



SCHOOL OF NURSING FALL 2018 – SUMMER 2019

DOCTOR OF NURSING PRACTICE (DNP) STUDENT HANDBOOK

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



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GLOSSARY

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

Each year the Oakland University School of Nursing (SON) publishes an updated DNP student handbook. The academic requirements, policies, and procedures described in this handbook are in effect from Fall 2018 through Summer 2019 for students who have been admitted to the SON DNP programs. Students are responsible for following the most current handbook.

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



Dear Student:

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

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

We have developed this handbook so you will have easy access to School of Nursing policies and procedures that may affect you during your DNP education. Please feel free to meet with our academic adviser or the School of Nursing faculty for assistance with academic planning or matters outlined in this handbook.

Best wishes for a satisfying and challenging academic experience at the Oakland University School of Nursing.

Sincerely,

A handwritten signature in black ink that reads "Judy Didion". The signature is written in a cursive style with a large, flowing "J" and "D".

Judy Didion, PhD, RN
Dean and Professor

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OVERVIEW OF THE SCHOOL OF NURSING

School of Nursing Mission

Approved by SON Faculty on April 24, 2014

The mission of Oakland University School of Nursing is to prepare transformational leaders committed to caring and using the best evidence in nursing practice, education and research to optimize the health of the public in a diverse ever-changing global society.

School of Nursing Vision

Approved by SON Faculty on April 24, 2014

The faculty and graduates of Oakland University School of Nursing will be recognized as transformational leaders, caring practitioners and scholars who optimize the health and well-being of a diverse global society.

Philosophy of Nursing Education

Approved by the School of Nursing Faculty Assembly February 2016

The Oakland University School of Nursing Philosophy of Nursing Education is informed by insights into the empirical, aesthetic, ethical, and personal ways of knowledge that undergirds nursing as a practice discipline, the position that nursing holds in society, and the relationship that exists between the SON and OU.

Nursing's disciplinary domain has both a scientific and professional practice component. Nursing science discovers, develops, synthesizes, validates, and brings order to the theoretical and practical knowledge that informs the professional practice of nursing. Professional nursing care of individuals, families, and communities is a social mandate that carries with it the responsibility to educate nurses qualified to fulfill the professional role and uphold standards of the profession.

The faculty of the SON believe that nursing education:

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

The faculty of the SON also believe that:

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

Doctor of Nursing Practice Program Objectives

Approved by School of Nursing Faculty Assembly March 29, 2018

At the end of the DNP program, the DNP graduate will be able to:

DNP OUTCOME	Link to DNP ESSENTIALS
Integrate scientific and theoretical knowledge from nursing and other disciplines to develop, identify, evaluate, and disseminate best practices to improve health care and health care systems	I, II, V, VI
Lead organizations and systems to enhance quality and safety to improve patient, population, and organizational outcomes.	II, III, IV, V, VII, VIII
Employ data analytic methods, information systems and technology to evaluate, integrate, and translate evidence to improve programs of care, outcomes of care and care systems.	I, II, III, IV
Lead and influence health policy to reduce health disparities, encourage cultural sensitivity and promote access to quality care while advocating for social justice and equity at the system, state, national, and international levels.	II, V, VI, VIII
Use models of interprofessional collaboration to enhance patient and population health outcomes.	I, II, IV, VI, V, VI, VII, VIII
Provide the highest level of ethical, patient-family-centered care as a scholar in nursing specialty practice.	I, III, V, VI, VII, VIII

Accreditations

The Doctor of Nursing Practice program at Oakland University is accredited by the Commission on Collegiate Nursing Education (<http://www.aacn.nche.edu/ccne-accreditation>). In addition, the Nurse Anesthesia program is accredited by the Council on Accreditation of Nurse Anesthesia Educational Programs (COA).

The Essentials of Doctoral Education for Advanced Nursing Practice

The Doctor of Nursing Practice program is consistent with the American Association of Colleges of Nursing (2006) *Essentials of Doctoral Education for Advanced Nursing Practice* (Essentials).

The eight Essentials (AACN, 2006) are:

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

Administrative Structure

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

Administrative Personnel in the School of Nursing

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Professional Organizations

Student Representation on SON Committees

Graduate nursing students may serve on two SON Constitutional Committees: the SON Graduate Committee on Instruction (GCOI) or the SON Commencement and Honors Committee. No one who is a current OU graduate/doctoral student in the SON may serve on the GCOI as an elected faculty member.

