



SCHOOL OF NURSING FALL 2020 – SUMMER 2021

DOCTOR OF NURSING PRACTICE (DNP) STUDENT HANDBOOK

SON website: [SON Website](#)

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GLOSSARY

AACN	American Association of Colleges of Nursing
ACE	Alliance for Clinical Experience
ACLS	Advanced Cardiac Life Support
AGNP	Adult Gerontological Nurse Practitioner
ANA	American Nurses Association
APA	American Psychological Association
APRN	Advanced Practice Registered Nurse
BLS	Basic Life Support
BSN	Bachelors of Science in Nursing
CCNE	Commission on Collegiate Nursing Education
CITI	Collaborative Institutional Training Initiative
CNP	Certified Nurse Practitioner
CNS	Clinical Nurse Specialist
COA	Council on Accreditation of Nurse Anesthesia Educational Programs
CRNA	Certified Registered Nurse Anesthetist
DNP	Doctor of Nursing Practice
FNP	Family Nurse Practitioner
FOR	Faculty of Record
HLC	Higher Learning Commission
IRB	Institutional Review Board
MACN	Michigan Association of Colleges of Nursing
MSN	Master of Science in Nursing
NA	Nurse Anesthesia
OU	Oakland University
OUCA	Oakland University Computer Account
PhD	Doctor of Philosophy
POS	Plan of Study
RN	Registered Nurse
SON	School of Nursing
USCIS	United States Citizenship and Immigration Services

NOTICE: All data in this DNP Student Handbook reflect information as it was available at the publication date. The reader should take notice that while every effort is made to ensure the accuracy of the information provided in the DNP Student Handbook, Oakland University reserves the right, in its exclusive and absolute discretion, to make changes to the DNP Student Handbook at any time without prior notice. Oakland University provides the information in the DNP Student Handbook solely for the convenience of the reader and expressly disclaims any obligations which may otherwise be stated, implied or inferred. This DNP Student Handbook, in its entirety or in its component parts, is not a contract and cannot be utilized, construed or relied upon as a contract.



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 DNP 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,

A handwritten signature in black ink that reads "Judy Didion". The signature is written in a cursive, flowing style.

Judy Didion, PhD, RN
Dean and Professor

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OVERVIEW OF THE SCHOOL OF NURSING

SCHOOL OF NURSING MISSION

Approved by SON Faculty on April 24, 2014

The mission of Oakland University School of Nursing 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 SON Faculty on April 24, 2014

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

Philosophy of Nursing Education

Approved by the School of Nursing Faculty Assembly February 2016

The Oakland University School of Nursing Philosophy of Nursing Education is informed by insights into the empirical, aesthetic, ethical, and personal ways of knowledge that undergirds 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 believe 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 that 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 and 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 believe that:

- Students learn best when challenged by educational experiences that are salient and incorporate 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.

Doctor of Nursing Practice Program Objectives

Approved by School of Nursing Faculty Assembly March 29, 2018

At the end of the DNP program, the DNP graduate will be able to:

DNP OUTCOME	Link to DNP ESSENTIALS
Integrate scientific and theoretical knowledge from nursing and other disciplines to develop, identify, evaluate, and disseminate best practices to improve health care and health care systems	I, II, V, VI
Lead organizations and systems to enhance quality and safety to improve patient, population, and organizational outcomes.	II, III, IV, V, VII, VIII
Employ data analytic methods, information systems and technology to evaluate, integrate, and translate evidence to improve programs of care, outcomes of care and care systems.	I, II, III, IV
Lead and influence health policy to reduce health disparities, encourage cultural sensitivity and promote access to quality care while advocating for social justice and equity at the system, state, national, and international levels.	II, V, VI, VIII
Use models of interprofessional collaboration to enhance patient and population health outcomes.	I, II, IV, VI, V, VI, VII, VIII
Provide the highest level of ethical, patient-family-centered care as a scholar in nursing specialty practice.	I, III, V, VI, VII, VIII

The Essentials of Doctoral Education for Advanced Nursing Practice

The Doctor of Nursing Practice program is consistent with the American Association of Colleges of Nursing (2006) Essentials of Doctoral Education for Advanced Nursing Practice (Essentials).

The eight Essentials (AACN, 2006) are:

- I. Scientific Underpinnings for Practice
- II. Organizational and Systems Leadership for Quality Improvement and Systems Thinking

- III. Clinical Scholarship and Analytical Methods for Evidenced-Based Practice
- IV. Information Systems/Technology and Patient Care Technology for the Improvement and Transformation of Health Care
- V. Health Care Policy for Advocacy in Health Care
- VI. Interprofessional Collaboration for Improving Patient and Population Health Outcomes
- VII. Clinical Prevention and Population Health for Improving the Nation's Health
- VIII. Advance Nursing Practice

Accreditations

OU maintains regional accreditation with the HLC and specialized program accreditation in OU's College and professional schools.

In the SON, the BSN, MSN, and DNP programs are accredited by the CCNE. In addition, the DNP-NA program is accredited by the COA. As there are no requirements for PhD program accreditation, the PhD program is evaluated under the university review by HLC.

