenses are the student's responsibility.

All sites and preceptors must meet University and state board requirements, including a site agreement and approved preceptor application. While the College makes reasonable efforts to consider student preferences, placements will not be based on personal factors such as employment, housing, or family obligations.

Students are expected to accept placement opportunities arranged by the College. If a student declines an offered placement, the College is not obligated to provide an alternative. Students must adhere to this policy as a condition of program progression and completion.

## Site Agreements

The University of Cincinnati College of Nursing is committed to preparing practice-ready compassionate nurses to lead, innovate, and transform healthcare. As part of our mission, we seek to partner with your organization to provide meaningful clinical experiences, experiential-based learning, and project-based activities for students enrolled in our undergraduate and graduate programs.

Prior to the start of any undergraduate and graduate student participation in clinical experiences, experiential-based learning, and project-based activities, a site agreement must be in place. A site agreement is required if students intend to engage in one or more of the following activities at a site:

- Supervised experiences
- Practice immersion and project implementation
- Experiential-based direct care learning
- Observation, assessment, or data collection aligned with academic requirements

A clinical site coordination team member facilitates all agreements.

## Clinical Planning and Placement Process

**Graduate Programs (excluding Accelerated Direct Entry MSN):** The clinical planning and placement process is a collaborative effort involving the student, the Clinical Site Coordination Team, and faculty. As students in the University of Cincinnati College of Nursing's graduate APRN programs are located across the United States, they are permitted to complete clinical requirements in approved clinical sites located within states where the College is authorized to operate, as determined by respective State Boards of Nursing.

Recognizing the diverse needs of students related to scheduling, travel, and location, the College encourages students to take an active role in identifying appropriate clinical sites and preceptors. During the first semester of enrollment, students are encouraged to actively engage in networking activities to foster connections with appropriate preceptors and clinical sites, leveraging their existing professional networks and local resources to explore placement opportunities that align with program requirements and their clinical specialty. This approach allows students to pursue options that may also fit with their personal scheduling, commuting, and professional development needs.



Examples of networking strategies include:

- Attending conferences and professional development events
- Consulting with colleagues who have completed or are enrolled in advanced nursing programs
- Exploring clinical opportunities within the student's current place of employment by engaging Human Resources or Medical Education departments
- Initiating early contact with preferred clinical sites to understand placement timelines or selection processes (e.g., waitlists or matching systems)
- Speaking with friends or family who may be able to connect the student with potential preceptors

All preceptors and clinical sites identified must undergo review and approval by faculty to ensure alignment with course and program objectives. Each potential precepted experience must also meet all University requirements, including a completed preceptor application and site agreement. These experiences are evaluated by faculty. Preceptors provide input, but faculty retain responsibility for evaluating performance. In the end, the grade is awarded by the faculty with feedback from the preceptor.

While the College of Nursing will make reasonable efforts to consider student preferences, clinical placements are not guaranteed in all locations. Placement decisions are dependent upon preceptor availability, regulatory compliance, and contract status. Students are expected to comply with clinical placement decisions and understand that personal factors—such as housing, employment, family obligations, or preferred location—will not determine placement eligibility.

## Critical Requirements

All undergraduate and graduate students (except PhD) must present evidence of having met specific health and legal requirements prior to engaging in clinical experiences. The evidence must be submitted by the date published by the Office of Academic Affairs. Failure to comply with the requirements by the defined deadline will result in inability to continue in clinical courses/experiential-based learning courses. The requirements are mandated by the clinical agencies used by the College for clinical experiences and are subject to change based upon agency requirements. Please note that in addition to the requirements of our clinical partners, University health officials and College of Nursing administrators continue to review national guidelines from the U.S. Centers for Disease Control and Prevention (CDC), the American College Health Association (ACHA), and medical and public health experts as well as vaccines already required by the State of Ohio for grades K-12 students to inform decision-making pertaining to required critical requirements. **For the full critical requirements policy and procedures, including submission criterion, please reference the Critical Requirements Section on the applicable learning management system.**

Students enrolled in the PhD program could be required by a site to be compliant with critical requirements. Background checks, drug screening and/or immunization requirements may be imposed by specific clinical sites or affiliation agreements, regardless of program design. Students will be expected to comply with these requirements to maintain eligibility for clinical placement. Students should consult with their Program Director for further guidance.

If program design changes in a way that includes direct clinical engagement or site-based learning, critical compliance requirements will be enforced to meet safety, accreditation, and contractual standards.

