



SCHOOL OF NURSING
OAKLAND UNIVERSITY

SCHOOL OF NURSING
FALL 2024 – SUMMER 2025
GRADUATE STUDENT HANDBOOK FOR
MASTER OF SCIENCE IN NURSING, POST-MASTER'S CERTIFICATE,
AND GRADUATE CERTIFICATE PROGRAMS

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GLOSSARY

AACN American Association of Colleges of Nursing
AACN (CC) American Association of Critical Care Nurses
AANP American Association of Nurse Practitioners
ACEMAPP Alliance for Clinical Experience Matching and Placement Program
AGNP Adult-Gerontology Nurse Practitioner
ANA American Nurses Association
APA American Psychological Association
APRN Advanced Practice Registered Nurse
ASD Accelerated Second Degree
ATI Assessment Technologies Institute
BLS Basic Life Support
BSN Bachelors of Science in Nursing
CCNE Commission on Collegiate Nursing Education
CNL Clinical Nurse Leader
CNP Certified Nurse Practitioner
CNS Clinical Nurse Specialist
COA Council on Accreditation
CRNA Certified Registered Nurse Anesthetist
DNP Doctor of Nursing Practice
FN Forensic Nurse
FNP Family Nurse Practitioner
FOR Faculty of Record
GC Graduate Certificate
IRB Institutional Review Board
MAE Medication Administration Examination
MARC Medication Administration Remediation Course
MSN Master of Science in Nursing
NCLEX-RN National Council Licensure Examination-Registered Nurse
OC Oakland Center
OU Oakland University
PhD Doctor of Philosophy
POE Petition of Exception
POS Plan of Study
RN Registered Nurse
RN-BSN BSN Degree Completion Sequence for Registered Nurses
SON School of Nursing

NOTICE:

All data in this Graduate Student Handbook reflects information as it was available at the publication date. The reader should take notice that while every effort is made to ensure the accuracy of the information provided in the Graduate Student Handbook, Oakland University reserves the right, in its exclusive and absolute discretion, to make changes to the Graduate Student Handbook at any time without prior notice. Oakland University provides the information in the Graduate Student Handbook solely for the convenience of the reader and expressly disclaims any obligations which may otherwise be stated, implied or inferred. This Graduate Student Handbook, in its entirety or in its component parts, is not a contract and cannot be utilized, construed or relied upon as a contract.



WELCOME LETTER FROM THE DEAN

Dear Student:

On behalf of our administrative team, faculty, and staff, I am pleased to welcome you to the MSN program at Oakland University School of Nursing. The School of Nursing is ranked, and our prestigious programs are highly respected. Our graduates are heavily recruited for their competency, skills, and their scholarly and clinical knowledge. The faculty are renowned national leaders and scholars who are well known for their innovative scholarship and learning pedagogies.

Housed in the **Human Health Building**, your educational journey will be steeped in interdisciplinary scholarship, practice, scientific discovery, and the dissemination of knowledge. As the premier School of Nursing committed to the health of Michiganders and the global community, you will be well prepared to serve as leading clinicians and scholars. Because of our commitment to diversity, equity, inclusion, and belonging, our expert faculty have integrated these tenets in both our didactic, simulation and clinical courses where you will engage in experiential learning and application of these institutionalized precepts to real world phenomena.

Our graduates are impacting health locally, nationally, and globally using clinical practice, research, and policy because Oakland University School of Nursing is chiefly committed to clinical excellence and the generation of empirical knowledge. Through programmatic growth and innovation, our programs support our legacy to continue preparing an excellent nursing workforce for the state of Michigan, nation, and the global community. Please feel free to meet with the SON Graduate Academic Adviser, the appropriate Graduate Program Director, or the School of Nursing faculty for assistance with academic planning or matters outlined in this handbook.

Best wishes for an intellectually stimulating academic experience at the Oakland University School of Nursing.

