

# OAKLAND UNIVERSITY™

## SCHOOL OF NURSING FALL 2021 – SUMMER 2022

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

SON website: [SON Website](#)



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## GLOSSARY

AACN	American Association of Colleges of Nursing
ACEMAPP	Alliance for Clinical Experience Matching and Placement Program
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 reflects 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 OU 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.

The baccalaureate degree in nursing, master's degree in nursing, Doctor of Nursing Practice, and post-graduate APRN certificate programs at Oakland University are accredited by the Commission on Collegiate Nursing Education. (<http://www.ccneaccreditation.org>).

The Oakland University-Beaumont Graduate Program of Nurse Anesthesia is accredited by the Council on Accreditation of Nurse Anesthesia Programs (COA). The program's next review by the COA is scheduled for October 2022. Visit <http://coacrna.org> or contact the COA directly at 847-655-1160 or via 222 S. Prospect Ave. Park Ridge, IL 60068-4001.

### **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 of 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 two SON committees: the Undergraduate Committee on Instruction (UCOI) and the Awards & Honors 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 their name, address, and/or telephone number.

### **Schedule of Classes**

The schedule of classes is provided through the MySAIL system and gives students times and dates for each specific course offered at Oakland University.

### **DegreeWorks**

Students may track their progress to degree completion, how their credits apply to the degree program, and what percentage of their degree is completed through DegreeWorks, which can be accessed through MySAIL. All students are strongly encouraged to access DegreeWorks during each registration cycle.

### **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 email 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 4<sup>th</sup> 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.

**Barnes & Noble Bookstore**

OU Barnes & Noble is the place to go to order your course textbooks, nursing lab kits, other helpful course resources, and OU clothing and merchandise.

**The Writing Center**

The OU Writing Center is open to OU students, faculty, and staff in all disciplines at any stage of the writing process. The center provides writers with an interested and supportive audience of well-trained consultants who help both novice and expert writers explore ideas, revise drafts, and develop the skills to craft polished works.

**The Tutoring Center**

The OU Tutoring Center (TTC) is a place where students learn side by side with their peers in a comfortable and welcoming environment. TTC provides easy-to-access resources, including tutoring, study groups, Supplemental Instruction, and Academic Coaching, for improving content learning and study skills that enhance academic performance.

**Student Technology Center**

The OU Student Technology Center is more than a computer lab. It is the place to go for technology mentoring and to learn more about the technology loan program.

**OU Counseling Center**

The OU Counseling Center, located in the Graham Health Center has been serving the students and staff of the university for over 30 years. They provide a broad range of mental health services which include: Personal Counseling; Psychological and Psychoeducational Testing; Career Testing and Counseling; Substance Abuse Evaluation, Treatment, and Prevention; Consultation and Outreach; and Crisis Intervention.

### **Career Services**

Visit [OU Career Services](#) to learn more about job opportunities, preparing your resume, getting ready for a job interview, and other helpful resources.

## **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.

### **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, and 3 credits = 126 contact 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. ATI Proctored Examinations may be administered during the week prior to final exam per University policy.

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.

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

	<ul style="list-style-type: none"> <li>● Dosage Calculation: Medical Surgical</li> <li>● RN Adult Medical Surgical</li> </ul> <p>Proctored Assessments</p> <ul style="list-style-type: none"> <li>● Dosage Calculation: Medical Surgical</li> <li>● RN Adult Medical Surgical</li> </ul>
<b>NRS 3026</b>	<p>Practice Assessments</p> <ul style="list-style-type: none"> <li>● Dosage Calculation: Maternal Newborn</li> <li>● RN Maternal Newborn</li> </ul> <p>Proctored Assessments</p> <ul style="list-style-type: none"> <li>● Dosage Calculation: Maternal Newborn</li> <li>● RN Maternal Newborn</li> </ul>
<b>NRS 4012</b>	<p>Practice Assessments</p> <ul style="list-style-type: none"> <li>● RN Leadership</li> </ul> <p>Proctored Assessments</p> <ul style="list-style-type: none"> <li>● RN Leadership</li> </ul>
<b>NRS 4015</b>	<p>Practice Assessments</p> <ul style="list-style-type: none"> <li>● RN Nutrition</li> <li>● RN Community Health</li> </ul> <p>Proctored Assessments</p> <ul style="list-style-type: none"> <li>● RN Nutrition</li> <li>● RN Community Health</li> </ul>
<b>NRS 4016</b>	<p>Dosage Calculation Modules</p> <ul style="list-style-type: none"> <li>● Pediatric Medications</li> </ul> <p>Practice Assessments</p> <ul style="list-style-type: none"> <li>● Dosage Calculation: Nursing Care of Children</li> <li>● RN Nursing Care of Children</li> </ul> <p>Proctored Assessments</p> <ul style="list-style-type: none"> <li>● Dosage Calculation: Nursing Care of Children</li> <li>● RN Nursing Care of Children</li> </ul>
<b>NRS 4026</b>	<p>Practice Assessments</p> <ul style="list-style-type: none"> <li>● Dosage Calculation: Critical Care</li> <li>● RN Comprehensive Assessment</li> <li>● RN Pharmacology</li> </ul> <p>Proctored Assessments</p> <ul style="list-style-type: none"> <li>● Dosage Calculation: Critical Care</li> <li>● RN Comprehensive Assessment</li> <li>● RN Pharmacology</li> </ul>