### **Site-Specific requirements**

Some hospitals and facilities may have specific orientation and/or health requirement documentation which must be completed and uploaded to external platforms such as My Clinical Exchange, CPNW, Rotation Manager, ACEMAPP, BridgesEXP, Typhon or other approved documentation platform chosen by the facility.

### **Annual requirements are evidence of:**

1. Current certification in adult/infant/child Basic Life Support-Cardiac (BLS-C)
2. Tuberculosis (TB) testing: Baseline and annual TB testing is required. Individuals with a history of reactive (positive) TB tests must provide documentation that they have been evaluated and determined not to have communicable TB. A copy of the chest x-ray report dated within the last 12 months must be included.
3. Immunizations as required by program and clinical agencies.
4. Health insurance coverage.
5. Completed self-disclosure of criminal history affidavit.
6. Emergency Contact Information.
7. Online certifications completed through the University of Cincinnati: Blood Borne Pathogens (BBP) Training and HIPAA Privacy compliance Training
8. Criminal History and Drug Screening clearances as required by program and site-specific requirements.

**RN to BSN:** Students must have an active and unrestricted Registered Nurse (RN) license with no current restriction(s) or disciplinary action(s) in the approved state(s) where the student will complete clinical courses/experiential-based learning experiences prior to enrollment in these affiliated courses. Nursing licenses are verified online at the Nursys or respective state platform by College of Nursing personnel and authorized delegates.

**Graduate Students (excluding Accelerated Direct-Entry MSN):** An active and unrestricted Registered Nurse (RN) license with no current restriction(s) or disciplinary action(s) in the approved state(s) where the student will complete clinical courses/experiential-based learning experiences. Nursing licenses are verified online at the Nursys or respective state platform by College of Nursing personnel and authorized delegates.

## **Immunization Requirements:**

1. Immunity to Varicella Zoster Virus- VZV (Chicken Pox), Measles (Rubeola), Mumps and Rubella (German Measles) MMR, and Hepatitis B Virus
2. Documentation of Adult Combined Tetanus, Diphtheria and Pertussis (Tdap) immunization within the past 10 years.
3. Annual Seasonal Influenza vaccination
4. History of Polio immunization
5. History of Meningococcal immunization.
6. And any other immunizations deemed necessary by the University of Cincinnati and/or clinical site partners.

Students are responsible for the cost of all immunizations and titers. They may obtain required immunizations, titers and TB testing through their private health care provider, employer or from University Health Services. Students must submit proof of immunizations and/or titers to the Office of Academic Affairs via authorized methods.

## **COVID-19 Vaccination**

The Omnibus COVID-19 Health Care Staff Vaccination Interim Final Rule was issued on November 5, 2021, by Center for Medicare and Medicaid Services. CMS now mandates that most external partners report health care provider vaccination data into the Centers for Disease Control and Prevention's National Healthcare Safety Network (NHSN) surveillance system. This rule requires clinical partners to report data for all health care personnel in its facilities, including students and faculty. External partners with unvaccinated health care personnel in their facilities could encounter incremental penalties that could result in the loss of federal funding.

Each external partner outlines their own vaccination requirements and exemption protocols. They make final determinations regarding vaccination requirements and exemption protocols.

Students must be compliant with all required critical requirements to engage in clinical course/experiential-based learning. COVID- 19 vaccination requirements and exemption protocols are at the discretion of the facility where clinical course/experiential-based learning is occurring. With this said, it is strongly encouraged that students upload their COVID-19 Vaccination Record Card, along with their other critical requirements, to their profile in the authorized method of submission to ensure that no delays occur in their ability to engage in clinical course/experiential-based learning. A complete and up-to-date profile will support appropriate academic planning.

### **Exemptions**

CMS guidelines require that medical and religious exemptions are allowed. Please note: If you are granted an approved exemption, you must follow the testing requirements outlined by the external partner (if applicable). All financial obligations associated with required testing are the responsibility of the student.

Each external partner outlines their own vaccination requirements and exemption protocols. They make final determinations regarding approved exemptions. There are some external partners who will not permit an exemption.

## **Non-Medical Requirements**

1. Social Security Number (SSN) Verification (or Visa and Passport if the student does not possess an SSN); a student may not be able to participate in certain clinical experiences without a SSN.
2. Picture ID: Acceptable documentation includes driver's license, state-issued ID, Passport.