Sincerely,

A handwritten signature in black ink, appearing to read 'Chris Coleman', written over a light blue rectangular background.

Christopher Lance Coleman, PhD, MS, MPH, FAAN, PMHCNS-BC

Dean & Professor

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OVERVIEW OF THE SCHOOL OF NURSING

SCHOOL OF NURSING MISSION

Approved by SON Faculty on March, 24, 2023

The School of Nursing prepares innovative, caring, and competent nurse leaders committed to the health and well-being of individuals and communities through education, practice, and scholarship.

SCHOOL OF NURSING VISION

Approved by SON Faculty on March, 24, 2023

The School of Nursing inspires nurses to have a sustained positive impact on the health of a diverse society through community partnerships and excellence in education.

SCHOOL OF NURSING PHILOSOPHY

Approved by the SON Faculty Assembly on February 18, 2016

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

The faculty of the SON believes that nursing education:

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

The faculty of the SON also believes that:

- Students learn best when challenged by educational experiences that are salient and incorporate real-life situations and issues related to systems-based practice.
- Diversity among faculty, students, and members of national and international societies enriches the educational experience.
- A commitment to life-long learning is essential to the professional development of nurses, the health of national and international societies, and the growth of the discipline.
- Faculty members are responsible for determining what is to be learned and how that learning can be assessed, evaluated, and enhanced.

MASTER OF SCIENCE IN NURSING PROGRAM OUTCOMES

Approved by School of Nursing Faculty Assembly March 16, 2015

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

The MSN program prepares graduates to:

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

THE ESSENTIALS OF NURSING EDUCATION FOR PROFESSIONAL NURSING PRACTICE

[The Essentials: Core Competencies for Professional Nursing Education \(2021\)](#) outline 10 domains (areas of competency) that "represent the essence of professional nursing practice" (pg. 1). These Domains are:

- 1: Knowledge for Nursing Practice, Domain
- 2: Person-Centered Care, Domain
- 3: Population Health, Domain
- 4: Scholarship for Nursing Discipline, Domain
- 5: Quality and Safety, Domain
- 6: Interprofessional Partnerships, Domain
- 7: Systems Based Care, Domain
- 8: Informatics and Healthcare Technologies, Domain
- 9: Professionalism, Domain
- 10: Personal, Professional, Leadership Development.

ACCREDITATIONS

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

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

The Oakland University-Beaumont Graduate Program of Nurse Anesthesia is accredited by the Council on Accreditation of Nurse Anesthesia Programs (COA). The program's next review by the COA is scheduled for March 2032.

Visit the <https://www.coacrna.org/> website.

Contact the COA directly via phone at 224-275-9130 or by mail at:

Council on Accreditation of Nurse Anesthesia

10275 W. Higgins Rd., Suite 906

Rosemont, IL 60018-5603

PROFESSIONAL ORGANIZATIONS

American Association of Nurse Anesthetists (AANA)

Founded in 1931, the AANA is the professional association representing more than 61,000 certified registered nurse anesthetists (CRNA) and student registered nurse anesthetists nationwide. The AANA promulgates education and practice standards and guidelines and consults private and governmental entities regarding nurse anesthetists and their practice.

American Organization of Nurse Leaders AONL)

As the national professional organization of more than 10,000 nurse leaders, the [American Organization for Nursing Leadership](#) (AONL) is the voice of nursing leadership. Previously known as the American Organization for Nurse Executives (AONE), the organization changed its name in 2019 to better align with its core mission and vision.

Black Student Nurses Association at Oakland University (BSNA – OU)

The BSNA-OU allows nursing students 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.

Clinical Nurse Leader Association (CNLA)

The Clinical Nurse Leader Association's vision is to improve patient outcomes by focusing on safety and quality outcomes and implementing evidence-based practice at the point of care.

Dean's Circle

The Dean's Circle is a select group of SON students invited to apply for membership to serve as SON ambassadors at various university functions. Participation in the Dean's Circle allows students to develop leadership skills by assisting with SON events, interacting with the SON Dean, and other administrators.

