SCHOOL OF NURSING
FALL 2020 – SUMMER 2021

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

SON Website: SON Website

 Like us on Facebook, search for Oakland University School of Nursing.

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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
ASD	Accelerated Second Degree
ATI	Assessment Technologies Institute
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
FN	Forensic Nurse
FOR	Faculty of Record
GC	Graduate Certificate
IRB	Institutional Review Board
MACN	Michigan Association of Colleges of Nursing
MAE	Medication Administration Examination
MARC	Medication Administration Remediation Course
MSN	Master of Science in Nursing
NA	Nurse Anesthesia
NCLEX	National Council Licensure Examination
OU	Oakland University
OUCA	Oakland University Computer Account
PhD	Doctor of Philosophy
POS	Plan of Study
RN	Registered Nurse
RN-BSN	BSN Degree Completion Sequence for Registered Nurses
SON	School of Nursing
USCIS	United States Citizenship and Immigration Services

OAKLAND UNIVERSITY

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

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.

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

Professional Organizations

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 as 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.

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.

Michigan Great Lakes Chapter of the International Association of Forensic Nurses (MGLIAFN)
The Michigan Great Lakes Chapter of the International Association of Forensic Nurses (MGLIAFN) is a statewide association representing forensic nurses and students. This organization is critical to education, scholarship, and practice as well as the growth of forensic nursing as a specialty locally, regionally, and nationally.

 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.

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 is 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 MSN 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: *Quality and Safety Education for Nurses (*QSEN, 2012), *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 (2017), Gerontologic Advanced Practice Nurses Association Competencies (2018), *Scope and Standards of Practice: Forensic Nursing* (American Nurses Association, 2017), *A National Protocol for Sexual Assault Medical Forensic Examinations Adults/Adolescents* (U.S. Department of Justice [DOJ], 2013), *Sexual Assault Nurse Examiner: Education Guidelines* (International Association of Forensic Nurses [IAFN], 2018), *Forensic Nurse Death Investigator Education Guidelines* (IAFN, 2009), *Death investigation: A Guide for the Scene Investigator* (DOJ, 2011), and *Intimate Partner Violence Nurse Examiner: Education Guidelines* (IAFN, 2020). The SON has continued accreditation since its inception 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.

The OU SON offers a Master's of Science in Nursing with four different tracks: Adult/Gerontological Acute Care Nurse Practitioner, Adult/Gerontology Primary Care Nurse Practitioner, Family Nurse Practitioner, and Forensic Nursing. Students are referred to the Graduate Catalog for a 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: *Quality and Safety Education for Nurses (*QSEN, 2012), *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 (2016),Gerontologic Advanced Practice Nurses Association Competencies (2018).

The OU SON offers a PMC in Adult/Gerontological Acute Care Nurse Practitioner, Adult/Gerontology Primary Care Nurse Practitioner, and Family Nurse Practitioner. Students are referred to the OU Graduate Catalog's description of these tracks.

Overview of Graduate Certificate Curriculum

A Graduate Certificate in Forensic Nursing is available to nurses who have a minimum of a BSN. Professional standards and guidelines used by the Graduate Certificate in Forensic Nursing (GCFN) include: *Scope and Standards of Practice: Forensic Nursing* (American Nurses Association, 2017), *A National Protocol for Sexual Assault Medical Forensic Examinations Adults/Adolescents* (U.S. Department of Justice [DOJ], 2013), *Sexual Assault Nurse Examiner: Education Guidelines* (International Association of Forensic Nurses [IAFN], 2018), *Forensic Nurse Death Investigator Education Guidelines* (IAFN, 2009), *Death investigation: A Guide for the Scene Investigator* (DOJ, 2011), and *Intimate Partner Violence Nurse Examiner: Education Guidelines* (IAFN, 2020).

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

Completed in consultation with the track director, 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 for any reason that requires a change in the POS. The POS, approved by your track director, must be submitted to Graduate Study and Lifelong Learning

GAP Analysis for Post-Master's Certificate for NP Students

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 postmaster'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

The MSN Curriculum follows the Academic Calendar without exception.

Foundation Courses
The SON offers foundation courses for the MSN program..