## **Background Checks**

A comprehensive background check will be conducted through CastleBranch and is required prior to engaging in clinical [courses/experiential-based learning](#). Subsequent retesting will be determined by site-specific requirements. Background checks are required to ascertain (i) the ability of students to eventually become licensed, registered, and/or certified in their health career

profession and (ii) the ability of the students to attend mandatory clinical, practicum, and/or internship rotations at internal and external facilities in accordance with the requirements of the applicable program of study.

The comprehensive background check includes:

- a. County Criminal Searches – Previous 7 years – Maiden and Alias Included
- b. Residency History
- c. Social Security Alert
- d. National Record Indicator Search w/ Nationwide Sex Offender – Maiden and Alias Included
- e. Nationwide Healthcare Fraud & Abuse (OIG, GSA, OFAC, etc)
- f. Professional License Verification

This records check may reveal both student's unsealed and sealed convictions. Please inform us immediately of any convictions, guilty pleas, or findings of guilt that occur after your enrollment here. Felony and misdemeanor records may result in an inability to progress in the nursing program and subsequent withdrawal from the program.

Self-disclosure of criminal history is to be completed annually. A criminal history does not automatically bar a student from clinical [courses/experiential-based learning](#). The College follows acceptance criteria as outlined by our clinical partners.

Per the Fair Credit Reporting Act, any background checks conducted by the University will be authorized by the student in writing. If requested, the student will receive a copy of the background check report. And before any adverse action is taken based on information contained in the report, the student will be given the opportunity to contest or clarify its accuracy. Per Title IX, Title VII, and the University's own non-discrimination policies, no background check results will result in automatic disqualifiers, but instead each result will be considered on a case- by-case basis.

**Ohio residents and students completing clinical courses/experiential-based learning in the state of Ohio** will complete a national & state fingerprint-based background check, healthcare sanctions check. Subsequent retesting will be determined by site-specific requirements.

Ohio law requires that candidates for licensure in nursing undergo criminal background checks. Ohio law also requires hospitals, nursing homes, schools, day-care centers, and a host of other facilities to conduct background checks. The University has no legal obligation to conduct any background check prior to site placement. If the university does so, it does so voluntarily, ordinarily as part of a contractual agreement with a site, to foster positive relations, the significance of which is noted above.

The University shall make a reasonable attempt to place each student it has admitted into its program. A student who cannot be placed after three site placement attempts can be subjected to academic consequences for failure to make satisfactory progress. Each attempt shall entail:

1. communication with a potential site disclosing a copy of the student's background check results along with any statement of rehabilitation that the student might compose and ask to be included, and

2. documentation of all the reasons given by the site for denial of placement, both in the University's files and to the student.

Students accepted into the programs are required to sign a document indicating they have received a copy of this policy, understand that criminal background checks will be required, those with convictions might not be able to complete a specific degree program, students might not learn of such inability until the first clinical/experiential-based learning experience of the program, and, even if able to complete the program, students might not be eligible to pursue a related career if State Boards deny licensure.

Programs that require background checks will provide notice of this requirement in program materials available prior to the time of admission, in the orientation process, and through academic advising. The notices provided by the College of Nursing include the admonition that students with convictions might not be able to complete the program, might not learn of such inability until the first clinical experience of the program, and, even if able to complete the program, might not be eligible to pursue a career in Nursing if the State of Ohio Board of Nursing denies licensure.

The University will seek to avoid taking on contracting obligations that present significant risk of adverse legal consequences, including automatic disqualifiers for particular convictions. The University would prefer to organize the students' background checking and pass the results through to the sites. The University can also apply a site-provided heuristic to the results, subject to the limitation that automatic disqualifiers are to be avoided.

#### **RN-BSN and Graduate Students State Specific Requirements**

RN-BSN and Advanced Practice Registered Nurse (APRN) students (all MSN, DNP, and Post-Master's Certificate students in Arkansas AR, Florida FL, Iowa IA, Illinois IL, Maryland MD, Maine ME, Michigan MI, Minnesota MN, North Carolina NC, Nebraska NE, New Hampshire NH, New Jersey NJ, Ohio OH, Pennsylvania PA, South Dakota SD, Texas TX, Washington State WA (Only MSN and Post-MSN Certificate), or Wisconsin WI) must complete a supplemental state-specific background check based upon the state where clinical/experiential-based learning courses will be conducted. State-specific requirements may vary and are subject to change based on state legislation and regulations.

