



SCHOOL OF NURSING
OAKLAND UNIVERSITY

SCHOOL OF NURSING FALL 2022 – SUMMER 2023

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

SON Website: [SON Website](#)



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

Interim Dean: Suha Kridli, PhD, RN; kridli@oakland.edu

Associate Dean: Carrie Buch, PhD, RN; buch@oakland.edu

Nurse Practitioner Program Director: Carolyn Tieppo, DNP, RN, CPNP-PC; ctieppo@oakland.edu

FN Track Director: Kelly Berishaj, DNP, RN, ACNS-BC, AFN-C, SANE-A; berishaj@oakland.edu

CNL Track Coordinator: Claudia Grobbel, DNP, RN, CNL; cgrobbel@oakland.edu

SON Academic Advising:

Director of Student Services and Advising: April Thomas Powell, PhD; thomaspo@oakland.edu

Graduate Student Academic Adviser: Emily Stepanian-Bennett, MA, GCDF; fox2@oakland.edu

Oakland University
School of Nursing
Human Health Building
433 Meadowbrook Road
Rochester, MI 48309-4452
nrsinfo@oakland.edu
(248)370-8733

Revised October 7, 2021

GLOSSARY

AACN	American Association of Colleges of Nursing
AACN (CC)	American Association of Critical Care Nurses
AANP	American Association of Nurse Practitioners
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
CNL	Clinical Nurse Leader
CNP	Certified Nurse Practitioner
CNS	Clinical Nurse Specialist
COA	Council on Accreditation
CRNA	Certified Registered Nurse Anesthetist
DNP	Doctor of Nursing Practice
FN	Forensic Nurse
FNP	Family Nurse Practitioner
FOR	Faculty of Record
GC	Graduate Certificate
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.

**SCHOOL OF NURSING**

OAKLAND UNIVERSITY

Dear Student:

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

The faculty have worked diligently to build an MSN program that is innovative and provides you the foundational tools to prepare you for advanced nursing practice and leadership. 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 MSN program. Please feel free to meet with the SON graduate academic adviser, the Graduate Director, or the School of Nursing faculty for assistance with academic planning or matters outlined in this handbook.

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

Sincerely,

Suha Kridli, PhD, RN
Interim Dean and Professor

TABLE OF CONTENTS

Glossary	2
Welcome Letter from Dean	4
Table of Contents	5
Overview of the School of Nursing	7
School of Nursing Mission	7
School of Nursing Vision	7
School of Nursing Philosophy	7
Master of Science in Nursing Program Outcomes	8
Accreditations	8
The Essentials of Master’s Education in Nursing	9
Student Resources	9
MSN Curriculum	11
Post-Masters Certificate and	11
Graduate Certificate Curriculum	11
Academic Plan of Study	11
GAP Analysis for Post-Master’s Certificate for NP Students	12
Emergency University Closing	12
Guidelines for Clinical Courses	12
Clinical Requirements	13
Admission Clinical Requirements	13
Criminal Background Check and Urine Drug Screen Policy	15
Procedure for Graduate Clinical Rotations	17
Recommended Safety Guidelines for Clinical Experiences	17
Track Specific Clinical Information	18
Guidelines for Completing the Graduate Project Sequence	20
Overview of the Process	20
Academic Program Policies	21
Core Performance Standards	21
Student Expectations	22
ANA Code of Ethics for Nurses	22
Media Policy	23

OU Judicial Process	23
Oakland University Formal Complaint/Incident Report Process	23
University Graduate Transfer Credit Policy	24
Independent Study Option	24
Petition of Exception to an Academic Policy or Requirement	24
Course Waiver/Substitution for a Graduate Program Requirement	25
Family Educational Rights and Privacy Act (FERPA)	25
Withdrawal Policy	25
Leave of Absence Policy	25
Policies and Procedures for Progression, Retention, and Dismissal in the SON Graduate Program	26
<i>Minimum Requirements for Continuing in the Graduate Programs of the SON</i>	26
<i>Resolution of an Issue with the Evaluation/Grading Process</i>	26
Grievance Procedure	27
Procedure to Appeal a Dismissal from a SON Graduate Track	28
Apply to Graduate	29
Graduation and Commencement	30
School of Nursing	30
Grade Conversion Scale	30
Appendix B	32
Appendix C	34

OVERVIEW OF THE SCHOOL OF NURSING

SCHOOL OF NURSING MISSION

Approved by the SON Faculty Assembly on April 24, 2014

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

SCHOOL OF NURSING VISION

Approved by the SON Faculty Assembly on April 24, 2014

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

SCHOOL OF NURSING PHILOSOPHY

Approved by the SON Faculty Assembly on February 18, 2016

The Oakland University SON *Philosophy of Nursing Education* is informed by insights into the empirical, aesthetic, ethical, and personal ways of knowing that undergird nursing as a practice discipline, the position that nursing holds in society, and the relationship that exists between the SON and OU. Nursing's disciplinary domain has both a scientific and professional practice component. Nursing science discovers, develops, synthesizes, validates, and brings order to the theoretical and practical knowledge that informs the professional practice of nursing. Professional nursing care of individuals, families, and communities is a social mandate that carries with it the responsibility to educate nurses qualified to fulfill the professional role and uphold standards of the profession.

