



SCHOOL OF NURSING
OAKLAND UNIVERSITY

SCHOOL OF NURSING FALL 2026–SUMMER 2027

**Undergraduate Program Student Handbook
Nursing, Nursing-Accelerated Second Degree (ASD), Nursing-
Degree Completion (RN-BSN)**

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Revised August 2026

GLOSSARY

AACN	American Association of Colleges of Nursing
ACEMAPP	Alliance for Clinical Experience Matching and Placement Program
ANA	American Nurses Association
APA	American Psychological Association
APRN	Advanced Practical Registered Nurse
ASD	Accelerated Second Degree
BLS	Basic Life Support
BSN	Bachelors of Science in Nursing
CCNE	Commission on Collegiate Nursing Education
FOR	Faculty of Record
NCLEX-RN	National Council Licensure Examination-Registered Nurse
OC	Oakland Center
OU	Oakland University
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 MNAOU 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 MNAOU 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

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

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.

SON Student Success Coach

The SON has a designated Student Success Coach. Success Coaching offers support for students in key areas, including time management (i.e, how to manage coursework for multiple classes), student nurse mentoring, study techniques, methods for learning and retaining information, NCLEX-style test preparation, managing test anxiety, understanding nursing and medical terminology, and developing critical thinking and clinical reasoning skills. Additionally, the Success Coach can assist students in connecting with valuable university resources, such as Advising, the Academic Success Center, the SON Lab, the OU Counseling Center, and Disability Support Services.

OU Student Technology Center

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

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

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

Kresge Library 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.

OVERVIEW OF UNDERGRADUATE PROGRAM

Academic Plan of Study

Students admitted to the SON undergraduate program (Nursing, Nursing-Accelerated Second Degree, Nursing-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

SON TESTING POLICY

Minimum Exam Average Requirement

- Students must achieve a minimum weighted exam average of 75% (no rounding) to successfully complete a nursing course, regardless of other course grades.
- The weighted exam average requirement is non-compensatory.

- If a student's exam average is below the passing threshold of 75%, then the weighted exam average will be used to determine their final course grade. Failure to meet the minimum weighted exam average results in course failure and may impact student progression in the nursing program, regardless of overall point total or percentage.
- The syllabus will note summative exams that contribute to the weighted exam average with an asterisk* in the grade distribution table.

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 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 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 students in the nursing track completed over six semesters, the cost for Kaplan will be divided by 6 semesters. The payment cycle for students in the nursing-accelerated second degree track, the cost for Kaplan will be divided over 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.

Please refer to the course syllabus for Kaplan grading rubrics.

SafeMedicate Policy

Students are required to accurately calculate medication dosages for patients across the lifespan. SafeMedicate provides students with the opportunity to complete assigned learning modules, Authentic Diagnostic Assessment (ADA)/On-Demand Assessment and the proctored Authentic Assessment (AA). The ADAs/On-Demand Assessments are designed to periodically assess the development of drug calculation competence and provide error diagnosis and feedback within conceptual, calculation and technical measurement domains. It simulates real world problems that students may be exposed to in clinical practice and captures each aspect of the problem solving process.

The following courses will have a required course assignment that will include assigned learning modules, ADAs/On-Demand Assessments and the proctored AA: Fundamentals of Professional Nursing Practice (NRS 2024), Nursing Care of Adults I (NRS 3015), Nursing Care Behav & Mental Health Disorders (NRS 3016), Nursing Care of Adults II (NRS 3025), Nursing Care of Childbearing (NRS 3026), Nursing Care of Children and Families (NRS 4016). Before administering medications in the clinical setting, students must complete the assigned learning modules, all assigned ADAs/ On-Demand Assessments and meet the benchmark on the proctored AA. The learning modules must be completed prior to the proctored assessment. The proctored assessment will be scheduled by the Faculty of Record (FOR) of the course by week two of the semester and will be administered during scheduled class time with use of a lockdown browser.