Michigan Association of Nurse Anesthesia Students (MANAS)

The Michigan Association of Nurse Anesthetists (MANA) is a statewide association representing over 2,600 CRNAs and students. MANAS is the student chapter of MANA. Student registered nurse anesthetists (SRNAs) have the opportunity to participate in MANAS as elected officers or as a representative for the OUBGPNA.

Michigan Council of Nurse Practitioners (MICNP)

The Michigan Council of Nurse Practitioners is a 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.

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.

Michigan Organization of Nurse Leaders (MONL)

The [Michigan Organization for Nursing Leadership](#) is a state organization with powerful, influential, active representatives. The organization is comprised of individuals who are involved, knowledgeable, and informed. Never before has healthcare been more exciting or challenging, nor has the need for creativity, innovation, and leadership been more crucial. Today's nurse leaders must orchestrate change while maintaining the essential components of patient care. This organization is the nurse leader's partner in meeting these challenges.

Sigma, Theta Psi Chapter-at-large

Sigma Theta Tau, **Theta Psi Chapter-at-large**, 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 based on superior scholastic achievement.

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.

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.

STUDENT RESOURCES

OU Website

The [OU website](#) is an important source of information for all OU students. Students should refer to the OU website for university academic resources (i.e. Office of Disability Support Services, Writing Center, Tutoring Center, Graham Health Center, Office of the Registrar, etc.).

MySAIL

The [OU MySail](#) system allows students to register for classes, view their financial aid status, and set up an e-bill online payment system. The Schedule of classes can be found here.

Student Name, Address, and Phone Number Changes

The SON uses student name and address information that is on file with OU. Each student is responsible for informing the OU [Office of the Registrar](#) of any changes to their name, address, and/or telephone number.

Academic Calendar

The [academic calendar](#) provides students a table of important dates. Students should access the academic calendar prior to each semester.

OU Email Account

Information related to courses, scholarships, health requirements, etc. are communicated to students using their [OU e-mail accounts](#). All SON students are expected to check their OU email daily and to use their OU email accounts when communicating with SON/OU faculty, staff, administration and advising.

Moodle

Oakland University uses Moodle as its learning platform. Information regarding each SON course, including the course syllabus, can be found on the course homepage Moodle is used by course instructors and students to look up course schedules, syllabi, outlines, PowerPoints and assigned readings. We encourage you to bring your laptop to class. Exam results and final grades are posted on Moodle. [Help](#) and [tutorials](#) for Moodle are available online.

Plan of Study

The Plan of Study (POS) is developed by the Program Director/Coordinator in conjunction with the advising office and details specific courses and other requirements students must complete in order to earn your graduate degree.

SON Faculty and Staff Directory

Students can communicate with [SON faculty and Academic Advisers](#) via OU email, internal Moodle email, telephone, or they can meet with them in person. SON **faculty** are available to assist students with their questions and/or concerns regarding nursing courses, clinical experiences, course grading, professional nursing, etc. **Academic Advisers** assist students with program planning, course scheduling, petitions of exception, transfer equivalencies, etc. The use of personal emails after admission is not permitted.

Graduate Catalog

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

The Graduate School

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

Graham Health Center

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

Oakland University Counseling Center

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

Kresge Library

Kresge Library, located at the heart of OU's campus, is a critical center of learning, providing access to scholarly information, research support, library instruction, and computing and study facilities. Students will find important services and resources to help meet their academic and research goals through the Library and their extensive [Websites](#)

Oakland University Office of Financial Aid and Scholarships

[Financial Aid and Scholarships](#) is committed to helping you and your family navigate the cost of your Oakland University education. Visit the website for more information about scholarships.

COURSE MATERIALS

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

MSN CURRICULUM

Foundation Courses

The SON offers foundation courses for the MSN program. Foundation courses address critical content needed by all graduate nursing students as outlined by the **AACN Nursing Essentials (AACN, 2021)**. These courses include content on nursing theory, research, evidence-based practice, health policy, and leadership.

