



SCHOOL OF NURSING

OAKLAND UNIVERSITY

SCHOOL OF NURSING FALL 2025 – SUMMER 2026

Undergraduate Program Student Handbook Accelerated Second Degree (ASD) BSN, Basic–BSN, and BSN Degree Completion Sequence for Registered Nurses (RN-BSN)

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GLOSSARY

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

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

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OVERVIEW OF THE SCHOOL OF NURSING

School of Nursing Mission

Approved by the SON Faculty Assembly 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 the SON Faculty Assembly 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 April 28, 2011; Amended February 18, 2016

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

The faculty of the SON believes that nursing education:

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

The faculty of the SON also believes that:

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

BACCALAUREATE PROGRAM OUTCOMES

Approved by the SON Faculty Assembly on March 2023

The BSN Program Curriculum is based on professional forces; the vision, mission, and values of the faculty; prepares the graduate to practice in a diverse global society; and to:

1. Apply established and evolving disciplinary nursing knowledge and ways of knowing, as well as knowledge from other disciplines, including a foundation in liberal arts and natural and social sciences to nursing practice.
2. Deliver, coordinate, and evaluate person-centered care that is holistic, individualized, just, respectful, compassionate, evidence-based, and developmentally appropriate.
3. Integrate population health principles that span the healthcare delivery continuum from public health prevention to disease management of populations through interdisciplinary collaboration with both traditional and non-traditional partnerships for the improvement of equitable health outcomes.
4. Synthesize and apply best evidence using ethical principles in nursing practice to improve health and transform health care.
5. Employ principles of safety and improvement science to maximize quality and minimize the risk of harm to patients and providers through both system effectiveness and individual performance.
6. Collaborate with patients, families, interprofessional team members, and communities to optimize care outcomes and enhance the healthcare experience.
7. Demonstrate systems-based thinking by integrating knowledge of health policy, economics, legal, and political principles and coordinate resources to provide safe, high quality, and equitable care to diverse populations.
8. Utilize informatics processes, communication technologies, and healthcare technologies to interpret data and synthesize information for decision making to manage and improve health care.
9. Cultivate a sustainable professional identity, including accountability, perspective, collaborative disposition, and comportment, that reflects nursing's characteristics and values.
10. Participate in activities and self-reflection that foster personal health, resilience, and well-being; contribute to lifelong learning; and support the acquisition of nursing expertise and the assertion of leadership.

THE ESSENTIALS OF BACCALAUREATE 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 Higher Learning Commission (HLC) and specialized program accreditation in OU's College and professional schools.

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

NURSING STUDENT ORGANIZATIONS

Dean's Circle

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

Sigma Theta Tau International – Theta Psi Chapter

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.

Student Nurses Association of Oakland University (SNAOU)

SNAOU provides undergraduate nursing students with leadership opportunities, as well as opportunities for students to mentor other students and participate in service activities/political events at the university, state, and national level. SNAOU. Class representatives are elected by their classmates during an election held each year. Students can also become members of the Michigan SNA and the National SNA, which provide additional opportunities for networking and leadership building.

Minorities in Nursing Association of Oakland University (MNOU)

The BSNA-OU provides nursing students an opportunity to promote unity among minority and other students by providing a support network for pre-nursing and UG students in the SON. The BSNA-OU also allows members the opportunity to improve their networking skills while informing the greater OU community about health issues that affect minorities.

Student Representation on SON Committees

Undergraduate nursing students have the opportunity to serve on two SON committees: the Undergraduate Committee on Instruction (UCOI) and the Awards & Honors Committee. At least one student may serve on each committee.

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, Academic Success Center, Graham Health Center, etc.).

MySAIL

The system [OUMySail](#) 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.

DegreeWorks

Students may track their progress to degree completion, how their credits apply to the degree program, and what percentage of their degree is completed through DegreeWorks, which can be accessed through MySAIL. All students are strongly encouraged to access DegreeWorks during each registration cycle.

Academic Calendar

The academic calendar can be found on the registrar's website, which provides students with a table of important dates. Students should access the academic calendar before each semester.

OU Email Account

Information related to courses, scholarships, health requirements, etc., is communicated to students using their OU email accounts. All SON students are expected to check their OU email daily and use their OU email accounts when communicating with SON/OU faculty, staff, administration, and advising.

Plan of Study

Your Plan of Study (POS) is developed and approved by the SON Faculty; changes to your POS are completed by your academic adviser. It details specific courses and other requirements you must complete to earn your degree.

SON Faculty and Staff Directory.

Students can communicate with [SON faculty and Academic Advisers](#) via OU email, internal Moodle email, and telephone, or they can meet with them in person or virtually. SON **faculty** can assist students with their questions and/or concerns regarding nursing courses, clinical experiences, course grading, professional nursing, etc. Academic Advisors assist students with program planning, course scheduling, petitions of exception, transfer equivalencies, identifying resources for student success, etc. Communicating with SON faculty and staff via personal email after admission is prohibited.

SON Laboratories

The SON clinical laboratories are located on the 4th floor of the Human Health Building. The SON laboratories are available for students to 1) learn to apply critical thinking and clinical reasoning to patient scenarios, 2) practice foundational nursing interventions, 3) practice therapeutic communication, and 4) develop the skills and knowledge necessary for professional nursing practice. Open lab times are posted at the start of each semester, allowing students to practice their skills in a supervised environment.

Undergraduate Catalog

The Undergraduate Catalog includes a listing of academic programs, degree requirements, policies, related program information, and university policies and procedures.

Graham Health Center

Graham Health Center (GHC) is Oakland University's on-campus health center. Its services are available to all current students, faculty, and staff.

Oakland University Office of 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 Financial Aid and Scholarship opportunities.

OU Writing Center

Is open to OU students, faculty, and staff in all disciplines at any stage of the writing process. The center provides writers with an interested and supportive audience of well-trained consultants who help both novice and expert writers explore ideas, revise drafts, and develop the skills to craft polished works.

Academic Success Center

The [Academic Success Center](#) is a place where students learn side by side with their peers in a comfortable and welcoming environment. The Academic Success Center provides easy-to-access resources, including tutoring, study groups, Supplemental Instruction, and Academic Coaching, for improving content learning and study skills that enhance academic performance.

OU Student Technology Center

It is more than a computer lab. It is the place to go for technology mentoring and to learn more about the technology loan program.

OU Counseling Center

It is located in the Graham Health Center and has been serving the university's students and staff for over 30 years. It provides a broad range of mental health services.

Career and Life Design Center

It is available to students to learn more about job opportunities, prepare their resumes, prepare for job interviews, and access other helpful resources.

Moodle

Oakland University uses Moodle as its learning platform. The homepage of each SON course contains information about the course, including the syllabus. Course instructors and students use Moodle 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.

Kresge Library

It is located at the heart of OU's campus and 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.

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.

OVERVIEW OF UNDERGRADUATE PROGRAM

Academic Plan of Study

Students admitted to the SON undergraduate program (ASD, Basic-BSN, BSN degree completion sequence) are provided with an academic plan of study (POS). The POS outlines the NRS courses required to graduate from the SON and the order in which they are to be completed. Once students are provided a POS, they enter an agreement to complete NRS-specific courses in the order indicated on the POS. The School of Nursing must approve any deviation from the POS. Individual Plans of Study are on the student's Degree Works page under Plans.