The faculty of the SON believes that nursing education:

- Requires innovative approaches in order to prepare professional nurses now and in the future to address the health care needs of individuals, families, and communities through patient-centered nursing care, teamwork, and collaboration, communication, and information technology.
- Has a foundation in the arts and sciences of liberal education, which is needed to ground nursing in the complexity of the human experience.
- Prepares students to recognize, understand, and work with nursing phenomena and to understand the results of these efforts in relation to human values including life, justice, personal freedom, health, and well-being.
- Prepares students to use empirical knowledge as a guide for judgment, decision-making, and the provision of quality and safe professional nursing practice.
- Prepares students across all curriculum levels to learn, work, and live productively in ever-changing national and international societies.

The faculty of the SON also believes that:

- Students learn best when challenged by educational experiences that are salient and incorporate real-life situations and issues related to systems-based practice.
- Diversity among faculty, students, and members of national and international societies enriches the educational experience.

- A commitment to life-long learning is essential to the professional development of nurses, the health of national and international societies, and the growth of the discipline.
- Faculty members are responsible for determining what is to be learned and how that learning can be assessed, evaluated, and enhanced.

MASTER OF SCIENCE IN NURSING PROGRAM OUTCOMES

Approved by School of Nursing Faculty Assembly March 16, 2015

Building on the foundation of the Bachelor of Science in Nursing, the Master of Science in Nursing (MSN) program will prepare graduates as transformational leaders with advanced nursing knowledge and practice expertise for optimizing health outcomes. (Essential IX)

The MSN program prepares graduates to:

1. Integrate theories and scientific findings from nursing, biopsychosocial fields, genetics, public health, and organizational sciences using translational processes to improve evidence-based nursing practice across diverse settings. (Essentials I & IV, VIII, IX)
2. Describe concepts from organizational leadership, systems leadership, and information technology in the promotion of quality improvement and safety. (Essentials II, III, V, IX)
3. Synthesize requisite knowledge of legal and regulatory processes, health policy, ethics, and advocacy to improve health outcomes of diverse populations at the organizational, local, state, and federal level. (Essentials IV, VI, VIII, IX)
4. Formulate intra/interprofessional collaborative strategies integral to the design and delivery of evidence-based health promotion and disease prevention interventions to improve health outcomes in individuals, families, communities, and populations. (Essentials IV, VII, VIII, IX)
5. Integrate professional standards and guidelines in the provision of nursing practice in a specialty area. (Essentials IX)

ACCREDITATIONS

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

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](#).

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 MASTER'S EDUCATION IN NURSING

The Essentials of Master's Education in Nursing (American Association of Colleges of Nursing [AACN], 2011) are the guiding framework for the SON Graduate program.

The Essentials of Master's Education in Nursing (AACN, 2011) are:

- I. Background for Practice from Sciences and Humanities
- II. Organizational and Systems Leadership
- III. Quality Improvement and Safety
- IV. Translating and Integrating Scholarship into Practice
- V. Informatics and Healthcare Technologies
- VI. Health Policy and Advocacy
- VII. Interprofessional Collaboration for Improving Patient and Population Health Outcomes
- VIII. Clinical Prevention and Population Health for Improving Health
- IX. Master's-Level Nursing Practice

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 All SON students are expected to check their [OU e-mail accounts](#). 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 students 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. The use of personal emails after admission is not permitted.

SON Academic Advising

SON students are assigned an [Academic Adviser](#) who will work with them for the duration of their nursing education. 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.

Oakland University Counseling Center

[The Oakland University Counseling Center](#) (OUCC) supports the academic mission of the University by providing high quality, short-term, confidential counseling for students.

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.

MSN CURRICULUM

Foundation Courses

The SON offers foundation courses for the MSN program. Foundation courses address critical content needed by all graduate nursing students as outlined by the Masters of Education in Nursing Essentials (AACN, 2011). These courses include content on nursing theory, research, evidence-based practice, health policy, and leadership.

Clinical Core Courses

The clinical core courses provide MSN students with advanced clinical knowledge and skills in advanced pharmacology, advanced health assessment, and advanced pathophysiology across the lifespan.