Professional Organizations

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. No one who is a current OU graduate/doctoral student in the SON may serve on the GCOI as an elected faculty member.

Sigma Theta Tau International

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.

The American Association of Colleges of Nursing (AACN)

OU is a member of the AACN the national voice for baccalaureate and graduate-degree nursing education. A unique asset for the nation, AACN serves the public interest by providing standards and resources, and by fostering innovation to advance professional nursing education, research, and practice.

Michigan Council of Nurse Practitioners (MICNP)

The Michigan Council of Nurse Practitioners is a member-driven organization developed to promote a healthy Michigan through: advocating for excellence in NP practice, education and research; shaping the future of health care through advancing health policy; ensuring the ability of NPs to practice to the full extent of their education; and building a positive image of the NP role as a leader in the state and national health care community.

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 (MANAS)

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.

STUDENT RESOURCES

OU Website

The [OU website](#) is an important source of information for all OU students. Students should refer to the OU website for university academic resources (i.e. Office of Disability Support Services, Writing Center, Tutoring Center, Graham Health Center, etc.).

MySAIL

The [OU MySail](#) system allows students to register for classes, view their financial aid status, and set up an e-bill online payment system.

Student Name, Address, and Phone Number Changes

The SON uses student name and address information that is on file with OU. Each student is responsible for informing the OU [Office of the Registrar](#) of any changes to his/her name, address, and/or telephone number.

Schedule of Classes

The schedule of classes is provided through the [OU SAIL](#) system and gives students times and dates for each specific course offering at Oakland University.

Academic Calendar

The [academic calendar](#) provides students a table of important dates. Students should access the academic calendar prior to each semester.

OU Email Account

Information related to courses, scholarships, health requirements, etc. are communicated to students using their [OU e-mail accounts](#). All SON students are expected to check their OU email daily and to use their OU email accounts when communicating with SON/OU faculty, staff, administration and advising.

SON Website

The [SON website](#) is an important source of information for current nursing students.

Course Moodle Websites

Every SON course has a course-related website in [Moodle](#).

Plan of Study

The Plan of Study (POS) is developed by the Program Director/Coordinator in conjunction with the advising office and details specific courses and other requirements you must complete in order to earn your graduate degree.

SON Faculty

Students can communicate with [SON faculty](#) via OU email, internal Moodle email, telephone, or they can meet with them in person. SON faculty are available to assist students with their questions and/or concerns regarding nursing courses, clinical experiences, course grading, professional nursing, etc.

SON Academic Advising

SON students are assigned an [academic adviser](#) who will work with them for the duration of their nursing education. SON academic advisers are available by appointment to assist students with program planning, course scheduling, petitions of exception, transfer equivalencies, etc.

Graduate Catalog

The OU [Graduate Catalog](#) includes a listing of academic programs, degree requirements, policies, and related program information.

The Graduate School

The [Graduate School website](#) is an important source of information for current graduate students.

Graham Health Center

[Graham Health Center](#) (GHC) is Oakland University's on campus health center. Services offered by Graham Health Center are available to all current students, faculty, and staff.

Kresge Library

[Kresge Library](#) is an important source of information and resources for OU students.

Financial Aid

The OU [Student Financial Services](#) office is the place to go for all information about financial aid for OU students.

SON Scholarships

A variety of SON scholarships are available to SON students. Announcements regarding the application process will be sent to all SON students via OU email.

Course Materials

Textbooks are available through the [OU Bookstore](#). Syllabi are available through the course Moodle website. Arrangements can be made through the OU Bookstore to mail course 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.

CURRICULUM

OVERVIEW OF THE DNP PROGRAM

The professional nursing standards and guidelines used by the SON include those delineated by the American Association of Colleges of Nursing (AACN) specifically for the DNP program titled *The Essentials of Doctoral Education for Advanced Nursing Practice* (2006) and the *Doctor of Nursing Practice: Current Issues and Clarifying Recommendations* (2015). Use of the AACN Essentials helps to guide program and curricular development, and allows the SON to ensure that academic levels of the curriculum build upon one another. The SON has continued accreditation since its inception which is evidence of the SON's compliance with professional nursing standards and guidelines used in the preparation of nursing professionals at all levels of the nursing educational spectrum. In addition, the DNP-NA program follows the standards put forth by the COA.

The DNP is a terminal degree in advanced clinical practice designed to prepare nurses to achieve higher levels of education enabling them to respond to increasing health care demands. Changing demands of this nation's complex healthcare environment require the highest level of scientific knowledge and practice expertise to assure safe and quality patient outcomes. Curriculum content focuses on advanced nursing theory, advanced scientific methods, advanced leadership and interprofessional collaborative skills, systems management, health policy, population health outcomes, epidemiology, informatics and advanced specialty practice. The OU SON DNP-NA program is 87 credits encompassing 36 months of study. The OU SON Post-Masters DNP is a 38-credit program with two and three year plans of study.