General Education Requirements

All students who have not previously completed a baccalaureate from a regionally accredited institution must fulfill Oakland University's General Education requirement. Oakland University participates in the Michigan Transfer Agreement (MTA) by partnering with Michigan Community Colleges.

Students admitted to the SON with bachelor's degrees from an accredited academic institution in the United States have satisfied the OU General Education requirements.

Credit Allocation for SON Undergraduate Courses and Clinical Experiences

Credit allocation for SON UG didactic/lecture courses is 1:1; one credit = 50 minutes of instruction per week for a 14-week course or 100 minutes per week for 7-week courses.

Credit allocation for SON UG laboratory courses is 2:1 (real-time); one credit = 120 minutes of instruction per week.

Credit allocation for SON UG clinical courses is 3:1 (real-time). The following time commitments apply to the UG clinical experiences: 1 credit = 42 contact hours per semester, 2 credits = 84 contact hours per semester, 3 credits = 126 contact hours per semester, 4 credits = 168 contact hours, and 5 credits = 210 contact hours.

Note: these credit allocations refer to actual time spent in class, lab, or clinical. Students are expected to spend additional time outside of class on course-related activities.

PROGRAMMATIC REQUIREMENTS

ASSESSMENT TECHNOLOGY INSTITUTE (ATI)/KAPLAN

The SON will continue to use ATI Nursing Education for pre-licensure (Traditional-BSN) students who will graduate in Fall 2025. All other students will be using Kaplan for all pre-licensure (Traditional-BSN and ASD) students. ATI Nursing Education is designed to facilitate student academic success. ATI Nursing Education provides resources that, when used effectively by pre-licensure nursing students, help them to be successful in the nursing courses, and prepares them for the NCLEX-RN. **PLEASE NOTE: If you are a student that is off track with your plan of study you will be required to transition to Kaplan. If you are enrolled in a course that is using Kaplan you will be required to purchase Kaplan for that semester you are enrolled in that course.**

The ATI Nursing Education Learning System is mandatory for all Traditional-BSN students graduating in the Fall 2025. Proctored assessments are typically proctored in person. If any proctored assessment(s) cannot be proctored in person, students would be responsible for all proctoring application charges. ATI Proctored Examinations may be administered during the week prior to final exam per university policy.

The following chart outlines the ATI Assessments that pre-licensure (Traditional-BSN) students are required to complete during the nursing curriculum. Additional resources are available on the ATI website, and SON faculty may assign their use.

Course	ATI Required Content
NRS 4031 NCLEX Success Strategies	Practice Assessments <ul style="list-style-type: none"> • RN Comprehensive Assessment • RN Pharmacology Proctored Assessments <ul style="list-style-type: none"> • RN Comprehensive Assessment • RN Pharmacology

ATI GRADING RUBRIC FOR COMPREHENSIVE PREDICTOR ASSESSMENT

Approved by the SON Faculty Assembly on April 24, 2014; Amended October 22, 2015, Amended April 24, 2019, Amended April 23, 2020

All traditional BSN pre-licensure students (graduating in Fall 2025) will take the Comprehensive Predictor Assessment (CPA) during the semester in which they are enrolled in NRS 4031. Achievement of an 89% or higher predicted probability of passing the NCLEX-RN on the first attempt is the SON benchmark. Students will complete the ATI Practice Assessment A and B with remediation for a separate course grade prior to taking the Comprehensive Predictor Assessment.

ATI Comprehensive Predictor Assessment (CPA) (Using CPA to achieve 10% of the course grade. This sample assumes a course worth 100 points with CPA worth 10 points)		
95% or greater probability of passing NCLEX on the first attempt = 9 points	89%-94% probability of passing NCLEX on the first attempt = 7 points	88% or less probability of passing NCLEX on the first attempt = 0 points
*Remediation = 1 point	*Remediation = 1 point	*Remediation = 1 point
No retake required	No retake required	Retake required

		Retake 89% or greater probability of passing NCLEX on the first attempt = 4 points	Retake 88% or less probability of passing NCLEX on the first attempt = 0 points
Total Possible Points: 10/10	Total Possible Points: 8/10	Total Possible Points: 5/10 points	Total Possible Points: 1/10 points

*Remediation is up to the discretion of the faculty and can consist of the following: (1) perform a focused review, (2) complete an active learning template for each topic missed, and/or (3) identify three critical points to remember for each topic missed.

KAPLAN

Kaplan is designed to facilitate student academic success. Kaplan provides resources that, when used effectively by pre-licensure nursing students, help them to be successful in the nursing courses and prepares them for the NCLEX-RN.

Students will receive an account and payment information for Kaplan as part of SON orientation. The Kaplan Learning System is mandatory for all pre-licensure students in the SON (for traditional BSN students graduating in Fall 2025 please refer to the ATI policy). Proctored assessments are taken and monitored in person. Kaplan proctored examinations may be administered during the week prior to final exam per University policy.

All Kaplan resources are available on the Kaplan website, and SON faculty may require assessments and assignments within the Kaplan website which may account for a certain percentage of the course grade. Please see courses MOODLE page for specific information related to Kaplan assessments and assignments for your courses. As indicated above once you receive access to Kaplan you will be asked to set up a student account with payment information. The following outlines the specific payment based on your program track (traditional or ASD) and payment due dates. You will need to make the payment prior to the due date to have continued access to the course. Failure to do so will result in termination of access.

Payment cycle for **traditional students**: the cost for Kaplan will be divided by 6 semesters. The cost is \$128.00 per semester for a total of 6 semesters.

Payment cycle for **ASD students**: The cost for Kaplan will be divided over 4 semesters. The cost is \$192.00 per semester for 4 semesters.

Please note you will need to have access to your student accounts by the start of every semester. Payment due dates to continue to access Kaplan are as follows: For fall semester, payment due by October 15th, winter semester payment due by March 15th, and Summer semester due by June 15th.

Grading Rubric for Kaplan

(Using a combination of the focused review and proctored integrated test to achieve 10% of the course grade.)

Focused-Review Component		Total Possible = 5% of Course Grade
The student completes the assigned focus reviews AND Remediates ALL incorrect questions for a minimum of one minute each		5% of grade
The student does not complete the assigned focus reviews OR Does not remediate ALL incorrect questions for a minimum of one minute each		0% of grade
Integrated Test Component		Total Possible 5% of Course Grade
Student Score on the Kaplan Integrated Test	Remediation Required	Percent Earned
Student achieves at or above the benchmark of *	And remediates ALL incorrect questions for a minimum of one minute each	5% of grade
Student achieves at or above the benchmark of *	And does not remediate ALL incorrect questions for a minimum of ONE minute each.	2.5% of grade
Student achieves at or above the benchmark of *	And remediates ALL incorrect questions for ONE minute each AND	2.5% of grade

	Completes the Kaplan Integrated Test Analysis/Reflection tool	
Student achieves at or above the benchmark of *	And does not remediate ALL incorrect questions for one minute each. AND Does not complete ALL of the Kaplan Integrated Test Analysis/Reflection tool	0% of grade
Total Points		10%

***For Kaplan standardized integrated tests: The benchmark is the score closest to the 50th percentile rank without going under. The benchmark score can be found on the test blueprint when scheduling the test.**

***For custom-built integrated tests: The benchmark is the mean score of the test.**

SafeMedicate

SafeMedicate is designed to help students achieve the competencies is safe medication dosage calculations. Accuracy of calculating medication dosages is critical to patient safety and aligns with the SON programmatic outcomes for safe medication administration. SafeMedicate will be used throughout the nursing curriculum to ensure students develop proficiency in calculating medication dosages for patients across the lifespan. Undergraduate students in the School of Nursing will be required to purchase SafeMedicate as SON curricular requirement. Students will establish an account with SafeMedicate and purchase the program directly through a student account similar to Kaplan. The following courses in the SON have been designated as courses that will require SafeMedicate: NRS 2024, NRS 3015, NRS 3016, NRS 3025, NRS 3026, NRS 4016. Please see the course MOODLE page for additional instructions and designated course modules/ exams.

