



SCHOOL OF NURSING FALL 2020 – SUMMER 2021

Undergraduate Program Student Handbook Accelerated Second Degree (ASD) BSN, Basic–BSN, and BSN Degree Completion Sequence for Registered Nurses

SON website: [SON Website](#)



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Glossary

AACN	American Association of Colleges of Nursing
ACE	Alliance for Clinical Experience
AGNP	Adult-Gerontology 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
CNP	Certified Nurse Practitioner
CNS	Clinical Nurse Specialist
COA	Council on Accreditation
CRNA	Certified Registered Nurse Anesthetist
DNP	Doctor of Nursing Practice
FNP	Family Nurse Practitioner
FOR	Faculty of Record
IRB	Institutional Review Board
MAE	Medication Administration Examination
MARC	Medication Administration Remediation Course
MSN	Master of Science in Nursing
NCLEX-RN	National Council Licensure Examination-Registered Nurse
OC	Oakland Center
OU	Oakland University
PhD	Doctor of Philosophy
POE	Petition of Exception
POS	Plan of Study
RN	Registered Nurse
RN-BSN	BSN Degree Completion Sequence for Registered Nurses
SON	School of Nursing

NOTICE: All data in this Undergraduate 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 Undergraduate Student Handbook, Oakland University reserves the right, in its exclusive and absolute discretion, to make changes to the Undergraduate Student Handbook at any time without prior notice. Oakland University provides the information in the Undergraduate Student Handbook solely for the convenience of the reader and expressly disclaims any obligations which may otherwise be stated, implied or inferred. This Undergraduate 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.

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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, 2015

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 April 28, 2011; Amended 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, 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.

BACCALAUREATE PROGRAM OUTCOMES

Approved by the SON Faculty Assembly on October 30, 2014

The BSN Program Curriculum is based on professional forces; the vision, mission, and values of the faculty; prepares the graduate to practice in a diverse global society; and to:

1. Apply concepts from the Arts and Sciences in the promotion of health and the management of simple to complex nursing care.
2. Demonstrate use of the nursing process in clinical decision-making.
3. Apply principles of patient safety and quality improvement in nursing practice.
4. Apply principles of wellness, health promotion, disease prevention, rehabilitation, risk reduction, palliative and end-of-life care to individuals, families, communities, and populations.
5. Demonstrate values-based, ethical professional behaviors that integrate caring, autonomy, integrity, social justice, respect for diversity and human dignity throughout the lifespan.
6. Use best evidence in nursing practice.
7. Demonstrate inter/intra-professional collaboration to optimize health outcomes.
8. Demonstrate transformational leadership in nursing practice in a variety of settings.
9. Use knowledge, processes, and skills from informatics to inform clinical decision-making.
10. Apply knowledge of health policy, economics, legal, and political principles to nursing practice.
11. Demonstrate a commitment to professional development and lifelong learning.

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 BACCALAUREATE EDUCATION FOR PROFESSIONAL NURSING PRACTICE

The Essentials of Baccalaureate Education for Professional Nursing Practice (Essentials) (American Association of Colleges of Nursing [AACN], 2008) are the guiding framework for the SON undergraduate program. The nine Essentials are:

- I. Liberal Education for Baccalaureate Generalist Nursing Practice.
- II. Basic Organizational and Systems Leadership for Quality Care and Patient Safety.
- III. Scholarship for Evidence-Based Practice.
- IV. Information Management and Application of Patient Care Technology.
- V. Healthcare Policy, Finance, and Regulatory Environments.
- VI. Inter-professional Communication and Collaboration for Improving Patient Health Outcomes.
- VII. Clinical Prevention and Population Health.
- VIII. Professionalism and Professional Values.
- IX. Baccalaureate Generalist Nursing Practice.

NURSING STUDENT ORGANIZATIONS

Dean's Circle

The Dean's Circle is a select group of SON students who are invited to apply for membership to serve as SON ambassadors. Participation in the Dean's Circle provides students with opportunities to develop leadership skills by assisting with various SON events, interacting with the SON Dean and other administrators, and representing the SON at various university functions.

Sigma Theta Tau International – Theta Psi Chapter

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

Student Nurses Association of Oakland University (SNAOU)

SNAOU provides undergraduate nursing students with leadership opportunities, as well as opportunities for students to mentor pre-nursing students and participate in service activities/political events at the university, state, and national level. Students can also serve as a class representative. Class representatives are elected by their classmates during an election held each year. Nursing and pre-nursing students can also become members of the Michigan SNA and the National SNA, which provide additional opportunities for networking and leadership building.

Black Student Nurses Association at Oakland University (BSNA-OU)

The BSNA-OU provides nursing students an opportunity to promote unity among minority and other students by providing a support network for pre-nursing and UG students in the SON. The BSNA-OU also allows members the opportunity to improve their networking skills while informing the greater OU community about health issues that affect minorities.

Student Representation on SON Committees

Undergraduate nursing students have the opportunity to serve on three SON committees: the Undergraduate Committee on Instruction (UCOI), Commencement and Honors, and the UG Grievance Committee. At least one student may serve on each committee.

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.

SON Laboratories

The SON clinical laboratories are located on the 4th floor of the Human Health Building. The SON laboratories are available for students to: 1) learn to apply critical thinking and clinical reasoning to patient scenarios, 2) practice foundational nursing interventions, 3) practice using therapeutic communication, and 4) develop the skills and knowledge necessary for professional nursing practice. Open lab times are posted at the start of each semester; these are opportunities for students to practice their skills in a supervised environment.

Undergraduate Catalog

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

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.

OVERVIEW OF UNDERGRADUATE PROGRAM

Academic Plan of Study

Students admitted to the SON undergraduate program (ASD, Basic-BSN, BSN degree completion sequence) are provided with an academic plan of study (POS). The POS outlines the NRS courses that are required to graduate from the SON and the order in which they are to be completed. Once students are provided a POS, they are entering an agreement to complete NRS-specific courses in the order indicated on the POS. Any deviation from the POS must be approved by the School of Nursing.