## State Restrictions

The University of Cincinnati College of Nursing is not permitted to admit or enroll students residing in the below listed states into our online undergraduate and graduate online programs (unless otherwise denoted). Also, University of Cincinnati students are not permitted to engage in external experiences, such as clinical experiences, experiential-based learning, research, and project-based activities in the below listed states.

- Arizona (RN-BSN Program is only permitted in this state)
- Louisiana
- Massachusetts
- New York (RN-BSN Program is only permitted in this state)
- Oregon
- Rhode Island
- Tennessee
- Washington State (Students enrolled in MSN and Post-MSN Certificate Programs are only permitted in this state).

In addition to the above listed states, students are not permitted to be admitted from or engage in external experiences in any of the U.S. Territories.

## Drug Screening Clearances

All students must obtain drug screening clearance prior to participating in clinical courses/experiential-based learning. Students undergo testing via the 10-panel + MDMA + Oxy screen, conducted by CastleBranch. *Substances tested for: Amphetamines (1000 Ng/MI Screen), Barbiturates, Benzodiazepines, Cocaine, Metabolites, Marijuana Metabolites, (50 Ng/MI Screen), Methadone, Methaqualone, Opiates (2000 Ng/MI Screen), Phencyclidine, Propoxyphene).*

- Any subsequent retesting will be determined by program leadership and may be influenced by site-specific protocols.
- Donor errors, positive screening results, and dilute screening results will require re-testing at the student's expense. A hair follicle test may be required.

As a public, state institution, the University of Cincinnati complies with the national Drug-Free Schools Communities Act (20 U.S.C. 1011i; 34 C.F.R. part 86) as well as the Drug Free Workplace Act (41 U.S.C. 81) which require a drugfree campus community. While medical and recreational marijuana use was legalized under Ohio law, it remains illegal under federal law. As such, possession, use, and storage of marijuana and medical marijuana by students is prohibited on all University of Cincinnati campuses and properties. Moreover, students who use marijuana may not be eligible for clinical placement in federal healthcare facilities and/or healthcare facilities located in states that do not legally permit the use of marijuana. In addition, acceptance and participation in all clinical rotation placements, wherever located, are also subject to individual clinical agency placement policies. In order to graduate, students must complete all required clinical placements of their respective program.

Students on prescription drugs that may result in a positive drug screen are advised to complete the following actions:

- Ensure your contact information is correct on all required forms from the testing lab.
- **Be prepared to provide a valid prescription and/or a statement from a licensed healthcare provider** directly to the Medical Review Officer (MRO) if you're asked to do so.

Drug screening violations that are unable to be resolved through review processes with CastleBranch Medical Review Officer (MRO) require the student to meet with the Associate Dean or designee. A positive drug screening report requires removal from clinical, practicum, and internship experiences until resolved through College of Nursing procedures.

**NOTE:** All Critical Requirements must be met unless the student has an approved exemption. In some cases, additional testing, evaluation, or documentation may be required. All records are treated as confidential and will not be released without your written consent. It is the student's responsibility to ensure that all requirements remain current throughout the academic term. Any lapse in compliance will result in the inability to participate in clinical experiences. For the full Critical Requirements policy, including submission criteria, please refer to the Critical Requirements section in the applicable learning management system.

## Dress Code

**Traditional BSN and Accelerated Direct-Entry MSN:** (Clinical Agencies, Skills & Simulation Lab and High-Fidelity Simulation Collaboratory for Traditional BSN and Accelerated Direct Entry MSN)

Your standards of personal care and dress represent you as an individual, the College of Nursing, and the profession of nursing. Professional people set examples for others and students are expected to be neat, clean, and well-groomed. A neat clean and well-groomed appearance while in the simulation lab or the clinical agency includes:

1. Nails are clean, short and smooth to ensure patient and student safety. No artificial nails or nail polish are allowed at any time. Nails must not be visible from the palmer surface of the hand.
2. Hair is controlled so that asepsis is maintained for both the student and patient/client. Plain barrettes, bobby pins or elastic bands may be used for this purpose. Hair must be clean, professional, neatly contained, and off of the collar. All hair accessories must follow red, black, and white color schemes.
3. For asepsis and safety, jewelry is limited to only plain wedding bands, watches and pierced earrings (one set of stud earrings) that are not loops, are small, and are in the lobe of the ear.
4. Men without established beards will be clean-shaven. Beards and mustaches must be short and neatly trimmed.
5. Shoes must follow uniform policy by being red, white, or black leather/vinyl shoes, provide good support, and must be clean and in good repair.