## 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. 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.

<b>ATI Comprehensive Predictor Assessment (CPA)</b>			
(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	
<b>No retake required</b>	<b>No retake required</b>	<b>Retake required</b>	
		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
<b>Total Possible Points: 10/10</b>	<b>Total Possible Points: 8/10</b>	<b>Total Possible Points: 5/10 points</b>	<b>Total Possible Points: 1/10 points</b>

\*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 the Appendix 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 or taken out of 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.

## LABORATORY MAS/PPE POLICY JUNE 2021

### **Rational**

Nurses play an important role in maintaining the health and safety of the community. At times, PPE (including, but not limited to masks) is an integral part of the process. As nursing students, wearing PPE not only shows the community the commitment to good health and safety, it will give the student understanding, practice and experience in how to correctly use and wear PPE. This is another foundational experience in their nursing education that will transfer into their professional career and to the care of patients.

## **Policy**

In an effort to maintain the safety and health of faculty, staff, visitors and students, the School of Nursing Laboratories (therapeutic, health assessment, community and simulation) will require that masks be worn by all persons who will come into the labs for any reason or any amount of time. All persons will comply with this policy regardless of their COVID-19 vaccination status. This policy will be in effect until further notice. Acceptable masks include clean surgical, cloth, KN95 and N95. Gator types of mask or unclean masks of any kind will not be accepted. A clean, new mask will be provided by staff if the person does not have a mask or does not meet the acceptable mask criteria. The Director of the Nursing Laboratories and the SON administration may make changes at any time to this policy to reflect the needs of the OU community and the changing public health environment. This policy could include any aspect of PPE (face shield, gloves, etc.) that would be deemed necessary for the safety of all who use the labs.

## **SON 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, they are encouraged to speak with the lab instructor and/or course faculty. Accommodations will be made to respect privacy.

## **STUDENT RESPONSIBILITIES – CLINICAL EXPERIENCES**

### **CLINICAL HEALTH REQUIREMENTS**

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

First semester pre-licensure students (Basic-BSN and ASD) must submit all of the SON clinical health requirements and ACEMAPP 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.

There is a professional liability insurance requirement in ACEMAPP; please note the SON clinical department will complete the professional liability portion of your requirements. You are not required to purchase professional liability insurance.

Students must maintain their own health insurance. Student health insurance is available through Graham Health Center. Students are strongly encouraged to seek medical treatment in the event of an illness or injury that occurs in the clinical setting. Note: 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 injuries or illness.

### **Criminal Background History Check**

All Students must obtain a CBHC at the Student's own expense. The results of the CBHC must be uploaded to 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 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.

The full CBHC and UDS policy can be found at: [https://www.oakland.edu/Assets/Oakland/nursing/files-and-documents/Healthrequirements/SON\\_criminal\\_background\\_drug\\_screen\\_policy\\_Final.pdf](https://www.oakland.edu/Assets/Oakland/nursing/files-and-documents/Healthrequirements/SON_criminal_background_drug_screen_policy_Final.pdf)

Continuing pre-licensure students (Basic-BSN and ASD) who do not submit the clinical health requirements and/or ACEMAPP 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.