The Basic-BSN POS is full-time and can be completed in three years, six semesters (fall and winter).

The ASD POS is full-time and can be completed in four consecutive semesters (fall, winter, and summer).

RN-BSN Degree Completion Sequence for Registered Nurses (RNs) can choose between a full-time or part-time POS; a full-time POS (seven-week courses) can be completed in three consecutive semesters (fall, winter, and summer).

General Education Requirements

All First Time in Any College (FTIAC) or Transfer students who have not previously completed a baccalaureate on the Basic-BSN track or the RN-BSN Degree Completion Sequence track are required to fulfill Oakland University's General Education requirement. Oakland University participates in the [Michigan Transfer Agreement \(MTA\)](#) with partnering Michigan Community Colleges.

Students admitted to the SON who have a bachelor's degree from an accredited academic institution in the United States have satisfied the OU General Education requirements. Students admitted to the SON whose initial bachelor's degree was awarded at an academic institution outside of the United States will have their coursework evaluated by a SON academic adviser to determine whether the OU General Education requirements have been satisfied.

Credit Allocation for SON Undergraduate Courses and Clinical Experiences

Credit allocation for SON UG didactic/lecture courses is 1:1; one credit = 50 minutes of instruction per week.

Credit allocation for SON UG laboratory courses is 2:1 (real time); one credit = 120 minutes of instruction per week.

Credit allocation for SON UG clinical courses is 3:1 (real time). The following time commitments apply to the UG clinical experiences: 1 credit = 42 contact hours per semester, 2 credits = 84 contact hours per semester, 3 credits = 126 contact hours per semester, and 4 credits = 168 hours per semester.

Note: these credit allocations refer to actual time spent in class, lab, or clinical. Students are expected to spend additional time outside of class on course-related activities.

ASSESSMENT TECHNOLOGY INSTITUTE (ATI)

The SON uses ATI Nursing Education for all pre-licensure (Basic-BSN and ASD) students. ATI Nursing Education is designed to facilitate student academic success. ATI Nursing Education provides resources that, when used effectively by pre-licensure nursing students, help them to be successful in the nursing courses, and prepares them for the NCLEX-RN.

Students will receive account and payment information for ATI Nursing Education as part of SON orientation. The ATI Nursing Education Learning System is mandatory for all pre-licensure students in the SON. Proctored assessments are typically proctored in person. If any proctored assessment(s) cannot be proctored in person, students would be responsible for all proctoring application charges.

The following chart outlines the ATI Assessments that pre-licensure (Basic-BSN and ASD) students are required to complete during the nursing curriculum. Additional resources are available on the ATI website, and SON faculty may assign their use.

Course	ATI Required Content
NRS 2012	ATI Student Orientation
NRS 2020	Dosage Calculation Modules: <ul style="list-style-type: none"> ● Safe Dosage ● Dosages by Weight
NRS 2024	Dosage Calculation Modules: <ul style="list-style-type: none"> ● Medication Administration ● Oral Medication ● Injectable Medications ● Powdered Medications ● Parenteral (IV) Medications Practice Assessments <ul style="list-style-type: none"> ● RN Fundamentals ● Dosage Calculation Practice Assessments Proctored Assessments <ul style="list-style-type: none"> ● RN Fundamentals ● Dosage Calculation: Fundamentals
NRS 3015	Dosage Calculation Modules: <ul style="list-style-type: none"> ● Critical Care Medications
NRS 3016	Practice Assessments <ul style="list-style-type: none"> ● Dosage Calculation: Mental Health ● RN Mental Health Proctored Assessments <ul style="list-style-type: none"> ● Dosage Calculation: Mental Health ● RN Mental Health
NRS 3025	Practice Assessments <ul style="list-style-type: none"> ● Dosage Calculation: Medical Surgical ● RN Adult Medical Surgical Proctored Assessments <ul style="list-style-type: none"> ● Dosage Calculation: Medical Surgical ● RN Adult Medical Surgical
NRS 3026	Practice Assessments <ul style="list-style-type: none"> ● Dosage Calculation: Maternal Newborn ● RN Maternal Newborn Proctored Assessments <ul style="list-style-type: none"> ● Dosage Calculation: Maternal Newborn ● RN Maternal Newborn

NRS 4012	Practice Assessments <ul style="list-style-type: none"> ● RN Leadership Proctored Assessments <ul style="list-style-type: none"> ● RN Leadership
NRS 4015	Practice Assessments <ul style="list-style-type: none"> ● RN Nutrition ● RN Community Health Proctored Assessments <ul style="list-style-type: none"> ● RN Nutrition ● RN Community Health
NRS 4016	Dosage Calculation Modules <ul style="list-style-type: none"> ● Pediatric Medications Practice Assessments <ul style="list-style-type: none"> ● Dosage Calculation: Nursing Care of Children ● RN Nursing Care of Children Proctored Assessments <ul style="list-style-type: none"> ● Dosage Calculation: Nursing Care of Children ● RN Nursing Care of Children
NRS 4026	Practice Assessments <ul style="list-style-type: none"> ● Dosage Calculation: Critical Care ● RN Comprehensive Assessment ● RN Pharmacology Proctored Assessments <ul style="list-style-type: none"> ● Dosage Calculation: Critical Care ● RN Comprehensive Assessment ● RN Pharmacology
NRS 4121	Practice Assessments <ul style="list-style-type: none"> ● RN Comprehensive Assessment ● RN Pharmacology Proctored Assessments <ul style="list-style-type: none"> ● RN Comprehensive Assessment ● RN Pharmacology

ATI GRADING RUBRIC FOR COMPREHENSIVE PREDICTOR ASSESSMENT

Approved by the SON Faculty Assembly on April 24, 2014; Amended October 22, 2015, Amended April 24, 2019, Amended April 23, 2020

All pre-licensure students (Basic-BSN and ASD) take the Comprehensive Predictor Assessment (CPA) during the semester in which they are enrolled in NRS 4026 or 4121: Nursing Synthesis (Basic-BSN). Achievement of an 89% or higher predicted probability of passing the NCLEX-RN on the first attempt is the SON benchmark. Students will complete the ATI Practice Assessment A and B with remediation for a separate course grade prior to taking the Comprehensive Predictor Assessment.