Qualification for Registered Nurse Licensure (NCLEX-RN)

Certified graduates of the BSN program's pre-licensure tracks (Traditional-BSN and ASD) are eligible to take the NCLEX-RN licensure examination. The State of Michigan grants registered Nurse licensure in Michigan. Requirements for licensure include successful completion of a state-approved nursing

educational program and satisfactory performance on the National Council of State Boards of Nursing Licensing Examination for Registered Nurses (NCLEX-RN).

LARA Human Trafficking and Implicit Bias Requirements

Language Approved by UCOI Winter 2023

“Qualification for Registered Nurse Licensure (NCLEX-RN) Certified graduates of the BSN program's pre-licensure tracks (Traditional-BSN and ASD) are eligible to take the NCLEX-RN licensure examination. The State of Michigan grants registered Nurse licensure in Michigan. Requirements for licensure include successful completion of a state-approved nursing educational program and satisfactory performance on the National Council of State Boards of Nursing Licensing Examination for Registered Nurses (NCLEX-RN). Requirements include that all nurses applying for new licensing have completed continuing education about human trafficking and implicit bias. Students at OU SON complete educational activities meeting these requirements in NRS 4015 for human trafficking and in NRS 2012 for implicit bias.”

LARA. (April 14, 2021). Human trafficking requirements for health professions. 1-2.

<https://ars.apps.lara.state.mi.us/AdminCode/DeptBureauAdminCode?Department=Licensing%20and%20Regulatory%20Affairs&Bureau=Bureau%20of%20Professional%20Licensing>

Department of Licensing and Regulatory Affairs. (March 16, 2022). Bureau of Professional Licensing public health code—General rules, 4-5.

<https://ars.apps.lara.state.mi.us/AdminCode/DownloadAdminCodeFile?FileName=R%20338.7001%20to%20R%20338.7005.pdf&ReturnHTML=True>

STUDENT RESPONSIBILITIES – EXPERIENTIAL LEARNING (LAB, CLINICAL, SIM) SON LABORATORY POLICIES

1. Equipment, supplies, and resources are to be treated with respect. Any damage or operating problems should be reported immediately to the laboratory staff.
2. Intermediate and high-fidelity simulators may only be used with supervision by faculty and staff who have completed simulation training.
3. All laboratory users are expected to leave the laboratory in order (e.g. return tables, chairs, and equipment to the proper place; lower beds, railings, straighten linen; and dispose of any trash).
4. Universal precautions must be maintained during all laboratory activities.
5. Only non-invasive therapies may be practiced on student partners with permission of the student. Invasive procedures, including but not limited to injections, glucose testing, and IV insertion, may not be performed on human subjects in any SON laboratories.
6. Food, beverages, gum, etc. are not permitted in any SON laboratories.
7. Beds in the SON laboratories are intended for nursing skill practice only.
8. Shoes must be removed prior to sitting or lying on any SON laboratory bed.
9. Equipment and/or materials may be borrowed from the SON laboratories for a period of 24 hours. All equipment must be signed out (use the Borrowed Equipment form).
10. Students are not permitted to gather stock lab supplies on their own.
11. All sharps, including but not limited to, needles, IV's, lancets, and syringes must be disposed of properly in red sharp containers located throughout each laboratory.

12. All sharps, including but not limited to, needles, syringes, IV's, and all related equipment may not be removed or taken out of the laboratory setting at any time.
13. Do not use markers, pens, cleaning supplies, etc. on any mannequin at any time. Only approved manufacturer products may be used on any mannequin.
14. Practice medications, including saline, injectables, pills or capsules are for simulation and mannequin scenarios only and not for human consumption/use.
15. No photos or filming may be done in any of the SON Labs including Sim.
16. Students with any change in health status must be cleared by the Director of Clinical and Experiential Learning in order to attend any lab sessions. Please refer to the "Change in Health Status" section on page 18.

OAKLAND UNIVERSITY SCHOOL OF NURSING CLINICAL & LABORATORY ILLNESS POLICY

Oakland University SON continues to monitor current COVID community information. In keeping with current/recent Centers for Disease Control (CDC) guidelines and community partner COVID policies, mask usage in the OU SON nursing laboratories is optional. This includes the Community, Health Assessment, Therapeutic, and Simulation laboratories. Any staff, student, faculty, or visitor may wear a mask if they desire.

The SON reserves the right to update/change this policy at any time due to changes in community COVID cases. Please see the Student Responsibilities- Experiential Learning section for directions on mask policy specific to clinical rotations.

Any persons using the laboratories or in clinical with signs and symptoms of respiratory illness (i.e., allergy, coughing, sneezing, runny nose, etc) will be asked to wear a mask for all safety. For those persons who have tested positive for COVID, please refer to the CDC guidelines. Individuals with respiratory viruses are responsible for following the illness protocol and remaining at home while until your symptoms have improved and you have been fever-free for at least 24 hours (without the use of fever reducing medications). <https://www.cdc.gov/respiratory-viruses/prevention/precautions-when-sick.html> The Director of the Nursing Laboratories and the SON administration may make changes at any time to this policy to reflect the needs of the OU community and as updated per the CDC.

SON Lab Expectations

The School of Nursing Laboratory is designed to simulate a hospital and health care clinical environment. Students are expected to wear the OU SON uniform with name badges in the laboratory settings. The laboratory settings include the Health Assessment Lab, Therapeutics Lab, Simulation Lab, Community Lab, and Open Lab.

While participating in the Health Assessment Lab, students will act as patients for their peers to practice health assessment skills. Students acting as nurses will maintain the respect and privacy of the student who is the patient during the performance of health assessment skills.

Health assessment skills include vital signs, cardiovascular, respiratory, neurological, gastrointestinal, musculoskeletal, and integumentary. Intimate exams are not performed or practiced among students. Students will wear a patient gown with recommendations to wear a tank top or sport tankini and shorts underneath. Students practice skills on exam tables and/or on hospital beds with curtains for privacy. Students are allowed in the lab only when there is a lab instructor and/or course faculty present for supervision.

If a student is uncomfortable with these requirements, they are encouraged to speak with the lab instructor and/or course faculty at the beginning of the semester. Accommodations may be made to respect privacy.

STUDENT RESPONSIBILITIES – EXPERIENTIAL LEARNING (LAB, CLINICAL, SIM) CLINICAL EXPERIENCES CLINICAL HEALTH REQUIREMENTS

Clinical rotations allow students to gain hands-on experiences. Pré-licensure nursing students (traditional-BSN and ASD) are placed in a variety of clinical settings throughout their nursing education. Experiencing a variety of settings allows for comprehensive training to best prepare students for future careers in nursing. Examples of current settings utilized by the SON include hospitals, schools, health departments, and patient homes. Please note: given the variety of clinical settings students may be exposed to potential environmental elements such as smells of tobacco / perfumes, pet dander, or dust. The SON will provide students with a range of experiences with diverse patient populations, organizations, virtual clinical/simulation, and clinical agencies. SON clinical partners are located in urban and suburban settings throughout metropolitan Detroit and southeastern Michigan. The SON Director of Clinical and Experiential Learning is responsible for securing the pre-licensure clinical sites and ensuring that students are assigned to clinical sites in a timely manner.

