



**SCHOOL OF NURSING**  
OAKLAND UNIVERSITY

## **SCHOOL OF NURSING FALL 2021 – SUMMER 2022**

### **PhD STUDENT HANDBOOK**

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



**SCHOOL OF NURSING**

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OAKLAND UNIVERSITY

Dear PhD Student:

Welcome to the School of Nursing! I am delighted that you have chosen Oakland University School of Nursing to complete your PhD. You and your classmates are a select group of well-qualified students. We are excited that you have chosen to be part of the PhD program here at Oakland University.

The faculty have worked diligently to build a PhD program that is innovative and provides you the foundational tools to prepare you as a nurse scientist. I look forward to beginning to build relationships with the faculty and your peers as you embark on your graduate education journey. These are opportunities for lasting relationships and the support for your success.

We have developed this handbook so you will have easy access to School of Nursing policies and procedures that are important for your successful progression through the PhD program. Please feel free to meet with the SON graduate academic advisor or the PhD Coordinator for assistance with academic planning or matters outlined in this handbook.

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

Sincerely,

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

Judy Didion, PhD, RN  
Dean and Professor

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## **OVERVIEW OF THE SCHOOL OF NURSING**

The PhD in Nursing program is closely aligned with and promotes the mission and goals of the university. The program concentrations of health care quality and health outcomes with a global perspective support the university mission and align with the university goals. The unique program concentrations have been developed to foster student success through faculty-student mentoring. Student mentoring will occur in an enriched environment of research and scholarship that contributes to basic and applied knowledge in the discipline of nursing. The PhD in Nursing program will increase university recognition by preparing transformational leaders for key health care positions locally, nationally, and globally.

### **SCHOOL OF NURSING MISSION STATEMENT**

*Approved by SON Faculty on April 24, 2014*

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

### **SCHOOL OF NURSING VISION STATEMENT**

*Approved by SON Faculty on April 24, 2014*

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

### **SCHOOL OF NURSING PHILOSOPHY**

*Approved by the School of Nursing Faculty Assembly February 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.

### **PHD IN NURSING PROGRAM OBJECTIVES**

*Approved by School of Nursing Faculty Assembly September 28, 2017*

The PhD in Nursing program at Oakland University is designed to prepare nurse scientists to be responsive to the changing needs of society. The program allows for students with diverse educational backgrounds to construct a beginning program of research in a particular program concentration related to health care quality or health outcomes with a global perspective.

At the end of the PhD program:

1. Graduates will demonstrate knowledge of the research process that contributes to the discipline of nursing, with specific focus on the program concentrations of health care quality and health outcomes with a global perspective.
2. Graduates will demonstrate expertise in the research process by contributing basic and applied knowledge to guide health care delivery.
3. Graduates will obtain positions in academia and/or as nurse leaders in key health care areas in the state of Michigan, nationally, and globally.

### **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.ccnaccreditation.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.

### **PROFESSIONAL ORGANIZATIONS**

#### **American Association of Colleges of Nursing (AACN)**

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

#### **Sigma Theta Tau International**

The Sigma Theta Tau International 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.

#### **SON Committees**

Graduate nursing students may serve on two SON Constitutional Committees: the SON Graduate Committee on Instruction (GCOI) or the SON Commencement and Honors Committee. No one who is a current OU graduate/doctoral student in the SON may serve on the GCOI as an elected faculty member.

## 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 [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 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.

**Graduate Catalog**

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

**The Graduate School**

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

**Graham Health Center**

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

**Kresge Library**

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

**Financial Aid**

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

**SON Scholarships**

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

**COURSE MATERIALS**

Textbooks are available through the [OU Bookstore](#). Syllabi are available through the course Moodle website. Arrangements can be made through the OU Bookstore to mail course materials to students. Some printed materials not individually distributed are available on reserve in Kresge Library. Each student is responsible for obtaining and/or reviewing these materials, as assigned.

**FUNDING FOR NURSING PHD STUDENTS**

Financial support for admitted students is available via Graduate Research Assistant (GRA) positions and the Nursing Faculty Loan Program (NFLP). The GRA position provides eligible students with tuition support, a stipend, benefits, and the opportunity to gain research experience by working with faculty research mentors. The NFLP is a loan forgiveness program that provides eligible students assistance with the cost of tuition, fees, books, lab expenses and other reasonable education expenses.