Clinical Core Courses

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

Specialty Courses

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

POST-MASTERS CERTIFICATE AND GRADUATE CERTIFICATE CURRICULUM

The Post-MSN Certificate and Graduate Certificate (GC) curriculum is composed of subsets of the MSN curriculum and will be identified for each student applying to the certificate tracks. Students should work with their program director to develop their plan of study.

ACADEMIC PLAN OF STUDY

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

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

Post-master's (PM) students must successfully complete graduate didactic and clinical requirements of an academic graduate NP program through a formal graduate-level certificate or degree-granting graduate level NP program in the desired area of practice. PM students must meet the same outcomes as the graduate degree, including specialty track requirements. Gap analysis is used to develop a POS that meets the outcomes for the PM certificate (PMC).

UNIVERSITY EMERGENCY CLOSING

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

GUIDELINES FOR CLINICAL COURSES

Clinical Schedule

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

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

Clinical Placements

Graduate students function with increasing autonomy in their clinical practice sites. Consistent with this increasing autonomy, clinical preceptors serve as on-site resource persons to the student in designing and implementing experiences commensurate with the goals of specific advanced nursing practice courses and the student's own goals and objectives. SON faculty are ultimately responsible for evaluation of student experiences, and will make site visits to affiliating agencies during clinical courses.

Requirements to Participate in Graduate Level Clinical Experiences

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

CLINICAL REQUIREMENTS

The **Health Requirement Packet** is found on the SON website by accessing [Forms](#) under Student Resources.

- Health Requirement Compliance is due by the published dates found on the [Clinical Health & Training Requirements Submission Checklist](#). Students are not permitted to attend onsite clinicals out of compliance. ***Failure to submit health requirements by the due date can result in administrative disenrollment from the course. Repeated failure to submit health requirements by the due date can result in dismissal from the program for unprofessional behavior.**
 - Any student who attends clinical in a noncompliant status can result in forfeiture of their clinical placement and risk success in the clinical course.
- Students must then maintain all health requirements without lapse or expiration.
 - Note: there is an annual fee for ACEMAPP paid by the student which is necessary for most placements within a health system.
 - Forensic Nursing and Clinical Nurse Leader students are to upload documents into ACEMAPP.
 - Nurse Practitioner students are to upload documents into Typhon.
 - NP students requiring ACEMAPP accounts will need to upload documents to both Typhon as well as ACEMAPP in order to receive clearance to begin any clinical site requiring ACEMAPP.

NOTE:

- Background checks and drug screens must be done no earlier than 45 days before the due date but must be submitted by the due date. Drug Screens and Background Checks must be done through American Databank. Students must access American Databank at oaklandunivcompliance.com or click on the link*, and follow directions provided for Graduate (FNP, AGACNP, AGPCNP, FN) students.
- Refer all questions regarding health requirements to the Clinical Operations Department (sonclinical@oakland.edu).

Liability Insurance

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

ACLS for AG-AC students

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

Health Assessment

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

Altered and/or Change of Health Status

Students are required to notify the Program Director, the Faculty of Record (FOR), and the Director of Clinical Operations and Experiential Learning as soon as they find out there is a change in their health status as follows: a) an illness/medical condition or injury that will require the student to miss two or more clinical days and/or requires the use of any supportive medical device (splints, brace, cast, etc.), b) an urgent care or ER visit or hospitalized for any reason, c) have surgery of any kind, or d) any circumstances surrounding a pregnancy that necessitate missing one or more days of clinical. Prior to returning to a clinical rotation following a medical leave of absence, a written authorization from the student's healthcare provider is required. A student may not return to the clinical site without first submitting a clearance to sonclinical@oakland.edu that states the student may return to the clinical setting and specifically indicates any restrictions. If a student is cleared to return to the clinical setting with restrictions, the clearance will be reviewed by the Director of Clinical Operations and Experiential Learning who will determine if and when the student is allowed to return to the clinical site, understanding that students must be able to demonstrate the Student Core Performance Standards within the clinical setting. Students who have had a change in their health status which requires renewal of clearance cannot be placed into subsequent clinical rotations until a full medical clearance has been received and is up to date.