### **Change of Health Status**

Students are required to notify the clinical instructor, the FOR, and the Director of Clinical Services as soon as they find out there is a change in their health status as follows: a) an illness/medical condition or injury that will require the student to miss two or more clinical days, b) an urgent care or ER visit or hospitalized for any reason, c) have surgery of any kind, or d) any circumstances surrounding a pregnancy that necessitate missing one or more days of clinical. Prior to returning to a clinical rotation following a medical leave of absence, a written authorization from the student's healthcare provider is required. A student may not return to the clinical site without first submitting a clearance to [sonclinical@oakland.edu](mailto:sonclinical@oakland.edu) that states the student may return to the clinical setting and specifically indicates any restrictions. If a student is cleared to return to the clinical setting with restrictions, the clearance will be reviewed by the Director of Clinical Services who will determine if the student is allowed to return to the clinical site.

### **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 their scheduled arrival time at 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 and Director of Clinical Services for further instruction regarding clinical attendance.

The SON adheres to the OU 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 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 ACEMAPP, 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](mailto: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 ACEMAPP 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 ACEMAPP. Students may only switch one clinical site per course. **The SON reserves the right**

**to deny any switch request and/or revoke the switch procedure for any course or clinical group.**

The Undergraduate Clinical Switch Procedure **does not apply** to NRS 2024 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**

<b>Uniforms and Required Equipment</b>	
<b><i>All ASD and Basic-BSN students (required starting in the first semester)</i></b>	<p><b>Professional uniform</b></p> <ul style="list-style-type: none"> <li>- White top and black pants (or skirt) (Uniforms are available for purchase in the bookstore)               <ul style="list-style-type: none"> <li>o *Scrub type bottoms with slight flare leg</li> <li>o *NO yoga, NO athletic, NO elastic band bottoms allowed</li> <li>o *Skirt below the knee</li> </ul> </li> <li>- Black or white socks</li> <li>- White or black shoes only               <ul style="list-style-type: none"> <li>o *Leather type shoe only (Closed toe and closed heel only)</li> <li>o *No mesh, no colors, visible or obvious emblems (i.e. solid material/no mesh or perforations) with closed toe and heel</li> </ul> </li> </ul> <p><b>NOTE:</b> Please DO NOT wear a uniform/clothes/shoes directly from clinical or hospital to the HHB. You must put on a fresh uniform/shoes when attending any lab session (including open lab). This is to prevent</p>

cross contamination. You may wear any type of closed toe/heel shoes to the labs (must be different than clinical)

#### **Lab Equipment**

- Students must purchase a hospital-like patient gown for Health Assessment class (NRS 2014). Available in the OU bookstore.
- Stethoscope (e.g., Littmann Classic III)
- Watch with second hand
- Blood pressure cuff (case optional)
- SON emblems - one emblem must be added to every shirt and lab coat (purchased from the OU bookstore)
- OU name badge (purchase at OU ID Card office in OC)
- Second semester lab kits are required for NRS 2024 and must be purchased from the OU bookstore.

#### **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 may 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 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 can be found in the course syllabus and on the Simulation E-Space site.

- Simulations are planned as face-to-face excursions. In the event of an excused simulation absence, a supplemental replacement activity will be provided. This will be reviewed on a case by case basis. 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 their own request for the precepted clinical experience (NRS 4026) 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 clinical experience on any unit where their family is employed. Students may not precept on their unit of employment. Oakland University is required to follow the clinical site's policy for obtaining preceptors; students cannot select their own preceptor or arrange their own precepted experience. Only clinical hours performed working individually with the assigned preceptor may count as clinical precepted hours in the capstone course. Precepting with an individual known to the student is considered a conflict of interest and against SON policy. Students assigned to a preceptor known to them should disclose this relationship to the SON Clinical Department for reassignment.

### **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, on campus, or remotely (i.e. phone, Google Meet, etc.). Attendance at clinic evaluation conferences is mandatory. The date, time, and location of clinical evaluation conferences is determined by the clinical faculty in collaboration with the FOR.

### **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 a 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 their personal vehicle.
- XIII. When arriving or leaving a SON clinical/off-site location, be alert and aware of your surroundings.
- XIV. Students should not leave their clinical site during break periods. Remain at the clinical location throughout your scheduled clinical shift.

## **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 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](mailto:DSS@oakland.edu).