Specialty Courses

The specialty courses build on the foundation and clinical core courses, and upon nursing knowledge and skills learned at the undergraduate level. These courses are comprised of didactic and clinical courses that prepare students for advanced practice in their specialty field.

POST-MASTERS CERTIFICATE AND GRADUATE CERTIFICATE CURRICULUM

The Post-MSN Certificate and GC curriculum is composed of subsets of the MSN curriculum and will be identified for each student applying to the certificate tracks.

See the [OU Graduate Catalog](#) for course names, credit allocations, and course descriptions. See SON website and program flyers for specific POS.

ACADEMIC PLAN OF STUDY

Completed in consultation with the Track Director/Coordinator, the Plan of Study (POS) details requirements you must complete in order to earn your MSN, post-MSN certificate, or GC. The POS reflects the order in which courses should be completed to maximize a student's potential for successful completion of the nursing track. The POS is the student's contract with the SON. Students should consult their Track Director/Coordinator for any reason that requires a change in the POS.

GAP ANALYSIS FOR POST-MASTER'S CERTIFICATE FOR NP STUDENTS

Per the AACN 2012 Criteria for Evaluation of the Nurse Practitioner Student, post master's students must successfully complete graduate didactic and clinical requirements of an academic graduate NP program through a formal graduate-level certificate or degree-granting graduate level NP program in the desired area of practice. Postgraduate students are expected to master the same outcome criteria as graduate degree granting program NP students. A gap analysis for each post-master's certificate student will be completed to develop a POS. Post-Master's Certificate students who are not already NPs are required to complete a minimum of 500 supervised direct patient care clinical hours.

Consistent with *Criteria for Evaluation of the Nurse Practitioner Student* (NTF, 2016), Post-Master's Certificate (PMC) students must successfully complete graduate the didactic and clinical requirements of an academic graduate NP program through a formal graduate-level certificate or degree-granting graduate level NP program in the desired area of practice. PMC students are expected to master the same outcome criteria as graduate degree granting program NP students. A gap analysis for each PMC student will be completed to develop a POS. PMC students who currently hold a nurse practitioner certification and seeking an additional certification are required to complete a minimum of 500 supervised direct clinical hours in the area of the new specialty. PMC students who are not already certified as an NP are required to complete the program minimum of 630 supervised direct clinical hours.

Emergency University Closing

The University Closing Policy and accompanying procedures provide guidance for the orderly Cancellation of Classes, Delayed Start, Emergency Closing, and Early Release of Employees during Extreme Conditions. When OU is closed, scheduled classes/clinical/lab/simulation etc. (regardless of venue, e.g. on campus or off campus) are canceled and all university offices are closed. In addition, it is recommended that students follow OU guidance regarding closures.

GUIDELINES FOR CLINICAL COURSES

Clinical Schedule

It is recommended that students adhere to the Oakland University Academic Calendar. However, it is also understood that students may have the opportunity to continue clinical hours over scheduled breaks in order to obtain the necessary direct hours needed in the program/course.

Any student wishing to complete clinical hours over a scheduled break must communicate this intent to BOTH the clinical faculty and the Faculty of Record (FOR) and it must be approved by the FOR prior to making the arrangement with the clinical site.

Clinical Placements

Graduate students function with increasing autonomy in their clinical practice sites. Consistent with this increasing autonomy, clinical preceptors serve as on-site resource persons to the student in designing and implementing experiences commensurate with the goals of specific advanced nursing practice

courses and the student's own goals and objectives. SON faculty are ultimately responsible for evaluation of student experiences, and will make site visits to affiliating agencies during clinical courses.

Requirements to Participate in Graduate Level Clinical Experiences

- Graduate students must have up-to-date Clinical Health Requirements as required by the SON and each clinical or enrichment site to which they are assigned. Details can be found within the Clinical Requirement Section.
- Each MSN Track has unique placement requirements that will be communicated to students by the Director. All requirements must be met in order for the student to begin clinical hours.
- Once a clinical site is secured, students are referred to [Nursing Forms](#) in order to obtain Preceptor Agreement Forms. These forms must be completed and submitted to the clinical department prior to the start of each clinical rotation.

