SCHOOL OF NURSING
FALL 2019 – SUMMER 2020

PhD STUDENT HANDBOOK

SON website: http://www.oakland.edu/nursing

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

Dean: Judy Didion, PhD, RN at jdidion@oakland.edu
Associate Dean: Carrie Buch, PhD, RN at buch@oakland.edu
Graduate Program Director: Meghan Harris, PhD, RN at harris23@oakland.edu
PhD Program Coordinator: Laura Pittiglio, PhD, RN pittigli@oakland.edu
DNP – NA Program Director: Anne Hranchook, DNP, CRNA at hranchoo@oakland.edu

SON Academic Advising:
Director of Student Services and Advising: Jason Pennington at penningt@oakland.edu
Graduate Student Academic Adviser: Emily Stepanian-Bennett at fox2@oakland.edu

Oakland University
School of Nursing
Human Health Building
433 Meadowbrook Rd.
Rochester, MI 48309-4401
nrsinfo@oakland.edu
(248) 370-4253

Revised August 2, 2019
GLOSSARY

AACN American Association of Colleges of Nursing
ACE Alliance for Clinical Experience
ACLS Advanced Cardiac Life Support
AGNP Adult Gerontological Nurse Practitioner
ANA American Nurses Association
APA American Psychological Association
APRN Advanced Practice Registered Nurse
ASD Accelerated Second Degree
ATI Assessment Technologies Institute
BLS Basic Life Support
BSN Bachelors of Science in Nursing
CCNE Commission on Collegiate Nursing Education
CITI Collaborative Institutional Training Initiative
CNP Certified Nurse Practitioner
CNS Clinical Nurse Specialist
COA Council on Accreditation of Nurse Anesthesia Educational Programs
CRNA Certified Registered Nurse Anesthetist
DNP Doctor of Nursing Practice
FNP Family Nurse Practitioner
FOR Faculty of Record
IRB Institutional Review Board
MACN Michigan Association of Colleges of Nursing
MAE Medication Administration Examination
MARC Medication Administration Remediation Course
MSN Master of Science in Nursing
NA Nurse Anesthesia
NCLEX National Council Licensure Examination
OU Oakland University
OUCA Oakland University Computer Account
PhD Doctor of Philosophy
POS Plan of Study
RN Registered Nurse
RN-BSN BSN Degree Completion Sequence for Registered Nurses
SON School of Nursing
USCIS United States Citizenship and Immigration Services

Each year the Oakland University School of Nursing (SON) publishes an updated DNP student handbook. The academic requirements, policies, and procedures described in this handbook are in effect from Fall 2019 through Summer 2020 for students who have been admitted to the SON PhD program. Students are responsible for following the most current handbook.

This handbook reflects information available at the time of publication. OU/the SON reserves the right to revise this publication at their discretion and to make reasonable changes in requirements to academic and non-academic programs.
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 inaugural PhD cohort.

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 for you to begin 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, the Graduate Director, 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,

Judy Didion, PhD, RN
Dean and Professor
## TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Glossary</td>
<td>2</td>
</tr>
<tr>
<td>Welcome Letter from Dean</td>
<td>3</td>
</tr>
<tr>
<td><strong>Overview of the School of Nursing</strong></td>
<td>6</td>
</tr>
<tr>
<td>School of Nursing Mission Statement</td>
<td>6</td>
</tr>
<tr>
<td>School of Nursing Vision Statement</td>
<td>6</td>
</tr>
<tr>
<td>Philosophy of Nursing Education</td>
<td>6</td>
</tr>
<tr>
<td>PhD in Nursing Objectives</td>
<td>7</td>
</tr>
<tr>
<td>Accreditations</td>
<td>7</td>
</tr>
<tr>
<td>Administrative Structure</td>
<td>7</td>
</tr>
<tr>
<td>Administrative Personnel in the School of Nursing</td>
<td>7</td>
</tr>
<tr>
<td>Professional Organizations</td>
<td>9</td>
</tr>
<tr>
<td>University Resources</td>
<td>10</td>
</tr>
<tr>
<td>School of Nursing Resources</td>
<td>10</td>
</tr>
<tr>
<td><strong>Curriculum</strong></td>
<td>11</td>
</tr>
<tr>
<td>Overview of the PhD in Nursing Program</td>
<td>11</td>
</tr>
<tr>
<td>Plans of Study</td>
<td>13</td>
</tr>
<tr>
<td>Components of the PhD Curriculum</td>
<td>15</td>
</tr>
<tr>
<td><strong>Research Sequence and Guidelines for the Dissertation</strong></td>
<td>17</td>
</tr>
<tr>
<td>Process for Changing PhD Project Chair</td>
<td>19</td>
</tr>
<tr>
<td><strong>Academic Program Policies</strong></td>
<td>20</td>
</tr>
<tr>
<td>Standards of Professional Performance</td>
<td>20</td>
</tr>
<tr>
<td>Core Performance Standards</td>
<td>20</td>
</tr>
<tr>
<td>Student Professionalism Expectations Graduate</td>
<td>20</td>
</tr>
<tr>
<td>Bullying</td>
<td>21</td>
</tr>
<tr>
<td>Boundary Violations</td>
<td>21</td>
</tr>
<tr>
<td>Course Materials</td>
<td>21</td>
</tr>
<tr>
<td>Petition of Exception to an Academic Policy or Requirement</td>
<td>21</td>
</tr>
<tr>
<td>Course Waiver/Substitution for a Graduate Program Requirement</td>
<td>22</td>
</tr>
<tr>
<td>Family Educational Rights &amp; Privacy Act</td>
<td>22</td>
</tr>
<tr>
<td>Residency</td>
<td>22</td>
</tr>
<tr>
<td>Withdrawal Policy</td>
<td>22</td>
</tr>
</tbody>
</table>
Leave of Absence Policy 23
Apply to Graduate 23
Continuous Enrollment Policy for DNP Project 23

Policies and Procedures for Progression, Retention, and Dismissal in the School of Nursing
Minimum Requirements for continuing in the Graduate Programs of the School of Nursing 24
Procedure to Resolve an Issue Related to Course Evaluation 24
OU Judicial Process 27
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 healthcare quality and health outcomes with a global perspective supports the university mission aligns 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.