Sigma Theta Tau International

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

The American Association of Colleges of Nursing (AACN)

OU is a member of the AACN the national voice for baccalaureate and graduate-degree nursing education. A unique asset for the nation, AACN serves the public interest by providing standards and resources, and by fostering innovation to advance professional nursing education, research, and practice.

Michigan Council of Nurse Practitioners (MICNP)

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

American Association of Nurse Anesthetists (AANA)

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

Michigan Association of Nurse Anesthesia Students (MANAS)

The Michigan Association of Nurse Anesthetists (MiANA) is a statewide association representing over 2,300 CRNAs and students. MiANAS is the student chapter of MiANA. Annually, student members elect leaders from Michigan NA programs.

Michigan Council of Nurse Practitioners- Oakland University Student Chapter (MICNP-OU)

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

National Black Student Nurses Association at Oakland University – (NBNA – OU)

The NBNA-OU provides nursing students an opportunity to promote unity among minorities and other students by providing a support network for pre-nursing and current nursing students. In addition, the NBNA-OU allows members the opportunity to improve their networking skills while informing the greater OU community about health issues that affect minorities.

University Resources

[OU Website](#)

[Schedule of Classes](#)

[Academic Calendar](#)

OU E-mail Account

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

Course Websites

Every SON course has a course website in MOODLE. Information about courses, including course syllabi, is posted on course websites.

Student Name and Address Changes

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

SAIL

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

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

[Graduate Study and Lifelong Learning](#)

[Graham Health Center](#)

[Kresge Library](#)

[Financial Aid](#)

School of Nursing Resources

Faculty Names and Addresses

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

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

professional nursing practice. Please see the Nurse Anesthesia Handbook for laboratory details at Beaumont Health.

SON Scholarships: A variety of SON scholarships are available to SON students.

Announcements regarding the application process will be sent to all School of Nursing students via OU email.

CURRICULUM

Overview of the DNP Program

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

The DNP is a terminal degree in advanced clinical practice designed to prepare nurses to achieve higher levels of education enabling them to respond to increasing health care demands. Changing demands of this nation's complex healthcare environment require the highest level of scientific knowledge and practice expertise to assure safe and quality patient outcomes. Curriculum content focuses on advanced nursing theory, advanced research methodology, advanced leadership and interprofessional collaborative skills, systems management, health policy, population health outcomes, epidemiology, clinical immersion, informatics and advanced specialty practice. The OU SON DNP-NA program is 87 credits encompassing 36 months of study. The OU SON post-master's DNP is a 38 credit program with two and three year plans of study.

All post-MSN DNP students must complete a minimum of 38 credits of approved coursework, of which a minimum of 24 credits must be taken at OU. A maximum approval of nine credits is transferrable toward a graduate degree at OU (see Graduate Catalog). In the post-master's DNP program, graduate credit will not be awarded for courses in which a grade less than B is earned. All numerical grades earned are used in computing a student's grade point average. Students who have advisory team approval of their DNP research projects must complete a minimum eight credits of NRS 8998. The DNP degree requires graduates have a minimum of 1,000 post-baccalaureate practice hours. Students that have a Master's degree in one of the 4 APRN roles (CRNA, NP, CNS or CNM) may receive credit for up to 630 practice hours from their program, contingent upon verification from their program administrator. APRN applicants with fewer than 630 hours from their MSN program will have their plan of study determined on an individual basis.

Components of DNP Curriculum

The DNP curriculum is composed of the following content areas: foundation courses; clinical core courses; research sequence, and specialty. The foundation courses focus on advanced theory, health care policy, leadership within systems, and informatics. The clinical core prepares graduates to practice as DNP in one of the four APRN roles or Nursing Leadership. The research sequence includes statistics, population health, translational research and advanced research methods. The specialty courses focus on an advanced practice specialty area for students enrolled in DNP-NA program. DNP courses and the DNP Final project provide an opportunity for students to

earn up to 700 practice hours that count toward the required 1000 hours of practice in the DNP program. The research sequence includes statistics, population health and advanced research methods.

Plan of Study (POS)

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

Practice Experiences

DNP programs prepare graduates for the highest level of nursing practice and demonstrate synthesis and application of all *DNP Essentials*. Practice experiences should prepare the DNP student with the outcomes delineated in the *DNP Essentials*. Given the intense practice focus on DNP programs, practice experiences are designed to help students build and assimilate knowledge for advanced specialty practice at a high level of complexity.