ATI Comprehensive Predictor Assessment (CPA)			
(Using CPA to achieve 10% of the course grade. This sample assumes a course worth 100 points with CPA worth 10 points)			
95% or greater probability of passing NCLEX on the first attempt = 9 points	89% -94% probability of passing NCLEX on the first attempt= 7 points	88% or less probability of passing NCLEX on the first attempt = 0 points	
*Remediation = 1 point	*Remediation = 1 point	*Remediation = 1 point	
No retake required	No retake required	Retake required	
		Retake 89% or greater probability of passing NCLEX on the first attempt = 4 points	Retake 88% or less probability of passing NCLEX on the first attempt = 0 points
Total Possible Points: 10/10	Total Possible Points: 8/10	Total Possible Points: 5/10 points	Total Possible Points: 1/10 points

*Remediation is up to the discretion of the faculty and can consist of the following: (1) perform a focused review, (2) complete an active learning template for each topic missed, and/or (3) identify three critical points to remember for each topic missed.

SON LABORATORY POLICIES

1. Policies for lab experiences are found in Appendix A, B, and C, located at the end of this document.
2. Equipment, supplies, and resources are to be treated with respect. Any damage or operating problems should be reported immediately to the laboratory staff.

3. Intermediate and high fidelity simulators may only be used with supervision by faculty and staff who have completed simulation training.
4. All laboratory users are expected to leave the laboratory in order (e.g. return tables, chairs, and equipment to the proper place; lower beds, railings, straighten linen; and dispose of any trash).
5. Universal precautions must be maintained during all laboratory activities.
6. Only non-invasive therapies may be practiced on student partners with permission of the student. Invasive procedures, including but not limited to injections, glucose testing, and IV insertion, may not be performed on human subjects in any SON laboratories.
7. Food, beverages, gum, etc. are not permitted in any SON laboratories.
8. Beds in the SON laboratories are intended for nursing skill practice only.
9. Shoes must be removed prior to sitting or lying on any SON laboratory bed.
10. Equipment and/or materials may be borrowed from the SON laboratories for a period of 24 hours. All equipment must be signed out (use the Borrowed Equipment form).
11. Students are not permitted to gather stock lab supplies on their own.
12. All sharps, including but not limited to, needles, IV's, lancets, and syringes must be disposed of properly in red sharp containers located throughout each laboratory.
13. All sharps, including but not limited to, needles, syringes, IV's, and all related equipment may not be removed take out the "k" from the laboratory setting at any time.
14. Do not use markers, pens, cleaning supplies, etc. on any mannequin at any time. Only approved manufacturer products may be used on any mannequin.
15. Practi-meds, including saline, injectable, pills or capsules are for simulation and mannequin scenarios only and not for human consumption/use.

STUDENT RESPONSIBILITIES – CLINICAL EXPERIENCES

CLINICAL HEALTH REQUIREMENTS

Students will find specific information regarding the SON clinical health requirements and ACEMAPP (ACE) requirements on the [SON website](#) or by contacting the Clinical Department at sonclinical@oakland.edu. Students are required to comply with any additional requirements of any clinical or enrichment site(s) they are assigned.

First semester pre-licensure students (Basic-BSN and ASD) must submit all of the SON clinical health requirements and ACE requirements by the SON's published deadline date. Any student who does not submit all of the requirements by the deadline date will be removed from the program, is responsible for withdrawing from all NRS courses, and will have to re-apply to the SON if they wish to be admitted to a later cohort.

Continuing pre-licensure students (Basic-BSN and ASD) who do not submit the clinical health requirements and/or ACE requirements by the SON's published deadline date will not be allowed to progress to the next semester of the program and must withdraw from their NRS courses. Once their clinical health requirements have been met, they will meet with their academic adviser for a revised POS, which will be based on space available for their return.

Failure to complete the SON and/or clinical site requirements will result in removal from the clinical rotation. Any student who attends clinical after being removed from the clinical rotation will be dismissed from the nursing program for unprofessional and unethical behavior.

ATTENDANCE AND TARDINESS POLICY

Attendance at all scheduled SON clinical, off-site, laboratory, and simulation experiences is required, and students are expected to arrive on time. If a student anticipates being late or absent, they must notify the clinical instructor and the course **FOR prior to the start** of the clinical, off-site, laboratory, or simulation experience. Student **absence and/or tardiness will impact the final course grade a student receives**. Students are to also contact the SON Director of Clinical Services to report injury or illness.

An absence from a clinical, off-site, laboratory, and/or simulation experience is weighted as a percentage of the total hours of the experience and the points will be deducted from the Clinical Evaluation Tool total score. A student missing 20% or more of any clinical, off-site, laboratory, or simulation experience will fail the course, unless there were extenuating circumstances (determined by **both** the clinical course FOR and the SON Undergraduate Program Director). Students must submit evidence/explanation of the extenuating circumstance to the course FOR within 48 hours of the clinical, off-site, laboratory, and/or simulation experience.

Tardiness is defined as a student arriving late to a clinical, off-site, laboratory, and/or simulation experience. For each 15 minutes a student is tardy, 1 point will be deducted from the Clinical Evaluation Tool total score.

