SCHOOL OF NURSING
FALL 2018 – SUMMER 2019
STUDENT HANDBOOK
FOR MASTER OF SCIENCE IN
NURSING, POST-MASTER’S CERTIFICATE, AND
GRADUATE CERTIFICATE TRACKS

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

Like us on Facebook, search for Oakland University School of 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
FN  Forensic Nurse
FOR  Faculty of Record
GC  Graduate Certificate
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 MSN, post-MSN Certificate, and Graduate Certificate Tracks student handbook. The academic requirements, policies, and procedures described in this handbook are in effect from fall semester 2018 through summer semester 2019 for students who have been admitted to the SON graduate program. Students are responsible for following the most current handbook.

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

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

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

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

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

Sincerely,

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

School of Nursing Mission
Approved by the SON Faculty Assembly on April 24, 2014

The mission of OU SON 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 the SON Faculty Assembly on April 24, 2014

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

School of Nursing Philosophy
Approved by the SON Faculty Assembly on February 18, 2016

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

The faculty of the SON believes that nursing education:

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

The faculty of the SON also believes that:

- Students learn best when challenged by educational experiences that are salient and incorporate real-life situations and issues related to systems-based practice.
- Diversity among faculty, students, and members of national and international societies enriches the educational experience.
● A commitment to life-long learning is essential to the professional development of nurses, the health of national and international societies, and the growth of the discipline.

● Faculty members are responsible for determining what is to be learned and how that learning can be assessed, evaluated, and enhanced.

**Master of Science in Nursing Program Outcomes**

*Approved by School of Nursing Faculty Assembly March 16, 2015*

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

The MSN program prepares graduates to:

1. Integrate theories and scientific findings from nursing, biopsychosocial fields, genetics, public health, and organizational sciences using translational processes to improve evidence-based nursing practice across diverse settings. (Essentials I & IV, VIII, IX)

2. Describe concepts from organizational leadership, systems leadership, and information technology in the promotion of quality improvement and safety. (Essentials II, III, V, IX)

3. Synthesize requisite knowledge of legal and regulatory processes, health policy, ethics, and advocacy to improve health outcomes of diverse populations at the organizational, local, state, and federal level. (Essentials IV, VI, VIII, IX)

4. Formulate intra/interprofessional collaborative strategies integral to the design and delivery of evidence-based health promotion and disease prevention interventions to improve health outcomes in individuals, families, communities, and populations. (Essentials IV, VII, VIII, IX)

5. Integrate professional standards and guidelines in the provision of nursing practice in a specialty area. (Essentials IX)

**Accreditations**

The master’s and post master’s programs at Oakland University are accredited by the Commission on Collegiate Nursing Education

The Oakland University-Beaumont Graduate Program of Nurse Anesthesia is accredited by the Council on Accreditation of Nurse Anesthesia Educational Programs (COA). 222 South Prospect Avenue, Park Ridge, IL, 60068; (847-655-1160). The program’s next review by the COA is scheduled for 2022.
The Essentials of Master’s Education in Nursing

*The Essentials of Master’s Education in Nursing* (American Association of Colleges of Nursing [AACN], 2011) are the guiding framework for the SON Graduate program.

*The Essentials of Master’s Education in Nursing* (AACN, 2011) are:

I. Background for Practice from Sciences and Humanities  
II. Organizational and Systems Leadership  
III. Quality Improvement and Safety  
IV. Translating and Integrating Scholarship into Practice  
V. Informatics and Healthcare Technologies  
VI. Health Policy and Advocacy  
VII. Interprofessional Collaboration for Improving Patient and Population Health Outcomes  
VIII. Clinical Prevention and Population Health for Improving Health  
IX. Master’s-Level Nursing Practice

**Administrative Structure**

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

**Administrative Personnel in the School of Nursing**

Judy Didion, PhD, RN  
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Assistant Dean  
stdenis@oakland.edu

Kristen M. Cometto  
Director of Philanthropy  
kcometto@oakland.edu
Professional Organizations

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.

Great Lakes Chapter of the International Association of Forensic Nurses (GLCIAFN)
The Great Lakes Chapter of the International Association of Forensic Nurses (GLCIAFN) is a statewide association representing forensic nurses and students. This organization is critical to education, scholarship, and practice as well as the growth of forensic nursing as a specialty locally, regionally, and nationally.

Michigan Association of Nurse Anesthesia Students (MiANAS)
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.

Black Student Nurses Association at Oakland University - (NNA - OU)
The NNA-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 NNA-OU allows members the opportunity to improve their networking skills while informing the greater OU community about health issues that affect minorities.

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 based on superior scholastic achievement.

Student Representation on SON Committees
Graduate nursing students may serve on two SON Constitutional Committees: the SON Graduate Committee on Instruction (GCOI) or the SON Commencement and Honors Committee.
University Resources

**OU website**

**Schedule of Classes**

**Academic Calendar**

**Student Financial Services and Financial Aid**
For tuition payment and cancellation dates

**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.

**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**

**SON Website**
The SON website is an important source of information for current students. Important SON documents, such as the SON clinical health requirements, are available on the SON website.

**Course Websites**
Every SON course has a course website in MOODLE. Information regarding each SON course, including the course syllabus, can be found on the course website.

**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 OU Office of the Registrar of any changes to his/her name, mailing address, and/or telephone number.

**Graham Health Center**
Graham Health Center provides convenient, affordable, high quality health care on OU’s campus. They are staffed by certified Nurse Practitioners and Physician Assistants who have extensive education and clinical training. A physician visits weekly to review cases, consult, and see patients who require physician care.

**Kresge Library**
The Kresge Library, located at the heart of OU’s campus, is a critical center of learning providing access to scholarly information, research support, library instruction, and computing and study facilities. Through the Library and their extensive Web sites, students will find important services and resources to help meet their academic and research goals.

