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

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

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Associate Dean: Gary Moore, PhD, RN at moore@oakland.edu
Dean: Judy Didion, PhD, RN at jdidion@oakland.edu
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School of Nursing
Human Health Building
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Rochester, MI 48309-4401
nrsinfo@oakland.edu
(248) 370-4253

Revised December 19, 2017
Glossary

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

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 semester 2016 through Summer semester 2017 for students who have been admitted to the SON DNP program. Students are responsible for following the most current handbook.

This handbook reflects information available at the time of publication. OU/the SON reserve the right to revise this publication at their discretion and to make reasonable changes in requirements to academic and non-academic programs.
Dear Student:

Welcome to the School of Nursing! We are delighted that you have chosen the Oakland University School of Nursing. You and your classmates are a select group of well-qualified students.

Our academic programs will prepare you for the nursing profession now and in the future. SON faculty members are experts in the content areas they teach and you will receive an outstanding nursing education.

We have developed this handbook so you will have easy access to School of Nursing policies and procedures that may affect you during your DNP education. Please feel free to meet with our academic adviser 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,

Judy Didion, PhD, RN
Dean and Professor
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OVERVIEW OF THE SCHOOL OF NURSING

School of Nursing Mission
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
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.

**Post-Master's Doctor of Nursing Practice Program Objectives**

*Approved by School of Nursing Faculty Assembly February 16, 2012*

Building on the foundation of the master’s program, the post-master’s DNP program will prepare the student for the highest level of clinical nursing practice. The DNP graduate will:

1. Integrate the science and theory of nursing practice with scientific and theoretical knowledge from other disciplines to improve nursing practice and patient outcomes (*Essentials I, III, V, VII, and VIII*).

2. Integrate knowledge of effective communication and leadership skills based on professional standards to work as an effective member of an inter-professional team in the provision of safe, high quality, patient-centered care (*Essentials II, V, VI, and VIII*).

3. Demonstrate the appropriate and ethical use of information technology and research methods to improve practice and the practice environment (*Essentials III, IV, VII, and VIII*).

**Accreditations**

The Doctor of Nursing Practice program at Oakland University is accredited by the Commission on Collegiate Nursing Education ([http://www.aacn.nche.edu/ccne-accreditation](http://www.aacn.nche.edu/ccne-accreditation)).

**The Essentials of Doctoral Education for Advanced Nursing Practice**


The eight Essentials (AACN, 2006) are:

I. Scientific Underpinnings for Practice
II. Organizational and Systems Leadership for Quality Improvement and Systems Thinking
III. Clinical Scholarship and Analytical Methods for Evidenced-Based Practice
IV. Information Systems/Technology and Patient Care Technology for the Improvement and Transformation of Health Care
V. Health Care Policy for Advocacy in Health Care
VI. Interprofessional Collaboration for Improving Patient and Population Health Outcomes
VII. Clinical Prevention and Population Health for Improving the Nation’s Health
VIII. Advance Nursing Practice

**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
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Undergraduate Program Director
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Michele St. Denis, BA
Assistant Dean
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Kristen M. Cometto
Major Gift Officer
kcometto@oakland.edu
Professional Organizations

Student Representation on 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.

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

The 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.

Michigan Council of Nurse Practitioners (MICNP)
The Michigan Council of Nurse Practitioners is as member-driven organization developed to promote a healthy Michigan through: advocating for excellence in NP practice, education and research; shaping the future of health care through advancing health policy; ensuring the ability of NPs to practice to the full extent of their education; and building a positive image of the NP role as a leader in the state and national health care community.

American Association of Nurse Anesthetists (AANA)
Founded in 1931, the AANA is the professional association representing more than 49,000 certified registered nurse anesthetists (CRNA) and student registered nurse anesthetists nationwide. The AANA promulgates education and practice standards and guidelines, and affords consultation to both private and governmental entities regarding nurse anesthetists and their practice.

Michigan Association of Nurse Anesthesia Students (MANAS)
The Michigan Association of Nurse Anesthesia Students is the student chapter of MiANA. Annually, student members elect leaders from Michigan NA programs.

Michigan Council of Nurse Practitioners- Oakland University Student Chapter (MICNP-OU)
The Michigan Council of Nurse Practitioners is the only NP organization in the state to represent all specialties within the nurse practitioner community. Oakland University has one of only three student-led chapters in the state of Michigan. These forward-thinking leaders were instrumental in providing the basis for both stability and growth of the organization.

Black Student Nurses Association at Oakland University – (BSNA – OU)
The BSNA-OU provides nursing students an opportunity to promote unity among minorities and other students by providing a support network for pre-nursing and current nursing students. In addition, the BSNA-OU allows members the opportunity to improve their networking skills while informing the greater OU community about health issues that affect minorities.
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 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 http://www.oakland.edu/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. https://mysail.oakland.edu/uPortal/f/welcome/normal/render.uP

Graduate Catalog The graduate catalog is the listing of academic programs, degree requirements, policies, and related information; available on the graduate study web site.

Graduate Study and Lifelong Learning

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] Academic Advisers are available by appointment to assist students with program planning, course scheduling, petition of exceptions, transfer equivalencies, etc. You will be assigned a professional Academic Adviser for the duration of the nursing program.