Benchmarks are as follows:

Clinical Course	Benchmark
Fundamentals of Professional Nursing Practice	90%
Nursing Care of Adults I	95%
Nursing Care Behav & Mental Health Disorders (NRS 3016)	100%
Nursing Care of Adults II (NRS 3025)	100%
Nursing Care of Childbearing Family (3026)	100%
Nursing Care of Children and Familiesaring Family (4016)	100%[1]

If a student does not meet the benchmark on the first attempt, they will have the opportunity to remediate the proctored AA to achieve the required benchmark. Remediation is mandatory for students that do not meet the benchmark. Students who do not meet the benchmark on the first attempt will be required to:

1. Meet with FOR to determine strategies for improvement.
2. Complete safeMedicate's "Practice My Skills" modules in Authentic Diagnostic Assessment (ADA) mode and achieve a 100% score
3. Schedule a second attempt on AA with FOR

Students who do not meet a benchmark on the second attempt will receive an Unsatisfactory on the Clinical Evaluation Tool and will be required to:

1. Meet with FOR to determine strategies for improvement

2. Attend Student Success Coach safeMedicate remediation session if referred by FOR
3. Follow remediation plan tailored for their success
4. Schedule third attempt on AA with FOR

Students who do not meet a benchmark on the third attempt will receive an Unsatisfactory on the Clinical Evaluation Tool and will be required to:

1. Meet with FOR to determine strategies for improvement
2. Schedule a one-on-one meeting with the Student Success Coach (SSC)
3. Schedule and attend lab session with specific goals set by FOR, student and SSC; FOR to assist student with scheduling
4. Follow remediation plan tailored for their success

***If a student remains unsuccessful after 3 attempts, further remediation and attempts will be scheduled by the course FOR.

ROLES AND RESPONSIBILITIES

Students:

- Preparation: Complete all assigned learning modules in SafeMedicate before attempting the standardized Authentic Assessment (AA). This includes completing the Authentic Diagnostic Assessment (ADA)/On-Demand Assessment to assess and improve drug calculation competence.
- Standardized Assessment: Participate in the proctored AA, scheduled by the FOR, using a lockdown browser during class time by week two of the semester.
- Remediation: If the initial AA benchmark is not met, complete the "Practice My Skills" modules in ADA mode to 100% accuracy and correct specific areas of error (e.g., tablets & capsules, liquid measures, injections, IV infusions) before reattempting the AA.
- Reassessment: Schedule additional attempts with the FOR

Faculty of Record (FOR):

- Assessment Administration: Schedule and administer the proctored AA as indicated in above policy during scheduled class times.
- Remediation Oversight: Oversee the remediation process (see above), including scheduling repeat assessments and meeting with students when indicated
- Repeat Assessment Scheduling: Manage and schedule repeat assessments for students needing more than one attempt to meet the required benchmark.

Clinical Faculty:

- Compliance Verification: Before allowing students to administer medications in clinical settings, verify via Moodle and/or with course FOR that students have passed the AA with the required benchmark.
- Support: Provide guidance and support to students in applying their medication calculation skills safely in clinical contexts, ensuring that all necessary competencies are met as per program requirements.

Qualification for Registered Nurse Licensure (NCLEX-RN)

Certified graduates of the BSN program's pre-licensure tracks 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 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

Two (2) hours of simulation shall be required in each clinical course as a standardized component of the nursing curriculum, effective beginning Summer 2026. This simulation experience will be a formative experience and will adhere to the INACSL simulation standards.

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
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 and will be provided by lab faculty.
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 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 and bring all necessary equipment 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 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.

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 or medical reasons 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 are 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 pathogens, 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 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 CBHC 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 such as an illness/medical condition, injury (including use of any supportive medical device splints, brace, cast, etc.), that may result in limitations or restrictions to performing direct patient care or lab/Simulation requirements.

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
OAKLAND UNIVERSITY SCHOOL OF NURSING
UNDERGRADUATE CLINICAL, LABORATORY, AND SIMULATION ATTENDANCE POLICY

General Policy

Attendance during clinical education experiences is essential for students to develop competency and for faculty to evaluate achievement of course objectives. Undergraduate pre-licensure students in the School of Nursing (SON) are expected to attend all scheduled clinical, laboratory, and simulation experiences, arrive on time, and be prepared to begin at the time specified by ACEMAPP, lab faculty, or the Simulation Coordinator, as appropriate. Punctuality is a fundamental component of professional nursing practice. Arriving late to clinical disrupts continuity of care, compromises patient safety, and delays critical assessments and time-sensitive interventions.

All clinical, laboratory, and simulation hours must be completed as defined in the course syllabi. All missed time, regardless of circumstance, must be made up at a time and date determined by the clinical Faculty of Record (FOR).