Philosophy of Nursing Education
Approved by the School of Nursing Faculty Assembly February 2016

The Oakland University School of Nursing Philosophy of Nursing Education is informed by insights into the empirical, aesthetic, ethical, and personal ways of knowledge that undergirds 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 believe 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 and 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 believe that:

- Students learn best when challenged by educational experiences that are salient and incorporate 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 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 healthcare quality and health outcomes in 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

The baccalaureate degree in nursing/master’s degree in nursing and Doctor of Nursing Practice at Oakland University are accredited by the Commission on Collegiate Nursing Education (http://www.ccneaccreditation.org). In addition, the Nurse Anesthesia program is accredited by the Council on Accreditation of Nurse Anesthesia Educational Programs (COA).

Administrative Structure

The SON is one of eight Schools and a College at OU. Each School/College is governed by a Dean who is responsible to the Senior Vice President of Academic Affairs and Provost.
Administrative Personnel in the School of Nursing

Judy Didion, PhD, RN
Dean
jdidion@oakland.edu

Carrie Buch, PhD, RN
Associate Dean
moore@oakland.edu

Carolyn Tieppo, DNP, RN, CPNP-PC
Undergraduate Program Director
cktieppo@oakland.edu

Meghan Harris, PhD, RN
Graduate Program Director
Harris23@oakland.edu

Laura Pittiglio
PhD Program Coordinator
pittigli@oakland.edu

Anne Hranchook, DNP, CRNA
DNP-NA Program Track Director
hranchoo@oakland.edu

Jason Bradley Pennington, M.A.
Director of Student Services and Advising
penningt@oakland.edu

Michele St. Denis, BA
Assistant Dean
stdenis@oakland.edu

Jackie McIntosh
Director of Philanthropy
jmcintosh@oakland.edu
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.

**National Black Student Nurses Association at Oakland University – (NBNA – OU)**
The NBNA-OU provides nursing students with an opportunity to promote unity among minority and other students by providing a support network for pre-nursing and currently enrolled nursing students in all nursing programs. In addition, the NBNA-OU allows members the opportunity to improve their networking skills while informing the greater OU community about health issues that affect minority populations.

**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.
University Resources

OU Website

Schedule of Classes

Academic Calendar

OU E-mail Account
Students are expected to communicate with SON faculty and staff using their OU E-mail account. Information related to courses, scholarships, health requirements, etc. are communicated via student OU E-mail accounts.

Course Websites
Every SON course has a course website in the web-based computer application Moodle. Information about courses, including course syllabi, is posted on course websites.

Student Name and Address Changes
The SON uses the information on file with the university to contact students. It is the responsibility of each student to inform the Office of the Registrar of any changes in name, mailing address, and/or telephone number as soon as the change is known.

SAIL
Through Oakland’s secure SAIL system, you will be able to register for classes, view your up-to-the-minute financial aid status, and receive notifications of missing financial aid documentation or outstanding obligations, set up the e-Bill online bill payment system and more. mysail.oakland.edu

Graduate Catalog The graduate catalog has the listing of academic programs, degree requirements, policies, and related information; available on The Graduate School website.

The Graduate School

Graham Health Center

Kresge Library

Financial Aid

School of Nursing Resources

Faculty Names and Addresses

School of Nursing Academic Advising Office
[433 Meadow Brook Rd, Suite 3027 Human Health Building, Rochester, MI 48309 (248) 370-4253 or nrsinfo@oakland.edu]. Academic Advisers are available to assist students with, course scheduling, petitions of exception, transfer equivalencies, etc. You will be assigned a professional Academic Adviser for the duration of your nursing program.
Funding for Nursing PhD students

Financial support for admitted students is available via Graduated Student Research Assistant (GA) positions and the Nursing Faculty Loan Program (NFLP). The GA position provides eligible students with tuition support, 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 GA 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 must apply through Handshake

School of Nursing GA position requires students to:
1. Meet full-time student status requirements;
2. Maintain good academic standing in the PhD program;
3. Participate in his/her faculty research mentor’s research activities approximately 20 hours per week during the fall and winter semesters throughout the PhD program;
4. Collaborate with his/her faculty research mentor in obtaining external funding, manuscript development and publication, and dissemination of research findings; and
5. Achieve satisfactory appraisals from his/her faculty research mentor fall and winter semesters.

NFLP Funding
1. OU SON has been granted funds to support students through the Nurse Faculty Loan Program (NFLP). The NFLP aims to increase the number of nursing faculty.
2. Students who desire to secure a teaching position within one year of degree completion are eligible.
3. Contact the Graduate Program Director 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, commitment to scientific inquiry and the assimilation of scientific processes, and analytics. The PhD curriculum expounds upon content acquired at the baccalaureate, master’s and the DNP levels and emphasizes theory development and research expertise. Students may be admitted post-baccalaureate, post-master’s or post-DNP. Total PhD course requirements for a post-baccalaureate student is 80 credits of approved course work, for a post-master’s students it is 60 credits of approved course work, and for post-DNP students 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 come to campus for one week each year for Doctoral Week. The primary purpose of this week 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 (Skype, WebEx, 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 program of study, 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.
# Plan of Study (POS)

The Plan of Study (POS) is developed by the PhD Program Coordinator in conjunction with Advising and details specific courses and other requirements you must complete in order to earn your graduate degree.