**Oakland University-Beaumont Graduate Program of Nurse Anesthesia Student Handbook**
School of Nursing Resources

**SON Faculty**
Students can communicate with faculty by appointment, via e-mail, and/or voicemail. SON faculty have scheduled office hours and are available to assist students with their questions and/or concerns related to nursing courses, clinical experiences, course grading, professional nursing, etc. SON faculty information can be found on the SON website.

**SON Website**
The SON website is an important source of information for current students. Important SON documents, such as the SON clinical health requirements, are available on the SON website.

**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.

**School of Nursing Academic Advising Office**
3027 Human Health Building, (248) 370-4253
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 in 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.

**SON Scholarships**
A variety of SON scholarships are available to SON students. Each spring, an e-mail will be sent from the SON to all students via their OU e-mail accounts regarding the scholarship application process.
CURRICULUM

Overview of the MSN Curriculum


The OU SON offers a Master's of Science in Nursing in Adult/Gerontology Nurse Practitioner, Family Nurse Practitioner, Nurse Anesthesia, and Forensic Nursing. Students are referred to the OU Graduate Catalog for a description of these tracks.

Overview of Post-MSN Certificate Curriculum

The professional nursing standards and guidelines used by the SON include those delineated by the American Association of Colleges of Nursing (AACN); *The Essentials of Master’s Education in Nursing* (2011). Use of the AACN Essentials help to guide program and curricular development, and allows the SON to ensure that the three academic levels of the curriculum build upon one another. Other professional standards and guidelines used by the SON include: *Quality and Safety Education for Nurses* (QSEN, 2012), *Nursing: Scope and Standards of Practice* (American Nurses Association, 2010), *Criteria for Evaluation of Nurse Practitioner Programs* (National Task Force on Quality Nurse Practitioner Education, 2014), *Nurse Practitioner Core Competencies* (the National Organization of Nurse Practitioner Faculty (2016), Gerontologic Advanced Practice Nurses Association Competencies (2018) *Standards for Council on Accreditation of Nurse Anesthesia Educational Programs* (COA) Accreditation of Nurse Anesthesia Educational Programs (Revised January 2018), *Scope and Standards for Nurse Anesthesia Practice* (American Association of Nurse Anesthetists).

The OU SON offers a PMC in Adult/Gerontology Nurse Practitioner, Family Nurse Practitioner, and Nurse Anesthesia. Students are referred to the OU Graduate Catalog’s description of these tracks.
Overview of Graduate Certificate Curriculum


Academic Plan of Study – MSN/Post-MSN Certificate/GC Tracks

Completed in consultation with the track director, the Plan of Study (POS) details specific courses, exit options, and other requirements you must complete in order to earn your MSN, post-MSN certificate, or GC. The POS reflects the order in which courses should be completed to maximize a student’s potential for successful completion of the nursing track. The POS is the student’s contract with the SON. Students should consult their track director for any reasons that require a change in the POS. The POS, approved by your track director, must be submitted to Graduate Study and Lifelong Learning.

GAP Analysis for Post-Master’s Certificate FNP/AGNP Student

Per the AACN 2012 Criteria for Evaluation of the Nurse Practitioner Student, post master’s students must successfully complete graduate didactic and clinical requirements of an academic graduate NP program through a formal graduate-level certificate or degree-granting graduate level NP program in the desired area of practice. Postgraduate students are expected to master the same outcome criteria as graduate degree granting program NP students. A gap analysis for each post master’s certificate student will be completed to develop a POS. Post master’s certificate students who are not already NPs are required to complete a minimum of 500 supervised direct patient care clinical hours.

Components of the MSN Curriculum

The MSN Curriculum follows the Academic Calendar without exception.

Foundation Courses

The SON offers foundation courses for the MSN- AGNP, FNP, NA, and FN tracks.

Foundation courses address critical content needed by all graduate nursing students as outlined by the Master’s of Education in Nursing (AACN, 2011). These courses include content on nursing theory, research, health policy, and leadership.

Clinical Core Courses

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

Specialty Courses

The specialty courses are comprised of didactic and clinical courses that prepare students to become Adult/Gerontology Nurse Practitioners, Family Nurse Practitioners, Certified Registered Nurse Anesthetists or Forensic Nurses. The specialty courses build on the foundation and clinical core courses, and upon nursing knowledge and skills learned at the undergraduate level.
Components of the Post-Masters Certificate and Graduate Certificate Curriculum
The Post-Masters Certificate and Graduate Certificate Curriculum follows the Academic Calendar without exception.

The Post-MSN Certificate and GC curriculum is composed of subsets of the MSN curriculum and will be identified for each student applying to the certificate tracks.

See the OU Graduate Catalog for course names, credit allocations, and course descriptions. See SON website and program flyers for specific POS.

Teaching Strategies
Courses are taught via a hybrid format. This format allows for between 10-75% of on-line instruction with the remainder of the course in a face-to-face format. Distance learners have the option to utilize web-enhanced and/or distance learning technologies to participate in the course.

Guidelines for Clinical Courses

Clinical Placements
Graduate students function with increasing autonomy at their clinical practice sites. Consistent with this increasing autonomy, clinical preceptors serve as on-site resource persons to the student in designing and implementing experiences commensurate with the goals of specific advanced practice nursing courses and the student’s own goals and objectives. SON faculty are ultimately responsible for evaluation of student experiences, and will make site visits to affiliating agencies during clinical courses. In addition, nurse anesthesia faculty visit each clinical site annually, and participate in evaluating students in the clinical area.

*Requirements to Participate in Graduate level Clinical Experiences
Students are referred to the SON web page under, “Forms” for clinical requirements. Preceptor/Agency contracts and Preceptor Agreement Forms must be obtained prior to clinical experiences.