Foundation courses address critical content needed by all graduate nursing students as outlined by the Masters of Education in Nursing (AACN, 2011). These courses include content on nursing theory, evidence-based practice, 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 build on the foundation and clinical core courses, and upon nursing knowledge and skills learned at the undergraduate level. These courses are comprised of didactic and clinical courses that prepare students for advanced practice in their specialty field.

Components of the Post-Masters Certificate and Graduate Certificate Curriculum

The Post-Masters Certificate and Graduate Certificate Curriculum follows the Academic Calendar without exception.

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 for course names, credit allocations, and course descriptions. See SON website and program flyers for specific POS.

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.

Requirements to Participate in Graduate Level Clinical Experiences
Preceptor/Agency Preceptor Agreement Forms and Affiliation Agreements must be obtained prior to clinical experiences. Students are referred to Nursing Forms for preceptor packets that need to be completed prior to the start of each clinical rotation. Graduate students should also ensure that their Clinical Health Requirements are up to date as indicated below. **Failure to submit these requirements by the due date can result in administrative disenrollment from the course**. All Graduate students 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.

Questions
Refer all questions regarding health requirements to the clinical department (sonclinical@oakland.edu)

ADMISSION CLINICAL REQUIREMENTS
Process for Submission of Clinical Requirements

Due: July 1 for Fall Admissions

Due: October 1 for Winter Admissions

1. The students are to submit the completed Clinical Health Requirements packet as indicated below. **Forensic Nursing students are to upload documents below into ACEMAPP and Nurse Practitioner students are to upload documents into Typhon.**
AGACNP students will need to upload documents to both Typhon as well as ACEMAPP in order to receive clearance to enter clinical sites within the health care systems.

According to the published deadlines (see next page) students in the nursing program must supply proof of the following:
1. Submission of completed student clinical clearance form.
2. Inoculation for tetanus (T-dap)
3. Skin testing for tuberculosis and/or chest x-ray result, if positive *(along with completed questionnaire – found on our nursing website)*.
4. Proof of immunity to Rubella, Rubeola, Mumps (MMR), Varicella, Hepatitis B.
5. Documented completion of an approved AHA BLS Provider course
6. Documented completion of Flu immunization (required after October 1st of each year). Proof must be submitted to School of Nursing)
7. Proof of completed Drug Screen and Criminal Background Check through American Databank.
8. Current Nursing license in the state where they will be completing clinical.

The Health Requirement Packet is found at Nursing Forms. Students are required to upload the completed student health requirement packet. **Failure to submit these requirements by the due date can result in administrative disenrollment from the course**. All Graduate students are required to comply with the requirements of each clinical or enrichment site they are assigned to.

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. Students must contact American Databank at oaklandunivcompliance.com or click on the link*, and follow directions provided for Graduate (FNP, AGACNP, AGPCNP, FN) students. Ongoing Clinical Requirements

Continuing students are required to maintain compliance at all times. Students must submit their annual influenza vaccination by the published deadline date, PPD skin test (or TB questionnaire), and complete the ACEMAPP assessments (if applicable) yearly. AHA BLS is required every two years, and Tdap vaccination is required every 10 years. Students should submit their updated nursing license every two years. Compliance is required 3 weeks before the start of any clinical.

Liability Insurance
OU covers all students with liability insurance through Marsh USA, Inc. Coverage is 1 million per occurrence and 3 million per aggregate. A copy of this insurance policy is located in the nursing office.

CPR Course

Students can access course information through the American Heart Association at Basic Life Support Training.

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. Graham Health Center's 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 Packet to your appointment.

Students must maintain their own health insurance for illness or injury. Student health insurance is available at Student Health Insurance. 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.

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 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 uploaded to Typhon or ACEMAPP by the published deadline date and will be reviewed by the Clinical Department.

In addition, any currently enrolled Student who has been convicted of a Crime must contact the SON Clinical Department 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 uploaded to Typhon or ACEMAPP by the published deadline date a negative UDS is a requirement to begin the nursing program. Additional negative UDS may be requested 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 and will 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. .

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 Clinical
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 director and course faculty of record. Clinical may be completed in small groups or individually and will be completed at agencies identified as community partners.

