SCHOOL OF NURSING
FALL 2016 – SUMMER 2017

GRADUATE STUDENT HANDBOOK
FOR MASTER OF SCIENCE IN
NURSING, POST-MASTER’S CERTIFICATE,
AND GRADUATE CERTIFICATE TRACKS

SON Website: http://www.oakland.edu/nursing

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Revised August 1, 2016
Each year the Oakland University School of Nursing (SON) publishes an updated MSN, post-MSN Certificate, and Graduate Certificate Tracks student handbook. The academic requirements, policies, and procedures described in this handbook are in effect from Fall semester 2016 through Summer semester 2017 for students who have been admitted to the SON graduate program. Students are responsible for following the most current handbook.

This handbook reflects information available at the time of publication. OU/the SON reserve the right to revise this publication at their discretion and to make reasonable changes in requirements to academic and non-academic programs.
Dear Student:

Welcome to the School of Nursing! We are delighted that you have chosen the Oakland University School of Nursing. You and your classmates are a select group of well-qualified students.

Our academic programs will prepare you for the nursing profession now and in the future. SON faculty members are experts in the content areas they teach and you will receive an outstanding nursing education.

We have developed this handbook so you will have easy access to School of Nursing policies and procedures that may affect you during your graduate education. Please feel free to meet with our academic adviser or the School of Nursing faculty for assistance with academic planning or matters outlined in this handbook.

Best wishes for a satisfying and challenging academic experience at the Oakland University School of Nursing.

Sincerely,

Judy Didion, PhD, RN
Dean and Professor
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OVERVIEW OF THE SCHOOL OF NURSING

School of Nursing Mission
Approved by the SON Faculty Assembly on April 24, 2014

The mission of OU SON is to prepare transformational leaders committed to caring and using the best evidence in nursing practice, education and research to optimize the health of the public in a diverse ever-changing global society.

School of Nursing Vision
Approved by the SON Faculty Assembly on April 24, 2014

The faculty and graduates of OU SON will be recognized as transformational leaders, caring practitioners and scholars who optimize the health and well-being of a diverse global society.

School of Nursing Philosophy
Approved by the SON Faculty Assembly on February 18, 2016

The Oakland University SON Philosophy of Nursing Education is informed by insights into the empirical, aesthetic, ethical, and personal ways of knowing that undergird nursing as a practice discipline, the position that nursing holds in society, and the relationship that exists between the SON and OU. Nursing’s disciplinary domain has both a scientific and professional practice component. Nursing science discovers, develops, synthesizes, validates, and brings order to the theoretical and practical knowledge that informs the professional practice of nursing. Professional nursing care of individuals, families, and communities is a social mandate that carries with it the responsibility to educate nurses qualified to fulfill the professional role and uphold standards of the profession.

The faculty of the SON believes that nursing education:

- Requires innovative approaches in order to prepare professional nurses now and in the future to address the health care needs of individuals, families, and communities through patient-centered nursing care, teamwork and collaboration, communication, and information technology.
- Has a foundation in the arts and sciences of liberal education which is needed to ground nursing in the complexity of the human experience.
- Prepares students to recognize, understand, and work with nursing phenomena and to understand the results of these efforts in relation to human values including life, justice, personal freedom, health, and well-being.
- Prepares students to use empirical knowledge as a guide for judgment, decision-making, and the provision of quality and safe professional nursing practice.
- Prepares students across all curriculum levels to learn, work, and live productively in ever changing national and international societies.

The faculty of the SON also believes that:

- Students learn best when challenged by educational experiences that are salient and incorporate real-life situations and issues related to systems-based practice.
- Diversity among faculty, students, and members of national and international societies enriches the educational experience.
A commitment to life-long learning is essential to the professional development of nurses, the health of national and international societies, and the growth of the discipline.

Faculty members are responsible for determining what is to be learned and how that learning can be assessed, evaluated, and enhanced.

Master of Science in Nursing Program Outcomes
Approved by School of Nursing Faculty Assembly March 16, 2015

Building on the foundation of the Bachelor of Science in Nursing, the Master of Science in Nursing (MSN) program will prepare graduates as transformational leaders with advanced nursing knowledge and practice expertise for optimizing health outcomes. (Essential IX)

The MSN program prepares graduates to:
1. Integrate theories and scientific findings from nursing, biopsychosocial fields, genetics, public health, and organizational sciences using translational processes to improve evidence-based nursing practice across diverse settings. (Essentials I & IV, VIII, IX)
2. Describe concepts from organizational leadership, systems leadership, and information technology in the promotion of quality improvement and safety. (Essentials II, III, V, IX)
3. Synthesize requisite knowledge of legal and regulatory processes, health policy, ethics, and advocacy to improve health outcomes of diverse populations at the organizational, local, state, and federal level. (Essentials IV, VI, VIII, IX)
4. Formulate intra/interprofessional collaborative strategies integral to the design and delivery of evidence-based health promotion and disease prevention interventions to improve health outcomes in individuals, families, communities, and populations. (Essentials IV, VII, VIII, IX)
5. Integrate professional standards and guidelines in the provision of nursing practice in a specialty area. (Essentials IX)

Accreditations

The master’s program at Oakland University is accredited by the Commission on Collegiate Nursing Education (http://www.aacn.nche.edu/ccne-accreditation).

The Oakland University-Beaumont Graduate Program of Nurse Anesthesia is accredited by the Council on Accreditation of Nurse Anesthesia Educational Programs (COA). 222 South Prospect Avenue, Park Ridge, IL, 60068; (847-655-1160). The program’s next review by the COA is scheduled for 2022.
The Essentials of Master’s Education in Nursing

*The Essentials of Master’s Education in Nursing* (American Association of Colleges of Nursing [AACN], 2011) are the guiding framework for the SON Graduate program.

*The Essentials of Master’s Education in Nursing* (AACN, 2011) are:

I. Background for Practice from Sciences and Humanities
II. Organizational and Systems Leadership
III. Quality Improvement and Safety
IV. Translating and Integrating Scholarship into Practice
V. Informatics and Healthcare Technologies
VI. Health Policy and Advocacy
VII. Interprofessional Collaboration for Improving Patient and Population Health Outcomes
VIII. Clinical Prevention and Population Health for Improving Health
IX. Master’s-Level Nursing Practice

**Administrative Structure**

The SON is one of eight Schools and a College at Oakland University. Each School/College is governed by a Dean who is responsible to the Senior Vice President of Academic Affairs and Provost.
Professional Organizations

**American Association of Nurse Anesthetists (AANA)**
Founded in 1931, the AANA is the professional association representing more than 49,000 certified registered nurse anesthetists (CRNA) and student registered nurse anesthetists nationwide. The AANA promulgates education and practice standards and guidelines, and affords consultation to both private and governmental entities regarding nurse anesthetists and their practice.

**Michigan Association of Nurse Anesthesia Students (MiANAS)**
The Michigan Association of Nurse Anesthetists (MiANA) is a statewide association representing over 2,300 CRNAs and students. MiANAS is the student chapter of MiANA. Annually, student members elect leaders from Michigan NA programs.

**Michigan Council of Nurse Practitioners- Oakland University Student Chapter (MICNP-OU)**
The Michigan Council of Nurse Practitioners is the only NP organization in the state to represent all specialties within the nurse practitioner community. Oakland University has one of only three student-led chapters in the state of Michigan. These forward-thinking leaders were instrumental in providing the basis for both stability and growth of the organization.

**Black Student Nurses Association at Oakland University - (NNA - OU)**
The NNA-OU provides nursing students an opportunity to promote unity among minorities and other students by providing a support network for pre-nursing and current nursing students. In addition, the NNA-OU allows members the opportunity to improve their networking skills while informing the greater OU community about health issues that affect minorities.