## BSN to PhD Full Time Plan of Study

<table>
<thead>
<tr>
<th>Fall I</th>
<th>Winter I</th>
<th>Summer I</th>
</tr>
</thead>
</table>
| ● NRS 5312 Theory and Translational Research for Advanced Nursing Practice (4 credits)  
● NRS 5302 Statistics in Advanced Nursing Practice (3 credits)  
● NRS 7398 Graduate Research Practicum I (2 credits) | ● NRS 5311 (Qualitative Research Methods (3 credits)  
● NRS 9911 Seminar: Health Care Quality (3 credits)  
● NRS 9312 Quantitative Research Methods (3 credits) | ● NRS 7399 Graduate Research Practicum II (3 credits) |
| Total: 9 credits | Total: 9 credits | Total: 3 credits |

<table>
<thead>
<tr>
<th>Fall II</th>
<th>Winter II</th>
<th>Summer II</th>
</tr>
</thead>
</table>
| ● NRS 9201 Philosophic Foundations of Advanced Theory Development (4 credits)  
● NRS 9202 Advanced Health Care Statistics (4 credits) | ● NRS 9311 (Qualitative Research Methods (3 credits)  
● NRS 9911 Seminar: Health Care Quality (3 credits)  
● NRS 9312 Quantitative Research Methods (3 credits) | ● NRS 8221 Health Systems, Policy and Regulation (3 credits)  
● NRS 8241 Nursing and Health Care Informatics Leadership (3 credits) |
| Total: 8 credits | Total: 9 credits | Total: 6 credits |

<table>
<thead>
<tr>
<th>Fall III</th>
<th>Winter III</th>
<th>Summer III</th>
</tr>
</thead>
</table>
| ● NRS 8382 Health Economics (3 credits)  
● Cognate (4 credits)  
● NRS 9913 Seminar: Advancement of Health Outcomes (3 credits) | ● NRS 9315 Measurement and Design/Big Data (3 credits)  
● Cognate (4 credits)  
● NRS 9696 Mentored Research Experience (2 credits)  
● NRS 8782 Grant Writing (1 credit) | ● Comprehensive/Qualifying Exam (1 credit) |
| Total: 10 credits | Total: 10 credits | Total: 1 credit |

<table>
<thead>
<tr>
<th>Fall IV</th>
<th>Winter IV</th>
<th>Summer III</th>
</tr>
</thead>
<tbody>
<tr>
<td>● NRS 9999 Dissertation (8 credits)</td>
<td>● NRS 9999 Dissertation (8 credits)</td>
<td></td>
</tr>
<tr>
<td>Total: 8 credits</td>
<td>Total: 8 credits</td>
<td></td>
</tr>
</tbody>
</table>

| Fall V |  |
|--------|  |
| ● NRS 9999 Dissertation (8 credits) |  |
| Total: 8 credits |  |

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
</table>
| Coursework (56 credits)  
+ Dissertation (24 credits)  
= 80 Total |  |
### MSN to PhD Full Time Plan of Study

Admission Prerequisites: Graduate Nursing Theory (minimum three credits) and Graduate Statistics (minimum 3 credits)

<table>
<thead>
<tr>
<th>Term</th>
<th>Course Details</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall I</strong></td>
<td>• NRS 9201 Philosophic Foundations of Advanced Theory Development (4 credits)</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>• NRS 9202 Advanced Health Care Statistics (4 credits)</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total:</strong> 8 credits</td>
<td></td>
</tr>
<tr>
<td><strong>Winter I</strong></td>
<td>• NRS 9311 (Qualitative Research Methods (3 credits)</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>• NRS 9911 Seminar: Health Care Quality (3 credits)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• NRS 9312 Quantitative Research Methods (3 credits)</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total:</strong> 9 credits</td>
<td></td>
</tr>
<tr>
<td><strong>Summer I</strong></td>
<td>• NRS 8221 Health Systems, Policy and Regulation (3 credits)</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>• NRS 8241 Nursing and Health Care Informatics Leadership (3 credits)</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total:</strong> 6 credits</td>
<td></td>
</tr>
<tr>
<td><strong>Fall II</strong></td>
<td>• NRS 8382 Health Economics (3 credits)</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>• Cognate (4 credits)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• NRS 9913 Seminar: Advancement of Health Outcomes (3 credits)</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total:</strong> 10 credits</td>
<td></td>
</tr>
<tr>
<td><strong>Winter II</strong></td>
<td>• NRS 9315 Measurement and Design/Big Data (3 credits)</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>• Cognate (4 credits)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• NRS 9696 Mentored Research Experience (2 credits)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• NRS 8782 Grant Writing (1 credit)</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total:</strong> 10 credits</td>
<td></td>
</tr>
<tr>
<td><strong>Summer II</strong></td>
<td>• Comprehensive/Qualifying Exam (1 credit)</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td><strong>Total:</strong> 1 credit</td>
<td></td>
</tr>
<tr>
<td><strong>Fall III</strong></td>
<td>• NRS 9999 Dissertation (8 credits)</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td><strong>Total:</strong> 8 credits</td>
<td></td>
</tr>
<tr>
<td><strong>Winter III</strong></td>
<td>• NRS 9999 Dissertation (8 credits)</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total:</strong> 8 credits</td>
<td></td>
</tr>
<tr>
<td><strong>Summer III</strong></td>
<td>• NRS 9999 Dissertation (8 credits)</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td><strong>Total:</strong> 8 credits</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Coursework (44 credits) &amp; Dissertation (16 credits) = 60 Total</strong></td>
<td></td>
</tr>
</tbody>
</table>