Graduate School requirements for GRA position:

- Students must have regular admission status to a specific graduate degree program.
- Students must be in good academic standing.
- Students must maintain full-time enrollment status at Oakland University during the semester(s) for which they are appointed.
- Students must maintain an overall GPA of 3.0 *and* show satisfactory progress toward completing degree requirements.
- Students may not hold other employment positions during the term of appointment, either at Oakland University or elsewhere, without prior written permission from their faculty adviser and Graduate Education.
- Students have opportunity to apply twice a year (Winter & Fall semesters) through Handshake

School of Nursing GRA position requires graduate assistants to:

- Meet full-time student status requirements;
- Maintain good academic standing in the PhD program;
- Participate in research activities approximately 20 hours per week during the fall and winter semesters throughout the PhD program; and
- Achieve satisfactory appraisals from their faculty research mentor fall and winter semesters.

### NFLP Funding

- OU SON has been granted funds annually to support students through the Nurse Faculty Loan Program (NFLP).
- The NFLP aims to increase the number of nursing faculty.
- Student Eligibility:
  - Commit to a faculty/educator role within 12 months of degree completion
  - Enrolled full-time or part-time in an advanced nursing degree program
  - In good academic standing (as determined by the institution)
  - A citizen of the United States
  - Educational Content added to plan of study – we have two 3-credit courses
  - No previous loans in arrears
- Maximum 5 years of NFLP loans – across all institutions and programs for each student
- Contact [nrsinfo@oakland.edu](mailto:nrsinfo@oakland.edu) for more details and to apply.

### CURRICULUM

The PhD curriculum is designed to prepare nurse scientists through general coursework, mentoring and guidance from faculty who are experienced researchers committed to scientific inquiry, the assimilation of scientific processes, and analytics. The PhD curriculum expounds upon content acquired at the BSN, MSN and the DNP levels and emphasizes theory development and research expertise. Students may be admitted post-BSN, post-MSN or post-DNP. Total PhD course requirements for a post-BSN student is 80 credits of approved course work, for a post-MSN student it is 60 credits of approved course work, and for a post-DNP student it is 48 credits of approved course work.

The research concentration areas for the PhD curriculum are health care quality and health outcomes in global populations. The flexibility of the online format of the proposed program will increase options and facilitate the development of distant nursing scholars. The online delivery creates maximum flexibility for distance learners as well as those students who are local. To foster a sense of community, students will be matched with faculty mentors early in the program. This will cultivate opportunities to facilitate the mentoring relationship throughout the program.

Additionally, every student admitted to the PhD program will be required to participate in person or remotely each year for *Doctoral Week*. The primary purpose of this event is to engender a sense of community for all doctoral students. This week will commence with students meeting their faculty mentor and develop a communication strategy to facilitate their relationship (Zoom or other modalities for distance students). In addition, there will be an orientation to the PhD program for first year students and presentation opportunities for students further along in the program (including Dissertation Defense). All students will attend in the same week so there will be ample opportunity for students to support and network with each other. *Doctoral Week* may also include intensive time for hybrid courses.

The PhD in nursing degree will be awarded upon successful completion of 1) the student's approved POS, 2) the comprehensive examination and an oral examination, and 3) completion and defense of dissertation research.

The curriculum is composed of the following content areas: Philosophy of Science/Theory, Research Sequence, Professionalism, Nursing Science Topical Seminars, and a Cognate Minor. Philosophy of Science/Theory focuses on advanced theory and philosophical foundations of theory development. The research sequence includes statistics, advanced research methods and mentored research experiences. Professionalism focuses on policy, leadership and grant writing. The Topical seminars will focus on Health Care Quality and Health Care Outcomes. The Cognate Minor will draw on the curricular and research resources of other academic units outside of the School of Nursing or external institutions.

## COMPONENTS OF THE PHD CURRICULUM

### COGNATE MINOR

Cognate courses will be chosen under the guidance of the faculty mentor. The student will be encouraged to identify a cognate area of study that supports their research interest. Because of the nature of a PhD, students will have great latitude in the variety of cognate areas from which to choose. Cognates are courses taken in other schools/colleges, departments or institutes within the University. In certain circumstances, these may be taken outside of the university or within the school of nursing for certain specialties. These courses must discernibly contribute to the student's research goals. The program coordinator will facilitate appropriate contact with faculty in the cognate area. The cognate selection must be approved by both the faculty mentor and the program coordinator and updated on the student's POS. This verification process establishes that the cognate coursework has been approved for use at the doctoral level, and that the student's participation in the courses has approval from both the SON and the cognate area.