SON Laboratories: The SON laboratories are located on the 4th floor of the Human Health Building. The nursing labs are available to assist students to: 1) learn to apply critical thinking and clinical reasoning to patient scenarios, 2) practice nursing interventions, 3) practice using therapeutic communication, and 4) overall, develop the skills and knowledge necessary for professional nursing practice.
CURRICULUM

Overview of the Post-Master’s DNP Program

The professional nursing standards and guidelines used by the SON include those delineated by the American Association of Colleges of Nursing (AACN) specifically for the DNP program titled *The Essentials of Doctoral Education for Advanced Nursing Practice* (2006) and the *Doctor of Nursing Practice: Current Issues and Clarifying Recommendations* (2015). Use of the AACN Essentials helps to guide program and curricular development, and allows the SON to ensure that the three academic levels of the curriculum build upon one another. The SON’s continued accreditation since its inception is evidence of the SON’s compliance with professional nursing standards and guidelines used in the preparation of nursing professionals at all levels of the nursing educational spectrum.

The DNP is the terminal degree for nurses in advanced clinical practice. Curriculum content that are an expansion of current MSN course offerings focus on advanced nursing theory, advanced research methodology, advanced leadership and interprofessional collaborative skills, systems management, health policy, population health outcomes, epidemiology, clinical immersion, and informatics. These are either new or more advanced content areas not previously included in MSN programs. AACN has proposed that the DNP become the only graduate advanced practice registered nurses (APRNs) degree. The OU SON post-master’s DNP is a 38 credit program intended to prepare APRNs to achieve higher levels of education and training to respond to increasing health care demands. Changing demands of this nation’s complex healthcare environment require the highest level of scientific knowledge and practice expertise to assure safe and quality patient outcomes.

All post-MSN DNP students must complete a minimum of 38 credits of approved coursework, of which a minimum of 24 credits must be taken at OU. A maximum of nine semester hours of transfer credit is acceptable toward a graduate degree at OU (see Graduate Catalog). In the post-master’s DNP program, graduate credit will not be awarded for courses in which a grade less than 3.0 is earned. All numerical grades earned are used in computing a student’s grade point average. Students who have advisory team approval of their DNP research projects must complete a minimum eight credits of NRS 8998. The DNP degree requires graduates have a minimum of 1,000 post-baccalaureate practice hours. Students may count 640 practice hours from their MSN program, contingent upon verification from their program administrator. Applicant with fewer than 640 hours from their MSN program will complete additional practice experiences in NRS 8965. Students with greater than 1,000 clinical hours in their MSN program will complete all practice experiences required in NRS 8221, 8231, 8241, 8455, 8681 and a minimum of 1 credit of 8965.

Components of DNP Curriculum

The DNP curriculum is composed of three content areas: four foundation courses (12 credits); two clinical core courses (4-7 credits); and the research sequence (18 credits). The foundation courses focus on advanced theory, health care policy, leadership within systems, and informatics. The clinical core provides opportunities for students to implement theory into clinical experiences within health care organizations. Five of the DNP courses include 50 hours of practice experiences that count toward the required 1000 hours of clinical in the DNP program. The research sequence includes statistics, population health and advanced research methods. An 8 credit DNP project is the DNP exit option and involves the student and at least two team members. The DNP curriculum includes the opportunity for the student to identify an elective that will support their area of interest.
Plan of Study (POS)
The Plan of Study (POS) is developed in consultation with the faculty program adviser and details specific courses, exit options and other requirements you must complete in order to earn your graduate degree.

Practice Experiences
DNP programs prepare graduates for the highest level of nursing practice and demonstrate synthesis and application of all DNP Essentials. Practice experiences should prepare the post-master’s DNP student with the outcomes delineated in the DNP Essentials.

In order to achieve the DNP competencies, students need a minimum of 1,000 hours of practice post-baccalaureate as part of a supervised academic program. All DNP students, including those in post-master's programs, are expected to complete a minimum of 1,000 post-baccalaureate practice hours. Given the intense practice focus on DNP programs, practice experiences are designed to help students build and assimilate knowledge for advance specialty practice at a high level of complexity.

Practice experiences should be designed to help students achieve specific learning objectives related to all of the DNP Essentials, role outcomes, and application of theory and the translation of evidence into practice. Faculty, in conjunction with the student, should develop learning objectives for the practice experience(s), and evaluate student learning and achievement of outcomes. Practice experiences for the DNP student can include indirect care practices in healthcare settings or related environments that broaden the experiences of the student. Experiences include in-depth work with experts from nursing as well as other disciplines and provide opportunities for meaningful student engagement within practice environments.

Opportunities for inter- and intra-professional collaboration with other health professions are needed to prepare the graduate with the leadership, communication, and team capabilities that are critical to advanced nursing practice. Examples of settings and areas of practice that could be considered to provide a broad array of opportunities for practice experiences includes community organizations, policy projects, long term or urgent care facilities, schools, prisons, and health departments.

DNP program practice experiences are designed to provide:
- Systematic opportunities for feedback and reflection.
- In-depth work/mentorship with experts in nursing, as well as other disciplines.
- Opportunities for meaningful student engagement within practice environments.
- Opportunities for building and assimilating knowledge for advanced nursing practice at a high level of complexity.
- Opportunities for further application, synthesis, and expansion of learning.
- Experience in the contest of advanced nursing practice within which the final DNP Project is completed.
- Opportunities for integrating and synthesizing all of the DNP Essentials and role requirements necessary to demonstrate achievement of defined outcomes in an area of advanced nursing practice.