Clinical Schedule

Clinical rotations may be assigned during day, afternoon, or midnight shifts, weekends, and during university scheduled breaks (i.e. Thanksgiving recess). There will be no clinical on OU study day or during final exam week. Students may have final clinical evaluations during finals week. Students requesting an accommodation to their clinical schedule due to religious practice must provide notification to SONclinical@oakland.edu at least one semester in advance and are subject to clinical site and placement availability. **All clinical placements are final and there are no switches permitted; there are no exceptions.**

Health Requirements and Mandatory Clinical Site Training

Nursing students must complete clinical rotations as part of the nursing curriculum. The School of Nursing partners with multiple health systems and community partners from across Michigan. These clinical agencies mandate students to complete specific health requirements and additional training before being cleared to start any clinical training. These requirements include but not limited to documentation of immunization status, required immunizations from specific communicable disease, basic life support training and certification, tuberculosis skin or blood test, background check and urine drug screen. Additional training includes but is not limited to blood borne pathogen, HIPPA, electronic health record, and other compliance training.

Students will find specific information regarding the SON clinical health requirements and ACEMAPP requirements on the [SON website](#) or by contacting the Clinical Department at sonclinical@oakland.edu. Students are required to comply with any additional requirements of any clinical they are assigned. Please note that requirements are subject to change at any time.

In order to be admitted to the School of Nursing all first semester pre-licensure students (Traditional-BSN and ASD) must submit all of the SON clinical health and ACEMAPP requirements by the SON's published deadline date. **If these health requirements are not submitted by the published deadline date the**

School of Nursing reserves the right to rescind admission. If admission is rescinded the student is responsible for withdrawing from all nursing courses and will have to re-apply to the SON if they wish to be admitted to a later cohort. For any currently enrolled students, all health requirements and mandatory training as assigned by a clinical agency must also be completed by the published deadline date in order to be approved to start a clinical rotation (see section under **Immunizations and other health requirements**)

Immunizations and other health requirements

Students are required to complete clinical rotations in a variety of settings. Each clinical agency will have specific mandatory health and training requirements that students must be in compliance in order to be eligible to attend clinicals throughout the program. This may include immunizations, titers, attestations, and various training modules. See the Clinical Health & Training Requirements Submission Checklist for specific immunization, titer, and attestation requirements for newly admitted students. All returning students, please refer to ACEMAPP for all site-specific health and training requirements upon receiving your clinical rotation assignment.

Students who do not submit the clinical health and clinical agency-specific training requirements by the SON's deadline date (provided to you in an email each semester from SONClinical@oakland.edu) will be removed from the clinical rotation. There will be **NO** exceptions for this policy. **Please NOTE:** if you are a returning student and you have received a TB Skin Test that expires during your clinical rotation, we may be required to remove you from that rotation based on the clinical agencies policies and you will not be allowed to progress in that course/ clinical. It is your responsibility to make sure all health requirements are up to date throughout the program.

If a student is removed from clinical rotation due to expired requirements, they may be referred to their academic adviser for further direction. Any student who attends clinical, for any reason, after being removed from the clinical rotation will be dismissed from the nursing program for unprofessional and unethical behavior.

Health and Professional Liability Insurance

There is a professional liability insurance requirement in ACEMAPP; please note the SON clinical operations will complete the professional liability portion of your requirements. You are not required to purchase professional liability insurance.

Students must maintain their own health insurance. For students who do not have personal health insurance, information for health insurance coverage can be made available through [Graham Health Center](#) for domestic students. For cost and enrollment specifications please refer to the Graham Health website. Students are strongly encouraged to seek medical treatment in the event of an illness or injury that occurs in the clinical setting. Note: 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 History Check

All students must obtain a Criminal Background History Check (CBHC) at the student's own expense. The results of the CBHC must be uploaded to ACEMAPP and will be reviewed by the Clinical Compliance Coordinator and Director of Clinical and Experiential Learning.

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

Urine Drug Screen (UDS)

All students must obtain a UDS at the student's own expense. The results of the UDS must be uploaded to ACEMAPP by the deadline date which is provided to you in an email from SONClinical@oakland.edu. 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.

The full CBC and UDS policy can be found at: [School of Nursing Criminal History and Urine Drug Screen Policy](#).

N95 Fit Testing

Students may be required to participate in fit testing for N95 particulate respirators depending on clinical partner requirements. Fit testing is provided by the SON. Students must be clean shaven for fit testing per OSHA guidelines. Students may not use fit testing done by any other agency to satisfy this requirement. Students must upload documentation of their fit testing to ACEMAPP.

Change of Health Status

Students are required to notify the clinical instructor, the Faculty of Record (FOR), and the Director of Clinical 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 including 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) required any necessary accommodations. Prior to returning to a clinical rotation following a change in health status or 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 is able to meet the Student Core Performance Standards

If a student is cleared to return to the clinical setting with restrictions, the clearance will be reviewed by the Director of Clinical and Experiential Learning who will determine if the student is allowed to return to the clinical site, understanding that students must be able to demonstrate the Student Core Performance Standards. 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.

Please send in a picture of your positive test to sonclinical@oakland.edu

ATTENDANCE AND TARDINESS POLICY

Attendance at all scheduled School of Nursing clinical, off-site, laboratory, and simulation experiences is required. All students are expected to arrive at clinical by the time stipulated in ACEMAPP and/or by the Faculty of Record.

Tardiness is defined as arriving at the clinical, off-site, laboratory, and/or simulation experience after the time stipulated in the course syllabus and/or by the Faculty of Record.

A Faculty Advisement is a School of Nursing form used to notify a student of an issue and document a plan to address performance, behavior, skills, or other issues.

Tardiness: Students must arrive on time for all School of Nursing clinical, off-site, laboratory, and/or simulation experiences.

1. Students who believe they will be tardy for the planned experience must contact their Clinical Instructor immediately upon learning of the arrival delay and before the scheduled experience.
2. A notification message to a Clinical Instructor must include the date and time of the message, the circumstances leading to the tardiness, and an expected arrival time.
3. Tardiness is not to be reported to or through other students.
4. Students who fail to provide notification of tardiness will be required to meet with the course Faculty of Record.
5. Student tardiness will be documented on the student's clinical evaluation form.
6. A single tardy episode lasting more than 15 minutes equates to an absence, even if the student is allowed to remain at the School of Nursing experience. The missed time will count as absence hours, and the student will be required to make up the experience as determined by the Clinical Instructor.
7. A Faculty Advisement related to attendance will be issued from the course Faculty of Record to all students with multiple occurrences of tardiness.
8. Failure to comply with this Faculty Advisement will result in course failure and the student will receive a final grade of C+ in the course.

Absenteeism is defined as a student not attending a clinical, off-site, laboratory, and/or simulation or being more than 15 minutes late to any of those experiences.

Extenuating Circumstance is defined as a situation that is beyond a student's control and could not have reasonably been foreseen and acted upon that will prevent the student from attending clinical, off-site, laboratory, and/or simulation experiences.