### MENTORING

Mentoring involves an ongoing process of learning, dialogue and query. A faculty directory of research interest is available on the SON website that identifies faculty research interest areas and current research programs. Prior to admission, applicants provide a written statement that identifies objectives, goals, and research interests. Every effort is made to match the student with faculty research mentors whose research interests are similar to those of the student. Early on in the program the student will have the opportunity to meet faculty who have expertise in the student's area of interest (Doctoral Week). The Faculty/PhD Student Mentor Partnership Agreement will be signed by the student, the mentoring faculty, and the PhD Program Coordinator (Appendix A). Research mentoring will be fostered through collaborative research relationships. It will be part of the PhD Program Coordinator's responsibility to monitor and support the mentoring relationship between students and faculty. Should a student desire to change faculty research mentors, the PhD Program Coordinator should be notified in writing, with an explanation and justification for the requested change.

### HUMAN SUBJECTS REQUIREMENT

**Any scholarly project with human subjects or animals as subjects requires IRB approval.** Oakland University requires completion of [CITI training](#) which fulfills the National Institute of Health (NIH) requirements for human subjects training. Following project approval, submission to the Oakland University Institutional Review Board (IRB), and other relevant IRBs (as deemed necessary), is required for studies involving human subjects. IRB approval must be obtained prior to the initiation of the project.

### NRS 9696: MENTORED RESEARCH EXPERIENCE

A mentored research experience is required of students entering with BSN or MSN preparation and available for students entering with DNP preparation. This course is designed to provide graduate students with a mentored research experience. The purpose of this experience is to provide students with an opportunity to hone their dissertation research proposal as well as contribute to their socialization as a scholar. This experience will provide students with the opportunity to integrate studies completed during graduate school in nursing science and other disciplines (cognates) into a proposed research area as they prepare for the Comprehensive Qualifying Exam. Students must enroll for a minimum of two credit hours of NRS 9696, Mentored Research Experience.

## **DISSERTATION GUIDELINES**

### **DISSERTATION PROJECT**

The required culminating research project is the dissertation. Students must enroll for a minimum number of NRS 9999 credits that is determined by the level of program entry. Enrollment for NRS 9999 may occur in the fall and winter semester following the completion of course work and a successful comprehensive/ qualifying examination. Students may also register for NRS 9999 during the spring/summer term with permission from the dissertation chairperson/committee. Students must be enrolled for NRS 9999 credits in the semester that they defend.

### **DISSERTATION COMMITTEE**

After successfully completing the first year of core coursework, the PhD student will identify a dissertation chair. The dissertation chair must be a PhD prepared, tenured SON faculty member. In consultation with the dissertation chair, the student will select dissertation committee members. The entire dissertation committee must consist of three or more members, of which, at least two must be full-time tenured or tenure-track SON faculty. When it is deemed appropriate, and approved by the student's dissertation chairperson, a nursing expert and/or a scientist external to the SON will be added to the committee. The nurse expert or scientist, by the nature of their position, experience, and education, is qualified to serve as a voting member of the committee. The student must submit a statement of qualification for such an appointment and a curriculum vitae documenting applicable expertise related to the dissertation to the dissertation chairperson. When the dissertation committee members have been approved by the dissertation chairperson, then the student will complete the dissertation committee form (Appendix B), obtain the appropriate signatures, and submit the form to the PhD Program Coordinator. This signed document will be acknowledged and filed by the PhD Program Assistant.

### **COMPREHENSIVE QUALIFYING EXAMINATION**

One month before the Qualifying Examination the student must submit the following items to the Dissertation Chair:

1. Statement justifying inclusion of each member of the Dissertation Committee.
2. Curriculum vitae/Professional record for committee members external to School of Nursing

Dissertation Committee Form will be completed and signed by the student, the dissertation chair, the committee members, and the PhD Program Coordinator (Appendix B in the Doctoral Student Handbook).

#### **Process for the Qualifying Examination**

Students will distribute their dissertation proposal to their Dissertation Committee. The Dissertation Committee will then have two calendar weeks to review the proposal to determine if the student's research proposal is ready for the qualifying exam process. The Qualifying Examination consists of a written component and an oral component. The student must successfully pass both components to obtain candidacy. The qualifying exam is scheduled according to each student's individual plan of study.