PhD Student Handbook/SON PhD Student Handbook 2019-2020 6.10.19
### DNP to PhD Full Time Plan of Study

Admission Prerequisites: Graduate Health Informatics (min 3 credits), Graduate Health Policy (min 3 credits)

<table>
<thead>
<tr>
<th>Semester</th>
<th>Courses</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall I</strong></td>
<td>NRS 9201 Philosophic Foundations of Advanced Theory Development (4 credits)</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>NRS 9202 Advanced Health Care Statistics (4 credits)</td>
<td>4</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>8</td>
</tr>
<tr>
<td><strong>Winter I</strong></td>
<td>NRS 9311 (Qualitative Research Methods (3 credits)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>NRS 9911 Seminar: Health Care Quality (3 credits)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>NRS 9312 Quantitative Research Methods (3 credits)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>9</td>
</tr>
<tr>
<td><strong>Summer I</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Fall II</strong></td>
<td>NRS 8382 Health Economics (3 credits)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Cognate (4 credits)</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>NRS 9913 Seminar: Advancement of Health Outcomes (3 credits)</td>
<td>3</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>10</td>
</tr>
<tr>
<td><strong>Winter II</strong></td>
<td>NRS 9315 Measurement and Design/Big Data (3 credits)</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>Cognate (4 credits)</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>NRS 8782 Grant Writing (1 credit)</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>8</td>
</tr>
<tr>
<td><strong>Summer II</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Fall III</strong></td>
<td>NRS 9999 Dissertation (6 credits)</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>6</td>
</tr>
<tr>
<td><strong>Winter III</strong></td>
<td>NRS 9999 Dissertation (6 credits)</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td>6</td>
</tr>
</tbody>
</table>

**Coursework (36 credits) + Dissertation (12 credits) = 48 Total**
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 student’s faculty mentor will facilitate appropriate contact with faculty in cognate area. The cognate selection must be approved by both the faculty mentor and a cognate faculty member, with signatures (Appendix A) attached to the student’s plan of study. 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 B). 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.

Mentored Research Experience
A mentored research experience is required of students entering with BSN or MSN preparation. This activity is designed to provide graduate students with mentored research experience. The purpose of this experience is to provide students with an opportunity to participate in ongoing research as well as contribute to the student’s socialization as scholars. Students must enroll for a minimum of 2 credit hours of NRS 9696, Mentored Research Experience. Applicable experiences include data collection, subject recruitment, developing and testing of experimental protocols, instrument development and testing, facilitate focus groups, and participating in both qualitative and quantitative data analysis and dissemination. Literature reviews and data entry are not deemed appropriate experiences. The faculty that is working with the student for this experience needs to be actively pursuing research and not necessarily funded.

Procedure:
A. After reviewing SON faculty profiles or via individual pursuit, students will choose a research experience in the students’ area of research/or augment the students’
experience in a research methodology necessary for the student to complete their desired area of research.

B. The mentoring faculty and student derive mutually agreed upon objectives for the completion of the experience.

C. The Research Form which includes a written description of how the student will attain the identified objectives will be signed by the student, the mentoring faculty, and the PhD Program Coordinator (Appendix C).

D. Students are responsible for negotiating his/her role and if necessary authorship status in advance.

E. When the student and mentoring faculty member conjointly agree that the objectives have been met, the faculty mentor will sign off on the Research Form.

F. If the parties disagree, then both the student and faculty mentor will submit a communication with the supporting rationale to the PhD Program Coordinator.

G. In some instances the GA experience may be used to meet the course objectives.

Dissertation Project
The required culminating research project is the dissertation. Students must enroll for a minimum of NRS 9999 credits which is determined by the level of program entry: BSN entry level is 24 credit hours, MSN entry level is 16 credit hours, and DNP level of entry is 12 credit hours. Enrollment for NRS 9999 will occur in the fall and winter semester following the completion of course work and the comprehensive/ qualifying examination. Students may also register for NRS 9999 during the spring/summer term if they plan to defend their dissertation at that time. Students must be enrolled in the semester that they defend.

Dissertation Guidelines
Dissertation Committee
Within the first two years of their program, the student will be expected to identify a dissertation committee consisting of a chairperson plus a minimum of two additional committee members. The chairperson must be a PhD prepared tenured faculty member within the School of Nursing. Two of the remaining members must be tenured/tenure track faculty in the SON. When it is appropriate to the student’s plan of study and approved by the chair, an outside scientist or expert may be added to the committee.

Comprehensive/Qualifying Examination
The purpose of the examination is to determine the readiness of a pre-candidate to perform dissertation research. Students will sit for the comprehensive/qualifying examination at the discretion of their chair and/or after completing course work. The comprehensive/qualifying examination will have a written and an oral component. The written component will consist of questions that assess the student’s knowledge of challenging issues in nursing and health care research (including the student’s cognate area). All committee members must reach a majority agreement regarding the student’s performance on the written examination. Following successful completion of the written exam, the student takes the oral component. A student achieves candidacy when all committee members reach a majority agreement regarding the student’s performance on the oral examination.