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

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

DNP program practice experiences are designed to provide:

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

Accountability for Practice Hours

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

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

Students will complete a minimum of 50 practice hours in each of the following courses: NRS 8221, NRS 8231, NRS 8241, NRS 8681, & NRS 8998. In addition, students requiring additional practice hours can earn them in NRS 8965.

RESEARCH SEQUENCE AND GUIDELINES FOR DNP PROJECT

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

Students can refer to the DNP Project Handbook which can be found on the SON website.

Process for Changing DNP Project Chair

Underlying Philosophy

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

If the **Faculty Chair** wants to be released from the DNP Project:

1. The Faculty Chair must first make an appointment and meet with the DNP student to discuss the relationship. If the issue(s) are unresolved after meeting with the student, then the Faculty Chair needs to meet with the SON Graduate Program Director to discuss why

continuing to work with the student is no longer feasible and provide feedback on the progress made by the student thus far. If the SON Graduate Program Director is vacant, then the Faculty Chair needs to meet with an appropriate SON administrator.

2. An agreement to separate from a DNP student must be made with the Director of SON Graduate Programs or appropriate SON administrator and Faculty Chair, and documentation of the separation will be placed in the DNP student's academic file.
3. The outgoing Faculty Chair must write a detailed account of the progress that has been made on the project up to the date of the Faculty Chair's resignation. This document must be submitted to the DNP student and the newly appointed Faculty Chair, and a paper copy placed in the DNP student's academic file.
4. Once the decision to separate has been approved, it is the DNP student's responsibility to find a new Faculty Chair for his/her DNP project. The new Faculty Chair must have the required academic credentials/faculty rank as described in the student handbook and must be approved by the Director of SON Graduate Programs. Documentation regarding who will be the new Faculty Chair will be placed in the DNP student's academic file.
5. The new faculty Chair will send a correspondence to the Director of the SON graduate Programs giving the exact date he/she will assume the duties of Faculty Chair.

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

1. The DNP student must meet with the Faculty Chair to discuss the reasons why he/she is requesting to change his/her Faculty Chair.
2. If the Faculty Chair and DNP student are unable to come to an agreement and the DNP student still wants to change his/her Faculty Chair, then the DNP student must next meet with the SON Graduate Program Director . If there is no SON Graduate Program Director, then the student must meet with an appropriate SON administrator to discuss the situation.
3. If the Director of SON Graduate Programs concludes that the differences cannot be resolved, an agreement will be made between the Director of the SON Graduate Programs, Faculty Chair and the DNP student that the process for selecting a new Faculty Chair may begin. Documentation of the separation will be placed in the DNP student's academic file.
4. The DNP student is responsible for finding a new Faculty Chair who must have the required academic credential/faculty rank as described in the DNP student handbook.
5. The DNP student may keep his/her current committee member(s), however a new "DNP Project Committee" form must be completely filled out after a new Faculty Chair has been chosen and submitted to the SON Graduate Program Director. If there is no SON Graduate Program Director, then to an appropriate SON administrator for approval.
6. Once a new Faculty Chair has been selected and approved, the form will be placed in the DNP student's academic file.
7. Then DNP student is responsible for informing the new Faculty Chair of the work that he/she has done to date on the DNP Project.

ACADEMIC PROGRAM POLICIES

Core Performance Standards

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

<u>Competency</u>	<u>Standard</u>
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
Mobility	Physical abilities sufficient to move from place to place and maneuver in small places
Visual	Visual ability sufficient to provide safe and effective nursing care
Hearing	Auditory ability sufficient to provide safe and effective nursing care
Tactile	Tactile ability sufficient for assessment and implementation of care
Health	Characteristics that would not compromise health and safety of clients

Student Professionalism Expectations Graduate

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

Reference American Nurses Association. (2015). Nursing: Scope and standards of practice (3rded.) Silver Spring, MD: Author

Bullying

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

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

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

If you experience an incident or are in any academic setting that makes you feel unsafe, call the agency’s security immediately and have them come to the department/unit, walk you to your car, contact OU/local police, etc. For further information, refer to the ANA (2015) position statement on Incivility, Bullying, and Workplace Violence at

<http://www.nursingworld.org/MainMenuCategories/Policy-Advocacy/Positions-and-Resolutions/ANAPositionStatements/Position-Statements-Alphabetically/Incivility-Bullying-and-Workplace-Violence.html>

Boundary Violations

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

Independent Study Option

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

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

Course Materials

Textbooks and syllabi are available in the OU Bookstore or the online course website. Arrangements can be made through the OU Bookstore to mail these materials to students. Some printed materials not individually distributed are available on reserve in Kresge Library. Each student is responsible for obtaining and/or reviewing these materials, as assigned.