**Sigma Theta Tau International – Theta Psi Chapter**
Sigma Theta Tau International, the Honor Society of Nursing, was chartered at OU in April 1986. Each year nursing students who are academically eligible are invited to become members. Candidates for membership are selected solely on the basis of superior scholastic achievement.

**Student Representation on SON Committees**
Graduate nursing students may serve on two SON Constitutional Committees: the SON Graduate Committee on Instruction (GCOI) or the SON Commencement and Honors Committee.
University Resources

**OU website:** at [http://www.oakland.edu](http://www.oakland.edu)

**Schedule of Classes** at [https://www.oakland.edu/r/scheduleofclassesofclasses](https://www.oakland.edu/r/scheduleofclassesofclasses)

**Academic Calendar** at [http://www.oakland.edu/important-dates](http://www.oakland.edu/important-dates)

**OU E-mail Account**
Students are expected to communicate with SON faculty and staff using their OU E-mail account. Information related to courses, scholarships, health requirements, etc. are communicated via student OU E-mail accounts.

**Graduate Catalog** available at [http://www.oakland.edu/r/gradcatalog](http://www.oakland.edu/r/gradcatalog) the graduate catalog is the listing of academic programs, degree requirements, policies, and related information; available on the graduate study web site.

**Graduate Study and Lifelong Learning web site:** [http://www.oakland.edu/gradstudy](http://www.oakland.edu/gradstudy)

**SON Website**
The SON website is an important source of information for current students. Important SON documents, such as the SON clinical health requirements, are available on the SON website: [http://www.oakland.edu/nursing/](http://www.oakland.edu/nursing/)

**Course Websites**
Every SON course has a course website in MOODLE. Information regarding each SON course, including the course syllabus, can be found on the course website.

**Student Name and Address Changes**
The SON uses the information on file with the university to contact students. It is the responsibility of each student to inform the OU Office of the Registrar of any changes to his/her name, mailing address, and/or telephone number: [http://www.oakland.edu/registrar](http://www.oakland.edu/registrar)

**Graham Health Center**
Graham Health Center provides convenient, affordable, high quality health care on OU’s campus. They are staffed by certified Nurse Practitioners and Physician Assistants who have extensive education and clinical training. A physician visits weekly to review cases, consult, and see patients who require physician care. [https://wwwp.oakland.edu/ghc/](https://wwwp.oakland.edu/ghc/)

**Kresge Library**
The Kresge Library, located at the heart of OU’s campus, is a critical center of learning providing access to scholarly information, research support, library instruction, and computing and study facilities. Through the Library and their extensive Web sites, students will find important services and resources to help meet their academic and research goals. [https://library.oakland.edu/](https://library.oakland.edu/)

**Financial Aid**
[https://wwwp.oakland.edu/financialservices/available-financial-assistance/grad/](https://wwwp.oakland.edu/financialservices/available-financial-assistance/grad/)

**Oakland University-Beaumont Graduate Program of Nurse Anesthesia Student Handbook**

**OU website** available at [http://www.oakland.edu](http://www.oakland.edu)
School of Nursing Resources

SON Faculty: Students can communicate with faculty by appointment, via e-mail, and/or voicemail. SON faculty have scheduled office hours and are available to assist students with their questions and/or concerns related to nursing courses, clinical experiences, course grading, professional nursing, etc. SON faculty information can be found on the SON website: http://www.oakland.edu/nursing/

SON Website
The SON website is an important source of information for current students. Important SON documents, such as the SON clinical health requirements, are available on the SON website: http://www.oakland.edu/nursing/

SAIL
Through Oakland’s secure SAIL system, you’ll be able to register for classes, view your up-to-the-minute financial aid status, and receive notifications of missing financial aid documentation or outstanding obligations, set up the e-Bill online bill payment system and more. https://mysail.oakland.edu/uPortal/f/welcome/normal/render.uP

School of Nursing Academic Advising Office 3027 Human Health Building, (248) 370-4253 Academic Advisers are available by appointment to assist students with program planning, course scheduling, petitions of exception, transfer equivalencies, etc. You will be assigned a professional Academic Adviser for the duration of the nursing program.

SON Laboratories: The SON laboratories are located in the Human Health Building. The nursing labs are available to assist students to: 1) learn to apply critical thinking and clinical reasoning to patient scenarios, 2) practice nursing interventions, 3) practice using therapeutic communication, and 4) overall, develop the skills and knowledge necessary for professional nursing practice.

SON Scholarships: A variety of SON scholarships are available to SON students. Each spring, an e-mail will be sent from the SON to all students via their OU e-mail accounts regarding the scholarship application process.
CURRICULUM

Overview of the MSN Curriculum


The OU SON offers a Master's of Science in Nursing in Adult/Gerontology Nurse Practitioner, Family Nurse Practitioner, Nurse Anesthesia, and Forensic Nursing. Students are referred to http://www.oakland.edu/grad for the OU Graduate Catalog’s description of these tracks.

Overview of Post-MSN Certificate Curriculum

The professional nursing standards and guidelines used by the SON include those delineated by the American Association of Colleges of Nursing (AACN); *The Essentials of Master’s Education in Nursing* (2011). Use of the AACN Essentials help to guide program and curricular development, and allows the SON to ensure that the three academic levels of the curriculum build upon one another. Other professional standards and guidelines used by the SON include: *Nursing: Scope and Standards of Practice* (American Nurses Association, 2010), *Criteria for Evaluation of Nurse Practitioner Programs* (National Task Force on Quality Nurse Practitioner Education, 2014), *Nurse Practitioner Core Competencies* (the National Organization of Nurse Practitioner Faculty (2012)), *Standards for Accreditation of Nurse Anesthesia Educational Programs* (Council on Accreditation of Nurse Anesthesia Programs, 2014), *Scope and Standards for Nurse Anesthesia Practice* (American Association of Nurse Anesthetists, 2014).

The OU SON offers a PMC in Adult/Gerontology Nurse Practitioner, Family Nurse Practitioner, and Nurse Anesthesia. Students are referred to http://www.oakland.edu/grad for the OU Graduate Catalog’s description of these tracks.
Overview of Graduate Certificate Curriculum


Academic Plan of Study – MSN/Post-MSN Certificate/GC Tracks

Completed in consultation with the track director/coordinator, the Plan of Study (POS) details specific courses, exit options, and other requirements you must complete in order to earn your MSN, post-MSN certificate, or GC. The POS reflects the order in which courses should be completed to maximize a student’s potential for successful completion of the nursing track. The POS is the student’s contract with the SON. Students should consult their track director/coordinator for any reasons that require a change in the POS. The POS, approved by your track director/coordinator, must be submitted to Graduate Study and Lifelong Learning in order to update your Online Degree Evaluation (WebCAPP).

GAP Analysis for Post-Master’s Certificate FNP/AGNP Student

Per the AACN 2012 Criteria for Evaluation of the Nurse Practitioner Student, post master’s students must successfully complete graduate didactic and clinical requirements of an academic graduate NP program through a formal graduate-level certificate or degree-granting graduate level NP program in the desired area of practice. Postgraduate students are expected to master the same outcome criteria as graduate degree granting program NP students. A gap analysis for each post master’s certificate student will be completed to develop a POS. Post master’s certificate students who are not already NPs are required to complete a minimum of 500 supervised direct patient care clinical hours.

Components of the MSN Curriculum

**Foundation Courses**

The SON offers foundation courses for the MSN- AGNP, FNP, NA, and FN tracks.