Any student who has been exposed to any contagious disease (flu, chicken pox, COVID-19) should contact their FOR for further instruction regarding clinical attendance.

The SON adheres to the Oakland University [Bereavement Policy](#). Students are encouraged to familiarize themselves with this policy.

Clinical Schedule

Please note that you may be assigned to a clinical rotation on the afternoon or midnight shift, weekends, and/or during university scheduled breaks (i.e. Thanksgiving recess). There will be no clinical on holidays, OU study day, or during final exam week. Students may have final clinical evaluations during finals week.

Clinical Settings

Pre-licensure nursing students (Basic-BSN and ASD) are placed in a variety of clinical settings throughout their nursing education. The SON will provide students with a range of experiences with diverse patient populations, organizations, virtual clinical/simulation, and clinical agencies. SON clinical partners are located in urban and suburban settings throughout metropolitan Detroit and southeastern Michigan. The SON Director of Clinical Services is responsible for securing the pre-licensure clinical sites and ensuring that students are assigned to clinical sites in a timely manner.

Undergraduate Clinical Switch Procedure

When clinical assignments have been posted in ACE, pre-licensure students (Basic-BSN and ASD) have **48 hours to submit a switch request**. To request to switch clinical sites, two students must agree to switch sites, and each student involved in the switch must send an email to sonclinical@oakland.edu that includes **their name and the name of the other student involved in the switch, the ACEMAPP IDs of their rotations, and the course number and name**. Both students must submit a switch request by the 48-hour deadline for the request to be accepted by the SON. In addition, both students involved in the switch must have all of their SON clinical health requirements and ACE requirements current with the SON or the switch request will be denied. If the switch is approved, the new clinical sites will be posted in ACE. Students may only switch one clinical site per course. **The SON reserves the right to deny any switch request**. The Undergraduate Clinical Switch Procedure **does not apply** to NRS 2024, NRS 4125, or NRS 4026.

Clinical Setting Professional Appearance

Hygiene: Students are expected to have clean, stain free uniforms that are free of odor.

Hair: Student hair must not interfere with patient care at any time. If a student's hair is longer than shoulder length, it must be fashioned in a way that keeps it off the shoulders so it does not interfere with patient care, i.e. up in a bun, in a ponytail, etc. Hair must be a natural color and facial hair must be neat and trimmed.

Make-up: Student make-up should be kept to a minimum. Lipstick, if worn, should be a natural lip color.

Fingernails: Student fingernails must be clean and trimmed. Nail polish, artificial nails, acrylics, tips, and wraps are not permitted during any SON clinical/simulation/laboratory/off-site experience.

Jewelry and body piercing: Student jewelry should be kept to a minimum. Ornate jewelry (i.e.: heavy chains, large or bulky rings, bracelets, etc.) are not allowed. Stud earrings limited to ear lobe are acceptable. Oral/facial/septum jewelry is not allowed.

Tattoos: Visible tattoos are not allowed. Tattoos must be covered at all times and comply with agency policy.

SON students must comply with all SON and clinical agency's policies. SON pre-licensure students (Basic-BSN and ASD) who are not in the SON uniform or whose appearance during any SON clinical, simulation, laboratory, or off-site experience does not adhere to the professional appearance standards established by the SON will be sent home, and the student's evaluation will reflect this as an absence.

UNIFORMS AND REQUIRED EQUIPMENT	
All ASD and Basic-BSN students (required starting in the first semester)	<ul style="list-style-type: none"> - Lab kits will be available for purchase in the OU bookstore as a required course item. - Students must purchase a hospital-like patient gown for Health Assessment class (NRS 2014). Available in the bookstore. - Stethoscope (e.g., Littmann Classic III) - Watch with second hand - Blood pressure cuff (case optional) - SON emblems (purchased from bookstore in OC) - OU name badge (purchase at OU ID Card office in OC) - Professional uniform - white top and black pants (or skirt) - Uniforms are available for purchase in the bookstore - Black or white socks - White or black professional shoes (i.e. solid material/no mesh or perforations) with closed toe and heel

OU Badge and SON Emblem

Students are required to wear an OU name badge and SON emblem on their SON uniform and/or lab coat (optional) during all SON clinical/simulation/laboratory and off-site experiences. The SON emblem must be permanently adhered (i.e.: sewn) on the left sleeve of every student uniform and lab coat. The emblem should be centered on the left sleeve with the top of the emblem two inches below the shoulder. SON emblem patches are sold at the Oakland University Barnes and Noble Bookstore.

Preparation Prior to Clinical/Simulation/Off-site Experiences

Students are expected to be fully prepared for every SON clinical/simulation/off-site experience. **Students who are not prepared will be sent home and their clinical evaluation will reflect this as an absence.** Students are supervised during the performance of all procedures/nursing interventions until the clinical instructor/course FOR determines that the student can perform them safely without assistance.

During every SON clinical/simulation/off-site experience, students (Basic-BSN and ASD) are responsible for:

- the nursing care given to the patient(s) to whom they are assigned;
- providing safe patient care at all times;
- reporting urgent needs of the patient promptly to the SON clinical instructor and the unit nurse;
- reporting the patient's condition to the SON clinical instructor/unit nurse before leaving the clinical area;
- following the procedures for leaving the unit outlined by the SON clinical instructor/unit nurse;
- maintaining patient confidentiality at all times;
- maintaining professional and ethical standards following the ANA Standards of Professional Performance;
- attending every post-conference scheduled by the SON clinical instructor/FOR; and
- fulfilling all clinical course requirements, including adhering to all clinical agency policies and procedures.

Simulation

- Simulation is required for all clinical courses in the BSN curriculum. Therefore, four (4) hours of simulation per course has been designated for both ASD and BASIC tracks. The four (4) hours of simulation replaces four (4) of direct patient care clinical time.