Graduate students should see “Clinical/Health Requirements for Graduate Students.” Failure to submit these requirements by the due date can result in administrative disenrollment from the course. All Graduate students are required to comply with the requirements of each clinical or enrichment site they are assigned to.

Students must maintain their own health insurance. Clinical agencies do not provide free health care services to students.

*NA students refer to the NA Handbook for information specific to clinical participation.

Questions
Refer all questions regarding health requirements to: Sonya Gary (gary@oakland.edu)

ADMISSION CLINICAL REQUIREMENTS
Process for Submission of Clinical Requirements

Due: July 1st for Fall Admissions

Due: October 1st for Winter Admissions

1. Student gathers acceptable proofs that requirements are met. Student should keep original documents and submit copies of documents including student signature, Grizzly ID #, and statement “This is a true copy of the original” on each document. Note: Please do not attempt to complete health requirements (background check and drug screen) more than 45 days prior to the deadline.

2. Student completes Student Health Requirements Satisfied Form by entering the dates in the appropriate locations and attaching documents as proof requirements are met. Fill out this section
Health care provider must sign Student Clinical Experience Clearance Form. Forensic Nursing students may upload documents into ACE-MAPP and Nurse Practitioner and Nurse Anesthesia students may upload documents into Typhon.

3. Questions regarding Health Requirements should be directed to Sonya Gary at gary@oakland.edu

According to the published deadlines (see next page) students in the nursing program must supply proof of the following:

1. Submission of completed health assessment.
2. Inoculation for tetanus (T-dap)
3. Skin testing for tuberculosis and/or chest x-ray result, if positive (along with completed questionnaire – found on our nursing website).
4. Proof of immunity to Rubella, Rubeola, Mumps (MMR), Varicella, Hepatitis B.
5. Documented completion of an approved CPR course (ACLS + PALS for NA students)
6. Documented completion of Flu immunization (required after October 1st of each year). Proof must be submitted to School of Nursing)
7. Proof of completed Drug Screen and Criminal Background Check through American Databank.
8. Nursing license

NOTE: Background checks and drug screens must be done within 45 days of the deadline date. Drug Screens and Background Checks will be done through American Databank. Student must contact American Databank at oaklandunivcompliance.com or click on the link*, and follow directions provided for Graduate (FNP, AGNP, NA, FN) students. A receipt with results showing that a drug screen and background check were performed must be included in your packet, so be sure to allow adequate time for this.

Ongoing Clinical Requirements
The requirement for students who are already in the nursing program is a yearly submission of a completed and signed Clinical Requirements Submission Checklist, updated nursing license, CPR and TB.

Liability Insurance
OU covers all students with liability insurance through Marsh USA, Inc. Coverage is 1 million per occurrence and 3 million per aggregate. A copy of this insurance policy is located in the nursing office.

NA students are also required to have additional liability insurance through AANA at the students’ expense.

CPR Course
NA students are required to maintain American Heart Association BLS + ACLS throughout the duration of the program. Students can access course information through American Heart at https://www.onlineaha.org/

Health Assessment
Health assessments may be obtained through your own health care provider or at OU’s Graham Health Center. Health assessments may be scheduled at Graham Health Center by calling (248) 370-2341. Health Center hours are Monday through Friday, 8:00 a.m. - 5:00 p.m. Be sure to identify yourself as a nursing student when you make the appointment. Take the Health Requirements Satisfied Form and Clearance From with you to your appointment. (Know which vaccinations you have had and, if available, bring documentation with you.) These forms are available on the SON website (under Important Forms).

Students must maintain their own health insurance for illness or injury. Student health insurance is available at affordablecareact.com. 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 accidents at clinical.

These forms are available on the SON OU website (under Important Forms): Hepatitis B Vaccine Refusal and Health Screening Questionnaire for History of Positive TB and Hepatitis B Vaccine Refusal and Acknowledgement of Risk & Release (for those students not having a completed Hepatitis B series). Some Clinical sites may require proof of Hepatitis B immunization and a Flu shot in order to place students.

### Criminal History Check and Urine Drug Screen Policy

**Rationale and Purpose**
The Oakland University School of Nursing (SON) has determined that all students applying for admission and/or who have been conditionally admitted into the SON (Students) must complete both a criminal history check (CHC) and a urine drug screen (UDS). In addition, enrolled SON students must update their CHC and UDS annually and/or periodically at the request and discretion of the SON. Any Student who does not comply with this SON Criminal History Check and Urine Drug Screen Policy will forfeit their admission/current-enrollment status in the SON and must re-apply if they wish to be considered for admission/readmission to the SON at a later date.

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

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

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

**Criminal History Check**
All Students must obtain a CHC at the Student’s own expense. The results of the CHC must be submitted to the School of Nursing Dean’s Office no later than 45 days prior to the start of the Student’s first semester in the SON.

In addition, any currently enrolled Student who has been convicted of a Crime must contact the School of Nursing Dean’s Office (248-364-8787) immediately. Conviction of a Crime may preclude continued enrollment in the SON and/or eligibility for clinical placement.

**Urine Drug Screen**
All Students must obtain a UDS at the Student’s own expense. The results of the UDS must be submitted to the School of Nursing Dean’s Office no later than 45 days prior to the start of the Student’s first semester in the SON. A negative UDS is a requirement to begin the nursing program. An annual negative UDS must be submitted to verify continued enrollment and eligibility for clinical placement.
Clinical Placements
Students may also be required to obtain additional CHCs and UDSs by the SON’s clinical affiliate at which they are accepted, which will also be at the Student’s own expense.