Accountability for Practice Hours
All DNP students are expected to complete a minimum of 1,000 post-baccalaureate practice hours as part of their academic program. The School of Nursing will credit up to 640 practice hours to a post-master’s DNP student who holds current national certification: 1) in an area of advanced nursing practice, as defined in the DNP Essentials; and 2) requires a minimum of a graduate
degree. Practice hours spent in master’s nursing programs can be counted as post-baccalaureate practice hours, provided they can be verified.

Programs must demonstrate/validate that graduates have attained all the DNP Essentials outcomes. All students must complete sufficient time in supervised practice hours to integrate and demonstrate the new skills and knowledge needed to achieve the DNP Essentials outcomes. This expectation applies to all DNP students, including those focusing on organizational and executive leadership, health policy, and all direct care roles. Students who have completed more than 1,000 practice hours in their master’s program will need to complete additional hours in the DNP program to demonstrate the expected outcomes delineated in the DNP Essentials and their ability to integrate their new learning into practice. DNP students may be employed in settings or positions that appear to overlap with some of the outcomes delineated in the DNP Essentials. Practice experiences should have well defined learning objectives and provide experiences over and above the individual’s job responsibilities or activities.

Practice as a nurse educator cannot be included in the DNP practice hours. The focus on a DNP program, including practicum and DNP Project, should not be on the educational process, the academic curriculum, or on educating nursing students.

Distribution of Practice Experiences in Post-MSN DNP Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Practice Experiences</th>
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<tbody>
<tr>
<td>NRS 5302 Statistics</td>
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<tr>
<td>NRS 8211 Advanced Nursing Theory</td>
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<tr>
<td>NRS 8221 Health Care Policy</td>
<td>Course will have one practice experience (50 hours) that allows the student to demonstrate competence in Essential V.</td>
</tr>
<tr>
<td>NRS 8231 Organizational and Systems Leadership</td>
<td>Course will have one practice experience (50 hours) that allows the student to demonstrate competence in Essential II.</td>
</tr>
<tr>
<td>NRS 8241 Informatics</td>
<td>Course will have one practice experience (50 hours) that allows the student to demonstrate competence in Essential IV.</td>
</tr>
<tr>
<td>NRS 8455 Intraprofessional and Interprofessional Collaboration</td>
<td>Course will have one practice experience (50 hours) that allows the student to demonstrate competence in Essential VI.</td>
</tr>
<tr>
<td>NRS 8965 Clinical Immersion Practicum</td>
<td>Course will have an immersion practice experience (1 credit = 70 hours) that shows competence in all eight (8) Essentials. The course must be taken for a minimum of 2 credits but can be repeated for additional credits if necessary. More than 2 credits can be taken in any one semester.</td>
</tr>
<tr>
<td>NRS 8671 Research Methods</td>
<td></td>
</tr>
<tr>
<td>NRS 8681 Clinical Prevention and Population Health</td>
<td>Course will have one practice experience (50 hours) that allows the student to demonstrate competence in Essential VII.</td>
</tr>
<tr>
<td>NRS 8998 DNP project</td>
<td></td>
</tr>
<tr>
<td>Elective or additional NRS 8965 credits</td>
<td>Approval of adviser is required</td>
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</table>
RESEARCH SEQUENCE AND GUIDELINES FOR DNP PROJECT

The AACN *DNP Essentials* (2006) recognizes the need for a final scholarly project that demonstrates clinical scholarship. The *DNP Essentials* clarifies the scope of the final scholarly project, the level of implementation, the impact on system/practice outcomes, the extent of collaborative efforts, the expected dissemination of findings, and the degree of faculty mentorship/oversight. It is important that the translation of knowledge into the practice setting by way of the final scholarly project be guided by criteria to ensure consistency of learning.

The OU SON DNP Research Sequence prepares the doctoral student for the conduct of the final project and consists of four components: (1) NRS 5302 or equivalent graduate level statistics course, (2) NRS 8671 Advanced Research Methods, (3) NRS 8681 Clinical Prevention and Population Health, and (4) NRS 8998 DNP Project. The purpose of the research sequence is to prepare DNP students to evaluate current evidenced-based research, to assist in the development of a quality improvement or research proposal, or assist in development of a grant proposal submitted for funding, or prepare a report that represents the outcomes of a quality improvement or research effort. In addition to these research sequence outcomes, the DNP project is a scholarly experience that implements the principles of evidence-based practice and implementation science under the guidance of a DNP Project Team. Dissemination of the project findings may take a number of forms. The foundation of the DNP project is the use of evidence to improve clinical outcomes and population health.

The DNP Essentials is the framework that will be used as the guide regarding what constitutes an appropriate DNP project. Multiple theoretical and philosophical paradigms can be incorporated to build a foundation for the conceptualization of a DNP project. Some DNP project examples include: a pilot study, program evaluations, and quality improvement projects. In all cases, the projects must be data based with some evaluation/analysis required as part of the DNP project. A graduate level statistics course will prepare the DNP student to organize data for entry into a data management and analysis program, and to run appropriate statistical tests for evaluation and/or address research questions or hypotheses.