- More details about simulation will be found in the course syllabus and on the Simulation E-Space site.
- Simulations are planned as face-to-face excursions, but virtual simulations will be available for students to supplement, reinforce or replace clinical hours.
- When possible, simulation excursions will be planned on a students' lab or assigned clinical day. However, due to the number of students, cohorts, and courses involved in simulation, this may not always be possible. In the event that your simulation excursion is scheduled on a non-clinical day, students will be notified in advance by the Simulation Coordinator or the Director of Nursing Laboratories.

Requests for Pre-licensure (Basic-BSN and ASD) Precepted Clinical Experiences

Each pre-licensure student (Basic-BSN and ASD) must submit his/her own request for the precepted clinical experience (NRS 4026 and NRS 4125) that the SON will use as a guide for clinical placement. **There is no guarantee that the area requested will be where the student is assigned.** Students may not complete the NRS 4026 or NRS 4125 clinical experience on any unit where their family is employed. Students may not precept on the unit of employment according to the clinical site's policy. Oakland University is required to follow the clinical site's policy for obtaining preceptors; students cannot select their own preceptor.

Clinical Evaluations

Clinical performance is evaluated by SON faculty using the Clinical Evaluation Tool. Final clinical evaluation conferences must be held after the clinical experience has ended; they may not be conducted while the clinical experience is ongoing. The final clinical evaluation conference may be conducted face to face at the clinical site or remotely (i.e. phone, Google Meets, etc.).

Transportation

Students are responsible for providing their own transportation to and from all SON clinical/off-site experiences. Students who do not have access to a vehicle should use public transportation or make arrangements to carpool. Parking spaces are often limited at many locations.

Recommended Safety Guidelines for Clinical Experiences

These guidelines have been developed for the safety of students performing SON clinical/off-site experiences, and are not intended to be all-inclusive.

- I. Maintain your car in good condition.
- II. Learn to use and have available a map, computer search, and/or a GPS navigation system to obtain directions to clinical/off-site locations.
- III. Know the location of gas and police stations in the vicinity of where you are attending SON clinical/off-site experiences.
- IV. Students should have a cell phone available when traveling to SON clinical/off-site locations; however, cell phones **MUST** be turned off during all clinical/off-site experiences. Also, have agency and clinical instructor phone numbers available at all times.
- V. When making home visits or attending SON clinical/off-site agencies, leave your schedule and agency information with the SON clinical faculty, and notify the clinical faculty of any changes to your schedule.
- VI. Call the SON clinical faculty if you do not feel safe at SON clinical/off-site location.
- VII. Have the SON and agency phone numbers available in case of an emergency.
- VIII. Keep your car doors locked at all times.
- IX. Valuables should be left at home; they should not be taken to the clinical/off-site location.
- X. An OU name badge must be worn at all times when you are attending a SON/off-site clinical experience.
- XI. Any concerns that the student has regarding their safety or client assignment should be discussed with the clinical faculty.
- XII. At no time shall a SON student transport a patient and/or a patient's family member(s) in his/her personal vehicle.
- XIII. When arriving or leaving a SON clinical/off-site location, be alert and aware of your surroundings.

ACADEMIC PROGRAM POLICIES

CORE PERFORMANCE STANDARDS

SON Undergraduate students must be able to demonstrate all of the Core Performance Standards while a student. Any student who believes he/she 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 UNDERGRADUATE 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.

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 or 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 use to 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: *notify your course FOR and clinical 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 are scheduled for a lab (including open lab) or simulation: *notify your course FOR and the Director of Nursing Laboratories (noack@oakland.edu) and the Simulation Coordinator (if simulation) (vallie@oakland.edu) as soon as possible in writing*** via email.

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.

MISSED COURSEWORK AND CLINICAL DAYS

- You will be expected to complete alternative learning experiences and make-up any course work and/or clinical time that you miss as a result of your absence. Your course FOR will arrange for your class, lab, and/or alternative learning experiences and will notify you of the plan and the due dates. Some of these experiences will take place in the simulation lab on a scheduled clinical make-up day. The scheduled clinical make-up dates for the semester will be posted on the simulation e-space site. You will be expected to attend at least one of these make-up days if you need to make-up missed clinical time. Make sure to follow-up with your course FOR to ensure that you understand the plan to complete the alternative learning experiences to meet the course objectives.
- If you are not ill, but are in quarantine, make-up activities can be completed virtually while you are in quarantine. If you are ill, make-up activities will be completed when you are medically cleared to return to campus and/or clinical.
- Students who adhere to these processes will not be penalized per the attendance policy for the course. Students who do not complete the alternative learning experiences approved by the course FOR by the established due dates will lose the associated course points.

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.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

FERPA (1974) is a federal law designed to protect the privacy of educational records and to establish the rights of students to inspect, review, and restrict access to their education records. A full copy of the [OU FERPA policy is available on the OU website](#). All SON policies and practices governing the collection, maintenance, review, and release of student education records are based on the principles of confidentiality and the student's right to privacy, consistent with FERPA.

PETITIONS OF EXCEPTION

SON undergraduate students may request an exception to specific academic requirements by submitting a POE to his/her SON academic adviser who will forward the form to the appropriate committee for decision to approve or deny the request.

FINAL EXAMINATION POLICY

The SON final examination schedule does not adhere to the published OU final exam schedule, as nursing courses do not fit into the standard time modules established by OU. The SON will publish the final exam schedule each semester on the SON website by the end of the fourth week of the semester. All SON final examinations are held during the OU designated final examination period.

LEAVE STATUS

SON Undergraduate students may go on leave for up to one year (a total of no more than 12 consecutive months). Prior to obtaining leave status, students must meet with their SON academic adviser and submit a [SON Leave form](#).

Students must indicate their intention to return from leave status at least three months prior to returning. Returning to the nursing program is contingent upon availability of space. The UG Program Director approves a student's return from a leave when space is available; this may extend the leave beyond 12 months.