Petition of Exception to an Academic Policy or Requirement

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

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

Petitions of Exception forms are available on the Graduate Study website at oakland.edu/grad. Decisions regarding petitions are made by the Graduate Committee on Instruction of the OU SON and Office of Graduate Study and Lifelong Learning. Please work with your Academic Adviser if you believe you should be submitting a petition of exception

Course Waiver/Substitution for a Graduate Program Requirement

Students admitted to a graduate program are expected to complete the program requirements according to the OU Graduate Catalog. On occasion, a required course in a graduate program may not be available or may no longer be offered due to program changes. With advance approval from the OU SON faculty adviser, Graduate Committee on Instruction and Graduate Study, a student may request a course requirement be waived and another OU course substituted. The determination of courses suitable for substitution rests with the graduate program.

When there is just cause for the substitution, a student must submit a **Course Waiver/Substitution Request form** [found on Graduate Study's website at oakland.edu/grad](http://oakland.edu/grad). A course substitution is not a statement of equivalency between two courses; it is a singular substitution for one student. Approval of a course substitution does NOT override any other enrollment criteria such as prerequisites. Please work with your Academic Adviser if you believe you should submit a course waiver/substitution petition.

Family Educational Rights & Privacy Act

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

Withdrawal Policy

A student who wants to withdraw from nursing courses or the SON must notify their SON Academic Adviser and Program Director. Students who want to withdraw from the program must submit the SON Withdrawal form. [Please](#) work with your Program Director and Academic Adviser if you would like to withdraw from a course or the School of Nursing.

Leave of Absence Policy

SON Graduate students may go “on-leave” for up to one year (a total of no more than 12 months). Prior to going on-leave, the student is required to meet with his/her SON academic adviser and track director/coordinator and complete the SON Leave of Absence form. Returning to SON coursework is contingent upon space availability. Students who go “on-leave” will be placed on the SON return wait list. The following requirements must be satisfied by all students who wish to return from on-leave status: https://wwwp.oakland.edu/Assets/upload/docs/Graduate-Study/Forms/Leave-of-Absence-Form-Object_06-12.pdf

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

*NA students should refer to the NA Handbook

Apply to Graduate

In order to graduate in any given semester you must apply for graduation at: www.oakland.edu/gradstudy. It is important to review application deadline dates and work with your academic adviser if you have any questions. Those students who do not complete the application for graduation by the deadline date will not graduate.

Continuous Enrollment Policy for DNP Project

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

The continuous enrollment policy for doctoral students requires continuous registration of graduate students for at least one credit hour, each semester in the academic year to maintain an active graduate student status. This is required for the fall and winter semesters only, until all degree requirements are met and the final project is submitted and approved by the Office of Graduate Study and Lifelong Learning.

The continuous enrollment policy can also be met by registration in a graduate level course relevant to the student’s academic program. Doctoral students who have completed all required hours toward their degree but who have not completed NRS 8998 may register for additional hours in NRS 8998 beyond the 8 credit minimum, up to 12 credits. This course will be assessed at the “graduate continuous enrollment” rate (equivalent to one credit at the current graduate tuition rate). Should circumstances arise that may cause an interruption in graduate study, the student must apply for a **Leave of Absence** using this form at oakland.edu/grad. A student on official “leave of absence” is NOT required to pay tuition, but the student is NOT entitled to any services from the university during the leave, including demands upon faculty or Adviser time, or receipt of fellowship, assistantship, or financial aid, library privileges or email.

Some agency and graduate assistantship eligibility may have course lead requirements that exceed the minimum registration requirements of the Continuous Enrollment Policy (e.g. Veterans Administration, United States Citizenship and Immigration Services (USCIS) for international

students, and federal financial aid programs). **Therefore, it is the student's responsibility to register for the appropriate number of credits that are required for funding eligibility and/or compliance as outlined by specific agency regulations under which they are governed.**

Doctoral students who do not maintain continuous enrollment and have NOT been granted an official leave of absence, are subject to termination from the program, based on recommendation of the department and approval by the Academic Dean.