A minimum of eight credits of NRS 8998 will be required to complete the DNP project. The DNP Project team consists of the student, a SON faculty who serves as chair plus one other team member. The second team member can be SON faculty or a clinical expert from a service setting. Faculty Chairs will supervise the student’s progress in completing the DNP project, and will ensure that all OU Institutional Review Board (IRB) requirements are met. The student and faculty chair must negotiate the distribution of NRS 8998 credits over several semesters (Appendix A). If the student requires more than 12 credits to complete the project, the student must submit a Petition of Exemption form to continue taking NRS 8998 credits. It is permissible for students to work in pairs (no more than two students) on DNP projects, with permission from the DNP project team (Appendix B). If authorship on any subsequent publications from the DNP Project is to be negotiated the authorship agreement (Appendix C) must be signed and included in the student file.

**Editorial Style**

APA is the only acceptable writing format for use in the SON. Students should use the APA (2010) *Publication Manual of the American Psychological Association (6th ed)*. The format for the title page required by Graduate Study and Lifelong Learning is included in Appendix F.
Proposal Sections

The DNP proposal at a minimum must consist of the following sections:

1. **Introduction** that should end with the purpose statement. The introduction should begin with a strong thesis statement that makes a claim about the topic and justifies this claim with specific evidence-based research and how the topic is relevant to professional nursing APRN practice. See below link for more information: https://owl.english.purdue.edu/owl/resource/545/01/

2. **Nursing significance** related to the discipline of nursing and to advanced nursing practice.

3. **Conceptual/theoretical framework**, if applicable.

4. **Literature Review** should include the evidence-based research to justify the purpose of the study. This section can include citations from the introduction, but in more detail. All citations should include: (1) correct APA formatting and should clearly address the purpose of the study, the sample, and findings that are relevant to your study. The literature review is concluded with a summary/synthesis of the research evidence provided and a restatement of the purpose. The DNP project team will provide guidance on the structure of the literature review. All in-text citations must adhere to proper APA formatting.

5. **Methods Section**
   a. Description of the sample and the data collection site (who, how many, and where data will be collected).
   b. Discussion of the measures or instruments (reliability and validity). Data collection procedures (includes obtaining OU Institutional Review Board (IRB) approval and other(s) IRBs if necessary.
   c. Proposed data analyses.

After the student’s team has reviewed and approved the proposal, the student, Faculty Chair, team member(s) and the Director of the SON Graduate Programs must sign the Research Proposal Approval Form (see Appendix D). The student and Faculty Chair should keep a copy of the signed form. A copy of the form will also be kept in a file stored by the Director’s Office Assistant.

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**Oakland University Institutional Review Board**

All students must have completed the CITI training located on the CITI website at http://www.citiprogram.org prior to submitting for IRB review.

The Institutional Review Board (IRB), which is composed of representatives from the University and the community at large, is responsible for the initial and continuing review of all research projects that involve human subjects.

The IRB review is designed to assure:
- subjects’ rights have been protected
- procedures proposed for obtaining informed consent are adequate
- appropriate records are maintained regarding selection, participation and protection of subjects
- circumstances that may or do adversely affect the rights or welfare of individual subjects are reviewed and acted upon appropriately
Certain broad categories of research, including surveys, interviews, or observation of public behavior that do not identify subjects or place them at risk, may be appropriate for an expedited review. Final determination regarding the type of review is the exclusive responsibility of OU's IRB. Official notification of the outcome of IRB committee deliberations will be by memo to the Faculty Chair from the IRB chairperson. Students cannot submit an application for IRB approval until their proposal has been approved by their DNP project team and the proper form has been signed and submitted to the Director of the SON Graduate programs.

**Outside Agency Research Committee(s) IRB Approval**

Most health care institutions require students to secure permission from their Research Committee(s) and their IRB, in addition to IRB approval from OU. If IRB approval is obtained from an outside institution first, an IRB Authorization Agreement (IAA) with the outside institution IRB to declare them to be the outside IRB of record for the project may be granted. The DNP student must submit an IAA application along with all copies of approved documents from the outside institution (e.g., IRB application, consent form, HIPAA waiver or authorization, and approval letter). Keep in mind the requirements of both IRB’s when preparing consent forms.

Please Note: Often, the most frequent mistake DNP students make is that they **fail to allow sufficient time to negotiate the necessary arrangements at the research site**. Permission to conduct research usually entails many layers of review, including formal approval by the outside organizational Institutional Review Board, which may take weeks to months.

**Step-by-Step Process for DNP Project**

Adherence to the following steps must be met for satisfactory completion of the DNP project:

**Step 1: Identify DNP Project Topic**

DNP project area of interest **must** be applicable to the DNP student’s clinical practice. These include but are not limited to interests in:

1. Improving health outcomes within an identified population of individuals with similar health problems,
2. Evaluating clinical guidelines and practices for safety and efficacy,
3. Testing new, innovative clinical guidelines and practices for safety and efficacy,
4. Evaluating organizational, local, state, and national health policies,
5. Assessing nurses’ knowledge related to some specific area of nursing practice,
6. Increasing nurses’ knowledge related to some specific area of nursing practice, and
7. Evaluating programs and/or quality assurance initiatives.