<b>Critical Thinking</b>	Inductive/deductive reasoning sufficient for clinical judgment and decision-making.
<b>Interpersonal</b>	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, spiritual, and intellectual backgrounds.
<b>Emotional Stability</b>	Emotional stability sufficient to assume responsibility/accountability for actions.
<b>Communication</b>	Communication abilities sufficient for interaction with others in verbal and written form.
<b>Motor Skills</b>	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.
<b>Mobility</b>	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.
<b>Visual</b>	Visual ability sufficient to provide safe and effective nursing care.
<b>Hearing</b>	Auditory ability sufficient to provide safe and effective nursing care.
<b>Tactile</b>	Tactile ability sufficient for assessment and implementation of care.
<b>Health</b>	Characteristics that would not compromise health and safety of clients.

## STUDENT EXPECTATIONS

The American Nurses' Association (ANA) Scope & Standards of Practice (4th ed.) provide the foundation for the expectations for all admitted undergraduate and graduate nursing students. The Standards identify 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.

## **MEDIA POLICY**

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., email, 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 additional information from the ANA and National Council of State Boards of Nursing regarding the Use of Social Media.

In addition, the use of any language or materials, including without limitation in-person, via telephone and/or via any electronic media (e.g., email, 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.

## **OU JUDICIAL PROCESS**

All members of Oakland University's academic community are expected to practice and uphold standards of academic integrity. Academic integrity means representing oneself and one's work honestly. Misrepresentation is cheating since it means the student is claiming credit for ideas or work not actually his or her own and is thereby seeking a grade that is not actually earned. All academic misconduct allegations are forwarded to the Dean of Students office and adhere to the student judicial system.

## **OAKLAND UNIVERSITY FORMAL COMPLAINT/INCIDENT REPORT PROCESS**

Students, faculty, staff, parents, and others are strongly encouraged to report behaviors that they feel are concerning, worrisome, or threatening (no matter how small or insignificant that may seem). The link to submit a formal complaint or report an incident of concern can be found at the OU Dean of Students website. Imminent threats should immediately be reported to the Oakland University Police Department (OUPD).

## **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 their 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

1. Students cannot request leave until they have completed one full semester in the nursing program.
2. Before assuming leave status the student is required to discuss leave with their Academic Adviser.
3. A student may maintain leave status in the SON for up to one calendar year or three non-consecutive semesters.
4. A student must notify their Academic Adviser of their intention to return from Leave status before a progression plan can be made.
5. Returning to the nursing program is contingent upon availability of space. Immediate placement is not guaranteed.
6. Students approved to return from leave status must develop a revised plan of study with their Academic Adviser prior to registering for nursing coursework.
7. Students who return from leave status must comply with all School of Nursing policies in effect when they return and must fulfill all clinical health requirements prior to returning.
8. Leave status accumulation up to one year will begin the semester after grades are posted if the student withdraws after the 100% drop date.

**Note:** It is the student's responsibility to notify the Academic Records Office of any changes in address and telephone number while on leave.

### 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 will 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 submit an “Undergraduate Program Transfer Request Form” outlining their reason(s) for the transfer request.

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. The SON Undergraduate Program Director 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 will be placed on SON probation with conditions imposed for their progression in the curriculum 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 C in Microbiology (BIO 3520, CDS 3300 and CDS 3310 or BIO 3500 or equivalent BIO course taken outside OU) to satisfy the OU SON microbiology requirement.

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:

**FOR ANY REQUIRED NURSING (NRS) COURSE OR PSY 2250:**

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. 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.

**FOR THE MICROBIOLOGY REQUIREMENT:**

Students who earn a grade below C in Microbiology may satisfy the requirement by taking BIO 3520, CDS 3300/CDS 3310, or BIO 3500 and earning a grade of C or better.

The Student:

1. Can only retake the course in which they earned a final course grade below C one time; **AND**
2. 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 nursing (NRS) courses; **OR**
2. Two final course grades of Unsatisfactory (U) in any required nursing (NRS) courses ; **OR**
3. A final course grade below B- in any required nursing (NRS) course **AND** a final course grade of U in any required nursing (NRS) course; **OR**
4. A final course grade of B- or U in any required nursing (NRS) course; **AND** receive a final course grade below B- in PSY 2250 **OR** below C in BIO 3520, CDS 3300/3310, or BIO 3500.

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:

1. A final course grade assigned on some basis other than performance in the course; **OR**
2. A final course grade assigned on some basis other than performance in the course; **OR**
3. 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 email. 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:

1. A final course grade assigned on some basis other than performance in the course; or
2. 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/student-resources/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.

### **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*

<b>PERCENTAGE</b>	<b>GPA</b>
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**

**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.

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Print Student's Name

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G number

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Student's Signature

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Date