Before students returning from leave status can register for nursing courses, they must meet with their SON Academic Adviser to develop a revised POS. In addition, students who take a leave of more than one semester will need to meet with the SON Undergraduate Program Director prior to returning to classes to develop a plan for remediation of skills, etc. A student returning from leave must also be in compliance with all SON policies and requirements in effect at the time of the return, specifically, the SON clinical health requirements and ACEMAPP requirements must be on file with the SON by the established deadline date.

Students who have left the SON in good standing and have been gone for more than one calendar year must apply for readmission to the BSN program. See the readmission policy on p. 22 and consult your SON academic adviser for more information.

WITHDRAWAL POLICY

Students seeking complete withdrawal from the BSN program must notify their SON academic adviser and submit the SON Withdrawal form.

A student seeking a withdrawal from any specific nursing course must notify their SON academic adviser first to discuss implications of withdrawal.

OU withdrawal deadlines can be found on the OU website. 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. Refer to the "Policies and Procedures for Progression, Retention, and Dismissal" section of the Student Handbook. Students who withdraw from a clinical after receiving a failing midterm grade on the clinical evaluation tool be considered to have an unsuccessful attempt in the course and subject to the policy describing unsuccessful/failed courses in the Student Handbook.

UNDERGRADUATE PROGRAM TRANSFER POLICY FROM ONE ACADEMIC TRACK TO ANOTHER

Students admitted to the SON undergraduate program are admitted to a specific track (Basic-BSN, ASD, or RN-BSN), and admission requirements for the three tracks vary. As a result, a student admitted to one SON undergraduate track who wishes to transfer to another track, must satisfy the following:

1. The student may not be on academic probation in the SON or have been dismissed from the SON for any reason;
2. The student must submit an "Undergraduate Program Transfer Request Form" outlining his/her reason(s) for the transfer request;
3. A SON faculty committee will make a recommendation regarding the transfer to the SON Associate Dean;
4. The SON Associate Dean will make the decision whether the student may transfer or not. The decision of the Associate Dean is final.
5. The student must satisfy all SON requirements in effect at the time of the transfer. If the transfer request is approved, the student will be placed on the SON return wait list and be allowed to enter the new track on a space available basis.

SCHOOL OF NURSING (SON) UNDERGRADUATE PROGRAM PROGRESSION, PROBATION, AND DISMISSAL

Approved by the SON Faculty Assembly on April 24, 2014, Amended November 17, 2016
Revised April 17, 2019, May 29, 2019, June 13, 2019, November 13, 2019, April 23, 2020

PROGRESSION

Once admitted to the SON undergraduate program, students are required to earn a final course grade of B- or better in every required course regardless of curriculum (i.e., ASD, Basic, RN-BSN), teaching format (i.e., in person, online, clinical, laboratory), course location (i.e., OU campus or off-site), or number of credits in order to progress in the curriculum. In courses graded satisfactory/unsatisfactory, students must receive a final course grade of satisfactory (S).

SON faculty members evaluate and grade all student work. The course Faculty of Record (FOR) can determine, assign, and/or change a student's grade.

SON PROBATION

A SON undergraduate student who does not earn a B- or better in a required course will be placed on SON probation with conditions imposed for their progression in the curriculum.

A SON undergraduate student will be placed on SON probation if they receive a final course grade:

1. below B- in any required nursing (NRS) course; **OR**
2. of Unsatisfactory (U) in any required NRS course; **OR**
3. below B- in PSY 2250; **OR**
4. below B- in BIO 3520 or CDS 3300/3310.

A SON undergraduate student who is placed on SON probation will be notified in writing, including the conditions imposed for their continued progression in the SON. A copy of their SON probation letter will be placed in the student's file.

Conditions for progression that apply to all SON undergraduate students who are placed on SON probation are:

The Student:

1. must retake the course in which a final course grade below B- or Unsatisfactory (U) was earned and the student must earn a final course grade of B- or better or Satisfactory (S) on the re-take attempt. Students who earn a grade below B- in Microbiology may satisfy the requirement by taking either BIO 3520 or CDS 3300/3310. A competency exam cannot substitute for re-taking the course; **AND**
2. can only retake the course in which they earned a final course grade below B- or U one time; **AND**

3. must meet with their SON Academic Adviser to discuss their academic progression in the SON and revise their academic plan of study.

DISMISSAL FROM THE SON

A SON undergraduate student will be dismissed from the SON if they receive:

1. two final course grades below B- in any required courses; **OR**
2. two final course grades of Unsatisfactory (U) in any required courses ; **OR**
3. a final course grade below B- in any required course **AND** a final course grade of U in any required course; **OR**
4. a final course grade of B- or U in any required NRS course, **AND** receive a final course grade below B- in PSY 2250 or BIO 3520 or CDS 3300/3310.

Students may also be dismissed from the SON if they exhibit unsafe, unethical, or unprofessional behavior in any academic setting regardless of the student's academic standing in the SON.

A SON undergraduate student who is dismissed from the SON will be notified in writing. A copy of the dismissal notice will be placed in the student's file.

A SON undergraduate student who is dismissed from the SON cannot continue in, or register for, any required NRS courses. It is the student's responsibility to disenroll from all NRS courses in which they are no longer eligible to be enrolled.

RESOLUTION OF AN ARBITRARY OR CAPRICIOUS GRADING CONCERN

Revised April 17, 2019, May 29, 2019, & June 13, 2019, November 13, 2019, April 23, 2020

Resolution of an Arbitrary or Capricious Grading Concern describes the process that all SON undergraduate students are to follow if they have a concern regarding whether a SON final course grade was determined in an arbitrary and/or capricious manner.