This link provides exemplars of published DNP projects [http://www.doctorsofnursingpractice.org/resources/dnp-scholarly-projects/](http://www.doctorsofnursingpractice.org/resources/dnp-scholarly-projects/)

**Step 2: Identify Composition of the DNP Project Team**

For the DNP Project, a three-person team will be the minimum needed; the student, one faculty chair, and one team member. The team member could be from outside the SON (e.g., a nurse at a local hospital), but, the team member must have obtained a master’s degree or higher. A team member coming from outside the university normally would serve as a clinical content expert or research expert. The OU SON faculty highly recommends that DNP students choose a faculty chair who has expertise in their clinical foci of interest. A listing of all current SON Faculty with their
clinical and research areas of interest can be found on the SON webpage. OU SON faculty who have obtained a DNP or PhD degree are qualified for the role of chair. The faculty chair must be a full-time, regularly appointed faculty member in the SON who has completed a doctoral degree. Individuals who hold a faculty appointment at OU, but who are not full time, may serve as a DNP team member. OU Graduate Study and Lifelong Learning guidelines also allow faculty with doctoral degrees who do not hold a faculty appointment from OU to serve as Co-Chair of the DNP project. A student must get prior approval of the Director of the DNP program to exercise this option. The SON faculty recommends that the composition of the DNP project team include an expert in the clinical foci of interest and a member with expertise in research methodology to assist in proposal development and statistical analyses. PhD prepared SON faculty are qualified for the methodologist role.

It is the student’s responsibility to discuss the project with faculty and gain their commitment to serve as team members prior to starting work on the project. Once a student has secured a DNP project team (Chair and Team Member) the student must then submit a completed DNP Project Team Form. An override or hold will be placed on registration for NRS 899 until this form has been approved and signed by the Director of the SON Graduate Programs.

Once the DNP Project Team form is signed and approved by the Director of the SON Graduate Programs, the form becomes a written contract between the DNP student, and the DNP project team members. Since this form establishes the number of credits the student will take each semester, the type of project the student will generate, and other important information, the student and Faculty Chair are advised to keep a copy of the form. Any changes to this form must be communicated to the DNP Project team and to the Director of the SON Graduate Programs. Students cannot arbitrarily change Faculty Chairs. The process for changing Faculty Chairs can be found in this handbook.

**Step 3: Develop Written Proposal**

The purpose of the proposal is for the DNP student to demonstrate that he/she has sufficient knowledge and understanding of the quality improvement/research process to conduct an evidenced-based project. Students are advised that DNP Project teams may vary considerably on the depth required for approval of the proposal. Therefore, it is not wise to compare what one student is required to submit to gain approval of a proposal against what someone else is required to do. Each student should focus on the requirements of their DNP Project team and make the decision to continue prior to signing the DNP Project Committee Form.

**Step 4: Apply to IRB for approval to conduct the study.**

6. **Human Subjects**

   Only after the student’s project is approved by the DNP Project team and Director of the SON Graduate Programs can the student apply to the Institutional Review Board (IRB) of Oakland University. Some examples of data requiring IRB approval are data gathered from human subjects and/or review of confidential information, such as electronic health records.

   Students can collect data only after all written approvals have been received from OU IRB; an outside institution IRB, if applicable, and any other required research committees. Data collection must follow the method(s) outlined in the project proposal. Application for approval of human subjects can be found at: https://www.irbnet.org/release/index.html. Copies of all IRB approvals must be included in the appendix of the completed project report.
Step 5: FINAL REPORT (The final report will consist of sections 1-5 (Step 3) plus section 6 (Step 4) with the addition of sections 7 and 8 (Step 5).

7. Presentation of the Findings and Discussion
   Once all data for the DNP project is collected and analyzed, the student will complete the final two sections of the DNP project report which will include the following sections:
   a. Results of the findings including applicable statistical findings and significance.
   b. Discussion of the results including significance to nursing and its relationship to the literature presented in the proposal.
   c. Discussion of the project’s methodological limitations.
   d. Recommendations for clinical practice including citations from the literature.
   e. Plan for sustainability

8. Appendices must include:
   a. All approval letters from IRB reviews
   b. Copy of data collection tool if applicable
   c. Any letters giving permission to use tools or resources
   d. Copy of consent form if applicable
   e. Draft summary for dissemination (include guidelines for preparation) A draft copy of the summary of the DNP project that is prepared for dissemination must be included in the appendix (manuscript, slides for refereed podium or poster presentation, executive summary, webinar or video appropriate to a non-refereed lay publication or other public site, oral presentation to the public at-large, presentation at grand rounds etc.).
   f. Other documents determined by the team Chair

Step 6: Submit Copies of Completed Study

Students are required to submit an electronic version of the final approved DNP project report with the title page signed by the DNP Project Team to the Director’s Office Assistant. In addition, students must submit a signed copy of the final project approval form to the Directors office (Appendix E). Students may choose to have spiral bound copies of their projects made (at their expense) for themselves and their DNP Project Team members.

Deadlines

Grades for the DNP Project

Process for Changing DNP Project Chair

Underlying Philosophy
DNP students self-select their DNP Project Faculty Chair and are responsible for doing the interviewing or investigatory work to ensure to the extent possible that they can work compatibly with the person they select. There are instances however, when a student and/or faculty member conclude that continuing to work together is not productive. When a DNP student and/or Faculty Chair make the decision to request a change in the Faculty Chair, the following procedure must be followed:

If the Faculty Chair wants to be released from the DNP Project:
1. The Faculty Chair must first make an appointment and meet with the DNP 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 Director of SON Graduate Programs 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 Director of SON Graduate Programs is vacant, then the Faculty Chair needs to meet with an appropriate SON administrator.