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. All dissertations must conform to university standards Guide for the Preparation of Theses. Students should also review the Dissertation Flow Chart.
A. One Month prior to the oral defense along with the members of the dissertation committee arrange a date for the dissertation defense and reserve a room in the SON.
B. Before dissertation defense, students must make an appointment with the University Thesis/Dissertation Coordinator for format review.
C. Be cognizant of University timeline for graduation
   a. Five weeks before the end of the semester is the last day for dissertation defense.
   b. Four weeks before the end of the semester is the last day to obtain dissertation report format approval from The Graduate School.
   c. Three weeks before the end of the semester is the last day to submit dissertation report to The Graduate School in fulfillment of degree requirements.
D. At least fourteen days prior to your oral defense
   a. Distribute the complete dissertation and abstract to all the members of the committee.
E. Following the Oral Defense
   a. Complete any changes/corrections/revisions to your dissertation as suggested by your committee
   b. After the dissertation with revisions has been approved and an approval memo has been issued by the Graduate Coordinator, students must make an appointment with Thesis/Dissertation Coordinator to present a clean, unbound copy for final review.
      i. Format approval will be granted by Graduate Study once it is concluded that the manuscript complies with preparation guidelines and conforms to the university’s standards.
   c. After the Thesis/Dissertation Coordinator has approved the thesis format, students must make an appointment with the Thesis/Dissertation Coordinator to submit format approved dissertations ready for binding, as well as required documentation.
F. Complete online Survey of Earned Doctorates

Dissertation Formats
Traditional book-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
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 the 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 Chair
If the Faculty Chair wants to be released from the Dissertation project:
1. The Faculty Chair 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 Chair 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 Chair 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 Chair, and documentation of the separation will be placed in the student’s academic file.
3. The outgoing Faculty Chair must write a detailed account of the progress that has been made on the project up to the date of the Faculty Chair’s resignation. This document must be submitted to the student and the newly appointed Faculty Chair, 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 Chair for his/her Dissertation project. The new Faculty Chair must have the required academic credentials/faculty rank as described as described above and must be approved by the PhD Program Coordinator. Documentation regarding who will be the new Faculty Chair will be placed in the student’s academic file.
5. The new faculty Chair will send correspondence to the PhD Program Coordinator giving the exact date he/she will assume the duties of Faculty Chair.
If the Student wants to change the Faculty Chair of his/her dissertation Project:
1. The student must meet with the Faculty Chair to discuss the reasons why he/she is requesting to change his/her Faculty Chair.
2. If the Faculty Chair and student are unable to come to an agreement and the PhD student still wants to change his/her Faculty Chair, 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 Chair, and the student that the process for selecting a new Faculty Chair 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 Chair who must have the required academic credential/faculty rank as described above.
5. The student may keep his/her current committee member(s), however a new “PhD Dissertation Committee” form must be completely filled out after a new Faculty Chair 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 Chair has been selected and approved, the form will be placed in the student's academic file.
7. Then student is responsible for informing the new Faculty Chair of the work that he/she has done to date on the dissertation project.

ACADEMIC PROGRAM POLICIES

Core Performance Standards

Graduate students must be able to demonstrate all of the Core Performance Standards while a student in the SON. Any graduate student who believes that he/she may need assistance meeting the Core Performance Standards should contact the OU Office of Disability Support Services (DSS), 103A North Foundation Hall, phone: (248) 370-3266; TTY (248) 370-3268.

<table>
<thead>
<tr>
<th>Competency</th>
<th>Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Thinking</td>
<td>Inductive/deductive reasoning sufficient for clinical judgment and decision making</td>
</tr>
<tr>
<td>Interpersonal</td>
<td>Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, spiritual and intellectual backgrounds</td>
</tr>
<tr>
<td>Emotional Stability</td>
<td>Emotional stability sufficient to assume responsibility/accountability for actions</td>
</tr>
<tr>
<td>Communication</td>
<td>Communication abilities sufficient for interaction with others in verbal and written form</td>
</tr>
<tr>
<td>Motor Skills</td>
<td>Gross and fine motor abilities sufficient to provide safe and effective nursing care</td>
</tr>
<tr>
<td>Mobility</td>
<td>Physical abilities sufficient to move from place to place and maneuver in small places</td>
</tr>
<tr>
<td>---------------</td>
<td>-----------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Visual</td>
<td>Visual ability sufficient to provide safe and effective nursing care</td>
</tr>
<tr>
<td>Hearing</td>
<td>Auditory ability sufficient to provide safe and effective nursing care</td>
</tr>
<tr>
<td>Tactile</td>
<td>Tactile ability sufficient for assessment and implementation of care</td>
</tr>
<tr>
<td>Health</td>
<td>Characteristics that would not compromise health and safety of clients</td>
</tr>
</tbody>
</table>

**Student Professionalism Expectations Graduate**

The American Nurses' Association (ANA) Scope & Standards of Practice provide the foundation for the graduate student expectations. The Standards identify sixteen areas of professional performance that are expected of every nurse. As part of the graduate nursing student’s development, it is imperative that this professional conduct be demonstrated in all health care and academic settings. Each standard is followed by competencies for the registered nurse and additional competences for the graduate-level prepared specialty nurse and the APRN.


**Bullying**

If you are a student in the SON and you believe that you have been a victim of lateral violence or “Bullying” in any setting, please communicate it to the SON as soon as possible. The SON has a process for communicating your concerns. If the incident(s) occurred during a clinical experience, the communication process is as follows:

1. Discuss the matter with your clinical faculty,
2. If the matter is not resolved to your satisfaction, next discuss the matter with the course Faculty of Record (FOR),
3. If the matter is not resolved to your satisfaction, next discuss the matter with the PhD Program Coordinator,
4. If the matter is not resolved to your satisfaction, next discuss the matter with the Graduate Program Director,
5. If the matter is not resolved to your satisfaction, next discuss the matter with the Associate Dean, and
6. If the matter is not resolved to your satisfaction, next discuss the matter with the SON Dean.

If the incident(s) occur in any other academic setting, begin the communication process with #2, the course FOR.