CLINICAL REQUIREMENTS

Process for Submission of Clinical Requirements

ADMISSION CLINICAL REQUIREMENTS

- The Health Requirement Packet is found at [Nursing Forms](#).
- Graduate students must have up-to-date Clinical Health Requirements as required by the SON and each clinical or enrichment site to which they are assigned.
 - Health Requirement Compliance is due no later than 3 weeks before the start of any clinical. Students are not permitted to attend onsite clinicals out of compliance.
 - **Failure to submit health requirements by the due date can result in administrative disenrollment from the course.**
 - Any student who attends clinical in a noncompliant status can result in forfeiture of their clinical placement and risk success in the clinical course.
- Students are required to submit their completed Clinical Health Requirements packet as indicated below. Note: there is an annual fee for ACEMAPP paid by the student.
 - **Forensic Nursing and Clinical Nurse Leader students are to upload documents into ACEMAPP.**
 - **Nurse Practitioner students are to upload documents into Typhon.**
 - **NP students requiring ACEMAPP accounts will need to upload documents to both Typhon as well as ACEMAPP in order to receive clearance to enter clinical sites within the health care systems.**

NOTE:

- Background checks and drug screens must be done no earlier than 45 days before the due date but must be submitted by the due date. Drug Screens and Background Checks must be done through American Databank. Students must access American Databank at oaklandunivcompliance.com or click on the link*, and follow directions provided for Graduate (FNP, AGACNP, AGPCNP, FN) students.

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

Liability Insurance

OU covers all students with liability insurance through Marsh USA, Inc. Coverage is 1 million per occurrence and 3 million per aggregate. If a copy of this insurance policy is needed, students should contact the Program Director of the MSN track.

CPR Course

Students can access course information through the American Heart Association at [Basic Life Support Training](#). This is the only certification accepted in the SON at this time.

ACLS for AG-AC students

Most agencies will require Acute Care NP Students to have ACLS for clinical placement. Students in the Adult-Gero Acute Care Track of the NP Program will be required to submit ACLS.

Health Assessment

Health assessments may be obtained through your own health care provider or at OU's Graham Health Center. Health assessments may be scheduled at Graham Health Center by calling (248) 370-2341. Graham Health Center's hours are Monday through Friday, 8:00 a.m.-5:00 p.m. Be sure to identify yourself as a nursing student when you make the appointment. Take the Health Requirements Packet to your appointment.

Altered and/or Change of Health Status

Students are required to notify the Program Director/Coordinator, 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 and/or requires the use of any supportive medical device (splints, brace, cast, etc.), 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 must be submitted to the Clinical Department. A student may not return to the clinical site without first submitting a clearance to 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.

If an altered health status is reported by the clinical site, clinical faculty, the student must submit a medical clearance to the Clinical Department for approval to return to the clinical setting. This includes alterations in physical and mental health.

Health Insurance

Students are required to maintain their own health insurance for illness or injury. Information on student health insurance is available through [Graham Health Center](#). 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 Check and Urine Drug Screen Policy

Rationale and Purpose

The Oakland University School of Nursing (SON) has determined that all students applying for admission and/or who have been conditionally admitted into the SON (Students) must complete both a Criminal Background Check (CBC) and a Urine Drug Screen (UDS). In addition, enrolled SON students must update their CBC and UDS annually and/or periodically at the request and discretion of the SON. Any student who does not comply with this SON CBC and UDS Policy will forfeit their admission/current-enrollment status in the SON and must reapply if they wish to be considered for admission/readmission to the SON at a later date.

The SON's decision to utilize CBCs and UDSs for admission and continuing enrollment purposes is consistent with the recommendations of the Joint Commission on the Accreditation of Healthcare Organizations, the American Nurses Association Code of Ethics, the policies of most SON clinical affiliates, and State of Michigan and Federal laws (Laws), respectively.

Under the applicable Laws, individuals who will regularly have direct access to or provides direct services to patients or residents in a health facility or agency that is a nursing home, county medical care facility, hospice, hospital that provides swing bed services, home for the aged, home health agency or adult foster care facility, *may not be granted clinical privileges if the individual has been convicted of certain felonies or misdemeanors* (Crimes). Depending on the Crime, the period of exclusion from clinical privileges may be *permanent*, or for *15, 10, 5, 3, or 1 year(s)*. Crimes that may preclude the granting of clinical privileges for some period of time and therefore clinical placements include, for example, felonies and misdemeanors involving: the intent to cause death or serious impairment of a body function; cruelty or torture; criminal sexual conduct; abuse or neglect; the use of a firearm or dangerous weapon; diversion or adulteration of a prescription drug or other medication; home invasion; embezzlement; negligent homicide; retail fraud; larceny; assault; fraud; theft; and the possession or delivery of a controlled substance. The SON also maintains a no tolerance policy for substance abuse. A positive UDS precludes admission and continuing enrollment in the SON, and precludes eligibility for clinical placements.

Most SON clinical affiliates require that Students be eligible to be granted clinical privileges under the Laws and have a negative drug screen before a Student will be accepted for a clinical placement.

Criminal Background Check

All Students must obtain a CBC at the Student's own expense. The results of the CBC must be uploaded to Typhon or ACEMAPP by the published deadline date and will be reviewed by the Clinical Department.