6. Clothing must be loose enough to provide ease of movement in lab/clinical activities.
7. Uniform pants need to be hemmed so that they do not touch the floor. No undergarments should be visible through clothing. The official UC College of Nursing uniform must be worn for lab/clinical experiences including times when obtaining information from an agency for clinical assignments.
8. Jeans, tee-shirts, tank tops, halter tops, midriff, sleeveless tops, athletic or exercise sweatshirts, pants or shorts may not be worn for clinical experiences including times when obtaining information from an agency for clinical assignments.
9. Undergarments must be worn and not visible through the outer clothing. Students are not permitted to wear long sleeve undergarments to prevent chill or cover body markings. If you are cold and/or need long sleeves for any reason you are required to purchase the Scrub Jacket (solid black with UC CoN embroidered logo), and/or UC College of Nursing's officially logoed uniform jacket.
10. Street clothes worn in some of the clinical agencies shall be neat and in professional taste. All dresses, skirts, culottes may be no shorter than 1" above the knee. Hose must be worn with dresses and skirts.
11. No body piercing or tattoos may be visible anytime while in the lab/clinical area.
12. Stringent personal/oral hygiene is expected.
13. Any scent with a strong odor is not permitted. This includes cigarette smoke or any perfume/after shave lotion.
14. No gum chewing in the lab/clinical area.
15. No eating or drinking in the lab/clinical area except in areas designated for these purposes.

Each student assumes the cost for his/her uniform. Uniforms are worn for the purpose of protecting the patient and the student. Uniforms vary with the lab/clinical setting. Appropriate attire for nursing students in hospital and community settings is listed below. All uniform items marked with an asterisk (\*) must be purchased from the college's official vendor, University of Cincinnati Medical Campus Bookstore. Students who appear for a clinical experience without the proper uniform will be dismissed from the lab/clinical area with an unsatisfactory clinical grade for the day.

## Students' Uniforms

### Hospital setting, Skills and Simulation Lab and High-Fidelity Simulation Collaboratory

Uniform Requirements
<ul style="list-style-type: none"> <li>• Red scrub top with embroidered UC CoN emblem*</li> <li>• Red scrub pants*</li> <li>• Long sleeve black scrub jacket with UC CoN emblem*</li> <li>• Long sleeve black uniform jacket, full zip with embroidered CoN emblem*</li> <li>• Picture ID name badge with <b>Student Nurse</b> badge - must be visible</li> <li>• White hose, stockings or crew length socks</li> <li>• Solid White, Red, or Black leather or vinyl, low- heeled, closed toe/back shoes (no clogs)</li> </ul>



Between August 2025 and May 2027, the following UC College of Nursing uniforms are also acceptable:

Uniform Requirements
<ul style="list-style-type: none"><li>• White lab coat with UC CoN emblem*</li><li>• White scrub top with embroidered UC CoN emblem*</li><li>• Red scrub pants*</li><li>• Long sleeve red scrub jacket with UC CoN emblem</li><li>• Picture ID name badge with <b>Student Nurse</b> badge - must be visible</li><li>• White hose, stockings or crew length socks</li><li>• Solid White, Red, or Black leather or vinyl, low- heeled, closed toe/back shoes (no clogs)</li></ul>

## Student Uniforms - Community Settings

It is expected that all undergraduate and graduate students present themselves in a manner that promotes patient/client trust, ensures safety, and aligns with the expectations of the clinical/experiential-based learning site. Students must always follow the dress code policies of the assigned site. Please consult with the individual facility where you intend to complete clinical/experiential-based learning activities before the first day at the site to confirm dress expectations.

## ID Badges

**Traditional BSN and Accelerated Direct-Entry MSN:** Students must wear their University of Cincinnati identification badge in all clinical agencies. A fee is charged to replace lost badges. The loss of a badge must be immediately reported to University of Cincinnati Public Safety Office. Proof of registration is required to obtain a badge. Other forms of student identification may be required by individual agencies/clinical sites. Faculty will advise students of these situations and facilitate obtaining these identifications. Badges must have a current student photo on them and not be worn or tattered.

**RN-BSN and Graduate Students:** Clinical sites frequently require students to use their University of Cincinnati identification badge to engage in clinical activity in facilities. In addition, UC faculty frequently receive requests for student identification attestation when completing verification forms required by employers, credentialing bodies and state nursing boards. To avoid any delay in your ability to complete clinical activity or in processing verification forms, please obtain your UC ID in your first semester as a student. Other forms of student identification may be required by individual agencies/clinical sites.