Foundation courses address critical content needed by all graduate nursing students as outlined by the Master’s of Education in Nursing (AACN, 2011). These courses include content on nursing theory, research, health policy, and leadership.

**Clinical Core Courses**

The clinical core courses provide MSN students with advanced clinical knowledge and skills in advanced pharmacology, advanced health assessment, and advanced pathophysiology across the lifespan.

**Specialty Courses**

The specialty courses are comprised of didactic and clinical courses that prepare students to become Adult/Gerontology Nurse Practitioners, Family Nurse Practitioners, Certified Registered Nurse Anesthetists or Forensic Nurses. The specialty courses build on the foundation and clinical core courses, and upon nursing knowledge and skills learned at the undergraduate level.
Components of the Post-Masters Certificate and Graduate Certificate Curriculum

The Post-MSN Certificate and GC curriculum is composed of subsets of the MSN curriculum and will be identified for each student applying to the certificate tracks.

See the OU Graduate Catalog, www.oakland.edu/r/gradcatalog, for course names, credit allocations, and course descriptions. See SON website and program flyers for specific POS.

Teaching Strategies
Courses are taught via a hybrid format. This format allows for between 10-75% of on-line instruction with the remainder of the course in a face-to-face format. Distance learners have the option to utilize web-enhanced and/or distance learning technologies to participate in the course.

Guidelines for Clinical Courses

Clinical Placements
Graduate students function with increasing autonomy at their clinical practice sites. Consistent with this increasing autonomy, clinical preceptors serve as on-site resource persons to the student in designing and implementing experiences commensurate with the goals of specific advanced practice nursing courses and the student's own goals and objectives. SON faculty are ultimately responsible for evaluation of student experiences, and will make site visits to affiliating agencies during clinical courses. In addition, nurse anesthesia faculty visit each clinical site annually, and participate in evaluating students in the clinical area.

Requirements to Participate in Graduate level Clinical Experiences
Students are referred to the SON web page http://www.oakland.edu/nursing under, “Forms” for clinical requirements. Preceptor/Agency contracts and Preceptor Agreement Forms must be obtained prior to clinical experiences.

Graduate students should see “Clinical/Health Requirements for Graduate Students.” Failure to submit these requirements by the due date can result in administrative disenrollment from the course. Students in nurse anesthesia are required to comply with the requirements of each clinical or enrichment site they are assigned to.

Students must maintain their own health insurance. Clinical agencies do not provide free health care services to students.

NA students refer to the NA Handbook for information specific to clinical participation.

ADMISSION CLINICAL REQUIREMENTS

1. Submission of a completed health assessment, including inoculation for tetanus (T-dap); skin testing for tuberculosis (done yearly) -(if positive, chest x-ray report done within last five years + TB questionnaire); proof of immunity to Rubella, Rubeola, Mumps (MMR), Varicella and Hepatitis B.

2. Documented completion of an approved CPR course (AHA Healthcare Provider - (BLS + ACLS + PALS required for NA students)

3. Documented completion of Flu immunization (required after October 1st of each year). Proof must be submitted to School of Nursing)
The following are required by clinical agencies where students are placed for clinical courses:

1. Criminal background check
2. Urine drug screen (testing for illicit drugs)

**NOTE:** Background checks and drug screens must be done within 45 days of the deadline date. Drug Screens and Background Checks will be done through American Databank. Student must contact American Databank at oaklandunivcompliance.com or click on the link*, and follow directions provided for Graduate (FNP, AGNP, NA, FN) students. A receipt with results showing that a drug screen and background check were performed must be included in your packet, so be sure to allow adequate time for this.

Students starting classes in the School of Nursing must submit proof of all the above requirements according to the published deadlines (see above)- Complete packets must be submitted via trackable mail or courier service only. Trackable *(certified, registered or priority mail)* mail includes the US Postal Service, United Parcel Service (UPS) or Fed-Ex. Faxes, walk-ins, 1st class mail and incomplete packets will not be accepted.

According to the published deadlines (see above), students in the nursing program must supply proof of the following:

1. Skin testing for tuberculosis and/or chest x-ray result, if positive *(along with completed questionnaire – found on our nursing website ).*
2. Documented completion of an approved CPR course *(ACLS + PALS for NA students)*
3. Documented completion of Flu immunization (required after October 1st of each year). Proof must be submitted to School of Nursing)
4. Proof of completed Drug Screen and Criminal Background Check through American Databank.
5. Nursing license

**Students are required to comply with an additional requirements of any clinical or enrichment site they are assigned to.**

**Ongoing Clinical Requirements**
The requirement for students who are already in the nursing program is a yearly submission of a completed and signed Clinical Requirements Submission Checklist, updated nursing license, CPR and TB.

**Students are required to comply with an additional requirements of any clinical or enrichment site they are assigned to.**

**Liability Insurance**
OU covers all students with liability insurance through Marsh USA, Inc. Coverage is 2 million per occurrence and 4 million aggregate. A copy of this insurance policy is located in the nursing office.

NA students are also required to have additional liability insurance through AANA at the students’ expense.
Process for Submission of Clinical Requirements

Due: July 1st for Fall Admissions

Due: October 1st for Winter Admissions

1. Student gathers acceptable proofs that requirements are met. Student should keep original documents and submit copies of documents including student signature, Grizzly ID #, and statement “This is a true copy of the original” on each document. Note: Please do not attempt to complete health requirements (background check and drug screen) more than 45 days prior to the deadline.

2. Student completes Student Health Requirements Satisfied Form by entering the dates in the appropriate locations and attaching documents as proof requirements are met. Fill out this section completely, including phone, Oakland email, G#, and student. Health care provider must sign Student Clinical Experience Clearance Form. (DO NOT SUBMIT PACKET UNTIL ALL REQUIREMENTS ARE INCLUDED)

3. Student sends documents and signed Clearance Form to Andrea Patton at the Oakland University School of Nursing, 3016 Human Health Building, Rochester, MI 48309) by Trackable US mail. FAX COPIES, walk-ins or incomplete packets will not be accepted.

4. Questions regarding clinical requirements are to be directed to Andrea Patton at patton@oakland.edu (preferred method of contact) or (248) 364-8706 (emergencies only). Please do not call or email to inquire if the school has received your packet. Communication regarding your health requirements will always be done through Oakland email only.

CPR Course
American Heart Association BLS + ACLS (only NA required) are offered through hospitals on a frequent basis. Call these agencies to schedule a class, and remember to start your search early to ensure this will be done by deadline date.

Health Assessment
Health assessments may be obtained through your own health care provider or at OU’s Graham Health Center. Health assessments may be scheduled at Graham Health Center by calling (248) 370-2341. Health Center hours are Monday through Friday, 8:00 a.m. - 5:00 p.m. Be sure to identify yourself as a nursing student when you make the appointment. Take the Health Requirements Satisfied Form and Clearance From with you to your appointment. (Know which vaccinations you have had and, if available, bring documentation with you.) These forms are available on the SON website (under Important Forms) http://www.oakland.edu/nursing.

Students must maintain their own health insurance for illness or injury. Student health insurance is available at affordablecareact.com. Clinical agencies are not required to provide free treatment for students and will bill individuals for use of their emergency or employee health services. OU does not cover any costs associated with student accidents at clinical.