In addition, any currently enrolled student who has been convicted of a crime must contact the SON Clinical Department immediately. Conviction of a crime may preclude continued enrollment in the SON and/or eligibility for clinical placement.

Urine Drug Screen

All Students must obtain a UDS at the Student's own expense. The results of the UDS must be uploaded to Typhon (NP Program) or ACEMAPP by the published deadline date. A negative UDS is a requirement to begin the nursing program. Additional negative UDS may be requested to verify continued enrollment and eligibility for clinical placement. Students may also be required to obtain additional CBCs and UDSs by the SON's clinical affiliate at which they are accepted and will be at the student's own expense.

Other Sources to Consult

When the SON is making its decisions on admission, continued enrollment, and/or a clinical placement, and when otherwise deemed necessary by the SON, the SON may seek input from various other sources, including, for example, representatives from the University's offices of Admissions or Legal Affairs, or the Oakland University Police Department (University Representatives).

Confidentiality of Information

All information relating to Student CBCs and UDSs, whether obtained prior to or after admission, or after the information has been used, will be stored and managed in confidence by the SON and University Representatives. The principles of the Family Educational Rights and Privacy Act and the regulations promulgated thereunder, specifically those at CFR §99.31 regarding disclosures to individuals and entities determined to have legitimate educational interests, are incorporated into this SON CBC and UDS Policy and will govern access to such confidential information. Therefore, generally, all information contained in the student's self-reported information, if any, and the information in the CBC and UDS reports will be stored and maintained in confidence (Confidential Information). Specifically, any information that is unrelated to decisions about admission, continued enrollment and clinical placements; and information entered by the student regarding the student's criminal history in the SON's application, or otherwise shall be Confidential Information:

All such Confidential Information will be maintained in and by the SON in a separate file, apart from a Student's academic file, for seven (7) calendar years from the date a student's application was first received by the SON if the student was ultimately admitted, and eighteen (18) calendar months from the date a student's application was first received by the SON if the student was ultimately not admitted.

Limitation of Effect and Other SON Policies and Procedures

This SON Criminal Background Check and Urine Drug Screen Policy deals only with admission, continued enrollment, and clinical placement decisions for students whose CBCs and/or UDSs reveal information of concern. This SON Criminal Background Check and Urine Drug Screen Policy is not intended to, nor does it address other policies or procedures for the admission, continued enrollment, or clinical placement decisions for applicants or Students with medical, physical, psychiatric, or other conditions or disabilities.

The SON may develop and use, and periodically revise or discard, forms designed to manage this SON Criminal Background Check and Urine Drug Screen Policy (i.e. authorizations, decision trees, forms, and other written materials).

PROCEDURE FOR GRADUATE CLINICAL ROTATIONS

Please read the following procedure for Clinical Rotations. Any violation in the procedure or incomplete information could result in delay or denial of a clinical rotation.

ACEMAPP Rotations for Preceptors Employed by a Health System

If your preceptor is employed by a health system, the rotation may need to be arranged via ACEMAPP. Most health systems in Southeast Michigan require rotations to go through ACEMAPP. Preceptors should note their employment with a health system when filling out the Preceptor Packet. If the preceptor is employed by a health system that requires the use of ACEMAPP, the Clinical Department will submit the request after receipt of the Preceptor Packet.

The student will be notified of the approval status and an ACEMAPP account will be created for the student if needed. The student must upload all health requirement documents, complete ACEMAPP assessments, and site-specific modules a minimum of 3 weeks before the start of the rotation. Full compliance is required in order to begin.

An ACEMAPP rotation request will not be submitted if the student's health requirements are not up to date. In addition, students will be required to pay the associated fee for ACEMAPP, this fee is required to be paid annually.

Transportation

Students are responsible for providing their own transportation for all clinical experiences.

Use of Agency Resources

Fulfillment of course requirements includes compliance with clinical agency rules and regulations regarding the use of the agency resources and materials. Failure to return books or materials to an agency may result in a "hold" being placed on future registrations at OU.

Dress Code

Graduate students are expected to meet the dress code requirements of the affiliating agency in each clinical course.

RECOMMENDED SAFETY GUIDELINES FOR CLINICAL EXPERIENCES

Approved by Faculty Assembly on January 22, 2009

These guidelines have been developed for the safety of students in clinical experiences and are not intended to be all-inclusive:

1. Maintain a car in good condition.
2. Carry and learn to use a map and/or street guide, a computer search for directions, or a GPS navigation system to obtain directions to clinical locations.
3. Know the location of gas stations within the neighborhood where you are working.
4. It is recommended students have a cell phone available; however, cell phones should be turned off during clinical experiences.