All Post-Masters DNP students must complete a minimum of 38 credits of approved coursework, of which a minimum of 24 credits must be taken at OU. A maximum approval of nine credits is transferable toward a graduate degree at OU (see Graduate Catalog). In the DNP programs, graduate credit will not be awarded for courses in which a grade less than B is earned. All numerical grades earned are used in computing a student's grade point average. Students who have DNP Project y team approval of their DNP projects must complete a minimum of eight credits of NRS 8998. The DNP degree requires that graduates have a minimum of 1,000 post-baccalaureate practice hours. Students who enter the DNP program with a master's degree may receive credit for up to 640 practice hours from their program, contingent upon verification from their program administrator. The DNP program provides a minimum of 700 practice hours that are built into the curriculum. Applicants to the Post-Masters DNP, who do not have enough practice hours to transfer in to meet the minimum 1,000 hours required for graduation will have their plan of study determined on an individual basis.

Components of DNP Curriculum

The foundation courses focus on advanced theory, health care policy, leadership within systems, and informatics. The research sequence includes statistics, population health, theory and translating research for evidence based practice, advanced scientific methods for evidence-based practice, and the DNP Final project. In addition, students who are enrolled in a BSN to DNP APRN program will be required to take specialty courses. For example, the BSN to DNP-NA specialty courses prepare APRNs with a specialization in nurse anesthesia. The foundation and research sequence courses provide an opportunity for students to earn up to 700 practice hours that count toward the required 1000 hours of practice in the DNP program.

Accountability for Practice Hours

Programs must demonstrate/validate that graduates have attained all the DNP Essentials outcomes (see Appendix A). All students must complete sufficient time in supervised practice hours to integrate and demonstrate the new skills and knowledge needed to achieve the *DNP Essential* outcomes. This expectation applies to all DNP students, including those focusing on organizational and executive leadership, health policy, and all direct care roles. Students who have completed more than 1,000 practice hours in their master's program will need to complete additional hours in the DNP program to demonstrate the expected outcomes delineated in the *DNP Essentials* and their ability to integrate their new learning into practice. DNP students may be employed in settings or positions that appear to overlap with some of the outcomes delineated in the DNP Essentials. Practice experiences should have well defined learning objectives and provide experiences over and above the individual's job responsibilities or activities.

Students will complete a minimum of 50 practice hours in each of the following courses: NRS 8221, NRS 8231, NRS 8241, and NRS 8681. In addition, NRS 8998 accounts for a minimum of 500 practice hours.

Practice Hour Experiences

DNP programs prepare graduates for the highest level of nursing practice and demonstrate synthesis and application of all *DNP Essentials*. Practice experiences should prepare the DNP student with the outcomes delineated in the *DNP Essentials*. Given the intense practice focus for DNP programs, practice experiences are designed to help students build and assimilate knowledge for advanced specialty practice at a high level of complexity.

Practice experiences should be designed to help students achieve specific learning objectives related to all of the *DNP Essentials*, role outcomes, and application of theory and the translation of evidence into practice. Faculty, in conjunction with the student, will develop learning objectives for the practice experience(s), and evaluate student learning and achievement of outcomes. Practice experiences for the DNP student can include direct and indirect care practices in healthcare settings or related environments that broaden the experiences of the student. Experiences include in-depth work with experts from nursing as well as other disciplines and provide opportunities for meaningful student engagement within practice environments.

Opportunities for inter- and intra-professional collaboration with other health professions are needed to prepare the graduate with the leadership, communication, and team capabilities that are critical to advanced nursing practice. Examples of settings and areas of practice that could be considered to provide a broad array of opportunities for practice experiences include health systems, community organizations, policy projects, long term or urgent care facilities, schools, prisons, and health departments.

DNP program practice experiences are designed to provide:

- Systematic opportunities for feedback and reflection.
- In-depth work/mentorship with experts in nursing, as well as other disciplines.
- Opportunities for meaningful student engagement within practice environments.
- Opportunities for building and assimilating knowledge for advanced nursing practice at a high level of complexity.
- Opportunities for further application, synthesis, and expansion of learning.

- Experience in the context of advanced nursing practice within which the final DNP Project is completed.
- Opportunities for integrating and synthesizing all of the *DNP Essentials* and role requirements necessary to demonstrate achievement of defined outcomes in an area of advanced nursing practice.

RESEARCH SEQUENCE AND GUIDELINES FOR DNP PROJECT

The AACN *DNP Essentials* (2006) recognizes the need for a final scholarly project that demonstrates clinical scholarship. The *DNP Essentials* clarifies the scope of the final scholarly project, the level of implementation, the impact on system/practice outcomes, the extent of collaborative efforts, the expected dissemination of findings, and the degree of faculty mentorship/oversight. It is important that the translation of knowledge into the practice setting by way of the final scholarly project be guided by criteria to ensure consistency of learning. Students can refer to the DNP Project Handbook, which can be found on the SON website.