These forms are available on the SON OU website (under Important Forms): Hepatitis B Vaccine Refusal and Health Screening Questionnaire for History of Positive TB and Hepatitis B Vaccine Refusal and Acknowledgement of Risk & Release (for those students not having a completed Hep B series). Some Clinical sites may require proof of Hepatitis B immunization and a Flu shot in order to place students.
Criminal History Check and Urine Drug Screen Policy

**Rationale and Purpose**
The Oakland University School of Nursing (SON) has determined that all students applying for admission and/or who have been conditionally admitted into the SON (Students) must complete both a criminal history check (CHC) and a urine drug screen (UDS). In addition, enrolled SON students must update their CHC and UDS annually and/or periodically at the request and discretion of the SON. Any Student who does not comply with this SON Criminal History Check and Urine Drug Screen Policy will forfeit their admission/current-enrollment status in the SON and must re-apply if they wish to be considered for admission/readmission to the SON at a later date.

The SON’s decision to utilize CHCs and UDSs for admission and continuing enrollment purposes is consistent with the recommendations of the Joint Commission on the Accreditation of Healthcare Organizations, the American Nurses Association Code of Ethics, the policies of most SON clinical affiliates, and State of Michigan and Federal laws (Laws), respectively.

Under the applicable Laws, individuals who will regularly have direct access to or provides direct services to patients or residents in a health facility or agency that is a nursing home, county medical care facility, hospice, hospital that provides swing bed services, home for the aged, home health agency or adult foster care facility, may not be granted clinical privileges if the individual has been convicted of certain felonies or misdemeanors (Crimes). Depending on the Crime, the period of exclusion from clinical privileges may be permanent, or for 15, 10, 5, 3, or 1 year(s). Crimes that may preclude the granting of clinical privileges for some period of time and therefore clinical placements include, for example, felonies and misdemeanors involving: the intent to cause death or serious impairment of a body function; cruelty or torture; criminal sexual conduct; abuse or neglect; the use of a firearm or dangerous weapon; diversion or adulteration of a prescription drug or other medication; home invasion; embezzlement; negligent homicide; retail fraud; larceny; assault; fraud; theft; and the possession or delivery of a controlled substance. The SON also maintains a no tolerance policy for substance abuse. A positive UDS precludes admission and continuing enrollment in the SON, and also precludes eligibility for clinical placements.

Most SON clinical affiliates require that Students be eligible to be granted clinical privileges under the Laws and have a negative drug screen before a Student will be accepted for a clinical placement.

**Criminal History Check**
All Students must obtain a CHC at the Student’s own expense. The results of the CHC must be submitted to the School of Nursing Dean’s Office no later than 45 days prior to the start of the Student’s first semester in the SON.

In addition, any currently enrolled Student who has been convicted of a Crime must contact the School of Nursing Dean’s Office (248-364-8787) immediately. Conviction of a Crime may preclude continued enrollment in the SON and/or eligibility for clinical placement.

**Urine Drug Screen**
All Students must obtain a UDS at the Student’s own expense. The results of the UDS must be submitted to the School of Nursing Dean’s Office no later than 45 days prior to the start of the Student’s first semester in the SON. A negative UDS is a requirement to begin the nursing program. An annual negative UDS must be submitted to verify continued enrollment and eligibility for clinical placement.

**Clinical Placements**
Students may also be required to obtain additional CHCs and UDSs by the SON’s clinical affiliate at which they are accepted, which will also be at the Student’s own expense.
Other Sources to Consult
When the SON is making its decisions on admission, continued enrollment and/or a clinical placement, and when otherwise deemed necessary by the SON, the SON may seek input from various other sources, including, for example, representatives from the University’s offices of Admissions or Legal Affairs, or the Oakland University Police Department (University Representatives).

Confidentiality of Information
All information relating to Student CHCs and UDSs, whether obtained prior to or after admission or after the information has been used, will be stored and managed in confidence by the SON and University Representatives. The principles of the Family Educational Rights and Privacy Act and the regulations promulgated thereunder, specifically those at CFR §99.31 regarding disclosures to individuals and entities determined to have legitimate educational interests, are incorporated into this SON Criminal History Check and Urine Drug Screen Policy and will govern access to such confidential information. Therefore, generally, all information contained in the Student’s self-reported information, if any, and the information in the CHC and UDS reports will be stored and maintained in confidence (Confidential Information). Specifically, any information that is unrelated to decisions about admission, continued enrollment and clinical placements; and information entered by the Student regarding the Student’s criminal history in the SON’s application, or otherwise shall be Confidential Information: All such Confidential Information will be maintained in and by the SON in a separate file, apart from a Student’s academic file, for seven (7) calendar years from the date a Student’s application was first received by the SON if the Student was ultimately admitted, and eighteen (18) calendar months from the date a Student’s application was first received by the SON if the Student was ultimately not admitted.

Limitation of Effect and Other SON Policies and Procedures
This SON Criminal History Check and Urine Drug Screen Policy deals only with admission, continued enrollment, and clinical placement decisions for Students whose CHCs and/or UDSs reveals information of concern. This SON Criminal History Check and Urine Drug Screen Policy is not intended to, nor does it address other policies or procedures for the admission, continued enrollment, or clinical placement decisions for applicants or Students with medical, physical, psychiatric, or other conditions or disabilities.

Management Materials
The SON may develop and use, and periodically revise or discard, forms designed to manage this SON Criminal History Check and Urine Drug Screen Policy (i.e. Authorizations, decision trees, forms and other written materials).

Transportation
Cooperating clinical agencies are located throughout the metropolitan Detroit area. Students are responsible for providing their own transportation for all clinical experiences. For nurse anesthesia, there are clinical sites throughout Michigan and outside of the State of Michigan.

Use of Agency Resources
Fulfillment of course requirements includes compliance with clinical agency rules and regulations regarding the use of the agency resources and materials. Failure to return books or materials to an agency may result in a “hold” being placed on future registrations at OU.

Dress Code
Graduate students are expected to meet the dress code requirements of the affiliating agency in each clinical course.
**Forensic Nursing Clinicals**
Clinical courses provide students with a variety of experiences that build upon the theoretical content received in the complementary didactic course. Clinical experiences will be determined by the program coordinator and course faculty. Clinicals may be completed in small groups or individually and will be completed at agencies identified as community partners.

FN clinicals are offered via observation and precepted clinical experiences. Observational experiences are those in which the student is simply viewing the activity—these are generally experiences that do not entail direct patient care. Precepted clinical experiences are those in which the student works one-on-one with a forensic nurse, APRN, or physician during the delivery of direct patient care. Precepted clinical experiences will be offered in NRS 689. Clinical experiences will depend upon availability of community resources from semester to semester.

**Clinical Preceptors for Forensic Nursing Students**
FN students must utilize a Forensic Nurse, APRN, physician as their clinical preceptor. All other NP guidelines as listed above apply.

**Clinical Preceptors for Nurse Anesthesia Students**
See NA Handbook.

**Clinical Preceptors for Nurse Practitioner Students**
Students are responsible for finding appropriate clinical preceptors. Preceptors may be Certified Nurse Practitioners or Board Certified Physicians (MD or DO) in the state of Michigan. Students should have at least one nurse practitioner preceptor prior to graduation. Potential preceptors should be able to commit to providing access to patients as well as the time and willingness to teach the student during the clinical experience. When considering a preceptor, students are required to visit the practice site and shadow the preceptor for a half-day. During this time the student should evaluate the site for adequacy of patient volume, and unique learning opportunities (i.e. diagnostic testing, suturing, casting, EKG interpretation). The visit should also provide students the necessary insight to determine if there is a match between your learning needs, preceptor attributes, and clinical site variables.

Clinical Coordinator for AGNP/FNP and Post Master’s AGNP/FNP track
Clinical Coordinator: Dr. Jennifer Kozak- jkkozak@oakland.edu
Assists with all Clinical Placements
Procedure for NP Clinical Rotations

Please read the following procedure for Clinical Rotations. Any violation in the procedure or incomplete information could result in delay or denial of a clinical rotation.