Arbitrary and/or capricious grading is defined as:

- a) a final course grade assigned on some basis other than performance in the course; or
- b) a final course grade assigned by a substantial, unreasonable, or unannounced departure from the faculty member's previously articulated grading standards as stated in the course syllabus.

A SON undergraduate student who believes a final course grade was determined in an arbitrary and/or capricious manner must use the following procedure to attempt to resolve the issue.

1. Within 48 hours of the final course grade being posted in SAIL, the student must send an email (using their OU email account; not through Moodle) to the SON course FOR who assigned the grade to request a resolution meeting. The FOR is expected to respond to the student, using their OU email account (not through Moodle), within 48 hours of the date on the student's OU email to schedule the resolution meeting.
2. The resolution meeting must be held within five (5) business days (when the university is open) from the date on the student's e-mail. While meeting in person is preferred, other mechanisms for meeting, e.g. video conferencing, may be allowed if extenuating circumstances warrant it.
 - a. In the event that the student does not receive a response from the course FOR after 48 hours, the student should contact the Associate Dean's office. The Associate Dean (or designee) will then schedule the resolution meeting between the student, the FOR, and the Associate Dean (or designee).
 - b. If the student does not attend the scheduled resolution meeting, then the grading issue is considered resolved, the grade posted in SAIL stands, and no further action regarding the final course grade can be taken.

3. After the resolution meeting, if the student continues to have concerns regarding how the final course grade was determined, the student may initiate the SON Undergraduate Program Arbitration Procedure.
4. If the student does not initiate the Arbitration Procedure, the grading issue is considered resolved, the grade posted in SAIL stands, and no further action regarding the final course grade can be taken

SON UNDERGRADUATE PROGRAM ARBITRATION PROCEDURE

Revised April 17, 2019, May 29, 2019, June 13, 2019, June 24th, 2019, November 13, 2019, April 23, 2020

The purpose of the SON Undergraduate Program Arbitration Procedure is to provide students with a means to dispute a SON final course grade that they believe was determined in an arbitrary and/or capricious manner, or they believe they were not afforded due process.

Arbitrary and/or capricious grading is defined as:

- a. a final course grade assigned on some basis other than performance in the course; or
- b. a final course grade assigned by a substantial, unreasonable, or unannounced departure from the faculty member's previously articulated grading standards as stated in the course syllabus.

Due process is defined as fair treatment, full disclosure, and the opportunity to respond and defend themselves against accusations.

Initiating the Arbitration Procedure

Within two (2) business days following the date of the *resolution meeting*, the student must notify the course FOR, the chair of the SON Admission, Progression, and Retention Committee (APRC) and the SON Director of Advising, via OU email, of their intent to initiate the Arbitration Procedure.

After sending the email notification, the student must complete and submit the SON Student Request for Arbitration Form (<http://www.oakland.edu/nursing/forms>). A SON undergraduate student who initiates the Arbitration Procedure may continue with their academic Plan of Study until the arbitration process is final.

The student has the option of identifying and/or requesting that a member of the SON faculty or advising department serve as their advocate during the arbitration process.

Arbitration Hearing

1. The Assistant to the Associate Dean will notify the student and the course FOR of the date, time, and location of the arbitration hearing which must take place within five (5) business days (when the university is open) of receipt of the SON Student Request for Arbitration Form.
2. The SON APRC will convene on the established arbitration hearing date and will meet with both the student and the course FOR.
 - a. If the student does not attend the scheduled arbitration hearing, the grading issue is considered resolved, the grade posted in SAIL stands, and no further action regarding the final course grade can be taken.
3. Within two (2) business days following the arbitration hearing, the SON APRC will submit an arbitration decision, in writing, to the SON Dean.
4. The SON Dean will review the arbitration decision letter and decide on an outcome for the grading dispute.
5. The student will be notified of the Dean's decision via Certified Mail. **The decision of the SON Dean is final.**

After receiving the SON Dean's decision, it is the student's responsibility to disenroll from any NRS courses in which they are no longer eligible to be enrolled.

UNDERGRADUATE PROGRAM DISMISSAL APPEAL

Revised April 17, 2019, May 29, 2019, June 13, 2019, & November 13, 2019

A SON undergraduate student who is dismissed from the SON may appeal their dismissal. Such appeals will be considered on a case-by-case basis by the SON Admission, Progression, and Retention Committee (APRC). A student who wishes to appeal their dismissal from the SON must do so within 12 months following the date on their dismissal letter. A SON undergraduate student may not appeal a second dismissal.

1. To appeal their SON dismissal, the student must complete the *Academic Performance Dismissal Appeal (APDA)* form and submit the completed form to the SON Director of Advising within 12 months following the date of their dismissal.
2. Within five (5) business days (when the university is open) of receipt of the APDA, the SON Director of Advising will notify the SON APRC that a dismissal appeal has been received.
3. Within fourteen(14) business days (when the university is open) of notification by the SON Director of Advising and receipt of the student's APDA, the APRC will meet to review the dismissal appeal materials and submit its recommendation to the SON Dean.
4. The SON Dean will review the APRC recommendation and make a decision regarding the dismissal appeal.
5. The student will be notified of the Dean's decision via Certified Mail. **The decision of the Dean is final.**
 - a. If the dismissal appeal is approved, the student is reinstated and the dismissal is deferred.
6. If reinstated, the student will be placed on SON Probation and will return to nursing coursework on a space available basis. Prior to enrolling in any NRS course(s), the student must meet with their SON Academic Adviser to develop a new plan of study. Minimally, the student must repeat the course(s) in which they received a final course grade below B- or U.