Note: Clearance to attend clinical may only be granted by the Director of Clinical Operations and Experiential Learning. The Program Director or course Faculty of Record are not authorized to grant clearance to attend clinical. Any student who attends clinical without clearance from the Director of Clinical Operations and Experiential Learning will be dismissed from the nursing program for unprofessional and unethical behavior.

Health Insurance

Students are required to maintain their own health insurance for illness or injury. Information on student health insurance is available through [Graham Health Center](#). Clinical agencies are not required to provide free treatment for students and will bill individuals for use of their emergency or employee health services. OU does not cover any costs associated with student injuries or illness.

Criminal Background Check and Urine Drug Screen Policy

Rationale and Purpose

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

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

Under the applicable Laws, individuals who will regularly have direct access to or provides direct services to patients or residents in a health facility or agency that is a nursing home, county medical care facility, hospice, hospital that provides swing bed services, home for the aged, home health

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

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

Criminal Background Check Procedure

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

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

Students may also be required to obtain additional CBCs by the SON's clinical affiliate at which they are accepted and will be at the student's own expense

Urine Drug Screen Procedure

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

Confidentiality of Information

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

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

Limitation of Effect and Other SON Policies and Procedures

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

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

PROCEDURE FOR GRADUATE CLINICAL ROTATIONS

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

ACEMAPP Rotations for Preceptors Employed by a Health System

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

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

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

Transportation

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

Use of Agency Resources

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

Dress Code

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

RECOMMENDED SAFETY GUIDELINES FOR CLINICAL EXPERIENCES

Approved by Faculty Assembly on January 22, 2009

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

1. Maintain a car in good condition.
2. Carry and learn to use a map and/or street guide, a computer search for directions, or a GPS navigation system to obtain directions to clinical locations.
3. Know the location of gas stations within the neighborhood where you are working.
4. It is recommended students have a cell phone available; however, cell phones should be turned off during clinical experiences.
5. When making home visits or visiting alternate agencies, leave schedule and agency information with the instructor and notify the instructor of any changes in schedule. Call the instructor if you have any suspicions that the community site is unsafe.
6. Carry phone numbers to call the agency and/or faculty member in case of difficulty.
7. Keep car doors locked at all times.
8. All valuables should be left in a safe place or preferably not carried at all during clinical rotations.
9. All field visits or other learning activities are to be scheduled during designated days and hours unless approved by the clinical instructor in advance.
10. A visible and unobstructed OU name badge is to be worn at all times by every student.
11. Any concerns that the student has about safety, security or client assignment should be discussed with the faculty member.
12. At no time shall a student transport clients and/or family members in their personal vehicle.
13. All absences and/or anticipated tardiness are to be reported to the clinical faculty personally in a timely manner.
14. Clothing accessories (e.g., ties), jewelry (earrings) etc. should not be of the type that can be utilized by clients to cause injury to the client or student.
15. When arriving or leaving a clinical site, be alert and aware of your surroundings.
16. Be familiar with the agency safety policies where you are working.

TRACK SPECIFIC CLINICAL INFORMATION

NP Clinical Information

The Consensus Model guides clinical experiences in the NP Program. Clinical experiences **must be approved by NP Program Leadership** to ensure adequacy for certification. Students are required to have a variety of experiences with the population(s) of their specialty.

General Guideline for Identifying NP Preceptors

Students are encouraged to find their own clinical placement, however the SON will facilitate placement. In addition, the SON offers assistance with identifying a preceptor.

The preferred preceptor is a nurse practitioner. Students who identify a preceptor without NP credentials may be denied placement if/when an appropriate NP preceptor is available.