5. When making home visits or visiting alternate agencies, leave schedule and agency information with instructor and notify the instructor of any changes in schedule. Call the instructor if you have any suspicions that community site is unsafe.
6. Carry phone numbers to call the agency and/or faculty member in case of difficulty.
7. Keep car doors locked at all times.
8. All valuables should be left in a safe place or preferably not carried at all during clinical rotations.
9. All field visits or other learning activities are to be scheduled during designated days and hours unless approved by the clinical instructor in advance.
10. A visible and unobstructed OU name badge is to be worn at all times by every student.
11. Any concerns that the student has about safety, security or client assignment should be discussed with the faculty member.
12. At no time shall a student transport clients and/or family members in their personal vehicle.
13. All absences and/or anticipated tardiness are to be reported to the clinical faculty personally in a timely manner.
14. Clothing accessories (e.g., ties), jewelry (earrings) etc. should not be of the type that can be utilized by clients to cause injury to the client or student.
15. When arriving or leaving a clinical site, be alert and aware of your surroundings.
16. Be familiar with the agency safety policies where you are working.

TRACK SPECIFIC CLINICAL INFORMATION

NP Clinical Information

The Consensus Model guides clinical experiences in the NP Program. Clinical experiences are tracked by Lead Faculty and NP Director in order to ensure adequacy for certification.

General Guideline for Finding NP Preceptors

Students are encouraged to find their own clinical placement, but should they have difficulty finding a placement, the SON Graduate Clinical Placement Coordinator will help facilitate this process. If placed by the SON Graduate Clinical Placement Coordinator, the placement is final and no changes are permitted. However, if the student obtains a secondary site, the student must complete the approved hours at the original site and can use the secondary site to complete any additional hours.

It is preferred that students have preceptors who are nurse practitioners with the same certification as the student's track. Students must have a minimum of one rotation with a nurse practitioner. Preceptors may be Certified Nurse Practitioners, Physician Assistants or Board-Certified Physicians (MD or DO) in the state of Michigan. Potential preceptors should be able to commit to providing access to patients as well as the required clinical hours, time, and willingness to teach the student during the clinical experience. When considering a preceptor, students are encouraged to visit the practice site and shadow the preceptor, if possible. The visit should also provide students the necessary insight in order to determine if there is a match between your learning needs, preceptor attributes, and clinical site variables.

NP Clinical Hours

Each student must complete 210 direct patient contact hours within each clinical semester of the NP program for a total of 630 direct patient contact hours. The total clinical hours each semester must be

completed over the entire semester of each clinical course. The clinical hours may not be completed prior to week 12 of the semester of the clinical course. Direct hours include patient and consult with preceptor time. Students should expect to spend more than 210 clock hours in order to earn the minimum of 210 direct hours. Students may not exceed 12 direct hours on any day.

FN Clinical Information

Clinical courses provide students with a variety of experiences that build upon the theoretical content received in the complementary didactic course. Each student will complete a minimum of 420 clinical hours during the course of the program. Clinical experiences will be determined by the program director and course faculty of record. Clinicals may be completed in small groups or individually and will be completed at agencies identified as community partners.

FN clinicals are offered via observation and precepted clinical experiences. Observational experiences are those in which the student participates indirectly in the activity- these are generally experiences that do not entail direct patient care. Precepted clinical experiences are those in which the student works one-on-one with a forensic nurse, advanced practice registered nurse (APRN), physician, or other expert in the field of inquiry during the delivery of direct care and services. Precepted clinical experiences will be offered in NRS 6785. FN students must utilize a Forensic Nurse, APRN, physician, or other approved practitioner as their clinical preceptor. Clinical experiences will depend upon availability of community resources from semester to semester.

CNL Practicum Information

This course is designed to focus on the role of the clinical nurse leader in implementing quality improvement strategic imperatives with a special emphasis on process improvement at the micro and macro levels, customer satisfaction, patient centered care, interprofessional teams, outcomes management and evidence-based practice. This practicum experience will be determined by program coordinator, student in collaboration with the clinical site leadership and offered during the NRS 6697 CNL Practicum coursework.

Practicum hours

Each CNL student will complete 400 hours for their practicum project. A variety of experiences should include opportunities to integrate the student's new learning into practice. The total number of clinical hours should be determined by the CNL program faculty. However, each CNL student should complete a minimum of 400 clinical/practice hours as part of the education program. In addition to the clinical/practice experiences integrated throughout the education program, an extended practice immersion experience, prior to graduation, mentored by an experienced CNL or other appropriate clinicians/professionals, is critical to the effective integration of CNL practice into the healthcare delivery system. A minimum of 300 of the 400 total practice hours should be dedicated to the immersion experience(s) (AACN, Practice Experiences, 2017).