Absenteeism: All students are expected to complete all clinical hours in the clinical, off-site, laboratory, and/or simulation experience courses. ***Missing more than 20% of the required clinical hours for a course will result in clinical course failure.***

1. A student who cannot attend a clinical, off-site, laboratory, and/or simulation experience must contact their Clinical Instructor and the Faculty of Record before the start of the scheduled clinical experience. If the absence is a simulation experience, then contact the Simulation Coordinator and the Faculty of Record.
2. A notification message to the required faculty must include the date and time of the message, the date and time of the absence, and the circumstances resulting in the absence.
3. Absences are not to be reported to, or through, other students.
4. Examples of extenuating circumstances:
 - Accident/injury/hospitalization
 - Illness
 - Death/funeral of an immediate family member. The School of Nursing adheres to the OU Bereavement Policy and students are encouraged to familiarize themselves with the policy.
 - Impact of a natural disaster
 - Military duty
5. Examples of circumstances that will not be considered extenuating circumstances
 - An alarm clock did not go off
 - Holidays/family events/weddings/vacations
 - Doctor/dentist appointments
 - Employment commitments/job interviews

- Studying for an exam
 - Being told to leave clinical for reasons such as lack of preparation or unprofessional behavior.
 - Routine or non-emergency healthcare provider appointments
6. Students who are absent and who fail to provide notification will be required to meet with the Faculty of Record.
 7. In cases of clinical absence that the student indicates is for extenuating circumstances; the student must submit evidence that supports the extenuating circumstance(s) to the Faculty of Record within 48 hours of the missed clinical. The evidence may include but is not limited to, a healthcare provider letter, accident reports, and/or hospital records. The document must have the physician/ practitioner/officer's signature with a phone number to call for verification. If the information cannot be verified, the absence will not be excused.
 8. If the student's absence is not deemed an extenuating circumstance:
 - One unexcused clinical absence will result in a lowering of the final course grade by one grade increment (e.g. A to A-)
 - Two unexcused clinical absences will result in course failure and the student will receive a final grade of C+ in the course.
 9. If a student is deemed ill in the clinical setting, the student may be sent home based on the clinical instructor's evaluation. Evidence/explanation of the illness will not be required unless the absence extends beyond one clinical day.
 10. Students will be required to make up the experience as determined by the Faculty of Record
 11. A Faculty Advisement related to attendance will be issued from the course Faculty of Record to all students with an unexcused absence.
 12. Failure to comply with this Faculty Advisement will result in course failure and the student will receive a final grade of C+ in the course.
 13. Clinical absences that are due to the university being closed (e.g. inclement weather, natural disaster, police activity on campus, etc.) may or may not be made up depending on whether or not the clinical group will achieve the course objectives related to clinical. Absences due to circumstances related to the clinical instructor will be made up in order for the student(s) to meet the clinical course objectives. The course Faculty of Record will decide what experience(s) is/are necessary for students to meet the course objectives.
 14. All clinical absences will be documented on the student's clinical evaluation form

Experiential Learning Setting Professional Appearance

Hygiene: Students are expected to have clean, stain-free uniforms that are free of odor.

Hair: Student hair must not interfere with patient care at any time. If a student's hair is longer than shoulder length, it must be fashioned in a way that keeps it off the shoulders so it does not interfere with patient care, i.e. up in a bun, in a ponytail, etc. Hair must be a natural color.

Students must be clean shaven for fit testing and in any environment requiring N95 particulate respirator use. Students who cannot meet this requirement due to religious purposes must contact Clinical Operations to request an exemption.

Make-up: Student make-up should be kept to a minimum. Lipstick, if worn, should be a natural lip color.

Fingernails: Student fingernails must be clean and trimmed. Nail polish, artificial nails, acrylics, tips, and wraps are not permitted during any SON clinical/simulation/laboratory/off-site experience.

Jewelry and body piercing: Student jewelry should be kept to a minimum. Ornate jewelry (i.e., heavy chains, large or bulky rings, bracelets, etc.) are not allowed. Stud earrings limited to ear lobe are acceptable. Oral/facial/septum jewelry is not allowed.

Tattoos: Visible tattoos are not allowed. Tattoos must be covered at all times and comply with agency policy.

SON students must comply with all SON and clinical agency's policies. SON pre-licensure students (Basic-BSN and ASD) who are not in the SON uniform or whose appearance during any SON clinical, simulation, laboratory, or off-site experience does not adhere to the professional appearance standards established by the SON will be sent home, and the student's evaluation will reflect this as an unexcused absence.

UNIFORMS AND REQUIRED EQUIPMENT

Uniforms and Required Equipment	
<i>All ASD and Basic-BSN students (required starting in the first semester)</i>	<p>Professional uniform</p> <ul style="list-style-type: none">- White top and black pants (or skirt)- *Scrub type bottoms with slight flare leg<ul style="list-style-type: none">o *NO yoga, NO athletic, NO elastic band bottoms allowedo *Skirt below the knee- Black or white socks- White or black shoes only<ul style="list-style-type: none">o *Leather type shoe only (Closed toe and closed heel only)o *No mesh, no colors, visible or obvious emblems (i.e. solid material/no mesh or perforations) with closed toe and heel <p>NOTE: Please DO NOT wear a uniform/clothes/shoes directly from clinical or hospital to the HHB. You must put on a fresh uniform/shoes when attending any lab session (including open lab). This is to prevent cross contamination. You may wear any type of closed toe/heel shoes to the labs (must be different than clinical)</p> <p>Lab Equipment</p> <ul style="list-style-type: none">- Students must purchase a hospital-like patient gown for Health Assessment class (NRS 2014).- Stethoscope (e.g., Littmann Classic III)- Watch with second hand- Blood pressure cuff (case optional, but recommended)- SON emblems - one emblem must be added to every uniform top and lab coat (purchased from the OU bookstore)- OU name badge (purchase at OU ID Card office in OC)- Second semester lab kits are required for NRS 2024

OU Badge and SON Emblem

Students are required to wear an OU name badge and SON emblem on their SON uniform and/or lab coat (optional) during all SON clinical/simulation/laboratory and off-site experiences. The SON emblem must be permanently adhered (i.e., sewn) on the left sleeve of every student uniform and lab coat. The emblem should be centered on the left sleeve with the top of the emblem two inches below the shoulder.

Preparation Prior to Experiential Learning Experiences

Students are expected to be fully prepared for every SON clinical/simulation/off-site experience. ***Students who are not prepared may be sent home and their clinical evaluation will reflect this as an unexcused absence.*** Students are supervised during the performance of all procedures/nursing interventions until the clinical instructor/course FOR determines that the student can perform them safely without assistance.

During every SON clinical/simulation/off-site experience, students are responsible for:

- The nursing care given to the patient(s) to whom they are assigned;
- Providing safe patient care at all times;
- Reporting urgent needs of the patient promptly to the SON clinical instructor and the unit nurse;
- Reporting the patient's condition to the SON clinical instructor/unit nurse before leaving the clinical area;
- Following the procedures for leaving the unit outlined by the SON clinical instructor/unit nurse;
- Maintaining patient confidentiality at all times;
- Maintaining professional and ethical standards following the ANA Standards of Professional Performance;
- Attending every pre and post-conference scheduled by the SON clinical instructor/FOR; and
- Fulfilling all clinical course requirements, including adhering to all clinical agency policies and procedures.