## Protective Eye Gear (Goggles)

All students are required to have available for each clinical experience, a pair of eye goggles with side panels for performance of activities that may expose the student nurse to patients' body fluids of any type. In acute care settings, protective eye wear is provided. In some community agencies, students may need to purchase and supply their own protective eye gear. OSHA mandates that all hospital personnel, students, and faculty are required to wear protective eye gear when appropriate. Students must adhere to clinical agency policies.

## Liability Insurance

Students are insured by University insurance while they are performing assigned clinical experiences. Students may choose to carry Professional/Student Liability Insurance in addition to that provided by the University. Please note that Professional/Student Liability Insurance coverage is only provided by the University within the start and end dates of each individual semester, except for students who receive a satisfactory progress or incomplete grade in a clinical course.

## Student Safety

Faculty consider the students' safety when planning clinical experiences. Students are expected to assume responsibility for their own safety by adhering to the guidelines listed below and discussing with the faculty situations which the student believes to be unsafe prior to exposing him/herself to risk.

1. Students leaving clinical experiences after dark should travel in groups or obtain escort services from security guards in the agency.
2. Students who use cars should always lock their doors and park in well-lit areas. Valuables including health-screening equipment, e.g., stethoscopes, should always be secured out of sight prior to arriving at the clinical agency.
3. Students should carry a minimal amount of money and valuables. Be sure to carry a cell phone and know emergency numbers. Cell phones must be off during clinical experiences.
4. Students should be alert and observant about risks so that potentially dangerous situations can be avoided. Do not enter a suspicious area such as where loitering, fighting or drunkenness is occurring or dark hallways or basements. If the student observes a suspicious situation, the student should leave immediately and notify security.
5. Students are responsible for keeping faculty apprised of their plans for community visits and any changes that might occur. Someone, such as a faculty member, roommate, spouse or parent, should always be informed of the student's plans and expected time of return.
6. Whenever possible, community visits should take place during daylight hours. Students planning to make visits at other times should discuss their plans with their supervising faculty members.

## Transportation

Students are responsible for their own transportation and costs incurred during their clinical/experience-based experiences, including those off-campus. Students are responsible for appropriate auto insurance coverage. Students are not required to produce evidence of automobile insurance (mandatory in the State of Ohio).

## Transporting/Driving Clients

Students are NOT to transport patients/clients in students' personal motor vehicles.

## Safe/Professional Practice

Students are expected to demonstrate the knowledge, skills and behaviors necessary to provide safe care for their assigned patient(s). Refer to course syllabi regarding safe practice and OBN rules discussed earlier in this Handbook.

A student whose clinical practice is judged to be unsafe and/or unprofessional may be removed from the clinical experience earning, at a minimum, an unsatisfactory grade for the day. In order to be eligible to resume the clinical experience, the student who has been removed must comply with stipulations prescribed by the faculty for readmission to the clinical experience.

The faculty responsible for the clinical experience will review the clinical practice of a student who exhibits weaknesses that may lead to unsafe practice and/or unprofessional practice. The faculty, with appropriate input from the student, will develop a set of expectations that the student is to attain to remedy those weaknesses in the current and/or subsequent term.

### Rationale

Faculty of the College have a legal and professional responsibility to assure for the public, other students, the University, and the nursing profession that students can practice safely and professionally in their various clinical practice. This policy embodies accountability by defining unsafe practice, unprofessional practice and weak practice; by establishing guidelines for faculty to make a judgment of unsafe practice, unprofessional practice, and weak practice; and by providing procedures to be followed when a judgment of unsafe, unprofessional or weak clinical practice is made.

## Definitions

### Unsafe Practice

Behavior in providing nursing care to clients that fails to achieve the standard of care, violates the nurse practice act, violates the ANA Standards of Practice, or calls into question the professional accountability of the student. Depending upon the degree of actual or potential harm a client may suffer a one-time deviation from safe practice may be sufficient to judge a student unsafe.

### Unprofessional Practice

Behavior in providing nursing care to clients that violates the ANA Code of Ethics for nurses.

### Weak Practice with Potential for Unsafe and/or Unprofessional Practice

Behavior with potential for unsafe and/or unprofessional practice in providing nursing,

care to clients that fails to achieve the standard of care, violates the nurse practice act, violates the [ANA Code of Ethics](#) for nurses and/or Standards of Practice, or calls into question the professional accountability of the student.