GUIDELINES FOR COMPLETING THE GRADUATE PROJECT SEQUENCE

Approved by the SON Graduate Committee on Instruction (GCOI) in Winter 2020

OVERVIEW OF THE PROCESS

Overview of the Process

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

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

NRS 6398 Requirements

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

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

NRS 6398 Completion

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

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

Writing Style

The GP should follow the writing style outlined in the most recent version of the *Publication Manual of the American Psychological Association (APA)*. Students are expected to familiarize themselves with APA format.

Suggested Time-line for GP Progression and Completion

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

ACADEMIC PROGRAM POLICIES

CORE PERFORMANCE STANDARDS

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

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

STUDENT EXPECTATIONS

The [*American Nurses' Association \(ANA\) Scope & Standards of Practice \(4th ed.\)*](#) 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).

UNIVERSITY GRADUATE TRANSFER CREDIT POLICY

With the approval of the Track Director/Coordinator and Oakland University Graduate School, selected credits for prior graduate coursework earned at another accredited U.S. college or university may be transferred to count toward an Oakland University degree. The student must have earned graduate level credit in the course according to the institution at which the course was taken. Students must complete one semester in their graduate program at Oakland and be in good academic standing (not on probation or limited standing) before the Transfer Credit Request can be given final approval. Students should be prepared to provide the graduate program adviser a catalog copy of the course description from the former institution and/or a course syllabus.

To receive consideration for graduate work completed elsewhere but not used toward another degree, the student must:

1. Submit official transcripts to Oakland University Graduate School;
2. Request transfer credits for graduate credits earned from an accredited institution that carry a grade of 3.0 (B) or better;
3. Request transfer credits for credit earned within 6 years of the time the OU degree will be conferred;
4. Request transfer credits for courses labeled "graduate" and numbered 5000 and above;
5. Not request transfer credits for courses graded pass/fail, credit/non-credit or satisfactory/unsatisfactory.

Oakland University does not provide transfer credit for life experience, credit by examination, independent study courses or noncredit courses.

Students interested in transferring credit should contact their Academic Adviser and Program Track Director/Coordinator.

INDEPENDENT STUDY OPTION

Independent study (NRS 5991 - 1 to 12 credits) is available to students with consent of the Track Director/Coordinator and the Associate Dean. Options include:

1. Independent study of a nursing issue, exploration of a topic or trend in practice.
2. Participation in a preceptorship experience (includes clinical experience in a health care agency under the supervision of a faculty member).
3. Nursing Laboratory assistantship.
4. Advanced exploration of a topic in nursing administration or practice.

PETITION OF EXCEPTION TO AN ACADEMIC POLICY OR REQUIREMENT

Graduate academic policies and requirements have been formulated by the Graduate Council and University Senate with the goal of ensuring academic quality. It is the responsibility of each graduate student to be familiar with the information published in the Graduate Catalog and to know and observe all

policies, requirements and procedures related to their graduate program. The OU Graduate Catalog contains official information about degree programs, policies, procedures, and resources. The OU [Graduate Catalog](#) may be found on the [Graduate School website](#).

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

Decisions regarding petitions are made by the Graduate Committee on Instruction of the OU SON and the Graduate School. Check with your Academic Adviser for a specific deadline date for submitting this form.

COURSE WAIVER/SUBSTITUTION FOR A GRADUATE PROGRAM REQUIREMENT

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

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

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The federal Family Educational Rights and Privacy Act (FERPA) of 1974 pertains to confidential student educational records. This legislation allows students the right to view their own confidential educational records upon request and defines the use of these records by others. The OU dean of students is the university compliance officer for the FERPA. OU is subject to the provisions of the FERPA. Accordingly, student grades may not be publicly posted in any form that violates the confidentiality of student records.

WITHDRAWAL POLICY

A student who wants to withdraw from nursing courses or the SON must notify their Academic Adviser and Track Director/Coordinator. Please work with your Academic Adviser for more information.

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 Academic Adviser and Track Director/Coordinator and then complete the OU Leave of Absence form. Returning to SON coursework is contingent upon space availability. Please contact your Academic Adviser if you are interested in taking a leave from your program. Upon return, the student should contact the Clinical Department to discuss health requirements.

Students on student loan or financial aid programs should determine the consequences that such a leave may have on their repayment status and contact Student Financial Services at (248) 370-2550.

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

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

MINIMUM REQUIREMENTS FOR CONTINUING IN THE GRADUATE PROGRAMS OF THE SON

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. 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 they:

1. Receive a grade below B in more than one (1) nursing course;
2. Receive a grade of Unsatisfactory progress (NP) in more than one (1) course;
3. Fail to fulfill the conditions of probation; or
4. Exhibit unsafe, unethical, or unprofessional behavior in any academic or clinical setting.