Other Sources to Consult
When the SON is making its decisions on admission, continued enrollment and/or a clinical placement, and when otherwise deemed necessary by the SON, the SON may seek input from various other sources, including, for example, representatives from the University’s offices of Admissions or Legal Affairs, or the Oakland University Police Department (University Representatives).

Confidentiality of Information
All information relating to Student CHCs and UDSs, whether obtained prior to or after admission or after the information has been used, will be stored and managed in confidence by the SON and University Representatives. The principles of the Family Educational Rights and Privacy Act and the regulations promulgated thereunder, specifically those at CFR §99.31 regarding disclosures to individuals and entities determined to have legitimate educational interests, are incorporated into this SON Criminal History Check and Urine Drug Screen Policy and will govern access to such confidential information. Therefore, generally, all information contained in the Student’s self-reported information, if any, and the information in the CHC and UDS reports will be stored and maintained in confidence (Confidential Information). Specifically, any information that is unrelated to decisions about admission, continued enrollment and clinical placements; and information entered by the Student regarding the Student’s criminal history in the SON’s application, or otherwise shall be Confidential Information: All such Confidential Information will be maintained in and by the SON in a separate file, apart from a Student’s academic file, for seven (7) calendar years from the date a Student’s application was first received by the SON if the Student was ultimately admitted, and eighteen (18) calendar months from the date a Student’s application was first received by the SON if the Student was ultimately not admitted.

Limitation of Effect and Other SON Policies and Procedures
This SON Criminal History Check and Urine Drug Screen Policy deals only with admission, continued enrollment, and clinical placement decisions for Students whose CHCs and/or UDSs reveals information of concern. This SON Criminal History Check and Urine Drug Screen Policy is not intended to, nor does it address other policies or procedures for the admission, continued enrollment, or clinical placement decisions for applicants or Students with medical, physical, psychiatric, or other conditions or disabilities.

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

Transportation
Cooperating clinical agencies are located throughout the metropolitan Detroit area. Students are responsible for providing their own transportation for all clinical experiences. For nurse anesthesia, there are clinical sites throughout Michigan and outside of the State of Michigan.

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

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

Forensic Nursing Clinicals
Clinical courses provide students with a variety of experiences that build upon the theoretical content received in the complementary didactic course. Clinical experiences will be determined by the program director and course faculty. Clinicals may be completed in small groups or individually and will be completed at agencies identified as community partners.
FN clinicals are offered via observation and precepted clinical experiences. Observational experiences are those in which the student is simply viewing the activity—these are generally experiences that do not entail direct patient care. Precepted clinical experiences are those in which the student works one-on-one with a forensic nurse, APRN, physician, or other expert in the field of inquiry during the delivery of direct care and services. Precepted clinical experiences will be offered in NRS 6785. Clinical experiences will depend upon availability of community resources from semester to semester.

**Clinical Preceptors for Forensic Nursing Students**

FN students must utilize a Forensic Nurse, APRN, physician, or other approved practitioner as their clinical preceptor.

**Clinical Preceptors for Nurse Anesthesia Students - refer to NA student handbook**

**Clinical Preceptors for Nurse Practitioner Students**

Students may be assisted and may be placed by clinical coordinator. It is preferred that students have at least one nurse practitioner preceptor prior to graduation. If placed by the Clinical Coordinator, this placement cannot be changed. However, if an additional site is required/obtained by the student during or after placement by the Clinical Coordinator the student must maintain the site placed by the Clinical Coordinator. The student may utilize the student acquired site for maximum of 110 hours within the semester obtained. Preceptors may be Certified Nurse Practitioners or Board Certified Physicians (MD or DO) in the state of Michigan. Students should have at least one nurse practitioner preceptor prior to graduation. Potential preceptors should be able to commit to providing access to patients as well as the time and willingness to teach the student during the clinical experience. When considering a preceptor, students are encouraged to visit the practice site and shadow the preceptor for a half-day. During this time, the student should evaluate the site for adequacy of patient volume, and unique learning opportunities (i.e., diagnostic testing, suturing, casting, EKG interpretation). The visit should also provide students the necessary insight to determine if there is a match between your learning needs, preceptor attributes, and clinical site variables.
Procedure for NP Clinical Rotations

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

**Deadlines to Submit Preceptor Information:**
- Summer Rotations Due By March 1st
- Fall Rotations Due By June 1st
- Winter Rotations Due By Sept 1st

Please email to the Clinical Coordinator of MSN and Post APRN AGNP/FNP tracks
- Student’s Name:
- Student’s email address:
- Course #:
- Preceptor’s Name:
- Preceptor’s Title:
- Location(s):

You will need to submit your preceptor **contract and agreement form**, via fax or email to the Clinical Placement Coordinator. If your preceptor is employed by a health system, the rotation will need to go into the ACE database. This database is a requirement by most health systems in Southeast MI in order to approve sites within that health system. All students completing their clinical with an employed preceptor (such as St. John, Beaumont, Oakwood, etc.,) must contact the NP clinical coordinator to request ACE approval and obtain an ACE-Mapp account. All ACE documents at least 20 working days before the rotation begins. If the preceptor is employed by Henry Ford, the ACE approval must be obtained at least 30 working days before the rotation begins and complete all ACE modules at least 20 working days before the rotation begins. **All other ACE modules must be completed by April 14 for Summer rotations, Aug 4th for Fall rotations & Dec 12 for Winter rotations.**

An ACE clinical approval request will not be submitted if the student’s health requirements are not up to date in Typhon.

**Clinical Hours**
- 210 direct patient contact hours are required within each clinical semester of the FNP/AGNP program. The 210 clinical hours may be completed through the entire semester of each clinical course. The clinical hours may not be completed prior to week 12 of the semester of the clinical course.