FN clinical are offered via observation and precepted clinical experiences. Observational experiences are those in which the student participates indirectly in 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, physician, or other expert in the field of inquiry during the delivery of direct care and services. Precepted clinical experiences will be offered in NRS 6785. FN students must utilize a Forensic Nurse, APRN, physician, or other approved practitioner as their clinical preceptor. Clinical experiences will depend upon availability of community resources from semester to semester.

Clinical Preceptors for Nurse Practitioner Students
Students are encouraged to find their own clinical placement, but should they have difficulty we have a graduate clinical placement coordinator who will facilitate the process. It is preferred that students have at least one nurse practitioner preceptor prior to graduation. If placed by the Clinical Coordinator, this placement cannot be changed. However, if an additional site is required/obtained by the student during or after placement by the Clinical Coordinator, the student must maintain the site placed by the Clinical Coordinator. The student may utilize the student-acquired site for maximum of 110 hours within the semester obtained. Preceptors may be Certified Nurse Practitioners, Physician Assistants or Board Certified Physicians (MD or DO) in the state of Michigan. 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 encouraged 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.

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 1st
Winter Rotations Due By Sept 1st
Please email to the Clinical Coordinator of MSN and Post Master 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.

ACEMAPP Rotations for Preceptors Employed by a Health System
If your preceptor is employed by a health system, the rotation must be arranged via ACEMAPP.. Most health systems in Southeast Michigan require all rotations to go through ACEMAPP. Preceptors should note their employment with a health system when filling out the 2-page agreement. If the preceptor is

employed by a health system, the Clinical Department will submit the request through ACEMAPP after receipt of the 2-pager. The student will be notified of the approval status and an ACEMAPP account will be created for the student if needed. The student must upload all health requirement documents, complete ACEMAPP assessments, and site-specific modules a minimum of 3 weeks before the start of the rotation. Full compliance is required in order to begin.

An ACEMAPP rotation request will not be submitted if the student's health requirements are not up to date in Typhon.

Clinical Hours
Two hundred ten direct patient contact hours are required within each clinical semester of the FNP/AGPCNP program. The 210 clinical hours may be completed through the entire semester of each clinical course. The clinical hours may not be completed prior to week 12 of the semester of the clinical course. For the AGACNP program, the requirement for clinical hours is 210 for the first two clinical courses and 270 clinical hours for the third clinical course.

Responsibilities of Clinical Preceptors, Graduate Students, and Faculty
See Nurse Practitioner Preceptor Packet.
If placed by Oakland University, SON, NP program into a clinical setting with a specific preceptor, no changes will be made without exception.

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

Overview of the Process

As stated by the American Association of Colleges of Nurses (AACN) in The Essentials of Master's Education in Nursing, "The master's-prepared nurse examines policies and seeks evidence for every aspect of practice, thereby translating current evidence and identifying gaps where evidence is lacking. These nurses apply research outcomes within the practice setting, resolve practice problems (individually or as a member of the healthcare team), and disseminate results both within the setting and in wider venues in order to advance clinical practice. Changing practice locally, as well as more broadly, demands that the master's-prepared nurse is skilled at challenging current practices, procedures, and policies" (2011, p. 15).

In order to prepare students to identify gaps and translate evidence into practice, the OU SON has developed a three (3) course sequence that students complete: NRS 5322 (Introduction to Nursing Scholarship), NRS 5312 (Theory and Translational Research in Advanced Nursing Practice), and NRS 6398 (Graduate Project). In NRS 5322, students are introduced to foundational principles such as scholarly writing, inquiry, and dissemination methods. In NRS 5312, students link critical components of theory and research as they apply to advanced nursing practice. In NRS 6398, students develop a Graduate Project (GP) that addresses a phenomenon of clinical importance specific to their advanced practice-nursing role.

NRS 6398 Requirements

Students must complete and secure faculty signature on the Graduate Project Approval Form (Appendix A) at the beginning of the semester in which they are first registered for NRS 6398. Students will not be able to begin work on any aspect of their GP until this form has been completed and signed by course faculty. Students should maintain a copy of the Graduate Project Approval Form for the duration of their time in the program.

Students are expected to follow the Graduate Project Sequence (Appendix B) when completing their project. The number of students permitted per project will not exceed two (2) students and will be at the discretion of the faculty for the course.