In accordance with the request of our clinical partners and health systems, students should not reach out to Nurse Educators, Advanced Practice Provider (APP) Managers or other leaders to request their assistance in identifying a preceptor.

NP Clinical Hours

Each student must complete a minimum of 210 direct patient contact hours within each clinical course for a total of 630 direct hours to meet the program requirements. Direct hours include patient hours and consult with preceptor time. Students are expected to schedule more than 210 clock hours to earn the minimum of 210 direct hours. Students may not complete shifts that exceed 12.5 clock hours. Hours should be spread out over the semester in order to apply didactic learning in the clinical setting.

FN Clinical Information

Clinical courses provide students with a variety of experiences that build upon the theoretical content received in the complementary didactic course. Each student will complete a minimum of **500** clinical hours during the course of the program. Clinical experiences will be determined by the program director and course faculty of record. Clinicals may be completed in small groups or individually and will be completed at agencies identified as community partners.

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

CNL Practicum Information

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

Practicum hours

Each CNL student will complete **500** hours for their practicum project. A variety of experiences should include opportunities to integrate the student's new learning into practice. However, each CNL student should complete a minimum of 500 clinical/practice hours as part of the education program. In addition to the clinical/practice experiences integrated throughout the education program, an extended practice immersion experience, prior to graduation, mentored by an experienced CNL or other appropriate clinicians/professionals, is critical to the effective integration of CNL practice into the healthcare delivery system. A minimum of 300 of the 400 total practice hours should be dedicated to the immersion experience(s) (AACN, Practice Experiences, 2017).

GUIDELINES FOR COMPLETING THE GRADUATE PROJECT SEQUENCE

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

Overview of the Process

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

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

NRS 6398 Requirements

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

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

NRS 6398 Completion

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

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

Writing Style

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

Suggested Time-line for GP Progression and Completion

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

ACADEMIC PROGRAM POLICIES CORE PERFORMANCE STANDARDS

SON students must be able to demonstrate all of the Core Performance Standards. Any student who believes they may need assistance meeting the Core Performance Standards should contact the OU [Office of Disability Support Services \(DSS\)](#).

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

STUDENT EXPECTATIONS

The [*American Nurses' Association \(ANA\) Scope & Standards of Practice \(4th ed.\)*](#) provide the foundation for the expectations for all admitted undergraduate and graduate nursing students. The Standards identify areas of professional performance that are expected of every nurse. As part of the nursing student's development, it is imperative that each student demonstrate this professional conduct in all health care, academic and other settings. Each Standard is followed by competencies for the registered nurse and additional competences for the graduate-level prepared specialty nurse and the APRN.

A violation of the ANA Scope & Standards of Practice, the ANA Code of Ethics (see below), the [University's Student Code of Conduct](#), and/or unprofessional/unsafe behavior in any university, class, lab, clinical setting or public setting (including without limitation online/social media), may result in discipline up to and including suspension or dismissal from the SON and/or the University.

For further information, refer to the ANA (2015) position statement on Incivility, Bullying, and Workplace Violence at [Violence, Incivility, and Bullying](#).

ANA CODE OF ETHICS FOR NURSES

The ANA [Code of Ethics for Nurses with Interpretive Statements](#) is the definitive framework for ethical analysis and decision-making for RNs across all practice levels, roles and settings. The code of ethics is expected to be upheld by all nursing students at all times and includes, without limitation, the following:

- Provision 1: The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
- Provision 2: The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.
- Provision 3: The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
- Provision 4: The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to provide optimal patient care.
- Provision 5: The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
- Provision 6: The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
- Provision 7: The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
- Provision 8: The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.
- Provision 9: The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

BOUNDARY VIOLATIONS

Divulging confidential patient and/or family information of any kind without authorization, including without limitation in-person, via telephone and/or via any electronic media (e.g., email, text, social media, or any other electronic communications of any kind), violates the applicable ethical, professional, and legal standards, and may result in discipline up to and including suspension or dismissal from the SON and/or the University. See additional information from the ANA and National Council of State Boards of Nursing regarding the [Boundary Violations](#)