POLICIES AND PROCEDURES FOR PROGRESSION, RETENTION, AND DISMISSAL IN THE SCHOOL OF NURSING

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

Once admitted to the SON, graduate nursing students are required to earn a minimum grade of 3.0 or higher in each course. In courses graded satisfactory/unsatisfactory progress, students are required to earn a course grade of "satisfactory progress" (SP) to progress in program. SON courses may be repeated only one time.

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

Probation: An OU SON graduate student will be placed on probation if the student receives one (1) nursing course grade below 3.0 or a grade of Unsatisfactory progress (NP). Upon written receipt of notification of placement on probation, the student will also be notified of the conditions necessary for him/her to continue in the graduate nursing program by the associate dean with a copy of the notice placed in the student's file and one sent to Graduate Study and Lifelong Learning.

At a minimum the conditions of probation will include: the student must repeat the same OU SON course in which a grade less than 3.0 or Unsatisfactory progress was received. An independent study course or a competency exam cannot be used as a substitute for a failed course.

The student and DNP Program Coordinator will develop a written plan for success in meeting the conditions of probation and a copy will be placed in the student's file and one sent to Graduate Study and Lifelong Learning.

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

1. receives two graduate nursing course grades below 3.0 or Unsatisfactory progress (NP)
2. fails to fulfill the conditions of probation, or
3. exhibits unsafe, unethical or unprofessional behavior in any academic or clinical setting.

Procedure to Resolve an Issue Related to Course Evaluation

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

If a student believes he/she has been graded in an arbitrary or capricious manner, or not afforded due process, he/she needs to first discuss the issue with the faculty member teaching the course who assigned the grade.

Arbitrary or capricious grading is defined as the following:

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

In order to attempt a resolution of a course evaluation issue, the student must first meet with the SON faculty member who assigned the grade at the Human Health Building. If the student chooses not meet with the SON faculty member who assigned the grade, then the grading issue is considered resolved and no further action is taken. If the student meets with the SON faculty member, and the issue remains unresolved, the student may request a Grievance Hearing.

Grievance Hearing Procedure

Step 1: Notification of Intent to File a Grievance

The Grievance Hearing procedure must be initiated by the student within two (2) business days of receipt of the grade in question. Receipt of grade is defined as when grades are available for student viewing on the OU SAIL system. In the case of a half semester course, receipt of grade is defined as when the final course grade is reported to the student by the course FOR. The student must submit the SON Student Grievance form (available at: <http://www.oakland.edu/nursing/forms>), including the student's statement with rationale for the grievance, to the SON faculty member who assigned the grade with a copy sent to the course FOR (if different) and the SON Associate Dean.

The *student's statement* must include the course name and number and the SON faculty member(s) involved, and a summary that states the specific SON policy, procedure, or due process that was violated. Further, the statement must include the specific actions upon which the violations are based and what actions were taken to resolve them. The *student's statement* must be no longer than one double-spaced typewritten page. Additional supplementary materials relevant to the complaint may be attached to support the grievance.

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

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

Step 2: Preparation for Grievance Hearing

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

Step 3: Grievance Hearing

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

Step 4: GCP Recommendation

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

Step 5: Grievance Decision

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

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

Withdrawal of Grievance

A student initiating the grievance hearing procedure may withdraw the grievance at any time by writing the SON Associate Dean via OU e-mail.

Procedure to Appeal a Dismissal from the SON

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

Step 1: Notification of Dismissal Appeal

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

Step 2: Preparation for Dismissal Appeal Hearing

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

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

If the Dean of Graduate Education is satisfied that there is no valued basis for reinstatement and that the proceedings regarding the student have met the stated procedure and requirements, the

appeal for reinstatement will be denied. If there is a reason to overturn the dismissal, the student will be reinstated on academic probation until such time as the student meets all academic requirements and standards or is returned to good academic standing.

The decision of the Dean of Graduate Education is final.

OU Judicial Process

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

SCHOOL OF NURSING

GRADE CONVERSION SCALE

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

APPENDIX A

DNP ESSENTIALS

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

<http://www.aacnnursing.org/Portals/42/Publications/DNPEssentials.pdf>