Simulation

- Details about simulation can be found in the course syllabus and on the Simulation E-Space site.
- Simulations are planned as face-to-face excursions. In the event of an approved excused simulation absence, a supplemental replacement activity will be provided by the FOR. This will be reviewed on a case by case basis. When possible, simulation requirements will be planned on a students' lab or non clinical day; In the event that your simulation requirement is scheduled on a non-clinical day, students will be notified in advance by the Simulation Coordinator or the Director of Nursing Laboratories as to when their simulation will take place

Pre-licensure (Traditional-BSN and ASD) Precepted Clinical Experiences

Pre-licensure students (Traditional-BSN and ASD) may not complete the NRS 4026 clinical experience on any unit where their family is employed. Students may not precept on their unit of employment. Oakland University is required to follow the clinical site's policy for obtaining preceptors; students cannot select their own preceptor or arrange their own precepted experience. Only clinical hours performed working individually with the assigned preceptor may count as clinical precepted hours in the capstone course. Precepting with an individual known to the student is considered a conflict of interest and against SON policy. Students assigned to a preceptor known to them should disclose this relationship to the SON Clinical Operations Department for reassignment. Precepted students may complete hours during University scheduled breaks or recesses provided they have advanced approval from their Faculty of Record and Clinical Faculty.

Clinical Evaluations

Clinical performance is evaluated by SON faculty using the Clinical Evaluation Tool. Final clinical evaluation conferences must be held after the clinical experience has ended; they may not be conducted while the clinical experience is ongoing. The final clinical evaluation conference may be conducted face-to-face at the clinical site, on campus, or remotely (i.e. phone, Google Meet, etc.). Attendance at clinic evaluation conferences is mandatory. The date, time, and location of clinical evaluation conferences is determined by the clinical faculty in collaboration with the FOR. Attendance at final clinical evaluation meetings is a required component of the clinical rotation.

Transportation

Students are responsible for providing their own transportation to and from all SON clinical/off-site experiences. Students who do not have access to a vehicle should use public transportation or make arrangements to carpool. Parking spaces are often limited at many locations.

Recommended Safety Guidelines for Clinical Experiences

These guidelines have been developed for the safety of students performing SON clinical/off-site experiences, and are not intended to be all-inclusive.

- I. Maintain your car in good condition.
- II. Learn to use and have available a map, computer search, and/or a GPS navigation system to obtain directions to clinical/off-site locations.
- III. Know the location of gas and police stations in the vicinity of where you are attending SON clinical/off-site experiences.
- IV. Students should have a cell phone available when traveling to SON clinical/off-site locations; however, cell phones MUST be turned off during all clinical/off-site experiences. Also, have agency and clinical instructor phone numbers available at all times.
- V. When making home visits or attending SON clinical/off-site agencies, leave your schedule and agency information with the SON clinical faculty, and notify the clinical faculty of any changes to your schedule.
- VI. Call the SON clinical faculty if you do not feel safe at a SON clinical/off-site location.
- VII. Have the SON and agency phone numbers available in case of an emergency.
- VIII. Keep your car doors locked at all times.
- IX. Valuables should be left at home; they should not be taken to the clinical/off-site location.
- X. An OU name badge must be worn at all times when you are attending a SON/off-site clinical experience.
- XI. Any concerns that the student has regarding their safety or client assignment should be discussed with the clinical faculty.
- XII. At no time shall a SON student transport a patient and/or a patient's family member(s) in their personal vehicle.
- XIII. When arriving or leaving a SON clinical/off-site location, be alert and aware of your surroundings.
- XIV. Students should not leave their clinical site during break periods. Remain at the clinical location throughout your scheduled clinical shift.
- XV. Ensure your emergency contact information is up to date in ACEMAPP at all times.

**ACADEMIC PROGRAM POLICIES
STUDENT CORE PERFORMANCE STANDARDS**

SON Undergraduate students must be able to demonstrate all of the Core Performance Standards while a student.

Any student who believes they may need assistance meeting the Core Performance Standards should contact the OU Office of Disability Support Services (DSS), 103A North Foundation Hall, (248) 370-3266 or DSS@oakland.edu.

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.

PROFESSIONAL CONDUCT STUDENT EXPECTATIONS

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

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

ANA CODE OF ETHICS FOR NURSES

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

Provision 1: The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.

Provision 2: A nurse's primary commitment is to the recipient(s) of nursing care, whether an individual, family, group, community, or population.

Provision 3: The nurse establishes a trusting relationship and advocates for the rights, health, and safety of recipient(s) of nursing care.

Provision 4: Nurses have authority over nursing practice and are responsible and accountable for their practice consistent with their obligations to promote health, prevent illness, and provide optimal care.

Provision 5: The nurse has moral duties to self as a person of inherent dignity and worth including an expectation of a safe place to work that foster flourishing, authenticity of self at work, and self-respect through integrity and professional competence.

Provision 6: Nurses, through individual and collective effort, establish, maintain, and improve the ethical environment of the work setting that affects nursing care and the well-being of nurses.

Provision 7: Nurses advance the profession through multiple approaches to knowledge development, professional standards, and the generation of policies for nursing, health, and social concerns.

Provision 8: Nurses build collaborative relationships and networks with nurses, other healthcare and non-healthcare disciplines, and the public to achieve greater ends.

Provision 9: Nurses and their professional organizations work to enact and resource practices, policies, and legislation to promote social justice, eliminate health inequities, and facilitate human flourishing.

Provision 10: Nursing, through organizations and associations, participates in the global nursing and health community to promote human and environmental health, well-being, and flourishing.

<https://codeofethics.ana.org/provisions>

BOUNDARY POLICY

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

Lines of Communication Policy

The purpose of this policy is to delineate various modes of communication that a student may use for conflict resolution or questions. Students have the right to expect that the normal lines of student communication begin with the clinical and/or didactic faculty. Subsequent steps include contacting your academic adviser and then the Associate Dean. In general, any of the program administrative faculty can answer questions as they arise.

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](#).

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

FERPA (1974) is a federal law designed to protect the privacy of educational records and to establish the rights of students to inspect, review, and restrict access to their education records. A full copy of the OU FERPA policy is available on the OU website. All SON policies and practices governing the collection, maintenance, review, and release of student education records are based on the principles of confidentiality and the student's right to privacy, consistent with FERPA.

PETITIONS OF EXCEPTION

SON undergraduate students may request an exception to specific academic requirements by submitting a POE to their SON academic adviser who will forward the form to the appropriate committee for decision to approve or deny the request.

FINAL EXAMINATION POLICY

The SON final examination schedule does not adhere to the published OU final exam schedule, as nursing courses do not fit into the standard time modules established by OU. Final exam dates will be published in the course syllabus each semester.. All SON final examinations are held during the OU designated final examination period.

LEAVE STATUS

1. Students cannot request leave until they have completed one full semester in the nursing program.
2. Before assuming leave status the student is required to discuss leave with their Academic Adviser and submit the BSN Leave of Absence Form which the adviser can provide.
3. A student may maintain leave status in the SON for up to one calendar year or three non-consecutive semesters.
4. A student must notify their Academic Adviser of their intention to return from Leave status before a progression plan can be made.
5. Returning to the nursing program is contingent upon availability of space. Immediate placement is not guaranteed.
6. Students approved to return from leave status must develop a revised plan of study with their Academic Adviser prior to registering for nursing coursework.
7. Students who return from leave status must comply with all School of Nursing policies in effect when they return and must fulfill all clinical health requirements prior to returning.
8. Leave status accumulation up to one year will begin the semester after grades are posted if the student withdraws after the 100% drop date.