In addition, the use of any language or materials, including without limitation in-person, via telephone and/or via any electronic media (e.g., email, text, social media, or any other electronic communications of any kind), may also result in discipline up to and including suspension or dismissal from the SON and/or the University if it:

- Contains illegal content;
- Violates any University or SON policy or any provision of this handbook;
- Constitutes fighting words, obscenity, defamation, invasion of privacy, harassment, threats, intimidation, or discrimination on a basis prohibited by federal or state law;
- Has the effect or likelihood of inciting imminent unlawful action;
- Conveys an imminent threat of physical harm to specific individuals, including without limitation in person, via telephone and/or electronic communications, the internet, and/or any other social media.

OU JUDICIAL PROCESS

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

OAKLAND UNIVERSITY FORMAL COMPLAINT/INCIDENT REPORT PROCESS

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

Sexual misconduct can occur in any University sponsored program, both on-campus and off-campus. Sexual misconduct is unwelcome conduct of a sexual nature without consent and includes sexual harassment, sexually hostile environments and sexual violence. For a more complete understanding of OU's Sexual Misconduct Policy and corresponding laws, please click [here](#).

INDEPENDENT STUDY OPTION

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

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

PETITION OF EXCEPTION TO AN ACADEMIC POLICY OR REQUIREMENT

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

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

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

COURSE WAIVER/SUBSTITUTION FOR A GRADUATE PROGRAM REQUIREMENT

Students admitted to a graduate program are expected to complete the program requirements according to the Oakland University 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 faculty adviser, graduate program, and Oakland University Graduate School, the student may request a course requirement be waived and another Oakland University course substituted. The determination of courses suitable for substitution rests with the graduate program.

When there is just cause for the substitution, the student must submit a **Course Waiver/Substitution Petition** form 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 AND PRIVACY ACT (FERPA)

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

LEAVE OF ABSENCE POLICY

SON graduate students may go “on-leave” for up to one year (a total of no more than 12 months). Prior to going on-leave, the student is required to meet with their Academic Adviser and Track Director/Coordinator and then complete the OU Leave of Absence form. Returning to SON coursework is contingent upon space availability. Please contact your Academic Adviser if you are interested in taking a leave from your program. Upon return, the student should contact the Clinical Department to discuss health requirements.

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

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

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

MINIMUM REQUIREMENTS FOR CONTINUING IN THE GRADUATE PROGRAMS OF THE SON

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

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

Probation: An OU SON graduate student will be placed on probation if they:

1. Receive one (1) nursing course grade below a B or
2. Receive a grade of Unsatisfactory progress (NP).

Students, who withdraw from a course after receiving a failing midterm grade, will be counseled. Upon written receipt of notification of placement on probation, the student will also be notified of the conditions necessary for him/her to continue in the graduate nursing program by the Associate Dean. A copy of the notice will be placed in the student’s file.

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

Dismissal: An OU SON graduate student will be dismissed from the SON if they:

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

Course Withdrawal Policy

Updated December 2022

- A student who is considering withdrawal from any nursing (NRS) course is advised to meet with their faculty for the course.
- After meeting with the faculty, it is recommended that the student meet with the Program/Track Director or Coordinator and Academic Adviser, prior to initiating the withdrawal to discuss the implications of withdrawal on the student's plan of study; and the student's progress towards their degree.
 - Withdrawals
 - Withdrawals from the same nursing (NRS) course twice will be dismissed from the SON.
 - Withdrawals from three nursing (NRS) courses in different semesters, will be dismissed from the SON.
 - Withdrawals from multiple courses in a single semester will be considered as one withdrawal.