Process for Changing DNP Project Chair

Underlying Philosophy

DNP students self-select their DNP Project Faculty Chair and are responsible for doing the interviewing or investigatory work to ensure to the extent possible that they can work compatibly with the person they select. There are instances however, when a student and/or faculty member conclude that continuing to work together is not productive. When a DNP student and/or Faculty Chair make the decision to request a change in the Faculty Chair, the following procedure must be followed:

If the **Faculty Chair** wants to be released from the DNP Project:

1. The Faculty Chair must first make an appointment and meet with the DNP student to discuss the relationship. If the issue(s) are unresolved after meeting with the student, then the Faculty Chair needs to meet with the Program Director/Coordinator to discuss why continuing to work with the student is no longer feasible and provide feedback on the progress made by the student thus far.
2. An agreement to separate from a DNP student must be made with the Program Director/Coordinator, Faculty Chair, and DNP student. Documentation of the separation will be placed in the DNP student's academic file.
3. Once the decision to separate has been approved, it is the DNP student's responsibility to find a new Faculty Chair for his/her DNP project. The new Faculty Chair must have the required academic credentials/faculty rank as described in the student handbook and must be approved by the Program Director/Coordinator. Documentation regarding who will be the new Faculty Chair will be placed in the DNP student's academic file.
4. The outgoing Faculty Chair must write a detailed account of the progress that has been made on the project up to the date of the Faculty Chair's resignation. This document must be submitted to the DNP student and the newly appointed Faculty Chair, and a paper copy placed in the DNP student's academic file.
5. The new faculty Chair will send correspondence to the Program Director/Coordinator and SON Graduate Program Director, giving the exact date he/she will assume the duties of Faculty Chair.

If the **DNP Student** wants to change the Faculty Chair of his/her/DNP Project:

1. The DNP student must meet with the Faculty Chair to discuss the reasons why he/she is requesting to change his/her Faculty Chair.
2. If the Faculty Chair and DNP student are unable to come to an agreement and the DNP student still wants to change his/her Faculty Chair, then the DNP student must next meet with the Program Director/Coordinator.
3. If the Program Director/Coordinator concludes that the differences cannot be resolved, an agreement will be made between the Program Director/Coordinator, Faculty Chair and the DNP student. Then the process for selecting a new Faculty Chair may begin. Documentation of the separation will be placed in the DNP student's academic file.
4. The DNP student is responsible for finding a new Faculty Chair who must have the required academic credential/faculty rank as described in the DNP student handbook.
5. The DNP student may keep his/her current committee member(s), however a new "DNP Project Committee" form must be completely filled out after a new Faculty Chair has been chosen and submitted to the Program Director/Coordinator and the SON Graduate Program Director.
6. Once a new Faculty Chair has been selected and approved, the form will be placed in the DNP student's academic file.
7. The DNP student is responsible for informing the new Faculty Chair of the work that he/she has done to date on the DNP Project.

ACADEMIC PROGRAM POLICIES

CORE PERFORMANCE STANDARDS

SON students must be able to demonstrate all of the Core Performance Standards. Any student who believes they may need assistance meeting the Core Performance Standards should contact the [OU Office of Disability Support Services \(DSS\)](#), 103A North Foundation Hall, (248) 370-3266 or DSS@oakland.edu.

Critical Thinking	Inductive/deductive reasoning sufficient for clinical judgment and decision-making.
Interpersonal	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, spiritual and intellectual backgrounds.
Emotional Stability	Emotional stability sufficient to assume responsibility/accountability for actions.
Communication	Communication abilities sufficient for interaction with others in verbal and written form.
Motor Skills	Gross and fine motor abilities sufficient to provide safe and effective nursing care. The student must be able to perform basic life support; provide physical assistance to patients including repositioning, transfers and ambulation.
Mobility	Physical abilities sufficient to move from place to place and maneuver in small places Students must have the ability to stand for extended periods of time.
Visual	Visual ability sufficient to provide safe and effective nursing care.
Hearing	Auditory ability sufficient to provide safe and effective nursing care.
Tactile	Tactile ability sufficient for assessment and implementation of care.
Health	Characteristics that would not compromise health and safety of clients.

Student Expectations

The [American Nurses' Association \(ANA\) Scope & Standards of Practice \(3rd ed.\)](#) provide the foundation for the expectations for all admitted undergraduate and graduate nursing students. The Standards identify 17 areas of professional performance that are expected of every nurse.

As part of the nursing student's development, it is imperative that each student demonstrate this professional conduct in all health care, academic and other settings. Each Standard is followed by competencies for the registered nurse and additional competences for the graduate-level prepared specialty nurse and the APRN.

A violation of the ANA Scope & Standards of Practice, the ANA Code of Ethics (see below), the [University's Student Code of Conduct](#), and/or unprofessional/unsafe behavior in any university, class, lab, clinical setting or public setting (including without limitation online/social media), may result in discipline up to and including suspension or dismissal from the SON and/or the University.

ANA Code of Ethics for Nurses

The ANA [Code of Ethics for Nurses with Interpretive Statements](#) is the definitive framework for ethical analysis and decision-making for RNs across all practice levels, roles and settings. The code of ethics is expected to be upheld by all nursing students at all times and includes, without limitation, the following:

Provision 1: The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

Provision 2: The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.

Provision 3: The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.

Provision 4: The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to provide optimal patient care.

Provision 5: The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.

Provision 6: The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.

Provision 7: The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.