**Deadlines to Submit Preceptor Information:**

- **Summer Rotations Due By March 1st**
- **Fall Rotations Due By June 1\textsuperscript{st}**
- **Winter Rotations Due By Sept 1\textsuperscript{st}**

Please email to the Clinical Coordinator of MSN and Post APRN AGNP/FNP tracks:

- Student’s Name:
- Student’s email address:
- Course #:
- Preceptor’s Name:
- Preceptor’s Title:
- Location(s):

You will need to submit your preceptor **contract and agreement form**, via fax or email to the Clinical Placement Coordinator.

If your preceptor is employed by a health system, the rotation will need to go into the ACE database. This database is a requirement by most health systems in Southeast MI in order to approve sites within that health system. All students completing their clinical with an employed preceptor (such as St. John, Beaumont, Oakwood, etc.,) must contact the NP clinical coordinator to request ACE approval and obtain an ACE-Mapp account. All ACE documents at least 20 working days before the rotation begins. **If the preceptor is employed by Henry Ford**, the ACE approval must be obtained at least 30 working days before the rotation begins and complete all ACE modules at least 20 working days before the rotation begins. **All other ACE modules must be completed by April 14 for Summer rotations, Aug 4th for Fall rotations & Dec 12 for Winter rotations.**

An ACE clinical approval request will not be submitted if the student’s health requirements are not up to date in Typhon. It is also the student’s responsibility to submit their health requirements on time to Andrea Patton at patton@oakland.edu.

**Clinical Hours**

210 direct patient contact hours are required within each clinical semester of the FNP/AGNP program.

**Responsibilities of Clinical Preceptors, Graduate Students and Faculty**

See Nurse Practitioner Preceptor packet at [http://www.oakland.edu/nursing/forms](http://www.oakland.edu/nursing/forms).
Recommended Safety Guidelines for Clinical Experiences
Approved by Faculty Assembly on January 22, 2009

These guidelines have been developed for the safety of students in clinical experiences and are not intended to be all inclusive:
1. Maintain car in good condition.
2. Carry and learn to use a map and/or street guide, a computer search for directions or a GPS navigation system to obtain directions to clinical locations.
3. Know the location of gas stations within the neighborhood where you are working.
4. It is recommended students have a cell phone available; however, cell phones should be turned off during clinical experiences.
5. When making home visits or visiting alternate agencies, leave schedule and agency information with instructor and notify the instructor of any changes in schedule. Call the instructor if you have any suspicions that community site is unsafe.
6. Carry phone numbers to call the agency and/or faculty member in case of difficulty.
7. Keep car doors locked at all times.
8. All valuables should be left in a safe place or preferably not carried at all during clinical rotations.
9. All field visits or other learning activities are to be scheduled during designated days and hours unless approved by the clinical instructor in advance.
10. A visible and unobstructed OU name badge is to be worn at all times by every student.
11. Any concerns that the student has about safety, security or client assignment should be discussed with the faculty member.
12. At no time shall a student transport clients and/or family members in their personal vehicle.
13. All absences and/or anticipated tardiness are to be reported to the clinical faculty personally in a timely manner.
14. Clothing accessories (e.g., ties), jewelry (earrings) etc. should not be of the type that can be utilized by clients to cause injury to the client or student.
15. When arriving or leaving a clinical site, be alert and aware of your surroundings.
16. Be familiar with the agency safety policies where you are working.

Guidelines for Completing the Graduate Project Sequence Overview of the Process

The OU SON Graduate Project Sequence consists of three (3) courses: NRS 510 (Introduction to Nursing Scholarship), NRS 505 (Theory and Translational Research in Advanced Nursing Practice), and NRS 698 (Graduate Project Seminar). The research sequence for NA students will consist of the following three (3) courses: NRS 500 (Theoretical Foundations of Advanced Nursing Practice), NRS 531 (Research in Advanced Nursing Practice), and NRS 687 (Graduate Research Project). Students must have completed a minimum of one (1) clinical course prior to enrolling in NRS 687/698.

There are three (3) acceptable outcomes for the graduate project, all of which are completed under the guidance of a SON faculty member. The faculty adviser must have a minimum of a master’s degree in nursing (MSN) for outcomes #1 and #2 or have a minimum of doctorate degree in nursing (DNP or PhD) for outcome #3. Students may work in a group to satisfy the NRS 687/698 requirements. The number of students permitted per group will be at the discretion of the faculty adviser.

Students are expected to develop a graduate project that examines a phenomenon of importance to the advanced practice nursing role for which they are preparing. Students will then disseminate results from the graduate project in a scholarly manner as determined by the faculty adviser.
Graduate Project Options

1. Literature review
   At minimum the literature review must include the following sections:
   - **Introduction** with purpose statement. The introduction should include a discussion of the significance of the literature review topic. Relevance to the advanced practice nursing role in which the student is seeking should be made. The introduction should conclude with a clear purpose statement.
   - **Literature Review** should include a discussion of evidence-based research findings to support the purpose of the literature review. This section should be thoroughly addressed and include key findings such as the study purpose, sample size, setting, and relevant findings with statistical values.
   - **Discussion of Findings** from the literature review. A summary/synthesis of findings from the literature review should be provided which specifically addresses the purpose statement from the introduction.
   - **Significance to Advanced Nursing Practice** should be discussed. Students should clearly articulate how the findings from the research student could be utilized by advanced practice nurses to improve practice and health outcomes. Implications for future research may also be provided.

2. Evidence-Based Practice (EBP) Project
   a. Students may choose to complete an EBP project which addresses a clinical need or issue identified in the practice setting
   b. Identify a faculty adviser
   c. Discuss EBP project with faculty adviser to obtain project approval and to negotiate the outcome for the project (literature review, presentation, poster, manuscript, etc.)
   d. Obtain permission from the clinical agency to complete project
   e. Complete EBP project and negotiated outcomes under supervision by the faculty adviser

3. Research Practicum (working with a SON faculty on his/her research)
   a. Students must seek out a SON faculty member who is interested in working with a student on their research
   b. The faculty member and student will develop a contract detailing the student’s role in the research practicum. This may include data collection or analysis, a literature review, or another negotiated outcome (students should not be responsible for obtaining IRB permission)
   c. Complete research practicum and negotiated outcome under the supervision of the faculty adviser

**A Thesis option (1-3 repeatable credits) is available for those students who anticipate direct entry into a PhD program**

Writing Style
The graduate project should follow the writing style outlined in the most recent version of the *Publication Manual of the American Psychological Association*. If the final version of the graduate project is a manuscript submitted for publication, then the manuscript should conform to the journal guidelines for which the manuscript will be submitted.
Graduate Project Completion
Students are expected to complete NRS 687/698 in one semester. If a student does not complete the graduate project and disseminate results in one semester, he/she must register for additional credits of NRS 687/698 until the project is completed.