**Responsibilities of Clinical Preceptors, Graduate Students and Faculty**
See Nurse Practitioner **Preceptor packet**.
If placed by Oakland University, SON, NP program into a clinical setting with a specific preceptor, there will be no exception of changing the placement.
Recommended Safety Guidelines for Clinical Experiences

Approved by Faculty Assembly on January 22, 2009

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

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

Guidelines for Completing the Graduate Project Sequence

Nurse Anesthesia Only

Overview of the Process

The research sequence for NA students will consist of the following three (3) courses: NRS 5211 (Theoretical Foundations of Advanced Nursing Practice), NRS 5231 (Research in Advanced Nursing Practice), and NRS 687/6395 (Graduate Research Project). Students must have completed a minimum of one (1) clinical course prior to enrolling in NRS 687/6395.

There are three (3) acceptable outcomes for the graduate project, all of which are completed under the guidance of a SON faculty member. The faculty adviser must have a minimum of a master’s degree in nursing (MSN) for outcomes #1 and #2 or have a minimum of doctorate degree in nursing (DNP or PhD) for outcome #3. Students may work in a group to satisfy the NRS 687/6395 and 6398 requirements. The number of students permitted per group will be at the discretion of the faculty adviser.

Students are expected to develop a graduate project that examines a phenomenon of importance to the advanced practice nursing role for which they are preparing. Students will then disseminate results from the graduate project in a scholarly manner as determined by the faculty adviser.

Graduate Project Options

1. Literature review
   At minimum, the literature review must include the following sections:
   - Introduction with purpose statement. The introduction should include a discussion of the significance of the literature review topic. Relevance to the advanced practice nursing role in which the student is seeking should be made. The introduction should conclude with a clear purpose statement.
   - Literature Review should include a discussion of evidence-based research findings to support the purpose of the literature review. This section should be thoroughly addressed
and include key findings such as the study purpose, sample size, setting, and relevant findings with statistical values.

- **Discussion of Findings** from the literature review. A summary/synthesis of findings from the literature review should be provided which specifically addresses the purpose statement from the introduction.
- **Significance to Advanced Nursing Practice** should be discussed. Students should clearly articulate how the findings from the research student could be utilized by advanced practice nurses to improve practice and health outcomes. Implications for future research may also be provided.

2. **Evidence-Based Practice (EBP) Project**
   a. Students may choose to complete an EBP project which addresses a clinical need or issue identified in the practice setting
   b. Identify a faculty adviser
   c. Discuss EBP project with faculty adviser to obtain project approval and to negotiate the outcome for the project (literature review, presentation, poster, manuscript, etc.)
   d. Obtain permission from the clinical agency to complete project
   e. Complete EBP project and negotiated outcomes under supervision by the faculty adviser

3. **Research Practicum (working with a SON faculty on his/her research)**
   a. Students must seek out a SON faculty member who is interested in working with a student on their research
   b. The faculty member and student will develop a contract detailing the student’s role in the research practicum. This may include data collection or analysis, a literature review, or another negotiated outcome (students should not be responsible for obtaining IRB permission)
   c. Complete research practicum and negotiated outcome under the supervision of the faculty adviser

**A Thesis option (1-3 repeatable credits) is available for those students who anticipate direct entry into a PhD program

**Student and Faculty Adviser Responsibilities for Completing Graduate Project**

<table>
<thead>
<tr>
<th>Student</th>
<th>Faculty Adviser</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Selects Faculty Adviser from approved list</td>
<td>1. Agrees to work with student(s)</td>
</tr>
<tr>
<td>2. Negotiates outcome for NRS 687/6395, 6398, graduate project with Faculty Adviser.</td>
<td>2. Negotiates outcome for NRS 687/6395, 6398 graduate project with student(s).</td>
</tr>
<tr>
<td>3. Identifies process (including time frame) necessary to successfully complete NRS 687/6395 graduate project.</td>
<td>3. Identifies process necessary to successfully complete NRS 687/6395 graduate project.</td>
</tr>
<tr>
<td>4. Communicates regularly with and provides project drafts in a timely manner to Faculty Adviser.</td>
<td>4. Provides student(s) with timely feedback on drafts submitted for review.</td>
</tr>
<tr>
<td>5. Completes NRS 687/6395, 6398 graduate project.</td>
<td>5. Verifies that student(s) completed NRS 687/6395, 6398 graduate project satisfactorily.</td>
</tr>
</tbody>
</table>
Guidelines for Completing the Graduate Project Sequence
Forensic Nursing and Nurse Practitioner
Overview of the Process
As stated by the American Association of Colleges of Nurses (AACN) "The master’s-prepared nurse examines policies and seeks evidence for every aspect of practice, thereby translating current evidence and identifying gaps where evidence is lacking. These nurses apply research outcomes within the practice setting, resolve practice problems (individually or as a member of the healthcare team), and disseminate results both within the setting and in wider venues in order to advance clinical practice. Changing practice locally, as well as more broadly, demands that the master’s-prepared nurse is skilled at challenging current practices, procedures, and policies" (2011, p. 15).

In order to prepare students to identify gaps and translate evidence into practice, the OU SON has developed a three (3) course sequence that students complete: NRS 5322 (Introduction to Nursing Scholarship), NRS 5312 (Theory and Translational Research in Advanced Nursing Practice), and NRS 6398 (Graduate Project). In NRS 5322, students are introduced to foundational principles such as scholarly writing, inquiry, and dissemination methods. In NRS 5312, students link critical components of theory and research as they apply to advanced nursing practice. In NRS 6398 students develop a Graduate Clinical Practice Project (GCPP) that will address a phenomenon of clinical importance to the advanced practice nursing role for which they are preparing. Students will then disseminate project results with their clinical agency and/or target audience.