If you experience an incident or are in any academic setting that makes you feel unsafe, call the agency’s security immediately and have them come to the department/unit, walk you to your car, contact OU/local police, etc. For further information, refer to the ANA (2015) position statement on Incivility, Bullying, and Workplace Violence at [http://www.nursingworld.org/MainMenuCategories/Policy-Advocacy/Positions-and-Resolutions/ANAPositionStatements/Position-Statements-Alphabetically/Incivility-Bullying-and-Workplace-Violence.html](http://www.nursingworld.org/MainMenuCategories/Policy-Advocacy/Positions-and-Resolutions/ANAPositionStatements/Position-Statements-Alphabetically/Incivility-Bullying-and-Workplace-Violence.html)
Boundary Violations

Divulging information of any sort about patients and/or their families on the internet or any other social medium is considered unethical and unprofessional behavior, and may result in sanctions. Boundary violation web link from the ANA and National Council of State Boards of Nursing is [https://www.ncsbn.org/Social_Media.pdf](https://www.ncsbn.org/Social_Media.pdf) for further information.

Course Materials

Textbooks and syllabi are available in the OU Bookstore or the online course website. Arrangements can be made through the OU Bookstore to mail these 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.

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. The OU Graduate Catalog may be found on the Graduate School website.

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

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 advance approval from the OU SON faculty adviser, Graduate Committee on Instruction and the Graduate School, a student may request a course requirement be waived and another OU course substituted. The determination of courses suitable for substitution rests with the graduate program.

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

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

**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. Students who want to withdraw from the program must submit the SON Withdrawal form. 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 PhD program or is unsuccessful in meeting the requirements, the student can apply to the 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 his/her SON academic adviser and track director/coordinator and complete the SON Leave of Absence form. Returning to SON coursework is contingent upon space availability. Students who go “on-leave” will be placed on the SON return wait list. The following requirements must be satisfied by all students who wish to return from on-leave status:

https://wwwp.oakland.edu/Assets/upload/docs/Graduate-Study/Forms/Leave-of-Absence-Form-Object_06-12.pdf

- When space is available and the student has been invited to return to SON coursework, the student will develop a POS with his/her SON Academic Adviser before being allowed to register for any nursing courses.
- The student will comply with all SON policies and requirements in effect at the time of return.

**Apply to Graduate**

In order to graduate in any given semester you must apply for graduation at: www.oakland.edu/gradstudy. It is important to review application deadline dates and work with your academic adviser if you have any questions. Those students who do not complete the application for graduation by the deadline date will not graduate.
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. Doctoral students who have completed all required hours toward their degree but who have not completed NRS 9999 may register for additional hours in NRS 9999 beyond the 8 credit minimum, up to 12 credits. This course will be assessed at the “graduate continuous enrollment” rate (equivalent to one credit at the current graduate tuition rate). Should circumstances arise that may cause an interruption in graduate study, the student must apply for a Leave of Absence using this form at oakland.edu/grad. A student on official “leave of absence” is NOT required to pay tuition, but the student is NOT entitled to any services from the university during the leave, including demands upon faculty or Adviser time, or receipt of fellowship, assistantship, or financial aid, library privileges or email.

Some agency and graduate assistantship eligibility may have course lead requirements that exceed the minimum registration requirements of the Continuous Enrollment Policy (e.g. Veterans Administration, United States Citizenship and Immigration Services (USCIS) for international students, and federal financial aid programs). Therefore, it is the student’s responsibility to register for the appropriate number of credits that are required for funding eligibility and/or compliance as outlined by specific agency regulations under which they are governed.

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 SCHOOL OF NURSING

Minimum Requirements for continuing in the Graduate Programs of the School of Nursing

Once admitted to the 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 program. SON courses may be repeated only one time.

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 B or a grade of Unsatisfactory progress (NP). 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 and one sent to Graduate Study and Lifelong Learning.
At a minimum the conditions of probation will include: the student must repeat the same OU SON course in which a grade less than B or Unsatisfactory progress was received. An independent study course or a competency exam cannot be used as a substitute for a failed course.

The student and DNP Program Coordinator will develop a written plan for success in meeting the conditions of probation.

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

1. receives two graduate nursing course grades below B or Unsatisfactory progress (NP)
2. fails to fulfill the conditions of probation, or
3. exhibits unsafe, unethical or unprofessional behavior in any academic or clinical setting.

**Procedure to Resolve an Issue Related to Course Evaluation**

Faculty members 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 assigned the grade. Final course grades cannot be grieved, only the process by which they were assigned.

If a student believes he/she has been graded in an arbitrary or capricious manner, or not afforded due process, he/she needs to first discuss the issue with the faculty member teaching the course who assigned the grade. Arbitrary or 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 a course evaluation issue, the student must first meet with the SON faculty member who assigned the grade at the Human Health Building. If the student chooses not to meet with the SON faculty member who assigned the grade, then the grading issue is considered resolved and no further action is taken. If the student meets with the SON faculty member, and the issue remains unresolved, the student may request a Grievance Hearing.

**Grievance Hearing Procedure**

**Step 1: Notification of Intent to File a Grievance**

The Grievance Hearing procedure must be initiated by the student within two (2) business days of receipt of the grade in question. Receipt of grade is defined as when grades are available for student viewing on the OU SAIL system. In the case of a half semester course, receipt of grade is defined as when the final course grade is reported to the student by the course FOR. The student must submit the SON Student Grievance form (available at: [http://www.oakland.edu/nursing/forms](http://www.oakland.edu/nursing/forms)), including the student’s statement with rationale for the grievance, to the SON faculty member who assigned the grade with a copy sent to the course FOR (if different) and the SON Associate Dean.
The student’s statement must include the course name and number and the SON faculty member(s) involved, and a summary that states the specific SON policy, procedure, or due process that was violated. Further, the statement must include the specific actions upon which the violations are based and what actions were taken to resolve them. The student’s statement must be no longer than one double-spaced typewritten page. Additional supplementary materials relevant to the complaint may be attached to support the grievance.