Student and Faculty Adviser Responsibilities for Completing Graduate Project

<table>
<thead>
<tr>
<th>Student</th>
<th>Faculty Adviser</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Selects Faculty Adviser from approved list</td>
<td>1. Agrees to work with student(s)</td>
</tr>
<tr>
<td>2. Negotiates outcome for NRS 687/698 graduate project with Faculty Adviser.</td>
<td>2. Negotiates outcome for NRS 687/698 graduate project with student(s).</td>
</tr>
<tr>
<td>3. Identifies process (including time frame) necessary to successfully complete NRS 687/698 graduate project.</td>
<td>3. Identifies process necessary to successfully complete NRS 687/698 graduate project.</td>
</tr>
<tr>
<td>4. Communicates regularly with and provides project drafts in a timely manner to Faculty Adviser.</td>
<td>4. Provides student(s) with timely feedback on drafts submitted for review.</td>
</tr>
<tr>
<td>5. Completes NRS 687/698 graduate project.</td>
<td>5. Verifies that student(s) completed NRS 687/698 graduate project satisfactorily.</td>
</tr>
<tr>
<td>6. Submits student(s) grade(s) and an electronic, signed copy of the completed project to SON Director's Assistant.</td>
<td></td>
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</tbody>
</table>

ACADEMIC PROGRAM POLICIES

Standards of Professional Performance

The American Nurses’ Association (ANA) Scope & Standards of Practice provide the foundation for the graduate student expectations. The Standards identify sixteen areas of professional performance that are expected of every nurse. As part of the graduate nursing student’s development, it is imperative that this professional conduct be demonstrated in all health care and academic settings. Each standard is followed by competencies for the registered nurse and additional competences for the graduate-level prepared specialty nurse and the APRN.


Ethics - the registered nurse practices ethically.

Culturally Congruent Practice – the registered nurse practices in a manner that is congruent with cultural diversity and inclusion principles.

Communication – The registered nurse communicates effectively in all areas of practice.
**Collaboration** – the registered nurse collaborates with the healthcare consumer and other key stakeholders in the conduct of nursing practice.

**Leadership** - The registered nurse leads within the professional practice setting and the profession.

**Education** – the registered nurse seeks knowledge and competence that reflects current nursing practice and promotes futuristic thinking.

**Evidence-based Practice and Research** – the registered nurse integrates evidence and research findings into practice.

**Quality of Practice** – the registered nurse contributes to quality nursing practice.

**Professional Practice Evaluation** – The registered nurse evaluates one’s own and others’ nursing practice.

**Resource Utilization** – the registered nurse utilizes appropriate resources to plan, provide, and sustain evidence-based nursing services that are safe, effective, and fiscally responsible.

**Environmental Health** – the registered nurse practices in an environmentally safe and healthy manner.

## Core Performance Standards

Graduate students must be able to demonstrate all of the Core Performance Standards while a student in the SON. Any graduate student who believes that he/she may need assistance meeting the Core Performance Standards should contact the OU Office of Disability Support Services (DSS), 103A North Foundation Hall, phone: (248) 370-3266; TTY (248) 370-3268.

<table>
<thead>
<tr>
<th>Competency</th>
<th>Standard</th>
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</thead>
<tbody>
<tr>
<td>Critical Thinking</td>
<td>Inductive/deductive reasoning sufficient for clinical judgment and decision making</td>
</tr>
<tr>
<td>Interpersonal</td>
<td>Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, spiritual and intellectual backgrounds</td>
</tr>
<tr>
<td>Emotional Stability</td>
<td>Emotional stability sufficient to assume responsibility/accountability for actions</td>
</tr>
<tr>
<td>Communication</td>
<td>Communication abilities sufficient for interaction with others in verbal and written form</td>
</tr>
<tr>
<td>Motor Skills</td>
<td>Gross and fine motor abilities sufficient to provide safe and effective nursing care</td>
</tr>
<tr>
<td>Mobility</td>
<td>Physical abilities sufficient to move from place to place and maneuver in small places</td>
</tr>
<tr>
<td>Visual</td>
<td>Visual ability sufficient to provide safe and effective nursing care</td>
</tr>
<tr>
<td>Hearing</td>
<td>Auditory ability sufficient to provide safe and effective nursing care</td>
</tr>
<tr>
<td>Tactile</td>
<td>Tactile ability sufficient for assessment and implementation of care</td>
</tr>
<tr>
<td>Health</td>
<td>Characteristics that would not compromise health and safety of clients</td>
</tr>
</tbody>
</table>
Student Professionalism Expectations Graduate

The American Nurses’ Association (ANA) Scope & Standards of Practice provide the foundation for the graduate student expectations. The Standards identify sixteen areas of professional performance that are expected of every nurse. As part of the graduate nursing student’s development, it is imperative that this professional conduct be demonstrated in all health care and academic settings. Each standard is followed by competencies for the registered nurse and additional competencies for the graduate-level prepared specialty nurse and the APRN.


Bullying

If you are a student in the SON and you believe that you have been a victim of lateral violence or “Bullying” in any setting, please communicate it to the SON as soon as possible. The SON has a process for communicating your concerns. If the incident(s) occurred during a clinical experience, the communication process is as follows:
1) Discuss the matter with your clinical faculty,
2) If the matter is not resolved to your satisfaction, next discuss the matter with the course Faculty of Record (FOR),
3) If the matter is not resolved to your satisfaction, next discuss the matter with the Graduate Program Director,
4) If the matter is not resolved to your satisfaction, next discuss the matter with the Associate Dean,
5) If the matter is not resolved to your satisfaction, next discuss the matter with the SON Dean.

If the incident(s) occur in any other academic setting, begin the communication process with #2, the course FOR.

If you experience an incident or are in any academic setting that makes you feel unsafe, call the agency’s security immediately and have them come to the department/unit, walk you to your car, contact OU/local police, etc. For further information, refer to the ANA (2015) position statement on Incivility, Bullying, and Workplace Violence at http://www.nursingworld.org/MainMenuCategories/Policy-Advocacy/Positions-and-Resolutions/ANAPositionStatements/Position-Statements-Alphabetically/Incivility-Bullying-and-Workplace-Violence.html

Boundary Violations

Divulging information of any sort about patients/and or their families on the Internet or any other social medium is considered unethical and unprofessional behavior, and may result in sanctions. Boundary violation web link from the ANA and National Council of State Boards of Nursing is https://www.ncsbn.org/Social_Media.pdf for further information.

University Graduate Transfer Credit Policy

With the approval of the faculty adviser and Graduate Study and Lifelong Learning, selected credits for prior graduate coursework earned at another accredited U.S. college or university may be transferred to count toward an Oakland University degree. The student must have earned graduate level credit in the course according to the institution at which the course was taken. Students must complete one semester in their graduate program at Oakland and be in good academic standing (not on probation or limited standing) before the Transfer Credit Request can be given final approval. Students should be prepared to
provide the graduate program adviser a catalog copy of the course description from the former institution and/or a course syllabus.

To receive consideration for graduate work completed elsewhere but not used toward another degree, the student must:

1. submit official transcripts to Graduate Study and Lifelong Learning;
2. request transfer credits for graduate credits earned from an accredited institution that carry a grade of 3.0 (B) or better;
3. request transfer credits for credit earned within 6 years of the time the OU degree will be conferred;
4. request transfer credits for courses labeled “graduate” and numbered 500 and above;
5. not request transfer credits for courses graded pass/fail, credit/non-credit or satisfactory/unsatisfactory

Oakland University does not provide transfer credit for life experience, credit by examination, independent study courses or noncredit courses.

The total number of graduate credits transferred may not exceed nine, and no more than one credit will be awarded per week of instruction (i.e., a 4-credit course must meet a minimum of 14 hours per week for four weeks—a minimum total of 56 class hours or 47 clock hours of instruction).

The Transfer Credit Request form is available on the Web site www.oakland.edu/gradstudy. Approved graduate transfer credit will appear on the student's official transcript.