## Guidelines

### Rules, Regulations, and Standards of Practice

The student practices within the boundaries of the state nurse practice act, [current professional standards of practice](#), College of Nursing course objectives, and College, University, and clinical agency policies and procedures.

Under this guideline examples of unsafe/unprofessional behavior include but are not limited to the following:

1. Failure to notify the agency and/or instructor of clinical absence,
2. Practicing in a clinical practicum under the influence of drugs and/or alcohol that does or may interfere with the ability to practice,
3. Demonstrating behavior that puts a client at risk of harm by violating standards of care,
4. Violating client privacy rights through breach of confidentiality of interactions or records or failure to protect privacy in personal care, or
5. Engaging in unprofessional and/or disrespectful behaviors to the members of the clinical agency, clinical instructors/preceptors, or other students in the clinical experience.

## Accountability

The student's practice demonstrates continuity in the responsible preparation, documentation, and implementation of client care.

Under this guideline examples of unaccountable behavior include but are not limited to the following:

1. Acting in a manner likely to cause serious harm to self or others,
2. Acts of omission or commission likely to cause harm to clients including but not limited to physical abuse, placing in hazardous positions, conditions or circumstances, mental or emotional abuse, and medication errors,
3. Failure to provide accurate, inclusive, written and verbal communication or falsely documenting in a client record, written assignment or student log,
4. Attempting activities without adequate orientation, theoretical preparation, assistance or supervision, or
5. Engaging in behavior that is disrespectful of a client's social or economic status, personal attributes, or health problems.

## Process

### Weak with potential for unsafe, unprofessional, and/or unaccountable behavior

When a professor has reason to conclude that a student has demonstrated weak behaviors in the

clinical agency, they will verbally notify the student at the time the behavior was observed. The professor will arrange to meet with the student to discuss in detail behaviors observed and actions needed to improve the student's clinical practice. Development of a learning contract outlining behaviors to be demonstrated for successful completion of the clinical experience is recommended.

## Unsafe, unprofessional, and/or unaccountable behavior

When a faculty member has reason to conclude that a student has demonstrated unsafe, unprofessional or unaccountable behavior in the clinical agency they will verbally notify the student at the time the behavior was observed. Faculty will consult with the appropriate Associate Dean or designee and communication will be sent to the student outlining the infraction, consequences, and the need to develop a plan for success with input from the faculty. The plan should be time limited and evidence of completion of the plan must be provided to the faculty.

Students who fail a course because of unsafe and/or unprofessional practice and who disagree with the evaluation that their clinical practice is unsafe are offered due process through the student grievance process (BSN students see [Undergraduate Student Grievance Procedure](#); MSN, Post-MSN and Doctoral Students see [Graduate Student Grievance Procedure](#)).

## Changes in Policies & Curriculum

Faculty reserves the right to make changes in the curriculum to address progressive needs of the field of study.

Changes in program policies will be communicated to all students by the appropriate College of Nursing Administrator. Students' time-to-degree will not be prolonged because of changes in policies or curriculum. Changes in program policies will be communicated by UC student email provided by the University of Cincinnati. Students who opt out of a program but are eligible to enroll in a future term will be responsible for observing the change in policy upon return to the program.

**Undergraduate Students:** Re-admitted students will follow the current curriculum being offered at the point of re-admission: [Ohio Board of Nursing as found in section 4723-5- 12-A\(2\)](#) of the Ohio Board of Nursing Rules.

# Addendum

## **OBN Rule and Law: 4723-5-12C**

***In addition to the policies required in paragraph (A) of this rule, the program administrator and faculty shall implement policies related to student conduct that incorporate the standards for safe nursing care set forth in Chapter 4723. of the Revised Code and the rules adopted under that chapter, including, but not limited to the following:***

(1) A student shall, in a complete, accurate, and timely manner, report and document nursing assessments or observations, the care provided by the student for the patient, and the patient's response to that care.

(2) A student shall, in an accurate and timely manner, report to the appropriate practitioner errors in or deviations from the current valid order.

(3) A student shall not falsify any patient record or any other document prepared or utilized in the course of, or in conjunction with, nursing practice. This includes, but is not limited to, case management documents or reports, time records or reports, and other documents related to billing for nursing services.

(4) A student shall implement measures to promote a safe environment for each patient.

(5) A student shall delineate, establish, and maintain professional boundaries with each patient.