#### **Written Component**

1. The written component consists of questions to assess the student's knowledge, understanding, and readiness to complete their research dissertation project. This is an examination, therefore, there will be no feedback, assistance from faculty, other students, and other outside sources during this two-week period.
2. The Dissertation Chair will solicit the exam questions from the committee and distribute the questions to the student. After receipt of the questions, the student will have two calendar weeks to write a response to the exam questions. The current edition of the publication manual of the American Psychological Association (APA) will be required with a 30-page maximum.
3. The Dissertation Committee will have two calendar weeks upon receipt of the student's written component to evaluate the student's responses and determine the outcome (pass/fail).

**Oral Component**

1. Upon successful completion of the written component, the oral component will be scheduled within two calendar weeks. The oral examination would comprise approximately an hour discussion between the committee and the student regarding the dissertation research study.
2. At the conclusion of this discussion, the Dissertation Committee will meet independent of the student and evaluate the student's responses and determine the outcome(pass/fail) (Appendix C).
3. If the student successfully passes both the written and oral component, the Dissertation Committee will complete the Candidacy Approval Form (Appendix D) and return to the PhD Program Coordinator.
4. In the case of a failed outcome, the student may retake the Qualifying Examination one time.

**Qualifying Exam Outcome Definitions**

The Qualifying Exam is pass or fail. Pass means that the committee approves that the written component and oral component has met the following criteria:

- Is of sufficient depth and knowledge of the challenging issues in nursing and health care related to their area of research
- Demonstrates a thorough synthesis of the literature and the integration of concepts

In the case of a failure:

1. The Qualifying Exam may be re-taken one time.
2. The Dissertation committee along with the student will decide on a plan to assist the student to acquire the necessary components they will need in order to successfully meet the Exam criteria.
3. The student must complete the re-take within one calendar year.
4. The results of the retake are final and if the student fails the retake it will result in dismissal from the PhD Program.

<b>Timeframe</b>	<b>Actions</b>	<b>Responsible party</b>
After coursework completion	Chair informs student that they are ready to begin the qualifying process	Dissertation Chair
One month before the Qualifying Examination	<p>Student must submit the following items to the Dissertation Chair:</p> <ol style="list-style-type: none"> <li>1. Statement justifying inclusion of each member of the Dissertation Committee.</li> <li>2. Curriculum vitae/Professional record for committee members external to School of Nursing and/or Oakland University.</li> </ol> <p>Dissertation Committee Form will be completed and signed by the student, the dissertation chair, the committee members, and the PhD Program Coordinator (Appendix B).</p>	PhD student

Two calendar weeks before the Qualifying Exam	Students will distribute their dissertation proposal to their Dissertation Committee.	PhD student
Two calendar weeks	The Dissertation Committee will then have two weeks to review the proposal to determine if the student's research proposal is ready for the qualifying exam process.  The Dissertation Chairperson will solicit the exam questions from the committee.	Dissertation Committee  Dissertation Chairperson
Two calendar weeks	The Dissertation Chairperson will distribute the questions to the student.  Written Qualifying Exam <ul style="list-style-type: none"> <li>This is an examination therefore, there will be no feedback, assistance from faculty, other students, and other outside sources during this two-calendar week period.</li> </ul>	Dissertation Chairperson  PhD student
Two calendar weeks  <i>The student must complete the re-take within one calendar year.</i>	The Dissertation Committee will evaluate student's written Qualifying Exam and determine the outcome (pass/fail).  <i>In the case of a failure:</i> <ol style="list-style-type: none"> <li><i>The Qualifying Exam may be re-taken one time.</i></li> <li><i>The Dissertation committee along with the student will decide on a plan to assist the student to acquire the necessary components they will need in order to successfully meet the Exam criteria.</i></li> </ol>	Dissertation Chair and Committee  PhD student
Two calendar weeks	Oral Examination is scheduled and completed after a pass outcome is determined on the written component.  At the conclusion of this discussion, the Dissertation Committee will meet independent of the student and evaluate the student's responses and determine the outcome(pass/fail) (Appendix C).	PhD student  Dissertation Chairperson and Committee
	If the student successfully passes both the written and oral component, the Dissertation Committee will complete the Candidacy Approval Form (Appendix D) and return to the PhD Program Coordinator.	Dissertation Chairperson

	<b>PhD Candidacy</b>	
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**Dissertation Proposal Defense**

After successful completion of the Qualifying Exam Process dissertation, proposal defense will be scheduled. This will be a public event and posted two weeks prior on the SON website. The student will present their dissertation proposal within a 20-minute time frame, and field questions from the audience. After which, the student will meet with the Dissertation Committee for a specific discussion about the experience.