2. An agreement to separate from a DNP student must be made with the Director of SON Graduate Programs or appropriate SON administrator and Faculty Chair, and documentation of the separation will be placed in the DNP 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 DNP student and the newly appointed Faculty Chair, and a paper copy placed in the DNP student’s academic file.

4. Once the decision to separate has been approved, it is the DNP student’s responsibility to find a new Faculty Chair for his/her DNP project. The new Faculty Chair must have the required academic credentials/faculty rank as described in the student handbook and must be approved by the Director of SON Graduate Programs. Documentation regarding who will be the new Faculty Chair will be placed in the DNP student’s academic file.

5. The new Faculty Chair will send a correspondence to the Director of the SON graduate Programs giving the exact date he/she will assume the duties of Faculty Chair.

If the **DNP Student** wants to change the Faculty Chair of his/her/DNP Project:

1. The DNP 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 DNP student are unable to come to an agreement and the DNP student still wants to change his/her Faculty Chair, then the DNP student must next meet with the Director of SON Graduate Programs. If there is no Director of SON Graduate Programs, then the student must meet with an appropriate SON administrator to discuss the situation.

3. If the Director of SON Graduate Programs concludes that the differences cannot be resolved, an agreement will be made between the Director of the SON Graduate Programs, Faculty Chair and the DNP student that the process for selecting a new Faculty Chair may begin. Documentation of the separation will be placed in the DNP student’s academic file.

4. The DNP student is responsible for finding a new Faculty Chair who must have the required academic credential/faculty rank as described in the DNP student handbook.

5. The DNP student may keep his/her current committee member(s), however a new “DNP Project Committee” form must be completely filled out after a new Faculty Chair has been chosen and submitted to the Director of SON Graduate Programs. If there is no Director of SON Graduate Programs, then to an appropriate SON administrator for approval.

6. Once a new Faculty Chair has been selected and approved, the Director of SON graduate Faculty Chair will be placed in the DNP student’s academic file.

7. Then DNP student is responsible for informing the new Faculty Chair of the work that he/she has done to date on the DNP Project.
ACADEMIC PROGRAM POLICIES

Standards of Professional Performance

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.


**Ethics** - the registered nurse practices ethically.

**Culturally Congruent Practice** – the registered nurse practices in a manner that is congruent with cultural diversity and inclusion principles.

**Communication** – The registered nurse communicates effectively in all areas of practice.

**Collaboration** – the registered nurse collaborates with the healthcare consumer and other key stakeholders in the conduct of nursing practice.

**Leadership** - The registered nurse leads within the professional practice setting and the profession.

**Education** – the registered nurse seeks knowledge and competence that reflects current nursing practice and promotes futuristic thinking.

**Evidence-based Practice and Research** – the registered nurse integrates evidence and research findings into practice.

**Quality of Practice** – the registered nurse contributes to quality nursing practice.

**Professional Practice Evaluation** – The registered nurse evaluates one’s own and others’ nursing practice.

**Resource Utilization** – the registered nurse utilizes appropriate resources to plan, provide, and sustain evidence-based nursing services that are safe, effective, and fiscally responsible.

**Environmental Health** – the registered nurse practices in an environmentally safe and healthy manner.
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>
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</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>
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<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 Graduate Program Director,
4. If the matter is not resolved to your satisfaction, next discuss the matter with the Associate Dean, and
5. 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

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 for further information.

Independent Study Option

Independent study (NRS 6990 - 1 to 12 credits) is available to students with consent of 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.

Course Materials

Textbooks and syllabi are available in the University Book Center or the online course website. Arrangements can be made through the Book Center 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 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 Study web site.

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.

Petitions of Exception forms are available on the Graduate Study web site http://wwwp.oakland.edu/Assets/upload/docs/Graduate-Study/Forms/Petition-of-Exception-06-12.pdf and in the SON Advising Office. Decisions regarding petitions are made by the Graduate Committee on Instruction of the OU SON and Office of Graduate Study and Lifelong Learning. Petitions are reviewed during the Fall and Winter semesters only and should be submitted to the student's academic adviser one week prior to the date of the committee meeting. 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 advance approval from the OU SON faculty adviser, Graduate Committee on Instruction and Graduate Study, 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 http://wwwp.oakland.edu/Assets/upload/docs/Graduate-Study/Forms/Petition-Course-Waiver-Substitution-Form_06-12.pdf to their faculty adviser and obtain all approvals for the course substitution prior to enrolling in the proposed course. A course substitution is not a statement of equivalency between two courses; it is a singular substitution for one student. Approval of a course substitution does NOT override any other enrollment criteria such as prerequisites.

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.

Withdrawal Policy

A student who wants to withdraw from nursing courses or the SON must notify their SON academic adviser and track director/coordinator. Students who want to withdraw from the program must submit the SON Withdrawal form. OU withdrawal deadlines can be found on the OU website at: http://www.oakland.edu/adds-drops-withdrawals.
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.
- The student will fulfill all SON clinical health requirements by the SON deadline date.

*NA students should refer to the NA Handbook

Apply to Graduate

In order to graduate in any given semester you must apply for graduation at: www.oakland.edu/gradstudy

Continuous Enrollment Policy for DNP Project

The continuous enrollment policy applies to DNP students even though they are not required to complete qualifying exams or defend a dissertation. This policy is applicable if the DNP student does not register for a NRS course in a particular semester (Fall/Winter).