Provision 8: The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

Provision 9: The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

Boundary Violations

Divulging confidential patient and/or family information of any kind without authorization, including without limitation in-person, via telephone and/or via any electronic media (e.g., e-mail, text, social media, or any other electronic communications of any kind), violates the applicable

ethical, professional and legal standards, and may result in discipline up to and including suspension or dismissal from the SON and/or the University. See the boundary violation web link from the ANA and National Council of State Boards of Nursing regarding the [Use of Social Media](#) for further information.

In addition, the use of any language or materials, including without limitation in-person, via telephone and/or via any electronic media (e.g., e-mail, text, social media, or any other electronic communications of any kind), may also result in discipline up to and including suspension or dismissal from the SON and/or the University if it:

- Contains illegal content;
- Violates any University or SON policy or any provision of this handbook;
- Constitutes fighting words, obscenity, defamation, invasion of privacy, harassment, threats, intimidation or discrimination on a basis prohibited by federal or state law;
- Has the effect or likelihood of inciting imminent unlawful action;
- Conveys an imminent threat of physical harm to specific individuals, including without limitation in-person, via telephone and/or electronic communications, the internet and/or any other social media.

Bullying

A “bully” generally describes a person who intentionally uses physical strength, verbal intimidation, or technology to frighten or hurt someone or who engages in exclusionary or obstructionist behavior. “Bullying” generally means to intentionally insult, threaten, intimidate, embarrass or pressure a person by force, taunt or derision, or to intentionally use abusive language or behavior against someone in the workplace. Workplace bullying can occur by physical act, or by verbal, written or electronic communication.

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, or if you experience an incident or are in any academic or clinical setting that makes you feel unsafe, please communicate it to the SON as soon as possible following the process detailed below.

If the incident(s) occurred during a clinical experience, you may report the incident(s) to the Dean of Students office. You may also report the incident(s) to the School of Nursing through the following process:

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 Associate Dean, and
4. If the matter is not resolved to your satisfaction, next discuss the matter with the SON Dean.

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

The Dean of Students office and the School of Nursing may coordinate or consolidate their responses to the reported incident(s).

For further information, refer to the ANA (2015) position statement on Incivility, Bullying, and Workplace Violence at [Violence, Incivility, and Bullying](#).

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.

Covid-19 Safety Measures in the Oakland University School of Nursing

Last Revised: August 21, 2020

In the School of Nursing, the safety and health of Oakland University students, employees and our healthcare partners is our highest priority. In order to minimize health and safety risks when students are present on campus or at clinical sites, all students must adhere to the safety measures implemented to prevent the spread of the COVID-19. All measures are based on CDC recommendations. Students are responsible for acknowledging and implementing the following safety measures:

On Oakland University Main Campus or Satellite Campuses:

- Students must fill out and submit a health screening prior to coming to campus each day.
- Should a student test positive for COVID-19 or have symptoms (fever, cough, shortness of breath, fatigue, muscle aches, new loss of taste or smell, or temperature above 100.4° F) they should stay home and notify their instructor.
- Should a student be exposed to someone who is positive for COVID-19 without wearing proper PPE (N95 respirator, eye protection, gloves, gown), they should stay at home and notify their instructor.
- Presence on campus should be limited to the time the student is scheduled for class or lab only.
- Students must wear a face mask when entering any building on campus and the entire time they are anywhere in any building including restrooms, elevators, and stairwells. If the student is unable to wear a face mask due to health conditions, they must contact Disability Support Services.
- Students must maintain 6 feet social distance when entering and exiting any building and the entire time they are in any building including classrooms, offices, labs, and student lounge areas.
- Students need to follow floor markings for safe distancing and directions for movement in hallways, offices, and classrooms.
- Students will wear the designated PPE required in the lab setting based on lab activities (face masks, gloves, etc.).
- Students should wash their hands regularly: before and after using the restroom; before and after eating; after coughing; sneezing; blowing their nose; and at every glove/PPE change.
- Any equipment used by more than one individual must be sanitized between users.

At Clinical Sites:

- Students must fill out and submit a health screening prior to coming to the clinical site each day.
- Should a student test positive for COVID-19 or have symptoms (fever, cough, shortness of breath, fatigue, muscle aches, new loss of taste or smell, or temperature above 100.4° F) they should stay home and notify their instructor.
- Should a student be exposed to someone who is positive for COVID-19 without wearing proper PPE (N95 respirator, eye protection, gloves, gown), they should stay at home and notify their instructor.
- Students must follow any requirements of the healthcare facility for entrance into the facility, PPE requirements, and social distancing.

- After clinical, it is the student's professional responsibility, as a direct caregiver, to maintain diligent safe hygiene practices to prevent community exposure. Students should not wear their uniforms in public places after clinical and should hand wash thoroughly and make every attempt to bathe or shower before socializing with others in the public.

The student is responsible for compliance with all SON and University COVID-19 policies and procedures. Students are responsible for keeping updated on policy/procedure changes based on CDC recommendations. More information regarding policies and procedures is available on the Oakland University [Reopening Campus](#) webpage and the [School of Nursing site](#).

Failure of any student to follow the procedures and policies outlined in this document may result in that person being removed from the classroom, lab, or clinical site and losing credit for time missed and not being allowed to make up time missed. Repeated violations may result in disciplinary action up to and including suspension or dismissal from the SON and/or the University for exhibiting unsafe, unethical, and unprofessional behavior.