Note: It is the student's responsibility to notify the Academic Records Office of any changes in address and telephone number while on leave.

WITHDRAWAL POLICY

Students seeking complete withdrawal from the BSN program must notify their SON academic adviser and submit the SON Withdrawal form.

A student seeking a withdrawal from any specific nursing course must notify their SON academic adviser first to discuss implications of withdrawal.

OU withdrawal deadlines can be found on the OU website. Students who withdraw from a course after receiving a failing midterm grade will be counseled. Students who withdraw from a course more than once may be placed on probation or recommended for dismissal from the program. Refer to the "Policies and Procedures for Progression, Retention, and Dismissal" section of the Student Handbook. Students who withdraw from a clinical after receiving a failing midterm grade on the clinical evaluation tool will be considered to have an unsuccessful attempt in the course and subject to the policy describing unsuccessful/failed courses in the Student Handbook.

SCHOOL OF NURSING (SON) UNDERGRADUATE PROGRAM PROGRESSION, PROBATION, AND DISMISSAL

Approved by the SON Faculty Assembly on April 24, 2014, Amended November 17, 2016
Revised April 17, 2019, May 29, 2019, June 13, 2019, November 13, 2019, April 23, 2020

Progression

Once admitted to the SON undergraduate program, students are required to earn a final course grade of B- or better in every required course regardless of curriculum (i.e., ASD, Basic, RN-BSN), teaching format (i.e., in person, online, clinical, laboratory), course location (i.e., OU campus or off-site), or number of credits in order to progress in the curriculum. In courses graded satisfactory/unsatisfactory, students must receive a final course grade of satisfactory (S).

SON faculty members evaluate and grade all student work. The course Faculty of Record (FOR) can determine, assign, and/or change a student's grade.

SON Probation

A SON undergraduate student will be placed on SON probation with conditions imposed for their progression in the curriculum if they receive a final course grade:

1. Below B- in any required nursing (NRS) course; **OR**
2. Of Unsatisfactory (U) in any required NRS course; **OR**
3. Below B- in PSY 2250; **OR**
4. Below C in Microbiology (BIO 3520, CDS 3300 and CDS 3310 or BIO 3500 or equivalent BIO course taken outside OU) to satisfy the OU SON microbiology requirement.

A SON undergraduate student who is placed on SON probation will be notified in writing, including the conditions imposed for their continued progression in the SON. A copy of their SON probation letter will be placed in the student's file.

Conditions for progression that apply to all SON undergraduate students who are placed on SON probation are:

FOR ANY REQUIRED NURSING (NRS) COURSE OR PSY 2250:

The Student:

1. Must retake the course in which a final course grade below B- or Unsatisfactory (U) was earned and the student must earn a final course grade of B- or better or Satisfactory (S) on the re-take attempt. A competency exam cannot substitute for re-taking the course; **AND**
2. Can only retake the course in which they earned a final course grade below B- or U one time; **AND**
3. Must meet with their SON Academic Adviser to discuss their academic progression in the SON and revise their academic plan of study.

FOR THE MICROBIOLOGY REQUIREMENT:

Students who earn a grade below C in Microbiology may satisfy the requirement by taking BIO 3520, CDS 3300/CDS 3310, or BIO 3500 and earning a grade of C or better.

The Student:

1. Can only retake the course in which they earned a final course grade below C one time; **AND**
2. Must meet with their SON Academic Adviser to discuss their academic progression in the SON and revise their academic plan of study.

Once the course has been repeated students will be removed from probation and return to good standing in the School of Nursing. However, if a student fails another course they may be dismissed from the School of Nursing.

DISMISSAL FROM THE SON

A SON undergraduate student will be dismissed from the SON if they receive:

1. Two final course grades below B- in any required nursing (NRS) courses; **OR**
2. Two final course grades of Unsatisfactory (U) in any required nursing (NRS) courses ; **OR**
3. A final course grade below B- in any required nursing (NRS) course **AND** a final course grade of U in any required nursing (NRS) course; **OR**
4. A final course grade below B- or U in any required nursing (NRS) course; **AND** receive a final course grade below B- in PSY 2250 **OR** below C in BIO 3520, CDS 3300/3310, or BIO 3500.

Students may also be dismissed from the SON if they exhibit unsafe, unethical, or unprofessional behavior in any academic setting regardless of the student's academic standing in the SON. If a student violates the SONs code of ethics and engages in unsafe, unethical or unprofessional behavior they will be required to meet with the Associate Dean of Undergraduate Programs and will be reported to the Dean of Students. Engaging in such behaviors may lead to dismissal from the SON and could lead to dismissal from the University.

A SON undergraduate student who is dismissed from the SON will be notified in writing. A copy of the dismissal notice will be placed in the student's file.

A SON undergraduate student who is dismissed from the SON cannot continue in, or register for, any required NRS courses. It is the student's responsibility to disenroll from all NRS courses in which they are no longer eligible to be enrolled.

SON Final Course Grade - Formal Grade Appeal Procedure

Approved By Faculty Assembly on April 24th, 2025

The evaluation of academic work is the prerogative of the instructor, and the rules for determining final course grades should be established by the instructor and provided to students in a course syllabus at the beginning of the semester. All final course grades assigned by instructors are considered final, except Incomplete (I) and Satisfactory Progressing (SP) grades. The Grade Appeal Procedure is followed in the case of a student concern related to the criteria specified below.

Grade Appeal Criteria:

It is the responsibility of the student who appeals a final course grade to provide evidence of one or more of the following:

- 1.) clerical error
- 2.) the grade was assigned in an arbitrary and/or capricious manner
- 3.) the assignment of the grade was based on a substantial departure from the instructor's stated criteria as described in the course syllabus
- 4.) the student was not afforded due process.

Otherwise, the judgment of the instructor is final.

No appeals of a final course grade will be considered on the basis of course improvement or re-evaluation. The grade appeal procedure is not to be used to review the judgment of an instructor in assessing the quality of the student's work.

A student who wishes to appeal a final course grade based on the above criteria must follow the formal grade appeal procedure and complete the appeal within the semester time limits specified in the various steps below.

The SON time limits precede any published time limits in the University's Formal Grade Appeal procedure. Once the appeal process is initiated, the burden of proof is on the student to demonstrate the grade decision was made based on any of the above criteria.

Step 1 - Student Emails the Course Instructor to Request a Resolution Meeting

Student Responsibility

The student must notify the FOR (via OU email) to provide them with details related to their concern. The email must be dated within two business days of the final course grade being posted in SAIL. If a resolution is reached via email (i.e., a grade entry error was corrected via a grade change form), no further action is required.

If the student does not receive a response from the course FOR after two business days, the student should contact the Associate Dean's office. The Associate Dean (or designee) will then schedule the resolution meeting (in-person or virtual) between the student, the FOR, and the Associate Dean (or designee).

If a resolution with the instructor is not reached (Step 1), the student can initiate a Formal Grade Appeal Review (Step 2).

Instructor Responsibility

The FOR is expected to respond to the student's email no later than two business days following the date of the student's email to address the student's concern. If an error was made in calculating the grade, the instructor will submit a Grade Change Request to the Office of Registrar to modify the final grade. If the student's concern is related to criteria other than a grade calculation or entry error, a resolution meeting (virtual or in-person) may be held at the discretion of the FOR.

If the student does not attend the scheduled resolution meeting, then the grading issue is considered resolved, the grade posted in SAIL stands, and no further action regarding the final course grade can be taken.