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

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

An alternative to the GCPP option would be for students to complete a thesis. The thesis option (1-3 repeatable credits) is available for those students who anticipate direct entry into a PhD program.

NRS 6398 Completion
Students are expected to complete NRS 6398 in one semester. If a student does not complete the graduate project as outlined in the GCPP Sequence in one semester, he/she must register for additional credits of NRS 6398 until the project is completed. Once the GCPP has been completed as approved by course faculty, the Title Page (Appendix E) should be submitted to course faculty for signature. A copy of the GCPP Title Page with signature must also be submitted to the Program Director.

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

Writing Style
The GCPP should follow the writing style outlined in the most recent version of the Publication Manual of the American Psychological Association.
### Suggested Time-line for GCPP Progression and Completion

<table>
<thead>
<tr>
<th>Weeks</th>
<th>Steps</th>
<th>Sections</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-5</td>
<td>1 &amp; 2</td>
<td>GCPP Proposal and Proposal Approval</td>
</tr>
<tr>
<td>6-10</td>
<td>3, 4, 5, &amp; 6</td>
<td>Development, Implementation, Dissemination, and Evaluation of GCPP</td>
</tr>
<tr>
<td>11-14</td>
<td>7, 8, &amp; 9</td>
<td>Completing of Final Paper, Final Paper Approval, and Completing Graduate Project Course</td>
</tr>
</tbody>
</table>

### Academic Program Policies

#### Standards of Professional Performance

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


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

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

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

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

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

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

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

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

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

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

- **Environmental Health** – the registered nurse practices in an environmentally safe and healthy manner.
Core Performance Standards

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

<table>
<thead>
<tr>
<th>Competency</th>
<th>Standard</th>
</tr>
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<tbody>
<tr>
<td>Critical Thinking</td>
<td>Inductive/deductive reasoning sufficient for clinical judgment and decision making</td>
</tr>
<tr>
<td>Interpersonal</td>
<td>Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, spiritual and intellectual backgrounds</td>
</tr>
<tr>
<td>Emotional Stability</td>
<td>Emotional stability sufficient to assume responsibility/accountability for actions</td>
</tr>
<tr>
<td>Communication</td>
<td>Communication abilities sufficient for interaction with others in verbal and written form</td>
</tr>
<tr>
<td>Motor Skills</td>
<td>Gross and fine motor abilities sufficient to provide safe and effective nursing care</td>
</tr>
<tr>
<td>Mobility</td>
<td>Physical abilities sufficient to move from place to place and maneuver in small places</td>
</tr>
<tr>
<td>Visual</td>
<td>Visual ability sufficient to provide safe and effective nursing care</td>
</tr>
<tr>
<td>Hearing</td>
<td>Auditory ability sufficient to provide safe and effective nursing care</td>
</tr>
<tr>
<td>Tactile</td>
<td>Tactile ability sufficient for assessment and implementation of care</td>
</tr>
<tr>
<td>Health</td>
<td>Characteristics that would not compromise health and safety of clients</td>
</tr>
</tbody>
</table>

Student Professionalism Expectations Graduate

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

Bullying

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

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

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

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

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. For more information, refer to the Boundary violation web link from the ANA and National Council of State Boards of Nursing.

University Graduate Transfer Credit Policy

With the approval of the faculty adviser and Graduate Study and Lifelong Learning, selected credits for prior graduate coursework earned at another accredited U.S. college or university may be transferred to count toward an Oakland University degree. The student must have earned graduate level credit in the course according to the institution at which the course was taken. Students must complete one semester in their graduate program at Oakland and be in good academic standing (not on probation or limited standing) before the Transfer Credit Request can be given final approval. Students should be prepared to provide the graduate program adviser a catalog copy of the course description from the former institution and/or a course syllabus.

To receive consideration for graduate work completed elsewhere but not used toward another degree, the student must:

1. submit official transcripts to Graduate Study and Lifelong Learning;
2. request transfer credits for graduate credits earned from an accredited institution that carry a grade of 3.0 (B) or better;
3. request transfer credits for courses labeled “graduate” and numbered 500 and above;
4. not request transfer credits for courses graded pass/fail, credit/non-credit or satisfactory/unsatisfactory

Oakland University does not provide transfer credit for life experience, credit by examination, independent study courses or noncredit courses.

The total number of graduate credits transferred may not exceed nine, and no more than one credit will be awarded per week of instruction (i.e., a 4-credit course must meet a minimum of 14 hours per week for four weeks—a minimum total of 56 class hours or 47 clock hours of instruction).

The Transfer Credit Request form is available on the website. Approved graduate transfer credit will appear on the student’s official transcript.
Independent Study Option

Independent study (NRS 6990 - 1 to 12 credits) is available to students with consent of the Associate Dean. Options include:

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

Course Materials

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

Petition of Exception to an Academic Policy or Requirement

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

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

Petitions of Exception forms are available on the website and in the SON Advising Office. Decisions regarding petitions are made by the Graduate Committee on Instruction of the OU SON and Office of Graduate Study and Lifelong Learning. Check with your Academic Adviser for a specific deadline date for submitting this form.

Course Waiver/Substitution for a Graduate Program Requirement

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

When there is just cause for the substitution, a student must submit a Course Waiver/Substitution Request form to their faculty adviser and obtain all approvals for the course substitution prior to enrolling in the proposed course. A course substitution is not a statement of equivalency between two courses; it is a singular substitution for one student. Approval of a course substitution does NOT override any other enrollment criteria such as prerequisites.
Family Educational Rights & Privacy Act

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

Graduate students are to only use the last 4 digits of the Grizzly ID numbers to meet FERPA’s regulations and privacy for student information through all communications unless directed otherwise.

Withdrawal Policy

A student who wants to withdraw from nursing courses or the SON must notify their SON academic adviser and track director. Students who want to withdraw from the program must submit the SON Withdrawal form. OU withdrawal deadlines can be found on the OU website.