SON Graduate COVID-19 Protocol for Class, Lab, and Clinical

Last Revised: September 1, 2020

The health and safety of our students, staff, faculty, and clinical partners is our highest priority as we navigate through the COVID-19 pandemic. During this period, students, faculty and staff are responsible for following protocols that will protect themselves and others. Therefore, it is critical to adhere to the current University health protocol to prevent the virus from spreading. This protocol is based on recommendations from the Oakland County Health Department and the CDC. Please review the "Return to Campus" section on the [OU Website](#) for more details. Please realize that additional safety protocols might be mandated by the clinical agencies you are working with for your clinicals. It is an expectation that you adhere to these protocols also.

In order to create a safe and healthy culture in the SON, faculty will not penalize students if they are absent from classes, labs, and/or clinicals due to COVID-19 related symptoms and/or the need to self-isolate because of a COVID-19 related exposure. If there is an absence, you must notify the course Faculty of Record (FOR) and they will advise you on alternative learning experiences to meet course objectives. At this time, Advanced Practice Registered Nurse (APRN) clinicals cannot be substituted with virtual assignments, so clinical hours will need to be arranged with the faculty and assignments will be based on space availability.

COVID-19 Screening Process

Prior to coming to campus or to the clinical setting for any **face to face** activities, you must complete the **Student Daily Health Screening Form** by logging into MySAIL.

NOTE: If you have been exposed to COVID-19, but were wearing proper PPE (based on the health care institution's policy) at the time, then it is not considered an exposure and you should answer "No" to the third question.

NOTE: If you answer 'yes' to any of the questions on the screening tool and do not receive a green light, you cannot come into the campus buildings nor clinical agencies.

- You may be asked to show proof of completing the Student Daily Health Screening form by showing your phone with the green “go” banner to your faculty and/or lab staff at the beginning of each face to face class, lab, or clinical.
- Anyone intending on visiting campus is required to fill out the OU health screening form beforehand and is expected to answer all questions accurately. As health care professional students it is your responsibility to protect yourself and others by providing truthful information.
- Please be aware that Graham Health Center (GHC) will be notified of your response. If there are concerns, the GHC will contact you so be sure to include a phone number that they can easily reach you.

Steps to Follow with a COVID-19 Related Absence

If you answered **YES** to **ANY** of the screening questions then you are **NOT** to attend clinical or come to campus. Please read and follow the steps below:

- **If you are scheduled for class: *notify your course FOR as soon as possible in writing*** via the means of communication established by the faculty (i.e. Moodle, OU email, text message, etc.).
- **If you are scheduled for clinical or a lab: *notify your course FOR and clinical faculty/lab faculty as soon as possible in writing*** via the means of communication established by the clinical faculty (i.e. Moodle, OU email, text message, etc.).

If you have symptoms of COVID-19:

- Care for yourself and isolate at home.
- Follow CDC guidelines for [“What to do if you are sick.”](#)
- Follow-up with your primary care provider or GHC.
 - If you are tested for COVID-19, provide the test results to GHC.
- Students who are ill should not return to in-person classes or clinical sites, or end isolation until they have met CDC’s criteria for discontinuation of home isolation and have been cleared by their primary care provider or GHC.

If you have had contact with a laboratory-confirmed COVID-19 case and were not wearing the appropriate PPE (based on the health care institution’s policy):

- Self-quarantine according to the most recent CDC guidelines.
 - Note: A negative COVID-19 test does NOT shorten the duration of the quarantine.
- Monitor for fever or symptoms of COVID-19.
- If symptoms develop, follow the above policy: “If you have symptoms of COVID-19”.
- If no symptoms develop, you are cleared to return to campus and/or clinical after the quarantine period has ended.

Return to Campus or Clinical

- The OU SON is following current [CDC guidelines](#) to indicate when students who have tested positive for COVID-19 may return to campus and/or clinical.

- In addition, students who have been ill and/or tested positive for COVID-19 must submit proof of medical clearance from their primary care provider (PCP) to GHC and to the SON clinical department at sonclinical@oakland.edu.
 - **The PCP's note must indicate that you have met all of the current [CDC Criteria for Return to Work for Healthcare Personnel with SARS-CoV-2 Infection](#).**
- The clinical department will follow up with you and will work with the faculty to make the necessary arrangements for you to return to the clinical, lab, and/or classroom setting.
- For all clinical courses, students must also follow the clinical institution's policy in reference to returning to clinical after a COVID-19 exposure.

Students Working in the Healthcare Field

Students who had prolonged* close contact with a patient, visitor, or HCP with confirmed COVID-19 (includes students working with patients with COVID-19)**

*Prolonged contact is considered exposure for 15 minutes or more **OR** any amount of time if exposure occurred during performance of an aerosol generating treatment (ex. Bronchoscopy, intubation, open suctioning, breathing treatments, etc.)

**Close contact:

- a. being within 6 feet of a person with confirmed COVID-19 **OR**
- b. having unprotected direct contact with infectious secretions or excretions of the person with confirmed COVID-19.