Step 2 - Formal Grade Appeal Review

Student Responsibility

Step 1 must be concluded before the student can initiate the Formal Grade Appeal Review. The student is required to meet with their academic advisor within three business days of the FOR's response or resolution meeting (if applicable) to discuss the formal grade appeal review.

Upon conclusion of the meeting with advising, the student must immediately notify the course FOR; the chair of the SON Admission, Progression, and Retention Committee (APRC); the SON Director of Advising; and the appropriate Associate Dean via OU email of their intent to initiate the Formal Grade Appeal Review (hereafter referred to as Review). A student initiating the Review may withdraw the Review at any time via OU email to the appropriate Associate Dean.

The student must complete the Formal Grade Appeal Review form. It is the student's responsibility to present written evidence that their grade was assigned in an arbitrary and/or capricious manner; the assignment of the grade was based on a substantial departure from the instructor's stated criteria as described in the course syllabus; and/or the student was not afforded due process. Since the Review Form will be the basis for the Review, the student should ensure that it is clear, complete, and includes all documentation the student wishes to have considered in the Review process.

A SON student who initiates the Review may continue with their academic Plan of Study until the Review process is final unless otherwise notified by the appropriate Associate Dean. The student can request that a SON faculty or adviser serve as their advocate during the Review process. The advocate may make a statement on behalf of the student before the panel makes its final decision.

Step 3 - Grade Appeal Review Hearing:

The Assistant to the appropriate Associate Dean will request a date, time, and location for the Review hearing from the course FOR, members of APRC, the Director of Advising or advising representative, and the student's advocate (the Review Panel). The Assistant will notify the student of the date, time, format, and/or location of the Review Hearing. The appeal hearing must take place within five (5) business days (when the university is open) of receipt of the Formal Grade Appeal Form. The role of the Review Panel is to ensure that the appropriate procedures have been followed. The Panel will not review or re-evaluate the student's coursework.

If the FOR is also an APRC member, the Associate Dean of the appropriate academic program will assign a faculty member in their place.

The panel will meet separately with the grievant and the faculty involved with the grievance.

If the student does not attend the scheduled Formal Grade Appeal Review Hearing, the grading issue is considered resolved, the grade posted in SAIL stands, and no further action regarding the final course grade can be taken. Within two (2) business days following the Grade Appeal Hearing, the SON APRC Chair will submit a Review decision, in writing, to the SON Dean, the appropriate Associate Dean, the Associate Dean's Assistant, and the student's Academic Adviser, and the Director of Advising. The SON Dean will review the Formal Grade Appeal Review decision letter and decide on an outcome for the grading dispute. The student will be notified of the Dean's decision via OU email. The decision of the SON Dean is final.

Following the Grade Appeal Review Hearing:

After receiving the SON Dean's decision, it is the student's responsibility to disenroll from any NRS courses in which they are no longer eligible to be enrolled.

UNDERGRADUATE PROGRAM DISMISSAL APPEAL

REVISED APRIL 17, 2019, MAY 29, 2019, JUNE 13, 2019, & NOVEMBER 13, 2019

A SON undergraduate student who is dismissed from the SON may appeal their dismissal. Such appeals will be considered on a case-by-case basis by the SON Admission, Progression, and Retention Committee (APRC). A student who wishes to appeal their dismissal from the SON must do so within 12 months following the date on their dismissal letter. A SON undergraduate student may not appeal a second dismissal.

1. To appeal their SON dismissal, the student must complete the [SON Undergraduate Dismissal Appeal Form](#) and submit the completed form to the SON Director of Advising within 12 months following the date of their dismissal.
2. Within five (5) business days (when the university is open) of receipt of the APDA, the SON Director of Advising will notify the SON APRC that a dismissal appeal has been received.
3. Within fourteen (14) business days (when the university is open) of notification by the SON Director of Advising and receipt of the student's APDA, the APRC will meet to review the dismissal appeal materials and submit its recommendation to the SON Dean.
4. The SON Dean will review the APRC recommendation and make a decision regarding the dismissal appeal.
5. The student will be notified of the Dean's decision via Certified Mail. **The decision of the Dean is final.**
6. If the dismissal appeal is approved, the student is reinstated and the dismissal is deferred. If reinstated, the student will be placed on SON Probation and will return to nursing coursework on a space available basis. Prior to enrolling in any NRS course(s), the student must meet with their SON Academic Adviser to develop a new plan of study. Minimally, the student must repeat the course(s) in which they received a final course grade below B- or U.

READMISSION TO THE SON UNDERGRADUATE PROGRAM

Approved by School of Nursing Faculty Assembly on October 25, 2012

Revised June 13, 2019, June 24th 2019, & November 13, 2019, April 23, 2020

A student who was dismissed from the SON undergraduate program and who wants to be readmitted may request readmission **one time**. To request readmission, the former SON undergraduate student must:

1. Complete the SON [Readmission Request form](#) and submit it to the SON Director of Advising within 12 months following the date of their dismissal.
2. Within five (5) business days (when the university is open) following submission of the SON Readmission Request form, the SON Director of Advising will notify the SON APRC that a readmission request has been received.
3. Within fourteen (14) business days (when the university is open) of notification by the SON Director of Advising and receipt of the student's readmission request, the APRC will meet to review the readmission request and submit its recommendation to the SON Dean.
4. The SON Dean will review the APRC recommendation and decide regarding the readmission request.
5. The student will be notified of the Dean's decision via Certified Mail. **The decision of the Dean is final.**
6. If a student's readmission request is approved, the student will be placed on SON Probation, and will return to nursing coursework on a space available basis. Prior to enrolling in any NRS

course(s), the student must meet with their SON Academic Adviser to develop a new plan of study. Minimally, the student must repeat the course(s) in which they received a final course grade below B- or U.

If it has been longer than 12 months since the dismissal, a student may apply for readmission following the process outlined above. Students who apply for readmission beyond 12 months may be required to repeat additional NRS coursework to stay current on content. Students who have been dismissed from the SON may only request to be readmitted one time.

**** Please note:** If a student is dismissed from the SON for unprofessional behaviors or violation of the ANA Code Ethics for Nurses you will be ineligible for readmission.

COMMENCEMENT AND HONORS

Commencement

Commencement is the formal ceremony hosted by OU. Students who complete the BSN degree requirements in the Winter semester will be honored at the April ceremony. Students who complete the BSN degree requirements in the Summer semester can choose whether they wish to be honored at the April or the December ceremony (providing they meet published deadlines for graduation). Students who complete the BSN degree requirements in the Fall semester will be honored at the December commencement ceremony. All students looking to graduate in any given semester must apply through Oakland University by the established deadlines. More information can be found at [Apply for Graduation](#).

SON Honors

Honors are awarded to students at the OU commencement ceremony. SON honors are awarded to undergraduate students who attain an overall OU grade point average (GPA) of 3.2 or higher **and** an overall SON GPA of 3.5 or higher. Students should consult the OU Undergraduate Catalog for specific information about OU honors.

SON Pinning Ceremony

The Pinning Ceremony is a time-honored tradition for nursing students. Students must be pinned by a registered nurse. Students are invited to participate in the SON Pinning Ceremony in the semester in which they are eligible to graduate. The Pinning Ceremony is organized by the SON in collaboration with SNAOU. Questions about the ceremony can be sent to oupinning@gmail.com.

SCHOOL OF NURSING
GRADE CONVERSION SCALE

Approved by the SON Faculty Assembly on March 30, 2017

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