(6) At all times when a student is providing direct nursing care to a patient the student shall:

(a) Provide privacy during examination or treatment and in the care of personal or bodily needs; and

(b) Treat each patient with courtesy, respect, and with full recognition of dignity and individuality.

(7) A student shall practice within the appropriate scope of practice as set forth in division (B) of section [4723.01](#) and division (B)(20) of section [4723.28](#) of the Revised Code for a registered nurse, and division (F) of section [4723.01](#) and division (B)(21) of section [4723.28](#) of the Revised Code for a practical nurse;

(8) A student shall use universal and standard precautions established by Chapter 4723-20 of the Administrative Code;

(9) A student shall not:

(a) Engage in behavior that causes or may cause physical, verbal, mental, or emotional abuse to a patient;

(b) Engage in behavior toward a patient that may reasonably be interpreted as physical, verbal, mental, or emotional abuse.

(10) A student shall not misappropriate a patient's property or:

- (a) Engage in behavior to seek or obtain personal gain at the patient's expense;
- (b) Engage in behavior that may reasonably be interpreted as behavior to seek or obtain personal gain at the patient's expense;
- (c) Engage in behavior that constitutes inappropriate involvement in the patient's personal relationships; or
- (d) Engage in behavior that may reasonably be interpreted as inappropriate involvement in the patient's personal relationships.

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

(11) A student shall not:

- (a) Engage in sexual conduct with a patient;
- (b) Engage in conduct in the course of practice that may reasonably be interpreted as sexual;
- (c) Engage in any verbal behavior that is seductive or sexually demeaning to a patient;
- (d) Engage in verbal behavior that may reasonably be interpreted as seductive, or sexually demeaning to a patient.

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

(12) A student shall not, regardless of whether the contact or verbal behavior is consensual, engage with a patient other than the spouse of the student in any of the following:

- (a) Sexual contact, as defined in section [2907.01](#) of the Revised Code;
- (b) Verbal behavior that is sexually demeaning to the patient or may be reasonably interpreted by the patient as sexually demeaning.

(13) A student shall not self-administer or otherwise take into the body any dangerous drug, as defined in section [4729.01](#) of the Revised Code, in any way not in accordance with a legal, valid prescription issued for the student, or self-administer or otherwise take into the body any drug that is a schedule I controlled substance.

(14) A student shall not habitually or excessively use controlled substances, other habit-forming drugs, or alcohol or other chemical substances to an extent that impairs ability to practice.

(15) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of the use of drugs, alcohol, or other chemical substances .

(16) A student shall not have impairment of the ability to practice according to acceptable and prevailing standards of safe nursing care because of a physical or mental disability.

(17) A student shall not assault or cause harm to a patient or deprive a patient of the means to summon assistance.

(18) A student shall not misappropriate or attempt to misappropriate money or anything of value by intentional misrepresentation or material deception in the course of practice.

(19) A student shall not have been adjudicated by a probate court of being mentally ill or mentally incompetent, unless restored to competency by the court.

(20) A student shall not aid and abet a person in that person's practice of nursing without a license, practice as a dialysis technician without a certificate issued by the board, or administration of medications as a medication aide without a certificate issued by the board.

(21) A student shall not prescribe any drug or device to perform or induce an abortion, or otherwise perform or induce an abortion.

(22) A student shall not assist suicide as defined in section [3795.01](#) of the Revised Code.

(23) A student shall not submit or cause to be submitted any false, misleading or deceptive statements, information, or document to the nursing program, its administrators, faculty, teaching assistants, preceptors, or to the board.

(24) A student shall maintain the confidentiality of patient information. The student shall communicate patient information with other members of the health care team for health care purposes only, shall access patient information only for purposes of patient care or for otherwise fulfilling the student's assigned clinical responsibilities, and shall not disseminate patient information for purposes other than patient care or for otherwise fulfilling the student's assigned clinical responsibilities through social media, texting, emailing or any other form of communication.

(25) To the maximum extent feasible, identifiable patient health care information shall not be disclosed by a student unless the patient has consented to the disclosure of identifiable patient health care information. A student shall report individually identifiable patient information without written consent in limited circumstances only and in accordance with an authorized law, rule, or other recognized legal authority.

(26) For purposes of paragraphs (C)(5), (C)(6), (C)(9), (C)(10), (C)(11) and (C)(12) of this rule, a student shall not use social media, texting, emailing, or other forms of communication with, or about a patient, for non-health care purposes or for purposes other than fulfilling the student's assigned clinical responsibilities.

<http://codes.ohio.gov/oac/4723-5>