If a student had an exposure with a patient, visitor, or health care provider with confirmed COVID-19 and was not wearing the appropriate PPE (based on the health care institution's policy):

- Wearing a respirator or facemask.
- Wearing eye protection if the person with COVID-19 was not wearing a cloth face covering or facemask.
- Wearing all recommended PPE (i.e., gown, gloves, eye protection, N-95 mask or respirator) while performing an aerosol-generating procedure.

The exposed student should follow the [CDC guidelines](#) for students exposed to COVID-19 while caring for patients as a worker in the healthcare field and:

- Self-quarantine according to the most recent CDC guidelines.
- Monitor for fever or symptoms of COVID-19.
- If symptoms develop, follow up with your primary care provider or Graham Health Center.
 - If you are tested for COVID-19, provide the test results to GHC.
- Students who are ill should not return to in-person classes or clinical sites, or end isolation until they have met CDC's criteria for discontinuation of home isolation and have been cleared by their primary care provider or GHC.

Independent Study Option

Independent study (NRS 5991 - 1 to 12 credits) is available to students with consent of the FOR and the Associate Dean. Options include, but are not limited to:

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.

Petition of Exception to an Academic Policy or Requirement

Graduate academic policies and requirements have been formulated by the Graduate Council and the 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 School website.

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 to be waived or modified, should submit a written petition.

Decisions regarding petitions are made by the Graduate Committee on Instruction of the OU SON and the Graduate School. Please work with your Academic Adviser if you believe you should be submitting a petition of exception.

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 advanced approval from the Program Director/Coordinator and the Graduate School, a student may request a course requirement be waived and another OU course substituted.

When there is just cause for the substitution, a student must submit a Course Waiver/Substitution Request form. Please work with your Academic Adviser if you believe you should submit a course waiver/substitution petition.

Family Educational Rights & Privacy Act

The federal Family Educational Rights and Privacy Act (FERPA) of 1974 pertains 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 Program Director. Please work with your Program Director/Coordinator and Academic Adviser if you would like to withdraw from a course or the School of Nursing.

Leave of Absence Policy

SON graduate students may go “on-leave” for up to one year (a total of no more than 12 months). Prior to going on-leave, the student is required to meet with his/her SON academic adviser and program director/coordinator and complete the SON Leave of Absence form. If the situation allows, an amended POS will be generated. Returning to SON coursework is contingent upon space availability. The following requirements must be satisfied by all students who wish to return from on-leave status:
<https://www.oakland.edu/grad/current-graduate-students/forms/>

*NA students should refer to the NA Student Handbook

Apply to Graduate

Students must apply for graduation. To complete the application, visit [Apply for Graduation](#). Students who do not apply to graduate will experience a delay with degree conferral.

Continuous Enrollment Policy for DNP Project

The continuous enrollment policy for doctoral students requires continuous registration of graduate students for at least one credit hour, each semester in the academic year to maintain an active graduate student status. This is required for the fall and winter semesters only, until all degree requirements are met and the final project is submitted and approved by the Graduate School.

The continuous enrollment policy can also be met by registration in a graduate level course relevant to the student’s academic program. Should circumstances arise that may cause an interruption in graduate study, the student must apply for a Leave of Absence.

Doctoral students who do not maintain continuous enrollment and have NOT been granted an official leave of absence, are subject to termination from the program, based on recommendation of the department and approval by the Academic Dean.

*NA students should refer to the NA Student Handbook

POLICIES AND PROCEDURES FOR PROGRESSION, RETENTION, AND DISMISSAL IN THE SON GRADUATE PROGRAM

Approved by the School of Nursing FA on April 23, 2020

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 B 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 their program. SON courses may be repeated only one time. Students enrolled in the BSN-DNP Nurse Anesthesia program should refer to the OU-Beaumont Graduate Program of Nurse Anesthesia Student 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 a B or a grade of Unsatisfactory progress (NP). Students who withdraw from a course after receiving a failing midterm grade, will be counseled. Students who withdraw from a course more than once may be placed on probation or recommended for dismissal from the program. 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.

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 a grade below B in more than one (1) nursing course;
2. receives a grade of Unsatisfactory progress (NP) in more than one (1) course;
3. withdraws from more than one course after having received a failing midterm grade;
4. fails to fulfill the conditions of probation; or
5. exhibits unsafe, unethical or unprofessional behavior in any academic or clinical setting

*Note that a grade less than B or NP are both failing grades and thus receiving either consecutively will be considered grounds for dismissal.

PROCEDURE TO RESOLVE AN ISSUE RELATED TO COURSE EVALUATION

Faculty members 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 assigned the grade. Final course grades cannot be grieved, only the process by which they were assigned.

If a student believes he/she has been graded in an arbitrary or capricious manner, or not afforded due process, he/she needs to first discuss the issue with the faculty member teaching the course who assigned the grade.

Arbitrary or 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 a course evaluation issue, the student must first meet with the SON faculty member who assigned the grade at the Human Health Building. If the student chooses not to meet with the SON faculty member who assigned the grade, then the grading issue is considered resolved and no further action is taken. If the student meets with the SON faculty member, and the issue remains unresolved, the student may request a Grievance Hearing.