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 Office of Graduate Study and Lifelong Learning.

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 8998 may register for additional hours in NRS 8998 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 https://wwwp.oakland.edu/Assets/upload/docs/Graduate-Study/Forms/Leave-of-Absence-Form-Object_06-12.pdf. 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 3.0 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 3.0 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.

At a minimum the conditions of probation will include: the student must repeat the same OU SON course in which a grade less than 3.0 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 must also develop a written plan for success in meeting the conditions of probation and a copy will be placed in the student's file.

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

1. receives two graduate nursing course grades below 3.0 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 to not 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 pre-requisite 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.

Students should also refer to the OU Undergraduate Catalog, *Appeal of Grade – Final Course Grade Formal Appeal Procedure.*

**Creation of Grievance Committee/Grievance Committee Panel**
Each Winter semester, the SON will solicit SON faculty members (minimum of six) to serve on the SON Grievance Committee. When a grievance is filed by a SON student, the Associate Dean’s office will notify all of the members of the SON Grievance Committee to see who is available to serve. Each GCP will consist of four Grievance Committee members. At no time will a faculty member be allowed to serve on a GCP if he/she is the SON faculty member involved in the grievance, the course FOR, is connected with the issue of concern, or believes it would be inappropriate for them to serve on the GCP.

**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 12 months of the date of dismissal from the SON. A student may not appeal a second SON dismissal.

**Step 1: Notification of Dismissal Appeal**
The student must complete the *Undergraduate Dismissal Appeal* form (available on the SON website under *Forms*), as well as write a statement that outlines the reasons why he/she is appealing the dismissal and the factor(s) that contributed to the dismissal. The *Dismissal Appeal* form and statement must be submitted to the SON Associate Dean’s office within 12 months from the date of the student’s dismissal from the SON.

**Step 2: Preparation for Dismissal Appeal Hearing**
The student’s academic file will be obtained and will be held in the SON Associate Dean’s office along with the dismissal appeal documents for review by the Dismissal Appeal Panel (DAP).

**Step 3: Dismissal Appeal Hearing**
Within ten (10) business days of receipt of the student’s dismissal appeal documents, the DAP will convene to adjudicate the dismissal appeal.
Step 4: GCP Recommendation
Within three (3) business days of the dismissal appeal hearing, the DAP will submit its recommendation to the SON Dean (uphold the student’s dismissal from the SON or reinstate the student). The SON Dean may accept or reject the DAP recommendation.

Step 5: Dismissal Appeal Decision
Within five (5) business days following receipt of the DAP recommendation, the Dean shall make a final decision regarding the dismissal appeal. **The decision of the Dean is final.** The student will be notified of the Dean’s decision in writing via certified mail.

Step 6: After the Dismissal Appeal Decision
If the dismissal is upheld, then nothing further is done. If the student is reinstated, then the dismissal is deferred, and the student will be placed on the SON return wait list, will remain on probation in the SON, and will return to nursing coursework on a space available basis. When return to nursing coursework is granted, the student must meet with his/her SON Academic Adviser to develop a new POS. The student must repeat the course(s) in which he/she received a failing grade. All SON progression policies in affect at the time of reinstatement will apply (Refer to Policies and Procedures for Progression, Retention, and Dismissal in the School of Nursing Undergraduate Program Handbook).

Creation of a Dismissal Appeal Panel
Every Winter semester, the SON will solicit SON faculty members (minimum of six) to serve on the Dismissal Appeal Committee (DAC). When a SON student files a dismissal appeal request, the Associate Dean’s office will notify all of the members of the DAC to see who is available to serve. Each DAP will consist of four DAC members. At no time will a DAC member serve on a DAP if he/she is connected with the issue of concern, or believes it would be inappropriate for them to serve on the DAP.

**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.
APPENDIX A

DOCTOR OF NURSING PRACTICE PROJECT TEAM FORM

Date: _____________________________________________

Creation of Project Team

Student Name: (print) _____________________________ Student ID # ________________________

Student Signature: _____________________________________________________________________

Research Topic:
____________________________________________________________________________________
____________________________________________________________________________________

Faculty Chair: (must be OU SON faculty member) (print) ________________________________

Faculty Signature: _____________________________________________________________________

Faculty Chair Agreement:

I agree to serve as the Faculty Chair of this DNP Project Committee for the above named student. I understand that my responsibilities for this project include:

- Work with student(s) to identify appropriate committee members.
- Be available to student(s) for discussions, questions and suggestions throughout the completion of this project.
- Set-up a timeline to provide feedback to student on rough drafts.
- Guide the student through the approval processes including the committee approval, project approval, IRB approval(s).
- Monitor student progress and ensure student(s) adhere to the credit allocation agreed upon in the DNP Project Committee Form. Preside over the initial meeting, proposal approval, and final approval.
- Ensure that the final document adheres to the guidelines outlined for the DNP project in the DNP Student Handbook.
- Complete the required paperwork for submission of grade.
Additional Team Members:

Name: (print) __________________________________ Signature: ____________________________

Name: (print) __________________________________ Signature: ____________________________

Name: (print) __________________________________ Signature: ____________________________

Name: (print) __________________________________ Signature: ____________________________

This project falls under one of the following categories:

1. Program development, evaluation or implementation project (not education related) ______
2. Practice implementations or evaluation project ______
3. Change project that involves analysis ______
4. Translational research project ______
5. Other, please describe ____________________________________________________________