The student assumes the burden of proof in the grievance hearing procedure.

A student who initiates the grievance hearing procedure may continue with his/her SON POS, assuming all prerequisite courses have been satisfied, until the process is resolved.

**Step 2: Preparation for Grievance Hearing**

The SON Associate Dean’s office will inform the SON faculty member and the course FOR (if different) about a student’s request for a grievance hearing, and request submission of any supporting documentation for the case. The student’s academic file with all of the materials associated with the grievance hearing will be held in the Associate Dean’s office for review by members of the Grievance Committee Panel (GCP).

**Step 3: Grievance Hearing**

The GCP will convene and hold a hearing within 5 business days following the filing of the grievance. The GCP will review all materials submitted by the student and the SON faculty member related to the grievance. The GCP will meet separately with the student and the SON faculty member involved in the grievance. The student may request a SON faculty member to act as his/her advocate. At the student’s request, the SON faculty member acting as the advocate may attend the grievance hearing.

**Step 4: GCP Recommendation**

The GCP will submit a one page written recommendation regarding the student’s grievance to the SON Associate Dean within two (2) business days following the grievance hearing. The written recommendation will include the course name and number, the names of the student and SON faculty member(s) involved in the grievance and a summary of the evidence and the policies and procedures upon which the GCP based its recommendation. Supplementary materials relevant to the recommendation may be attached.

**Step 5: Grievance Decision**

Within one (1) business day of receipt of the GCP’s recommendation, the SON Associate Dean shall make a final decision regarding the grievance. The decision of the SON Associate Dean is final. The student will be notified of the Associate Dean’s decision in writing by certified mail. The SON faculty member(s) involved in the grievance will be notified of the Associate Dean’s decision by OU e-mail.

If the student is placed on probation in the SON or is dismissed from the SON following the grievance, it is his/her responsibility to withdraw from all nursing courses.

**Withdrawal of Grievance**

A student initiating the grievance hearing procedure may withdraw the grievance at any time by writing the SON Associate Dean via OU e-mail.
Procedure to Appeal a Dismissal from the SON

Students may appeal their dismissal from the SON, and such appeals will be considered on a case-by-case basis. A dismissal appeal must be made within 3 months of the date of dismissal from the graduate program. A student may not appeal a second dismissal.

Step 1: Notification of Dismissal Appeal

Following receipt of a letter of dismissal from the 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 Graduate Education, 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 the 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: Preparation for Dismissal Appeal Hearing

Within thirty (30) calendar days of receipt of a student’s appeal, the Dean of Graduate Education 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 Graduate Education. The Dean of Graduate Education will review the case, based upon the appeal and written input from the graduate program and/or department.

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

If the Dean of Graduate Education 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 Graduate Education is final.

OU Judicial Process

The Dean of Students Office administers the University student judicial process and insures that student rights are protected. The judicial system provides for the timely and orderly investigation and adjudication of alleged nonacademic and academic conduct violations of community standards. Any person who is aware of possible Student Code of Conduct violations of a non-academic nature is requested to report the alleged misconduct to the Dean of Students Office. Criminal violations should be reported to the Oakland University Police Department.
## SCHOOL OF NURSING

### GRADE CONVERSION SCALE

<table>
<thead>
<tr>
<th>PERCENTAGE</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>95.00-100.00</td>
<td>A</td>
</tr>
<tr>
<td>90.00-94.99</td>
<td>A-</td>
</tr>
<tr>
<td>85.00-89.99</td>
<td>B+</td>
</tr>
<tr>
<td>80.00-84.99</td>
<td>B</td>
</tr>
<tr>
<td>75.00-79.99</td>
<td>B-</td>
</tr>
<tr>
<td>70.00-74.99</td>
<td>C+</td>
</tr>
<tr>
<td>65.00-69.99</td>
<td>C</td>
</tr>
<tr>
<td>60.00-64.99</td>
<td>C-</td>
</tr>
<tr>
<td>55.00-59.99</td>
<td>D+</td>
</tr>
<tr>
<td>50.00-54.99</td>
<td>D</td>
</tr>
<tr>
<td>0.00-49.99</td>
<td>F</td>
</tr>
</tbody>
</table>
APPENDIX A
PHD IN NURSING
COGNATE FORM

STUDENT NAME: ____________________________________________________________

STUDENT NUMBER: __________________________

STUDENT EMAIL: __________________________ AREA OF RESEARCH: __________________

COGNATE AREA: ____________________________________________________________

COGNATE RESPONSIBLE ACADEMIC UNIT: ________________________________

PROPOSED COURSE TO BE USED: ______________________________

COURSE NAME AND NUMBER

RATIONALE:

APPROVAL SIGNATURE FOR THE INDIVIDUAL REPRESENTING THE RESPONSIBLE ACADEMIC UNIT:

____________________________________________________________

STUDENT SIGNATURE:

____________________________________________________________

FACULTY MENTOR SIGNATURE:

____________________________________________________________

PROGRAM COORDINATOR SIGNATURE:

____________________________________________________________
APPENDIX B

FACULTY/PhD STUDENT MENTOR PARTNERSHIP AGREEMENT

THIS AGREEMENT INDICATES MY CONSENT TO WORK WITH __________________________ AND PROVIDE ADVICE AND CONSULTATION ON ACADEMICS, RESEARCH, AND GUIDE THE DEVELOPMENT OF THE DISSERTATION RESEARCH PROJECT.