Independent Study Option

Independent study (NRS 650 - 1 to 12 credits) is available to students with consent of the Associate Dean. Options include:

1. Independent study of a nursing issue, exploration of a topic or trend in practice.
2. Participation in a preceptorship experience (includes clinical experience in a health care agency under the supervision of a faculty member).
3. Nursing Laboratory assistantship.
4. Advanced exploration of a topic in nursing administration or practice.
Course Materials

Textbooks and syllabi are available in the University Book Center or the online course website. Arrangements can be made through the Book Center to mail these materials to students. Some printed materials not individually distributed are available on reserve in Kresge Library. Each student is responsible for obtaining and/or reviewing these materials, as assigned.

Petition of Exception to an Academic Policy or Requirement

Graduate academic policies and requirements have been formulated by the Graduate Council and University Senate with the goal of ensuring academic quality. It is the responsibility of each graduate student to be familiar with the information published in the Graduate Catalog and to know and observe all policies, requirements and procedures related to their graduate program. The OU Graduate Catalog contains official information about degree programs, policies, procedures, and resources. The OU Graduate Catalog may be found on the Graduate Study web site.

Graduate academic policies and requirements are to be equitably and uniformly enforced. Circumstances occasionally occur that warrant individual consideration. A graduate student, who believes that there are compelling reasons for a specific policy or requirement is waived or modified, should submit a written petition.

Petitions of Exception forms are available on the Graduate Study web site http://wwwp.oakland.edu/Assets/upload/docs/Graduate-Study/Forms/Petition-of-Exception-06-12.pdf and in the SON Advising Office. Decisions regarding petitions are made by the Graduate Committee on Instruction of the OU SON and Office of Graduate Study and Lifelong Learning. Petitions are reviewed during the Fall and Winter semesters only and should be submitted to the student’s academic adviser one week prior to the date of the committee meeting. Check with your Academic Adviser for a specific deadline date for submitting this form.

Course Waiver/Substitution for a Graduate Program Requirement

Students admitted to a graduate program are expected to complete the program requirements according to the OU Graduate Catalog. On occasion, a required course in a graduate program may not be available or may no longer be offered due to program changes. With advance approval from the OU SON faculty adviser, Graduate Committee on Instruction and Graduate Study, a student may request a course requirement be waived and another OU course substituted. The determination of courses suitable for substitution rests with the graduate program.

When there is just cause for the substitution, a student must submit a Course Waiver/Substitution Request form http://wwwp.oakland.edu/Assets/upload/docs/Graduate-Study/Forms/Petition-Course-Waiver-Substitution-Form_06-12.pdf to their faculty adviser and obtain all approvals for the course substitution prior to enrolling in the proposed course. A course substitution is not a statement of equivalency between two courses; it is a singular substitution for one student. Approval of a course substitution does NOT override any other enrollment criteria such as prerequisites.
Family Educational Rights & Privacy Act

The federal Family Educational Rights and Privacy Act (FERPA) of 1974 pertain to confidential student educational records. This legislation allows students the right to view their own confidential educational records upon request and defines the use of these records by others. The OU dean of students is the university compliance officer for the FERPA. OU is subject to the provisions of the FERPA. Accordingly, student grades may not be publicly posted in any form that violates the confidentiality of student records.

Withdrawal Policy

A student who wants to withdraw from nursing courses or the SON must notify their SON academic adviser and track director/coordinator. Students who want to withdraw from the program must submit the SON Withdrawal form. OU withdrawal deadlines can be found on the OU website at: http://www.oakland.edu/adds-drops-withdrawals.

Leave of Absence Policy

Students who are considering a Leave of Absence (LOA) must seek immediate guidance from the track director/coordinator. Whenever possible, the requests should be made in advance of the anticipated leave or as soon as possible after commencement of an emergency leave. A letter of explanation detailing the circumstances surrounding the request must be submitted to the track director/coordinator along with notification. The curriculum builds upon didactic and clinical experiences in a sequential manner. Students who are absent beyond the end of an approved LOA are not guaranteed re-entry. Return to the track is contingent upon availability of space. A LOA may not exceed more than one year (a total of no more than 12 months).

It is the student’s responsibility to ensure that the proposed LOA is compatible with the regulations of any granting agency from which funding would normally be received during the LOA period and that such agencies are informed of the proposed leave. Student on student loan or financial aid programs should determine the consequences that such a leave may have on their repayment status.

A student granted a LOA will have his or her time-to-completion of degree extended by the amount of time granted in the LOS. LOA Request forms are available through Graduate Study and Lifelong Learning http://www.oakland.edu/gradstudy/manualpolicyform

The following requirements must be satisfied by all students who wish to return from on-leave status:

- When space is available and the student has been invited to return to SON coursework, the student will develop a POS with his/her track director/coordinator before being allowed to register for any nursing courses.
- The student will comply with all SON policies and requirements in effect at the time of return.
- The student will fulfill all SON clinical health requirements by the SON deadline date.

*NA students should refer to the NA Handbook
POLICIES AND PROCEDURES FOR PROGRESSION, RETENTION, AND DISMISSAL IN THE SON UNDERGRADUATE PROGRAM

Approved by the School of Nursing FA on April 30, 2009

Minimum Requirements for Continuing in the Graduate Programs of the School of Nursing

Once admitted to the School of Nursing (SON), graduate nursing students are required to earn a minimum grade of 3.0 or higher in each course. In courses graded satisfactory/unsatisfactory progress, students are required to earn a course grade of “satisfactory progress” (SP) to progress in program. SON courses may be repeated only one time. NA students should refer to the OU-Beaumont Graduate Program of Nurse Anesthesia Handbook for information related to grading, probation, progression, and dismissal.

SON graduate students who do not meet these standards will be placed on probation with conditions imposed for retention in the program or they may be dismissed from the program.

Probation: An OU SON graduate student will be placed on probation if the student receives one (1) nursing course grade below 3.0 or a grade of Unsatisfactory progress (NP). Upon written receipt of notification of placement on probation, the student will also be notified of the conditions necessary for him/her to continue in the graduate nursing program by the Associate Dean with a copy of the notice placed in the student’s file.

At a minimum the conditions of probation will include: the student must repeat the same OU SON course in which a grade less than 3.0 or Unsatisfactory progress was received. An independent study course or a competency exam cannot be used as a substitute for a failed course.

The student must also develop a written plan for success in meeting the conditions of probation and a copy will be placed in the student’s file.

Dismissal: A graduate student will be dismissed from the SON if he/she:

1. receives two graduate nursing course grades below 3.0 or Unsatisfactory progress (NP)

2. fails to fulfill the conditions of probation, or

3. exhibits unsafe, unethical or unprofessional behavior in any academic or clinical setting.
Resolution of an Issue with the Evaluation/Grading Process

Faculty are expected to evaluate student work according to academic standards. It is faculty prerogative to assign student grades utilizing his/her academic/professional judgment. The only person who can change a grade is the faculty member who initially assigns the grade. Grades cannot be grieved, only the process by which they were assigned.

If an OU SON student believes he/she has been graded in an arbitrary or capricious manner, or not afforded due process, he/she may discuss the issue with the faculty who assigned the grade. Capricious grading is defined as the following:

1. the assignment of a grade to a particular student on the basis of something other than performance in the course.

2. the assignment of a grade based on a substantial departure from the instructor’s stated criteria as described in the course syllabus.

In order to attempt a resolution of the grading issue, the student must first meet in person with the faculty who assigned the grade. If the issue remains unresolved after meeting with the faculty who assigned the grade, the student may choose to meet with the Faculty of Record (FOR) for the course. If the student chooses not to meet with the course FOR, the grading issue is considered resolved and no further action is taken. If the student meets with the course FOR, and the issue is unresolved the student may request a Grievance Hearing

Grievance Procedure

Grievance Process Step 1: Initial Notification of Intent to File a Grievance

The Grievance procedure is to be initiated by the student within 2 business days of receipt of grade. Receipt of grade is defined as when grades are available for student viewing on the Oakland University SAIL system. It is the student’s responsibility to check her/his grades. In the case of partial semester courses, receipt of grade is defined as when the grade is reported to the student by the faculty member. A grievant’s statement must be submitted in writing by the student through OU email to all of the following simultaneously; the faculty who assigned the grade, the course Faculty of Record, and the Associate Dean.