Leave of Absence Policy

Students who are considering a Leave of Absence (LOA) must seek immediate guidance from the track director. Whenever possible, the requests should be made in advance of the anticipated leave or as soon as possible after commencement of an emergency leave. A letter of explanation detailing the circumstances surrounding the request must be submitted to the track director along with notification. The curriculum builds upon didactic and clinical experiences in a sequential manner. Students who are absent beyond the end of an approved LOA are not guaranteed re-entry and may need to re-apply to the MSN program. Return to the track is contingent upon availability of space. A LOA may not exceed more than one year (a total of no more than 12 months).

It is the student’s responsibility to ensure that the proposed LOA is compatible with the regulations of any granting agency from which funding would normally be received during the LOA period and that such agencies are informed of the proposed leave. Student on student loan or financial aid programs should determine the consequences that such a leave may have on their repayment status and contact Student Financial Services at 248-370-2550.

A student granted a LOA will have his or her time-to-completion of degree extended by the amount of time granted in the LOS. LOA Request forms are available through Graduate Study and Lifelong Learning.

The following requirements must be satisfied by all students who wish to return from on-leave status:

- When space is available and the student has been invited to return to SON coursework, the student will develop a POS with his/her track director 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
POLICIES AND PROCEDURES FOR PROGRESSION, RETENTION, AND DISMISSAL IN THE SON GRADUATE PROGRAM

Approved by the School of Nursing FA on April 30, 2009

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

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

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

Probation: An OU SON graduate student will be placed on probation if the student receives one (1) nursing course grade below B or a grade of Unsatisfactory progress (NP). Upon written receipt of notification of placement on probation, the student will also be notified of the conditions necessary for him/her to continue in the graduate nursing program by the Associate Dean with a copy of the notice placed in the student’s file.

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

The student must also develop a written plan for success in meeting the conditions of probation and a copy will be placed in the student’s file.

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

1. receives two graduate nursing course grades below B 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.
Resolution of an Issue with the Evaluation/Grading Process

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

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

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

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

Grievance Procedure

Grievance Process Step 1: Initial Notification of Intent to File a Grievance

The Grievance procedure is to be initiated by the student within 2 business days of receipt of grade. Receipt of grade is defined as when grades are available for student viewing on the Oakland University SAIL system. It is the student’s responsibility to check her/his grades. In the case of partial semester courses, receipt of grade is defined as when the grade is reported to the student by the faculty member. A grievant’s statement must be submitted in writing by the student through OU email to all of the following simultaneously; the faculty who assigned the grade, the course Faculty of Record, and the Associate Dean.

Grievant’s Statement
The Grievant’s Statement must include the course name and number, the student’s name, and faculty member(s) involved, and a summary stating the specific policies, procedures, or due process violated. Further, the statement must include the specific actions upon which the violations are based and what actions were taken to resolve them. The Grievant’s Statement must be kept to one typewritten page. Supplementary materials relevant to the complaint may be attached to support the grievance. The student assumes the burden of proof in the grievance procedure. A student who initiates the grievance process may continue with his/her Plan of Study assuming all pre-requisites have been met until the process is resolved.

Student Grievance Form
**Faculty Advocate**
The student may request a School of Nursing faculty member act as an advocate to assist with understanding the grievance process and procedure. At the student’s request the School of Nursing faculty member, acting as an advocate, may attend the Grievance Hearing meeting. The faculty advocate may make a statement on behalf of the student before the panel makes its final decision.

**Grievance Process** Step 2: Preparation for Grievance Hearing
Submission of any supporting documentation for the grievance must be submitted to the Associate Dean’s office within two business days. The student’s file with all materials associated with the grievance will be held in the Associate Dean’s office for review by members of the *Grievance Panel*.

**Grievance Process** Step 3: Grievance Hearing
The *Grievance Panel* will convene on the third assigned grievance day. The *Grievance Panel* will review all materials submitted by the grievant and faculty. The Panel will meet separately with the grievant and the faculty involved with the grievance.

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

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

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

**NON-ACADEMIC GRIEVANCE**
Procedures for the Resolution of a Non-Academic Complaint

**Initiation of the Complaint Procedure:**
1. Complaint procedure is to be initiated within five (5) working days of the situation of concern.
2. Cause for the complaint must be submitted in writing by the student to the employee of concern (administrator, faculty, or staff) with a copy to the Associate Dean and Dean.
3. The student must meet with the employee involved and attempt a resolution.
4. If the complaint cannot be resolved, the student may, within five (5) working days of the meeting with the involved employee, meet with the employee’s supervisor.
5. If the complaint still cannot be resolved, the student may, within two (2) working days of the meeting with the employee’s supervisor, meet with the Dean or the Dean’s designee.
6. The Dean will make the final decision for all SON employees and will notify the student by certified mail with copies to the employee, the employee’s supervisor, and the Associate Dean.

**Documentation of Complaint**
Documentation of all meetings between the student and persons involved with the complaint will be placed in the student’s file.

**Withdrawal of Complaint**
At any point, the student initiating the complaint may make his/her request in writing to the Associate Dean to discontinue the process.
**Procedure to Appeal a Dismissal from a SON Graduate Track**

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.
APPLICATION FOR GRADUATION

In order to graduate in any given semester you must apply for graduation.

Graduation and Commencement

A formal application for a degree to be conferred must be filed online by the degree candidate. Information about and instructions for the formal application are available at www.oakland.edu/gradstudy. If the application is not submitted by the deadlines set by the Graduate Study Office and Oakland University degree conferral may be delayed even though all other degree requirements may have been completed on time. Degree conferral requires that the student be in good academic standing and that all requirements for the degree have been completed satisfactorily.