**Dissertation Defense**

The members of the committee must approve the dissertation before the candidate's final oral defense. Acceptance of the dissertation by the Graduate School requires favorable recommendations by the Dissertation Committee. This will be a public event and posted two weeks prior on the SON website. The student will present their dissertation within a 30-minute time frame, and field questions from the audience. After which, the student will meet with the Dissertation Committee for a specific discussion about the experience. Then, after the committee meets briefly, without the candidate, to determine the outcome of the final dissertation defense, the Chair will convey the committee decision to the candidate. All dissertations must conform to university standards [Guide for the Preparation of Theses](#). Students should also review the [Dissertation Flow Chart](#). The dissertation defense will be publicized by the Oakland University Graduate School on the Web site [OU Graduate School](#).

**DISSERTATION FORMATS**

## Traditional Chapter-style format

- A. Title Page
- B. An Abstract
- C. Table of Contents
- D. Chapters 1-2
  - a. Introduction
  - b. Problem Statement
  - c. Background
  - d. Literature Review
  - e. Hypothesis/Research Question
  - f. Theoretical and Conceptual Framework for the Study
  - g. Significance
- E. Methods Chapter
  - a. Design
  - b. Sampling
  - c. Data collection
  - d. Analysis measures and methods
- F. Results Chapter
- G. Discussion, discussion of strengths and weaknesses of the work related to the literature, conclusion, implications and future research chapter

**Manuscript Style Format**

**\*Addendum Forthcoming regarding guidelines from Graduate School**

If a student chooses this format then three manuscript-style papers are required. These manuscripts must be interrelated and serve as a report for the completed research project.

- A. An Abstract
- B. Introduction
  - a. Problem
  - b. Literature Review
  - c. Hypotheses/Research Question
- C. Method
  - a. Sample
  - b. Sampling procedures
  - c. Measures and methods
  - d. Research design
- D. Results
- E. Discussion
- F. References
- G. A final chapter that synthesizes all of the manuscripts
  - a. Overview of the major research findings
  - b. Discussion of the significance
  - c. Discussion of strengths and weaknesses of the work
  - d. Future research implications

#### **Criteria for Evaluation of the Dissertation Defense**

The oral defense is an exam/test.

The following will be used to evaluate the Defense as “unsatisfactory” or “satisfactory”:

- A. Quality of work
- B. Scholarly Presentation
- C. Quality of Oral dissemination
- D. Ability to scholarly defend the dissertation project by responding to questions posed by the committee and other attendees

#### **PROCESS FOR CHANGING DISSERTATION CHAIRPERSON**

If the **Faculty Chairperson** wants to be released from the Dissertation project:

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

If the **Student** wants to change the Faculty Chairperson of their dissertation Project:

1. The student must meet with the Faculty Chairperson to discuss the reasons why they is requesting to change their Faculty Chairperson.
2. If the Faculty Chairperson and student are unable to come to an agreement and the PhD student still wants to change their Faculty Chairperson, then the student must next meet with the PhD Program Coordinator. If there is no PhD Program Coordinator, then the student must meet with an appropriate SON administrator to discuss the situation.
3. If the PhD Program Coordinator concludes that the differences cannot be resolved, an agreement will be made between the PhD Program Coordinator, Faculty Chairperson, and the student that the process for selecting a new Faculty Chairperson may begin. Documentation of the separation will be placed in the student's academic file.
4. The student is responsible for finding a new Faculty Chairperson who must have the required academic credential/faculty rank as described above.
5. The student may keep their current committee member(s), however a new "PhD Dissertation Committee" form must be completely filled out after a new Faculty Chairperson has been chosen and submitted to the SON Graduate Program Director. If there is no PhD Program Coordinator, then to an appropriate SON administrator for approval.
6. Once a new Faculty Chairperson has been selected and approved, the form will be placed in the student's academic file.
7. The student is responsible for informing the new Faculty Chairperson of the work that they has done to date on the dissertation project.