Definitions

Tardy: Arriving after the specified start time for any SON clinical, laboratory, or simulation experience.

Absence: Failure to attend a scheduled SON clinical, laboratory, or simulation experience.

Excused Absence: An absence for which the student submits valid and verifiable supporting documentation to the clinical FOR within 48 hours of the specified start time of the missed experience.

Unexcused Absence: An absence for which supporting documentation is not submitted within 48 hours, or the documentation provided cannot be verified.

Notification Requirements

The following notification requirements apply to both tardiness and absences.

1. Any student who anticipates being tardy or absent must notify the faculty member responsible for the experience (e.g., clinical instructor, lab faculty, Simulation Coordinator) immediately upon learning of the delay or anticipated absence and before the specified start time. Students in their Capstone clinical experience must also notify their assigned preceptor.
2. The notification must include the date, the circumstances contributing to the tardiness or absence, and the student's expected time of arrival (if tardy).
3. Students are responsible for personally reporting any tardiness or absence. A classmate reporting on your behalf is not acceptable and will not be considered valid notification.
4. Any student arriving after the specified start time who fails to provide prior notification will be required to meet with the clinical FOR, who may change the tardy to an unexcused absence at their discretion.

Tardiness

1. Students arriving more than 15 minutes late to a simulation experience will not be allowed to participate. The missed experience will be recorded as an absence.
2. A third occurrence of tardiness during any given clinical, laboratory, or simulation experience will result in failure of the course. The maximum grade the student can earn is a C+.
3. All occurrences of tardiness will be documented on the Clinical Evaluation Tool or other approved attendance record as applicable.

Absence

1. All missed clinical, laboratory, and simulation time must be made up. The clinical FOR will determine the date, time, and format of the make-up experience.
2. Students who are absent must submit valid supporting documentation to the clinical FOR within 48 hours of the specified start time of the missed experience. Documentation may include, but is not limited to, a healthcare provider letter, law enforcement documentation, or healthcare facility documentation. If documentation is not submitted within 48 hours or cannot be verified, the absence will be recorded as unexcused.
3. An excused absence will not result in a grade adjustment. An unexcused absence will result in the student's final course grade decreasing by one grade increment (e.g., A to A-). A second clinical absence, even if one or both are excused, will result in failure of the course, and the maximum grade the student can earn is a C+.
4. A student who presents to a clinical, laboratory, or simulation experience and is determined by the responsible faculty member or assigned preceptor to be too ill or otherwise unable to participate will be

dismissed from the setting. A faculty or preceptor-initiated dismissal due to student illness will not be recorded as an absence. All missed hours must be made up.

5. Students completing Capstone clinical hours must notify the Clinical Instructor and the assigned preceptor if they are unable to complete a scheduled shift for any reason.
6. Students with absences due to circumstances beyond their control (e.g., hospitalization, jury duty) are encouraged to contact the course FOR to discuss available options for course completion.
7. Absences will be documented on the Clinical Evaluation Tool or other approved attendance record as applicable.

Experiential Learning Setting Professional Appearance

Students represent Oakland University in all clinical, simulation, laboratory, and offsite experiences.

Professional appearance standards are grounded in patient safety, infection prevention, and clinical agency requirements.

Uniform: Uniforms must be clean and free of stains, wrinkles, and odors. Students must wear the designated SON uniform (see below) unless otherwise specified by the clinical agency.

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

Hair: Hair must be secured away from face and must not contact patients, equipment, or sterile fields during care delivery. Long hair must be pulled back and secured. Hair accessories should be minimal and styles (such as braids, locs, twists, etc. are acceptable provided they are secured and do not interfere with patient care or PPE fit.

Students must be able to achieve a proper seal during N95 particulate respirator fit testing and use. Facial hair that interferes with respirator fit must be trimmed or removed in any environment requiring N95 use. Students who cannot meet this requirement due to documented religious purposes must contact Clinical Operations to request a reasonable accommodation.

Fingernails: Student fingernails must be clean, short and smooth edged. Nail polish, gel nails, dips, artificial nails, acrylics, tips, and wraps are prohibited in all clinical/simulation/laboratory/off-site experience per CDC hand hygiene and infection prevention guidelines.

Jewelry and body piercing: Jewelry should be kept to a minimum and must not interfere with patient safety, hand hygiene, or PPE use. Dangling or hoop earrings, large rings, bracelets, and necklaces that could contact patients or equipment are not permitted. Small stud earrings limited to ear lobe are acceptable. Oral/facial/septum jewelry is not allowed.