Note: 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 their 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 they have been graded in an arbitrary or capricious manner, or not afforded due process, they 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 their *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.

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*.

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 Track

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

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 the Graduate School.

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.

APPLY TO GRADUATE

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

GRADUATION AND COMMENCEMENT

Commencement is the ceremony that celebrates degree completion, and student participation may occur when the student has met all academic degree requirements. Participation in the commencement ceremony does not imply that a student has officially graduated. Commencement ceremonies are held twice each year. The May ceremony recognizes Winter Semester (April) graduate degree candidates and the December ceremony is held for Summer (August) and Fall Semester (December) graduate degree candidates. Only degree-seeking students may participate in commencement. Students earning graduate certificates are not eligible to participate in Commencement. Please visit Commencement for more information about commencement fairs and the ceremony.

SCHOOL OF NURSING GRADE CONVERSION SCALE

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

Appendix A

Graduate Project (GP) Approval Form

Approved by the SON GCOI in Winter 2020

Student Name: _____ Last 4 of G# _____

Student Name: _____ Last 4 of G# _____

Faculty Name: _____

Semester/Year: _____

Graduate Project

Project Title:

Agency (name, location if applicable):

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

AUTHORSHIP AGREEMENT

The student(s) and faculty agree to the following in regards to authorship of any published material, posters, and/or presentations based on this project. (Check one only).

- Faculty does not wish to be included in the authorship of any published materials.
- Faculty must be included in the authorship of the first published article only.
- Faculty must be included in the authorship of the first published article, first poster, and first presentation.
- Faculty must be included in the authorship of ALL published materials, posters, and presentations based on this project.

Student signature _____ Date _____

Student signature _____ Date _____

Faculty signature _____ Date _____

APPENDIX B

Graduate Project Sequence

Approved by the SON GCOI in Winter 2020

1. Graduate Project Proposal

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

- a. Introduction
 - b. Background/Project Significance
 - Literature review demonstrating knowledge or practice gap
 - Support from analysis of journal articles, clinical environment, or guiding documents for practice
 - c. Purpose Statement
 - Clearly and concisely states goal of project
 - d. Theoretical Framework
 - Identify a theoretical framework to support project development
 - e. Project Description
 - Project Type (ex. education initiative, policy development, practice/procedure change)
 - Method of Delivery/Implementation (ex. Power Point Presentation, educational poster/hand out, policy)
 - Target audience (ex. patients, health care providers, multidisciplinary team, peers)
 - f. APA format, citations, and a reference list are required
- #### 2. GP Proposal Approval
- a. Faculty will review the submitted proposal (as outlined in “a-f”) and provide feedback to the student
 - b. Once all necessary revisions have been completed, students will submit a final proposal for faculty approval
- #### 3. Development of GP
- a. Once final approval of the GP proposal has been granted, students may begin development of their project (outlined in letter “e” of the GP Proposal)
 - b. Faculty will review the submitted project and provide feedback to the student
 - c. Once all necessary revisions have been completed, students will submit the final project for faculty approval
- #### 4. Implementation of GP
- a. Once approved, students will implement their project with the target audience identified in “e” of the GP Proposal
- #### 5. Evaluation of GP
- a. Students will evaluate project implementation through feedback obtained from the identified target audience and through student self-assessment.
- #### 6. Completion of Final Paper

- a. Complete final paper using the following outline (steps 1-5 reflect work completed on the GP Proposal and may require revision after GP implementation.)
 1. Introduction
 2. Background/Project Significance
 3. Purpose Statement
 4. Theoretical Framework
 5. Project Description
 6. Evaluation
 7. Clinical Implications
 8. Project Limitations
 9. Recommendations for Practice
7. Final Paper Approval
 - a. Faculty will review the submitted final paper and provide feedback to the student
 - b. Once all necessary revisions have been completed, students will submit a final paper for faculty approval
8. Dissemination of Graduate Project Results
 - a. Students must formally share information related to their GP, in the form of a presentation, with peers in their **GP course**
 - b. Students may also be expected to share GP results with the agency in which the GP was completed if previously agreed upon the agency
9. Completion of the Graduate Project Course
 - a. Once the final paper has been approved by faculty, and the student has successfully disseminated GP results, the GP Title Page must be submitted for faculty signature

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

APPENDIX C

SAMPLE TITLE PAGE

[PROJECT TITLE]

By

[STUDENT NAME(s)]

**A graduate project
submitted in partial fulfillment
of the requirements for the
degree of
MASTERS OF SCIENCE IN NURSING
[YEAR]**

**Oakland University
School of Nursing
Rochester, Michigan**

APPROVED BY:

Course Faculty

_____ **Date**