## ACADEMIC PROGRAM POLICIES

### CORE PERFORMANCE STANDARDS

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

### **PETITION OF EXCEPTION TO AN ACADEMIC POLICY OR REQUIREMENT**

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

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

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

### **COURSE WAIVER/SUBSTITUTION FOR A GRADUATE PROGRAM REQUIREMENT**

Students admitted to a graduate program are expected to complete the program requirements according to the [OU Graduate Catalog](#). On occasion, a required course in a graduate program may not be available or may no longer be offered due to program changes. With advanced approval from the Ph.D. Program Coordinator and the Graduate School, a student may request a course requirement be waived and another OU course substituted.

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

The federal Family Educational Rights and Privacy Act (FERPA) of 1974 pertains to confidential student educational records. This legislation allows students the right to view their own confidential educational records upon request and defines the use of these records

by others. The OU dean of students is the university compliance officer for the FERPA. OU is subject to the provisions of the FERPA. Accordingly, student grades may not be publicly posted in any form that violates the confidentiality of student records.

### **RESIDENCY**

All students are required to fulfill a residency requirement for this program. Although students may complete some of the program on a part-time basis, continuous full-time enrollment is highly preferred. The minimum residency requirement shall be full-time residency (8 credits per semester) for two consecutive full semesters.

### **WITHDRAWAL POLICY**

A student who wants to withdraw from nursing courses or the SON must notify their SON Academic Adviser and the Ph.D. Program Coordinator. Please work with the Ph.D. Program Coordinator and Academic Adviser if you would like to withdraw from a course or the School of Nursing.

### **PROGRAM WITHDRAWAL OPTIONS**

If a student chooses to withdraw from the Ph.D. program or is unsuccessful in meeting the requirements, the student can apply to a MSN or DNP program. Relevant credits can be applied to the chosen option. The student will need to complete the MSN or DNP program requirements including the Master's Research Project or the DNP Research Project to graduate from that program.

### **LEAVE OF ABSENCE POLICY**

SON graduate students may go "on-leave" for up to one year (a total of no more than 12 months). Prior to going on-leave, the student is required to meet with their SON academic adviser and program director/coordinator and complete the SON Leave of Absence form. A revised POS will be created and returning to SON coursework is contingent upon space availability. Please work with your Academic Adviser if you are interested in taking a leave of absence.

### **APPLY TO GRADUATE**

In order to graduate in any given semester, students must apply for graduation by the semester defined deadline for [Applying to Graduate](#). Students who do not apply to graduate will experience a delay with degree conferral.

### **CONTINUOUS ENROLLMENT POLICY**

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

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

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

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

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

**MINIMUM REQUIREMENTS FOR CONTINUING IN THE GRADUATE PROGRAMS OF  
THE SCHOOL OF NURSING**

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

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

Probation: An OU SON graduate student will be placed on probation if the student receives one (1) nursing course grade below a B or a grade of Unsatisfactory progress (NP). Students, who withdraw from a course after receiving a failing midterm grade, will be counseled. Students who withdraw from a course more than once may be placed on probation or recommended for dismissal from the program. Upon written receipt of notification of placement on probation, the student will also be notified of the conditions necessary for him/her to continue in the graduate nursing program by the Associate Dean with a copy of the notice placed in the student’s file.

An independent study course or a competency exam cannot be used as a substitute for a failed course. The student must also develop a written plan for success in meeting the conditions of probation and a copy will be placed in the student’s file.

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

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

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

**RESOLUTION OF AN ISSUE WITH THE EVALUATION/GRADING PROCESS**

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

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

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

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

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

## **GRIEVANCE PROCEDURE**

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

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

### **Grievant's Statement**

The *Grievant's Statement* must include the course name and number, the student's name, and faculty member(s) involved, and a summary stating the specific policies, procedures, or due process violated. Further, the statement must include the specific actions upon which the violations are based and what actions were taken to resolve them. The *Grievant's Statement* must be kept to one typewritten page. Supplementary materials relevant to the complaint may be attached to support the grievance. The student assumes the burden of proof in the grievance procedure. A student who initiates the grievance process may continue with his/her *Plan of Study* assuming all prerequisites have been met until the process is resolved. [Student Grievance Form](#)

### **Faculty Advocate**

The student may request a School of Nursing faculty member act as an advocate to assist with understanding the grievance process and procedure. At the student's request the School of Nursing faculty member, acting as an advocate, may attend the Grievance Hearing meeting. The faculty advocate may make a statement on behalf of the student before the panel makes its final decision.