RESOLUTION OF AN ISSUE WITH THE EVALUATION/GRADING PROCESS

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

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

1. The assignment of a grade to a particular student on the basis of something other than performance in the course.
2. The assignment of a grade based on a substantial departure from the instructor's stated criteria as described in the course syllabus.

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

GRIEVANCE PROCEDURE

Grievance Process

Step 1: Initial Notification of Intent to File a Grievance

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

- **Grievant's Statement:** The *Grievant's Statement* must include the course name and number, the student's name, and faculty member(s) involved, and a summary stating the specific policies, procedures, or due process violated. Further, the statement must include the specific actions upon which the violations are based and what actions were taken to resolve them. The *Grievant's Statement* must be kept to one typewritten page. Supplementary materials relevant to the complaint may be attached to support the grievance. The student assumes the burden of proof in the grievance procedure. A student who initiates the grievance process may continue with their *Plan of Study* assuming all prerequisites have been met until the process is resolved. [SON Arbitration Form](#)
- **Faculty Advocate:** The student may request a School of Nursing faculty member act as an advocate to assist with understanding the grievance process and procedure. At the student's request the School of Nursing faculty member, acting as an advocate, may attend the Grievance Hearing meeting. The faculty advocate may make a statement on behalf of the student before the panel makes its final decision.

Step 2: Preparation for Grievance Hearing

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

Step 3: Grievance Hearing

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

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

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

Withdrawal of Grievance

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

Procedure to Appeal a Dismissal from a Graduate Program

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

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

Step 1

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

Step 2

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

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

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

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

Reversal of Department Decision to Dismiss

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

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

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

APPLY TO GRADUATE

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

GRADUATION AND COMMENCEMENT

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

SCHOOL OF NURSING GRADE CONVERSION SCALE

PERCENTAGE GPA

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

Appendix A

GRADUATE PROJECT (GP) APPROVAL FORM

Approved by the SON GCOI in Winter 2020

Student Name: _____ Last 4 of G# _____

Student Name: _____ Last 4 of G# _____

Faculty Name: _____

Semester/Year: _____

Graduate Project

Project Title:

Agency (name, location if applicable):

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

AUTHORSHIP AGREEMENT

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

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

Student signature _____

Date _____

Student signature _____

Date _____

Faculty signature _____

Date _____

APPENDIX B

GRADUATE PROJECT SEQUENCE

Approved by the SON GCOI in Winter 2020

1. Graduate Project Proposal

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

- a. Introduction
- b. Background/Project Significance
 - Literature review demonstrating knowledge or practice gap
 - Support from analysis of journal articles, clinical environment, or guiding documents for practice
- c. Purpose Statement
 - Clearly and concisely states goal of project
- d. Theoretical Framework
 - Identify a theoretical framework to support project development
- e. Project Description
 - Project Type (ex. education initiative, policy development, practice/procedure change)
 - Method of Delivery/Implementation (ex. PowerPoint Presentation, educational poster/hand out, policy)
 - Target audience (ex. patients, health care providers, multidisciplinary team, peers)
- f. APA format, citations, and a reference list are required

2. GP Proposal Approval

- a. Faculty will review the submitted proposal (as outlined in “a-f”) and provide feedback to the student
- b. Once all necessary revisions have been completed, students will submit a final proposal for faculty approval

3. Development of GP

- a. Once final approval of the GP proposal has been granted, students may begin development of their project (outlined in letter “e” of the GP Proposal)
- b. Faculty will review the submitted project and provide feedback to the student
- c. Once all necessary revisions have been completed, students will submit the final project for faculty approval

4. Implementation of GP

- a. Once approved, students will implement their project with the target audience identified in “e” of the GP Proposal

5. Evaluation of GP

- a. Students will evaluate project implementation through feedback obtained from the identified target audience and through student self-assessment.

6. Completion of Final Paper

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

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

APPENDIX C

SAMPLE TITLE PAGE

[PROJECT TITLE]

By

[STUDENT NAME(s)]

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

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

APPROVED BY:

_____ **Course Faculty**
Date