READMISSION TO THE SON UNDERGRADUATE PROGRAM

Approved by School of Nursing Faculty Assembly on October 25, 2012

Revised June 13, 2019, June 24th 2019, & November 13, 2019, April 23, 2020

A student who was dismissed from the SON undergraduate program and who wants to be readmitted may request readmission **one time**. To request readmission, the former SON undergraduate student must:

1. Complete the SON Readmission Request form and submit it to the SON Director of Advising within 12 months following the date of their dismissal.
2. Within five (5) business days (when the university is open) following submission of the SON Readmission Request form, the SON Director of Advising will notify the SON APRC that a readmission request has been received.
3. Within fourteen (14) business days (when the university is open) of notification by the SON Director of Advising and receipt of the student's readmission request, the APRC will meet to review the readmission request and submit its recommendation to the SON Dean.
4. The SON Dean will review the APRC recommendation and decide regarding the readmission request.
5. The student will be notified of the Dean's decision via Certified Mail. **The decision of the Dean is final.**
6. If a student's readmission request is approved, the student will be placed on SON Probation, and will return to nursing coursework on a space available basis. Prior to enrolling in any NRS course(s), the student must meet with their SON Academic Adviser to develop a new plan of study. Minimally, the student must repeat the course(s) in which they received a final course grade below B- or U.

If it has been longer than 12 months since the dismissal, a student may apply for readmission following the process outlined above. Students who apply for readmission beyond 12 months may be required to repeat additional NRS coursework to stay current on content. Students who have been dismissed from the SON may only request to be readmitted one time.

PROCEDURE TO RESOLVE A NON-ACADEMIC COMPLAINT IN THE SON

A non-academic complaint/a situation of concern (SOC) that involves a SON undergraduate student(s) and a SON employee/faculty/adviser/etc. is initiated by the student(s) within five (5) business days of the SOC. The student must write and submit a statement of concern that includes: 1) the name of the SON employee(s) involved in the SOC, and 2) a detailed description of the SOC. The student(s) must submit a copy of the statement of concern to the SON Associate Dean via OU e-mail. The Associate Dean will follow up with the student within two business days to address the concern.

COMMENCEMENT AND HONORS

Commencement

Commencement is the formal ceremony hosted by OU. Students who complete the BSN degree requirements in the Winter semester will be honored at the April ceremony. Students who complete the BSN degree requirements in the Summer semester can choose whether they wish to be honored at the April or the December ceremony (providing they meet published deadlines for graduation). Students who complete the BSN degree requirements in the Fall semester will be honored at the December commencement ceremony. All students looking to graduate in any given semester must apply through Oakland University by the established deadlines. More information can be found at [Apply for Graduation](#).

SON Honors

Honors are awarded to students at the OU commencement ceremony. SON honors are awarded to undergraduate students who attain an overall OU grade point average (GPA) of 3.2 or higher **and** an overall SON GPA of 3.5 or higher. Students should consult the OU Undergraduate Catalog for specific information about OU honors.

SON PINNING CEREMONY

The Pinning Ceremony is a time-honored tradition for nursing students. Students are invited to participate in the SON Pinning Ceremony in the semester in which they are eligible to graduate.

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

APPENDIX A

SCHOOL OF NURSING LAB EXPECTATIONS

The School of Nursing Laboratory is designed to simulate a hospital and health care clinical environment. Students are expected to wear the OU SON uniform with name badges in the laboratory settings. The laboratory settings include the Health Assessment Lab, Fundamentals Lab, Simulation Lab, Community Lab, and Open Lab.

While participating in the Health Assessment Lab, students will be acting the role of the patient for their peers to practice health assessment skills. Students acting in the role of the nurse will maintain respect and privacy of the student that is the patient during the performance of health assessment skills.

Health assessment skills include vital signs, cardiovascular, respiratory, neurological, gastrointestinal, musculoskeletal, and integumentary. Intimate exams are not performed or practiced among students. Female students will wear a patient gown with recommendations to wear a tank top or sport tankini underneath and the SON uniform scrub pants. Male students will wear a patient gown, shirtless underneath with their uniform scrub pants. Students practice skills on exam tables and/or on hospital beds with curtains for privacy. Students are allowed in the lab only when there is a lab instructor and/or course faculty present for supervision.

If a student is uncomfortable with these requirements, she/he is encouraged to speak with the lab instructor and/or course faculty. Accommodations will be made to respect privacy.

APPENDIX B

OAKLAND UNIVERSITY SCHOOL OF NURSING STUDENT CONFIDENTIALITY AGREEMENT

As a student in the Oakland University School of Nursing Program, I understand that I may have access to confidential patient/classmate information in the school laboratory setting or the clinical facilities where I care for patients. I understand that confidential information is protected in every form, such as written and/or electronic records and correspondence, oral communications, and computer programs and applications. I will adhere to Federal Health Insurance Portability and Accountability Act (HIPAA) guidelines and individual agency policies related to the sharing of patient information.

Confidential information includes, but is not limited to patient names, their health information, and relevant agency information. I understand that I am not to share any patient related information from class, lab, or clinical with individuals who are not part of that experience. All information designated as confidential is to be only discussed within the affiliate on a 'need to know' basis or with the faculty/lab/clinical instructor or designee when such discussion is relative to the learning experience. I agree not to include any patient identifying information on written assignments. I agree not to send or receive patient information via electronic means. I agree not to access confidential information that is not within the scope of the assignment. I agree not to remove from the facility any documents with individually identifiable patient data from the facility.

I understand a break of confidentiality can result in dismissal from the Nursing Program.

Print Student's Name

G number

Student's Signature

Date

APPENDIX C
HEALTH ASSESSMENT LAB PRACTICE PARTNER PREFERENCE

Please indicate your selection for choice of practice partners in the Health Assessment Lab. Your selection will only be shared with the faculty responsible for this lab.

- _____ I have no preference
- _____ Same-gender partners only
- _____ I do not want to be a patient

If you have any questions, comments, or concerns, please address them in the section below.

You have the right to change your choice at any time, during the semester, by contacting the course instructor and filling out another form.

Name: _____

(Print)

Signature: _____

Date: _____