Distribution of 899 Credits

We have agreed that the initial 8 credits of NRS 8998 will be distributed over the following terms:

Summer ______ (year) Number of credits: ________
Fall ________ (year) Number of credits: ________
Winter ______ (year) Number of credits: ________
Summer ______ (year) Number of credits: ________
Fall ________ (year) Number of credits: ________

Director of Graduate Programs:

Name: (print) ______________________________ Signature: __________________________ Date: ______
APPENDIX B

DOCTOR OF NURSING PRACTICE PROJECT TEAM AGREEMENT BETWEEN TWO STUDENTS

Creation of Project Team

Students may work in pairs if the Faculty Chair and Team Member(s) agree. The division of labor for the project will be negotiated with the DNP project team. By signing this form, each student agrees that their separate intellectual contributions to the DNP project are jointly owned by both students. If one student, for whatever reason, must withdraw from this project, all content produced is jointly owned by both students up to the point that one student withdraws and can be used to complete the DNP project.

Date: _____________________________________________________

Student Name: (print) ___________________________ Signature__________________________

Student Name: (print) ___________________________ Signature__________________________

Faculty Chair’s Name: (print) ___________________________ Signature__________________________

Faculty Chair Agreement:

I agree to serve as the Faculty Chair of this DNP Project Committee for the above named student. I understand that my responsibilities for this project include:

- Work with student(s) to identify appropriate committee members.
- Be available to student(s) for discussions, questions and suggestions throughout the completion of this project.
- Set-up a timeline to provide feedback to student on rough drafts.
- Guide the student through the approval processes including the committee approval, project approval, IRB approval(s).
- Monitor student progress and ensure student(s) adhere to the credit allocation agreed upon in the DNP Project Committee Form. Preside over the initial meeting, proposal approval, and final approval.
- Ensure that the final document adheres to the guidelines outlined for the DNP project in the DNP Student Handbook.
- Complete the required paperwork for submission of grade.
Additional Team Members:

Name: (print) ____________________________ Signature ____________________________

Name: (print) ____________________________ Signature ____________________________

Name: (print) ____________________________ Signature ____________________________

Name: (print) ____________________________ Signature ____________________________

This project falls under one of the following categories:

1. Program development, evaluation or implementation project (not education related) _____
2. Practice implementations or evaluation project _____
3. Change project that involves analysis _____
4. Translational research project _____
5. Other, please describe ________________________________________________________

**Distribution of 899 credits**

We have agreed that the initial 8 credits of NRS 8998 will be distributed over the following terms:

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<th>Term</th>
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<tr>
<td>Fall ________ (year)</td>
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**Director of Graduate Programs**

Name: (print) ____________________________ Signature ____________________________ Date: ________
APPENDIX C
AUTHORSHIP AGREEMENT

The student(s) and the DNP project committee team agree to the following about the authorship of any published material, posters, and or presentations based on this study. (Check one only)

_____ The committee does not wish to be included in the authorship of any published material, posters, or presentations

_____ The committee must be included in the authorship of the first published article only

_____ The committee must be included in the authorship of ALL published materials, posters, and presentations based on this study

Student Signature__________________________________________ Date:____________________

Chair Signature____________________________________________ Date:____________________

Team Member Signature____________________________________ Date:____________________

Team Member Signature____________________________________ Date:____________________

Team Member Signature____________________________________ Date:____________________

Team Member Signature____________________________________ Date:____________________

*Attach authorship agreement to Project Team Form
APPENDIX D

APPROVAL OF DNP PROJECT PROPOSAL FORM

School of Nursing
Doctor of Nursing Practice
Approval of DNP Project

Date: ________________________________

Candidate: ________________________________________________________________

Title of DNP Project: ________________________________________________________

Signatures of DNP Project Committee Members:

Faculty Chair: ______________________________________________________________

Member:_______________________________________________________________________

Member:_______________________________________________________________________

Member:_______________________________________________________________________

Member:_______________________________________________________________________

Member:_______________________________________________________________________

Director of the SON Graduate Programs:_______________________________________

By signing this form, it is acknowledged that the student has submitted a proposal for the final project that contains all of the required elements as outlined earlier in this Handbook. Further, the committee is satisfied that the student has sufficient knowledge to conduct the study or investigation.
APPENDIX E

APPROVAL OF FINAL DNP PROJECT

Date: ________________________________

Student: __________________________________________________________

Title of DNP Project: ________________________________________________

Signatures of DNP Project Team Members:

Faculty Chair: ______________________________________________________

Member: ____________________________________________________________

Member: ____________________________________________________________

Member: ____________________________________________________________

Member: ____________________________________________________________

Director of the SON Graduate Programs

Name: (print) _____________________ Signature__________________________

By signing this form, it is acknowledged that the student has submitted a proposal for the final project that contains all of the required elements as outlined earlier in this Handbook. Further, the committee is satisfied that the student has sufficient knowledge to conduct the study or investigation.
APPENDIX F

TITLE OF DNP PROJECT

by

[Click here and type the YOUR ACADEMIC NAME in all Caps.]

A research report submitted in partial fulfillment of the requirements for the degree of

DOCTOR OF NURSING PRACTICE

[Click here and type the YEAR OF DEGREE CONFERRAL]

Oakland University
Rochester, Michigan

APPROVED BY:

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