MENTOR RESPONSIBILITIES:

- PROVIDE EXPERTISE IN RESEARCH CONTENT AREA RELATED TO STUDENT’S RESEARCH INTEREST
- PROVIDE INFORMATION AND GUIDANCE FOR THE STUDENT’S RESEARCH AND PREPARATION OF THE FINAL DISSERTATION PROJECT
- ADVISE REGARDING PROFESSIONAL DEVELOPMENT BY IDENTIFYING CONFERENCES AND/OR OTHER PROFESSIONAL MEETINGS THAT THE STUDENT CAN ATTEND WITH/OR WITHOUT THEIR MENTOR
- PROVIDE INFORMATION ON PROFESSIONAL ORGANIZATIONS

WE HAVE DISCUSSED THE PROCESS BY WHICH WE WILL WORK TOGETHER. IN ORDER TO ENSURE THAT OUR RELATIONSHIP IS A MUTUALLY REWARDING AND SATISFYING EXPERIENCE FOR BOTH OF US, WE AGREE TO:

1. MEET REGULARLY. OUR SPECIFIC SCHEDULE OF CONTACT AND MEETINGS, INCLUDING ADDITIONAL MEETINGS, IS AS FOLLOWS:

2. PROVIDE REGULAR FEEDBACK TO EACH OTHER AND EVALUATE PROGRESS. THIS WILL BE ACCOMPLISHED BY REVIEWING RESEARCH GOALS REGULARLY, DISCUSSING PROGRESS, AND CHECKING IN WITH EACH OTHER TO MAKE SURE OUR INDIVIDUAL NEEDS ARE BEING MET IN THE RELATIONSHIP, AND PERIODICALLY THEREAFTER.

____________________________________________________________________

MENTOR’S SIGNATURE                        DATE

____________________________________________________________________

MENTEE’S SIGNATURE                        DATE

____________________________________________________________________

PROGRAM COORDINATORS SIGNATURE          DATE
APPENDIX C

MENTORED RESEARCH EXPERIENCE/PhD STUDENT AGREEMENT

SIGNING OF THIS CONTRACT BETWEEN ________________________ (MENTOR) AND ________________________________________________ (STUDENT) MEANS THAT THE PARTIES WILL AGREE TO THE CONDITIONS AND STATEMENTS WRITTEN BELOW.

STUDENT RESPONSIBILITIES INCLUDE:
1. REVIEWING SON FACULTY PROFILES OR VIA INDIVIDUAL PURSUIT, CHOOSE A RESEARCH EXPERIENCE IN THE STUDENTS’ AREA OF RESEARCH/OR AUGMENT THE STUDENTS’ EXPERIENCE IN A RESEARCH METHODOLOGY.
2. DERIVING MUTUALLY AGREED UPON OBJECTIVES WITH THE MENTORING FACULTY FOR THE COMPLETION OF THE RESEARCH EXPERIENCE.
3. MEETING WITH THEIR MENTOR AT TIMES AND LOCATIONS AGREED UPON BY BOTH PARTIES.
4. KEEPING AND FOLLOWING A RESEARCH SCHEDULE.
5. CONDUCTING ETHICALLY-BASED RESEARCH THAT HAS BEEN APPROVED AND DIRECTED BY THEIR MENTOR.
6. CONDUCTING THE REQUIRED WORK IN A TIMELY MANNER AS DIRECTED BY THEIR MENTOR.
7. TAKING RESPONSIBILITY FOR NEGOTIATING HIS/HER ROLE AND IF NECESSARY AUTHORSHIP STATUS IN ADVANCE.
8. PRESENTING THE INFORMATION AT AN APPROVED CONFERENCE, AN ON-CAMPUS SYMPOSIUM, OR IN A PEER-REVIEWED JOURNAL.

MENTOR RESPONSIBILITIES INCLUDE:
1. MENTORING A STUDENT ONLY IN AREAS OF RESEARCH IN WHICH THEY ARE ACADEMICALLY, PROFESSIONALLY, OR PERSONALLY FAMILIAR.
2. DERIVING MUTUALLY AGREED UPON OBJECTIVES WITH THE STUDENT FOR THE COMPLETION OF THE RESEARCH EXPERIENCE.
3. ENSURING THAT THE STUDENT IS FOLLOWING THE PROPOSED MODE OF RESEARCH AND THE RESEARCH SCHEDULE.
4. REVIEWING PROPOSED RESEARCH EXPERIENCE FOR SOUND METHODS, ETHICAL INTEGRITY, AND COMPLETION IN A REASONABLE TIME FRAME.
5. ASSISTING THE STUDENT IN DISSEMINATING THE INFORMATION AT AN APPROVED CONFERENCE, ON-CAMPUS SYMPOSIUM, OR IN A PEER-REVIEWED JOURNAL.

*IN THE EVENT THE STUDENT LEAVES THE INSTITUTION OR DOES NOT COMPLETE THE RESEARCH, THE FACULTY MEMBER HAS THE RIGHT TO PRESENT THE RESEARCH.

DESCRIPTION OF RESEARCH EXPERIENCE:
STUDENT SIGNATURE:________________________________________________________

________________________________________________________

MENTOR SIGNATURE:________________________________________________________

_______________________________________

PHD PROGRAM COORDINATOR SIGNATURE:________________________________________

____________________________________________________________________________

THE MENTORS SIGNATURE BELOW SIGNIFIES THAT THE STUDENT AND THE MENTOR CONJOINTLY
AGREE THAT THE OBJECTIVES FOR THE RESEARCH EXPERIENCE HAVE BEEN MEET.

________________________________________     DATE

MENTOR SIGNATURE