Grievance Hearing Procedure

Step 1: Notification of Intent to File a Grievance

The Grievance Hearing procedure must be initiated by the student within two (2) business days of receipt of the grade in question. Receipt of grade is defined as when grades are available for student viewing on the OU SAIL system. In the case of a half semester course, receipt of grade is defined as when the final course grade is reported to the student by the course FOR. The student must submit a grievance petition, including the student's statement with rationale for the grievance, to the SON faculty member who assigned the grade with a copy sent to the course FOR (if different) and the SON Associate Dean.

The *student's statement* must include the course name and number and the SON faculty member(s) involved, and a summary that states the specific SON policy, procedure, or due process that was violated. Further, the statement must include the specific actions upon which the violations are based and what actions were taken to resolve them. The *student's statement* must be no longer than one double-spaced typewritten page. Additional supplementary materials relevant to the complaint may be attached to support the grievance.

The student assumes the burden of proof in the grievance hearing procedure.

A student who initiates the grievance hearing procedure may continue with his/her SON POS, assuming all prerequisite courses have been satisfied, until the process is resolved.

Step 2: Preparation for Grievance Hearing

The SON Associate Dean's office will inform the SON faculty member and the course FOR (if different) about a student's request for a grievance hearing, and request submission of any supporting documentation for the case. The student's academic file with all of the materials associated with the grievance hearing will be held in the Associate Dean's office for review by members of the Grievance Committee Panel (GCP).

Step 3: Grievance Hearing

The GCP will convene and hold a hearing within five business days following the filing of the grievance. The GCP will review all materials submitted by the student and the SON faculty member related to the grievance. The GCP will meet separately with the student and the SON faculty member involved in the grievance. The student may request a SON faculty member to act as his/her advocate. At the student's request, the SON faculty member acting as the advocate may attend the grievance hearing.

Step 4: GCP Recommendation

The GCP will submit a one page written recommendation regarding the student's grievance to the SON Associate Dean within two (2) business days following the grievance hearing. The written recommendation will include the course name and number, the names of the student and SON faculty member(s) involved in the grievance and a summary of the evidence and the policies and procedures upon which the GCP based its recommendation. Supplementary materials relevant to the recommendation may be attached.

Step 5: Grievance Decision

Within one (1) business day of receipt of the GCP's recommendation, the SON Associate Dean shall make a final decision regarding the grievance. **The decision of the SON Associate Dean is final.** The student will be notified of the Associate Dean's decision in writing by certified mail. The SON faculty member(s) involved in the grievance will be notified of the Associate Dean's decision by OU e-mail.

If the student is placed on probation in the SON or is dismissed from the SON following the grievance, it is his/her responsibility to withdraw from all nursing courses.

Withdrawal of Grievance

A student initiating the grievance hearing procedure may withdraw the grievance at any time by writing the SON Associate Dean via OU e-mail.

Procedure to Appeal a Dismissal from the SON

Students may appeal their dismissal from the SON, and such appeals will be considered on a case-by-case basis. A dismissal appeal must be made within 3 months of the date of dismissal from the graduate program. A student may not appeal a second dismissal.

Step 1: Notification of Dismissal Appeal

Following receipt of a letter of dismissal from the Graduate School, the student has three months to appeal the dismissal. If the student wishes to appeal, the student must write a letter to the Dean of the Graduate School, with a corresponding copy to the chair of the relevant graduate program or department. The appeal must cite an appropriate cause for consideration of the appeal, providing information on the reason(s) for reinstatement and substantial evidence or extenuating circumstances in support of reinstatement. Disagreements over evaluation of academic quality or the decision of the graduate program unit to remove a student from an internship, practicum, clinical site, or service-learning placement must be appealed within the academic graduate program.

Step 2: Preparation for Dismissal Appeal Hearing

Within thirty (30) calendar days of receipt of a student's appeal, the Dean of the Graduate School will seek written input from the Chair or Program Coordinator of the relevant graduate program or department. The graduate program or department has fourteen (14) calendar days to send written input to the Dean of the Graduate School. The Dean of the Graduate School will review the case, based upon the appeal and written input from the graduate program and/or department.

The Dean of the Graduate School may either: 1) uphold the dismissal status or 2) reverse the decision of the graduate program and/or department.

If the Dean of the Graduate School is satisfied that there is no valued basis for reinstatement and that the proceedings regarding the student have met the stated procedure and requirements, the appeal for reinstatement will be denied. If there is a reason to overturn the dismissal, the student will be reinstated on academic probation until such time as the student meets all academic requirements and standards or is returned to good academic standing.

The decision of the Dean of the Graduate School is final.

OU Judicial Process

The Dean of Students Office administers the University student judicial process and ensures 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.

SCHOOL OF NURSING

GRADE CONVERSION SCALE

Approved by the SON Faculty Assembly on March 30, 2017

PERCENTAGE	GPA
95.00-100.00	A
90.00-94.99	A-
85.00-89.99	B+
80.00-84.99	B
75.00-79.99	B-
70.00-74.99	C+
65.00-69.99	C
60.00-64.99	C-
55.00-59.99	D+
50.00-54.99	D
0.00-49.99	F