Tattoos: Students must comply with the tattoo policies of their assigned agency policy. Some agencies require that visible tattoos must be covered during all clinical experiences.

Fragrances: Scented products (perfume, cologne, scented lotions) should be avoided to maintain.

SON students must comply with both SON and clinical agency professional appearance policies. Where agency standards differ from SON standards, the more restrictive policy applies. Students whose

appearance does not meet these standards will be dismissed from the clinical experience and the absence will be recorded as unexcused

UNIFORMS

All ASD and BSN students (required starting in the first semester)

Professional uniform

- White top and black pants (or skirt)
- *Scrub type bottoms with slight flare leg
 - *NO yoga, NO athletic, NO elastic band bottoms allowed
 - *Skirt below the knee
- Black or white socks
- White or black shoes only
 - *Leather type shoe only (Closed toe and closed heel only)
 - *No mesh, no colors, visible or obvious emblems (i.e. solid material/no mesh or perforations) with closed toe and heel

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)

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.

Required Equipment

- Students may 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

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:

- Providing safe competent, ethical nursing care to assigned patients in accordance with the ANA Standards of Professional Practice.
- Promptly reporting changes in patient condition or status, urgent needs, or safety concerns to the SON clinical instructor and the patient's assigned nurse.
- Communicating patient status to the clinical instructor and patient's assigned nurse.
- Ensuring adherence to unit specific procedures for departure.
- Maintaining patient confidentiality at all times in compliance with HIPPA.
 - Adhering to all clinical agency policies and procedures.
- Attending all scheduled pre-conference and post-conference meetings.
- Fulfilling all clinical course requirements as outlined in the course syllabus.

Simulation

- Details about simulation can be found in the course syllabus.
- Simulations are automatically scheduled for each student. Please check EXXAT for your simulation date and time.
- Students are required to attend simulation excursions at the scheduled date and time.
- Students cannot change their scheduled simulation excursion. Switching with other students is prohibited.
- 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 Faculty of Record. This will be reviewed on a case by case basis.
- All policies for Experiential Learning are applicable in the simulation laboratory setting.

Pre-licensure Precepted Clinical Experiences

Pre-licensure students may not complete the NRS 4026 clinical experience in 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. Students assigned to a preceptor known to them should disclose this relationship to SONClinical@oakland.edu 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. 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 support student safety during clinical and off-site experiences, and are not intended to be all-inclusive.

- Ensure you have reliable transportation to and from all clinical and off-site locations. Keep vehicles locked and be aware of your surroundings when arriving and departing.
- Plan your route to and from each clinical and off-site location in advance. Confirm directions and travel time before your first visit to a new site and whenever extenuating circumstances are present (such as inclement weather or road construction).
- Familiarize yourself with the surrounding area of each clinical and off-site location, including nearby emergency resources.
- Carry a charged cell phone when traveling to clinical and off-site locations.
- Cell phones must be set to silent and stored out of sight during all clinical and off-site experiences unless being used for approved clinical purposes as explicitly stated by the SON clinical instructor.
- When making home visits or attending SON clinical or off-site agencies, provide your schedule and rotation details to the SON clinical instructor before each visit. Notify the clinical instructor immediately of any schedule or location changes.
- If you do feel unsafe at any SON clinical or off-site location remove yourself from the immediate situation if possible and contact your clinical instructor right away.
- Save the contact information for your clinical instructor, the clinical agency, and SON Clinical Operations in your phone before each clinical rotation.
- Keep your car doors locked at all times.
- Do not bring unnecessary valuables to clinical or off-site locations. The SON and clinical agencies are not responsible for lost or stolen personal items.
- Wear your OU name badge at all times during SON clinical and off-site experiences.
- If you have concerns about a patient assignment, discuss them with your clinical instructor immediately.
- Never transport a patient and/or a patient's family member(s) in your personal vehicle.
- When arriving or leaving a SON clinical/off-site location, be alert and aware of your surroundings.
- Remain at the clinical site for the duration of your scheduled clinical shift, including during break periods.
- 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 (5th 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](#) 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 fosters 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 FOR and clinical instructor. Subsequent steps include contacting your academic adviser and then the Associate Dean.

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 (POE)

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 program track, 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.

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 SON's 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