NRS 6398 Completion

Students are expected to complete NRS 6398 in one semester. If a student does not complete the GP as outlined in the Graduate Project Sequence in one semester, he/she must register for additional credits of NRS 6398 until the project is completed. Once the GP has been completed as approved by course faculty, the Title Page (Appendix C) should be submitted to course faculty for signature. A copy of the completed GP Title Page signed by course faculty must be submitted to the Assistant for the Program Directors.

Once the student successfully meets the requirements outlined for NRS 6398, a grade of satisfactory "S" will be awarded. Students that do not meet these requirements will receive a grade of unsatisfactory "U".

Writing Style

The GP should follow the writing style outlined in the most recent version of the *Publication Manual of the American Psychological Association*.

Suggested Time-line for GP Progression and Completion

Weeks	Steps	Sections
1-5	1 & 2	GP Proposal and Proposal Approval
6-10	3, 4,& 5	Development, Implementation, and Evaluation of GP
11-14	6, 7, 8, & 9	Complete Final Paper, Final Paper Approval, Dissemination of Project Results, and Complete Graduate Project Course

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.

University Graduate Transfer Credit Policy

With the approval of the faculty adviser and Oakland University Graduate School, 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 Oakland University Graduate School;
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 5000 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/NRS 5991 - 1 to 12 credits) is available to students with consent of the Track Director and 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.

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 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 is waived or modified, should submit an electronic petition.

Decisions regarding petitions are made by the Graduate Committee on Instruction of the OU SON and the Graduate School. 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 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 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. Please work with your Track 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, track 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: Graduate School Forms
Students on student loan or financial aid programs should determine the consequences that such a leave may have on their repayment status and contact Student Financial Services at 248-370-2550.

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.

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 two 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. Student Grievance Form

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.

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

The appeal procedure for academic dismissal is a closed, internal proceeding. As such, there is no institutional attorney or other representation at a hearing. The decision to reinstate a student will be made in the sole or absolute discretion of Graduate Study and the Dean of Graduate Education.

In general, reinstatement may be granted in cases where either the intent of the procedure was not followed or where there are additional, extenuating circumstances that affected the student's performance that were unknown at the time of the initial recommendation to Graduate Study.

Step 1

Following receipt of a letter of dismissal from Oakland University 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 Oakland University 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 a 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

Within thirty (30) calendar days of receipt of a student's appeal, the Dean of Oakland University 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 Oakland University Graduate School. The Dean of Oakland University Graduate School

will review the case, based upon the appeal and written input from the graduate program and/or department.

The Dean of Oakland University 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 Oakland University 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 Oakland University Graduate School is final.

Reversal of Department Decision to Dismiss

Should the Dean of Oakland University Graduate School find that the graduate program unit or department did not follow proper procedures, or unprofessional conduct is a concern, which might have affected the graduate program decision of dismissal, the appeal may be subject to reversal.

In such a case or in any other case deemed appropriate by the Dean of Oakland University Graduate School, advice from the Graduate Council Subcommittee on Academic Graduate Conduct may be sought at the discretion of the Dean of Oakland University Graduate School.

Following the investigation or advice from the Graduate Council Subcommittee on Academic Graduate Conduct and the final review by the Dean of Oakland University Graduate School, the result will be conveyed in writing to the student, the graduate program unit and the dean of the respective College or School.

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.

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.

GRADUATION AND COMMENCEMENT

A formal application for a degree to be conferred must be filed online by the degree candidate. Information about and instructions for the formal application are available at Apply for Graduation. If the application is not submitted by the deadlines set by the Graduate School and Oakland University, degree conferral may be delayed even though all other degree requirements may have been completed on time. Degree conferral requires that the student be in good academic standing and that all requirements for the degree have been completed satisfactorily.

Commencement is the ceremony that celebrates degree completion, and student participation may occur when the student has met all academic degree requirements. Participation in the commencement ceremony does not imply that a student has officially graduated. Commencement ceremonies are held

twice each year. The May ceremony recognizes Winter Semester (April) graduate degree candidates and the December ceremony is held for Summer (August) and Fall Semester (December) graduate degree candidates. Only degree-seeking students may participate in commencement. Students earning graduate certificates are not eligible to participate in Commencement. Please visit Commencement for more information about commencement fairs and the ceremony.