Commencement is the ceremony that celebrates degree completion, and student participation may occur when the student has met all academic degree requirements. Participation in the commencement ceremony does not imply that a student has officially graduated. Commencement ceremonies are held twice each year. The May ceremony recognizes Winter Semester (April) graduate degree candidates and the December ceremony is held for Summer (August) and Fall Semester (December) graduate degree candidates. Only degree-seeking students may participate in commencement. Students earning graduate certificates are not eligible to participate Commencement. Please visit oakland.edu/commencement for more information about commencement fairs and the ceremony.
### GRADE CONVERSION SCALE

Approved by the SON Faculty Assembly on March 30, 2017

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APPENDIX A

Checklist for Development of a Literature Review or Evidence-Based Practice Project

(1) Identify a faculty adviser.

(2) Make an appointment with the Faculty Adviser to discuss the research project and to negotiate the outcome.

(3) Begin project under supervision of faculty adviser.

(4) Complete literature review or evidence-based practice project and secure Faculty Adviser’s signature on the title page (See Appendix C for a Sample Title Page).

(5) Submit electronic copies of the signed EBP project to:
   (1) SON Director’s Assistant
   (2) Faculty Adviser
APPENDIX B

Checklist for Development of Research Practicum/Study

(1) Identify a faculty adviser.

(2) Make an appointment with the Faculty Adviser to discuss the research practicum/study and negotiate the outcome.

(3) Develop a research proposal, as needed.

(4) Complete and submit the Oakland University IRB form Human Subjects Review Form for New or Periodic Review. Students will also need to do the CITI training available at www.citiprogram.org. If applicable, secure approval from the human subject’s committee at the health care agency where data will be collected.

(5) Collect data (if applicable).

(6) Analyze data (if applicable).

(7) Complete negotiated outcome and obtain Faculty Adviser’s signature on the title page (See Appendix C).

(8) Distribute electronic copies of the signed research project to:
   (1) SON Director’s Assistant, and
   (2) Faculty Adviser.

(9) Inform the Oakland University and health care agency (if applicable) IRB of the study’s completion.
APPENDIX C

GRADUATE CLINICAL PRACTICE PROJECT (GCPP) APPROVAL FORM

Student Name:____________________________________ Last 4 of G#________________

Student Name:____________________________________ Last 4 of G#________________

Faculty Name:____________________________________

Semester/Year:____________________________________

Graduate Clinical Practice Project

Project Title:

Agency (name, location if applicable):

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

AUTHORSHIP AGREEMENT

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

___Faculty does not wish to be included in the authorship of any published materials.

___Faculty must be included in the authorship of the first published article only.

___Faculty must be included in the authorship of the first published article, first poster, and first presentation.

___Faculty must be included in the authorship of ALL published materials, posters, and presentations based on this project.

Student signature ________________________________________ Date_________

Student signature ________________________________________ Date_________

Faculty signature________________________________________ Date_________
APPENDIX D

Graduate Clinical Practice Project (GCPP) Sequence

1. **GCPP Proposal**
   a. Introduction
   b. Background/Project Significance
      - Literature review demonstrating the knowledge or practice gap
      - Support from analysis of journal articles, clinical environment, or guiding documents for practice
   c. Purpose Statement
      - Clearly and concisely states the goal of the project
   d. Theoretical Framework
      - Identify a theoretical framework to support project development
   e. Project Discussion
      - Type (ex. education initiative, policy development, practice/procedure change)
      - Method of Delivery/Implementation (ex. Power Point Presentation, educational poster/hand out, policy writing)
      - Target audience
      - Plans for dissemination of project results with target audience
   f. APA format, citations, and a reference list are required

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

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

4. **Implementation of GCPP**
   a. Once approved, students will implement their project with the target audience
5. **Dissemination of GCPP Results**
   a. Students will share results of GCPP implementation with the clinical agency and/or target audience as appropriate.

6. **Evaluation of GCPP**
   a. Students will evaluate project implementation through feedback obtained from the clinical agency, target audience, and student self-assessment.

7. **Completion of Final Paper**
   a. Complete final paper using the following outline:
      1. Introduction
      2. Background/Project Significance
      3. Purpose Statement
      4. Theoretical Framework
      5. Project
         a. Type
         b. Method of Delivery/Implementation
      6. Evaluation
      7. Clinical Implications
      8. Project Limitations
      9. Recommendations for Practice

8. **Final Paper Approval**
   a. Faculty will review the submitted final paper and provide feedback to the student
   b. Once all necessary revisions have been completed, students will submit a final paper for faculty approval.

9. **Completing the Graduate Project Course**
   a. Once the final paper has been approved by faculty, students will submit the GCPP Title Page for faculty signature
   b. A copy of the GCPP Title Page with signature must also be submitted to the Program Director.
APPENDIX E

Sample Title Page

[PROJECT TITLE]

By

[STUDENT NAME(s)]

A graduate clinical practice project

submitted in partial fulfillment

of the requirements for the

degree of

MASTERS OF SCIENCE IN NURSING

[YEAR]

Oakland University
School of Nursing
Rochester, Michigan

APPROVED BY:

_______________________________________
Program Director Date
APPENDIX F
Preceptor Information

Due to Program Clinical Coordinator
Summer Rotation- March 1st
Fall Rotation- June 1st
Winter Rotation- September 1st

Student’s Name: ___________________________________________

Student’s email address: _____________________________________

Course number: _____________________________________________

Preceptor’s name: __________________________________________

Preceptor’s title: ____________________________________________

Location(s): ________________________________________________

Days scheduled to be in clinic: _________________________________

Preceptor employed by Health System? Yes____ No___________

Which Health System? _______________________________________

ACE? Yes_____ No____