### **Grievance Process Step 2: Preparation for Grievance Hearing**

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

### **Grievance Process Step 3: Grievance Hearing**

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

### **Grievance Panel Statement**

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

### **Final Grievance Recommendation**

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

### **Withdrawal of Grievance**

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

### **PROCEDURE TO APPEAL A DISMISSAL FROM A SON GRADUATE PROGRAM**

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

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

#### **Step 1**

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

#### **Step 2**

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

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

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

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

### **Reversal of Department Decision to Dismiss**

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

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

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

**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 A

### FACULTY/PHD STUDENT MENTOR PARTNERSHIP AGREEMENT

I agree to mentor \_\_\_\_\_ by providing consultation on academic issues and preliminary guidance on the development of the student's program of research.

**Mentor (Faculty) Responsibilities:**

- Provide guidance and expertise in the research process
- Assist with socialization into research and academia
- Offer advice regarding professional development by identifying conferences and/or other professional meetings that the student can attend with/or without their mentor
- Assist with goal development and timeline for goal achievement

**Mentee (Student) Responsibilities:**

- Take an active role in the PhD educational experience by initiating communication with the faculty mentor and establishing my goals.
- Communicate regularly with your faculty mentor (at least twice a semester)
- Be willing to accept constructive feedback from the mentor.
- Be respectful of your faculty mentor's time by attending meetings (when scheduled) and come prepared to discuss pertinent issues.
- Look for multiple opportunities and experiences to enhance my learning.
- Review my progress and adjust my plan as I work towards my identified goals.

We agree to:

1. Meet regularly. Our specific schedule of contacts and/or meetings is as follows:
2. Provide/receive regular feedback regarding academic progress and/or concerns.

---

Mentor's Signature

Date

---

Mentee's Signature

Date

---

Program Coordinator's Signature

Date

APPENDIX B

## DISSERTATION COMMITTEE FORM

Student: \_\_\_\_\_

Committee Member Role	Name of the Committee Member	Committee member Rank and Affiliation
Faculty (Chairperson)		
Faculty Member		
Faculty Member		
Cognate or External Faculty [attach CV and rationale]		
Other		

Chairperson Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This section is to be completed by the Coordinator of the PhD Program

Committee Status: \_\_\_\_\_ Committee Approved \_\_\_\_\_ Committee Not Approved

\* \*Reason(s) for Non-Approval of Committee:

PhD Coordinator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## APPENDIX C

### QUALIFYING EXAMINATION COMMITTEE EVALUATION FORM

Student: \_\_\_\_\_ Date: \_\_\_\_\_

This form is used to record the Qualifying Examination Committee's evaluation of the student's performance on the Qualifying Examination. There are two components of the Qualifying Examination process that must be successfully passed: (a) a written component, and (b) an oral component. The options for evaluating the student's Qualifying Examination performance include: Pass, or Fail. The Faculty Chairperson must inform the student of the results of the Qualifying Examination no later than one week after the oral exam. If the student received a Pass, the written examination materials must be submitted along with this form. If the student received a Fail, the examination materials along with a separate attachment explaining the reason for the failure must be submitted with this form.

Written Examination Date(s): \_\_\_\_\_ Outcome (P/F): \_\_\_\_\_

Oral Examination Date: \_\_\_\_\_ Outcome(P/F): \_\_\_\_\_

Committee's Overall Assessment: \_\_\_\_\_ Pass \_\_\_\_\_ Fail \* \_\_\_\_\_

\*\*Faculty Chairperson must attach an additional page(s) explaining the reason(s) for a 'Fail.'

Faculty Chairperson Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This form is due no later than one week after the final evaluation/decision has been made.

**APPENDIX D**

**CANDIDACY APPROVAL FORM**

Candidates Name: \_\_\_\_\_ Date: \_\_\_\_\_

Candidates email: \_\_\_\_\_

Date Written Qualifying Examination was passed: \_\_\_\_\_

Date Oral Qualifying Examination was passed: \_\_\_\_\_

**Committee Members:**

Dissertation Chairperson (Printed) \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Committee Member  
(Printed) \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Committee Member  
(Printed) \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Committee Member  
(Printed) \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Program Coordinator  
(Printed) \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Graduate Director  
(Printed) \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_