Grievant’s Statement
The Grievant’s Statement must include the course name and number, the student’s name, and faculty member(s) involved, and a summary stating the specific policies, procedures, or due process violated. Further, the statement must include the specific actions upon which the violations are based and what actions were taken to resolve them. The Grievant’s Statement must be kept to one typewritten page. Supplementary materials relevant to the complaint may be attached to support the grievance. The student assumes the burden of proof in the grievance procedure. A student who initiates the grievance process may continue with his/her Plan of Study assuming all pre-requisites have been met until the process is resolved.
**Faculty Advocate**
The student may request a School of Nursing faculty member act as an advocate to assist with understanding the grievance process and procedure. At the student’s request the School of Nursing faculty member, acting as an advocate, may attend the Grievance Hearing meeting. The faculty advocate may make a statement on behalf of the student before the panel makes its final decision.

**Grievance Process** Step 2: Preparation for Grievance Hearing
Submission of any supporting documentation for the grievance must be submitted to the Associate Dean’s office within two business days. The student’s file with all materials associated with the grievance will be held in the Associate Dean’s office for review by members of the *Grievance Panel*.

**Grievance Process** Step 3: Grievance Hearing
The *Grievance Panel* will convene on the third assigned grievance day. The *Grievance Panel* will review all materials submitted by the grievant and faculty. The Panel will meet separately with the grievant and the faculty involved with the grievance.

**Grievance Panel Statement**
The *Grievance Panel* will submit a written one page recommendation regarding the student’s grievance to the Dean within two business days after completion of the hearings. The written recommendation will include the course name and number, the student and faculty member(s) involved, and a summary of the evidence and the policies and procedures upon which the Panel based its recommendation. Supplementary materials relevant to the recommendation may be attached.

**Final Grievance Recommendation**
The Dean shall act upon the *Grievance Panel*’s recommendation within 24 clock hours of receipt of the materials. The decision of the Dean is final. The student will be notified of the Dean’s decision in writing via the student’s OU email and by Certified Mail. Faculty involved in the grievance will be notified of the Dean’s decision by OU email.

**Withdrawal of Grievance**
A student initiating the grievance procedure may withdraw the grievance at any time by writing the Associate Dean via OU email.

**Procedures to Support Student Grievance Process**

**Creation of Grievance Panel**
At the beginning of each academic year, the Associate Dean will appoint three faculty members who are currently teaching courses in the graduate programs (FNP, A/GNP,NA,DNP), who will serve as the *Grievance Panel* for the period of one academic year. The Associate Dean will appoint one graduate student representative from each program who will serve as the *Grievance Panel* for the period of one academic year. Each *Grievance Panel* will consist of four voting members, three faculty and one student. For an individual grievance, a student representative from the same program as the grievant can serve as representative if possible. At no time will a faculty member or student serve on a *Grievance Panel* if they are the faculty of concern, the course Faculty of Record or in any way connected with the issue of concern or think it is inappropriate for them to serve on the panel.
NON-ACADEMIC GRIEVANCE

Procedures for the Resolution of a Non-Academic Complaint

Initiation of the Complaint Procedure:
1. Complaint procedure is to be initiated within five (5) working days of the situation of concern.
2. Cause for the complaint must be submitted in writing by the student to the employee of concern (administrator, faculty, or staff) with a copy to the Associate Dean and Dean.
3. The student must meet with the employee involved and attempt a resolution.
4. If the complaint cannot be resolved, the student may, within five (5) working days of the meeting with the involved employee, meet with the employee’s supervisor.
5. If the complaint still cannot be resolved, the student may, within two (2) working days of the meeting with the employee’s supervisor, meet with the Dean or the Dean’s designee.
6. The Dean will make the final decision for all SON employees and will notify the student by certified mail with copies to the employee, the employee’s supervisor, and the Associate Dean.

Documentation of Complaint
Documentation of all meetings between the student and persons involved with the complaint will be placed in the student’s file.

Withdrawal of Complaint
At any point the student initiating the complaint may make his/her request in writing to the Associate Dean to discontinue the process.

Procedure to Appeal a Dismissal from a SON Graduate Track

For information regarding the appeal of a dismissal SON graduate track, contact the office of Graduate Study and Lifelong Learning, https://wwwp.oakland.edu/gradstudy/.

OU Judicial Process
The Dean of Students Office administers the University student judicial process and insures that student rights are protected. The judicial system provides for the timely and orderly investigation and adjudication of alleged nonacademic and academic conduct violations of community standards. Any person who is aware of possible Student Code of Conduct violations of a non-academic nature is requested to report the alleged misconduct to the Dean of Students Office. Criminal violations should be reported to the Oakland University Police Department.

APPLICATION FOR GRADUATION

In order to graduate in any given semester you must apply for graduation at: www.oakland.edu/gradstudy
APPENDIX A

Checklist for Development of a Literature Review or Evidence-Based Practice Project

(1) Identify a faculty adviser.

(2) Make an appointment with the Faculty Adviser to discuss the research project and to negotiate the outcome.

(3) Begin project under supervision of faculty adviser.

(4) Complete literature review or evidence-based practice project and secure Faculty Adviser’s signature on the title page (See Appendix C for a Sample Title Page).

(5) Submit electronic copies of the signed EBP project to:
   (1) SON Director’s Assistant
   (2) Faculty Adviser
APPENDIX B

Checklist for Development of Research Practicum/Study

(1) Identify a faculty adviser.

(2) Make an appointment with the Faculty Adviser to discuss the research practicum/study and negotiate the outcome.

(3) Develop a research proposal, as needed.

(4) Complete and submit the Oakland University IRB form Human Subjects Review Form for New or Periodic Review available at https://www2.oakland.edu/secure/research/appmanager/login.cfm Students will also need to do the CITI training available at www.citiprogram.org. If applicable, secure approval from the human subject’s committee at the health care agency where data will be collected.

(5) Collect data (if applicable).

(6) Analyze data (if applicable).

(7) Complete negotiated outcome and obtain Faculty Adviser’s signature on the title page (See Appendix C).

(8) Distribute electronic copies of the signed research project to:
   (1) SON Director’s Assistant, and
   (2) Faculty Adviser.

(9) Inform the Oakland University and health care agency (if applicable) IRB of the study’s completion.
APPENDIX C

Sample Title Page

(TITLE)

By

Student Name(s)

A (describe product - i.e. research study, literature review, evidence-based practice paper, poster presentation, manuscript for publication)

submitted in partial fulfillment

of the requirements for the

degree of

MASTERS OF SCIENCE IN NURSING

(year)

Oakland University
School of Nursing
Rochester, Michigan

APPROVED BY:

_______________________________________
Faculty Adviser

_______________________________________
Date
APPENDIX D
Preceptor Information

Due to Program Clinical Coordinator
Summer Rotation- March 1st
Fall Rotation- June 1st
Winter Rotation- September 1st

Student’s Name: _______________________________________

Student’s email address: _______________________________________

Course number: _______________________________________

Preceptor’s name: _______________________________________

Preceptor’s title: _______________________________________

Location(s): _______________________________________

Days scheduled to be in clinic: _________________________________

Preceptor employed by Health System? Yes____ No__________

Which Health System? _______________________________________

ACE? Yes____ No____