SCHOOL OF NURSING
GRADE CONVERSION SCALE

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

APPENDIX A

GRADUATE PROJECT (GP) APPROVAL FORM

Student Name:_____ **Last 4 of G#**_____

Student Name:_____ **Last 4 of G#**_____

Faculty Name:_____

Semester/Year:_____

Graduate Project

Project Title:

Agency (name, location if applicable):

Agency Representative Granting Approval (Include email/letter of support from agency where GCPP completed if applicable):

AUTHORSHIP AGREEMENT

The student(s) and faculty agree to the following in regards to authorship of any published

material, posters, and/or presentations based on this project. (Check one only).

____**Faculty does not wish to be included in the authorship of any published materials.**

____**Faculty must be included in the authorship of the first published article only.**

____**Faculty must be included in the authorship of the first published article, first poster, and**

first presentation.

____**Faculty must be included in the authorship of ALL published materials, posters, and**

presentations based on this project.

Student signature _____**Date**_____

Student signature _____**Date**_____

Faculty signature_____**Date**_____

APPENDIX B
GRADUATE PROJECT SEQUENCE

1. **Graduate Project Proposal**

   Students will first write a proposal outlining support and rationale for their suggested graduate project (GP). The proposal must be approved by faculty prior to beginning work on the GP. The Proposal will later be used as the first sections of the Final Paper.

   a. **Introduction**
   b. **Background/Project Significance**
      - **Literature review demonstrating knowledge or practice gap**
      - **Support from analysis of journal articles, clinical environment, or guiding documents for practice**
   c. **Purpose Statement**
      - **Clearly and concisely states goal of project**
   d. **Theoretical Framework**
      - **Identify a theoretical framework to support project development**
   e. **Project Description**
      - **Project Type (ex. education initiative, policy development, practice/procedure change)**
      - **Method of Delivery/Implementation (ex. Power Point Presentation, educational poster/hand out, policy)**
      - **Target audience (ex. patients, health care providers, multidisciplinary team, peers)**
   f. **APA format, citations, and a reference list are required**

2. **GP Proposal Approval**
   a. **Faculty will review the submitted proposal (as outlined in "a-f") and provide feedback to the student**
   b. **Once all necessary revisions have been completed, students will submit a final proposal for faculty approval**

3. **Development of GP**
   a. **Once final approval of the GP proposal has been granted, students may begin development of their project (outlined in letter "e" of the GP Proposal)**
   b. **Faculty will review the submitted project and provide feedback to the student**
   c. **Once all necessary revisions have been completed, students will submit the final project for faculty approval**

4. **Implementation of GP**
   a. **Once approved, students will implement their project with the target audience identified in "e" of the GP Proposal**

5. **Evaluation of GP**

       a. **Students will evaluate project implementation through feedback obtained from the identified target audience and through student self-assessment.**

6. **Completion of Final Paper**

       a. **Complete final paper using the following outline (steps 1-5 reflect work completed on the GP Proposal and may require revision after GP implementation.)**

          1. **Introduction**
          2. **Background/Project Significance**
          3. **Purpose Statement**
          4. **Theoretical Framework**
          5. **Project Description**
          6. **Evaluation**
          7. **Clinical Implications**
          8. **Project Limitations**
          9. **Recommendations for Practice**

7. **Final Paper Approval**

       a. **Faculty will review the submitted final paper and provide feedback to the student**
       b. **Once all necessary revisions have been completed, students will submit a final paper for faculty approval**

8. **Dissemination of Graduate Project Results**

       a. **Students must formally share information related to their GP, in the form of a presentation, with peers in their GP course**
       b. **Students may also be expected to share GP results with the agency in which the GP was completed if previously agreed upon the agency**

9. **Completion of the Graduate Project Course**

       a. **Once the final paper has been approved by faculty, and the student has successfully disseminated GP results, the GP Title Page must be submitted for faculty signature**

A copy of the completed GP with faculty signature on the Title Page must be submitted to the Assistant for the Program Directors upon course completion.

APPENDIX C
SAMPLE TITLE PAGE

[PROJECT TITLE]

By

[STUDENT NAME(s)]

A graduate project

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:

_____

Course Faculty

Date

APPENDIX
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_____