



## SCHOOL OF NURSING

OAKLAND UNIVERSITY

# SCHOOL OF NURSING FALL 2024 – SUMMER 2025

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

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## GLOSSARY

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

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

## Table of Contents

Glossary	2
Table of Contents	3
Overview of the School of Nursing	5
School of Nursing Mission	5
School of Nursing Vision	5
School of Nursing Philosophy	5
Baccalaureate Program Outcomes	6
<b>The Essentials of Baccalaureate Education for Professional Nursing Practice</b>	<b>6</b>
Accreditations	6
Nursing Student Organizations	7
Student Resources	7
Course Materials	9
Overview of Undergraduate Program	10
<b>Assessment Technology Institute (ATI)/ Kaplan</b>	<b>10</b>
Grading Rubric for Predictor Assessment	12
Grading Rubric for KAPLAN	14
Qualification for Registered Nurse Licensure (NCLEX-RN)	15
LARA/Human Trafficking and Implicit Bias Requirements	15
<b>Student Responsibilities – Experiential Learning (Lab, Clinical, Sim)</b>	<b>16</b>
SON Laboratory Mask Policies	16
SON Lab Expectations	17
Student Responsibilities – Experiential Learning (Lab, Clinical, Sim) Clinical Experiences	17
Clinical Health Requirements	17
<b>Attendance and Tardiness Policy</b>	<b>20</b>
Uniforms and Required Equipment	23
Academic Program Policies	26
Core Performance Standards	26
Student Expectations	26
ANA Code of Ethics for Nurses	27
Boundary Policy	27
OU Judicial Process	28
Lines of Communication Policy	28
Oakland University Formal Complaint/Incident Report Process	28
Family Educational Rights and Privacy Act (FERPA)	28
Petitions of Exception	29
Final Examination Policy	29
Leave Status	29
Withdrawal Policy	29
School of Nursing (Son) Undergraduate Program Progression, Probation, and Dismissal	30
Resolution of An Arbitrary or Capricious Grading Concern	31
Son Undergraduate Program Arbitration Procedure	32
<i>Revised April 17, 2019, May 29, 2019, June 13, 2019, June 24th, 2019, November 13, 2019, April 23, 2020</i>	32

Undergraduate Program Dismissal Appeal	33
<i>Revised April 17, 2019, May 29, 2019, June 13, 2019, &amp; November 13, 2019</i>	33
Readmission to the SON Undergraduate Program	33
<b>Commencement And Honors</b>	<b>34</b>
Commencement	34
SON Honors	34
School of Nursing	35
Grade Conversion Scale	35

## **OVERVIEW OF THE SCHOOL OF NURSING**

### **School of Nursing Mission**

*Approved by the SON Faculty Assembly on March 24, 2023*

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

### **School of Nursing Vision**

*Approved by the SON Faculty Assembly on March 24, 2023*

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

### **School of Nursing Philosophy**

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

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

The faculty of the SON believes that nursing education:

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

The faculty of the SON also believes that:

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

## **BACCALAUREATE PROGRAM OUTCOMES**

*Approved by the SON Faculty Assembly on October 30, 2014*

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

1. Apply concepts from the Arts and Sciences in the promotion of health and the management of simple to complex nursing care.
2. Demonstrate use of the nursing process in clinical decision-making.
3. Apply principles of patient safety and quality improvement in nursing practice.
4. Apply principles of wellness, health promotion, disease prevention, rehabilitation, risk reduction, palliative and end-of-life care to individuals, families, communities, and populations.
5. Demonstrate values-based, ethical professional behaviors that integrate caring, autonomy, integrity, social justice, respect for diversity and human dignity throughout the lifespan.
6. Use best evidence in nursing practice.
7. Demonstrate inter/intra-professional collaboration to optimize health outcomes.
8. Demonstrate transformational leadership in nursing practice in a variety of settings.
9. Use knowledge, processes, and skills from informatics to inform clinical decision-making.
10. Apply knowledge of health policy, economics, legal, and political principles to nursing practice.
11. Demonstrate a commitment to professional development and lifelong learning.

### **THE ESSENTIALS OF BACCALAUREATE EDUCATION FOR PROFESSIONAL NURSING PRACTICE**

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

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

### **ACCREDITATIONS**

OU maintains regional accreditation with the Higher Learning Commission (HLC) and specialized program accreditation in OU's College and professional schools.

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

## NURSING STUDENT ORGANIZATIONS

### **Dean's Circle**

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

### **Sigma Theta Tau International – Theta Psi Chapter**

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

### **Student Nurses Association of Oakland University (SNAOU)**

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

### **Black Student Nurses Association of Oakland University (BSNA-OU)**

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

### **Student Representation on SON Committees**

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

## STUDENT RESOURCES

### **OU Website**

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

### **MySAIL**

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

### **Student Name, Address, and Phone Number Changes**

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

## **DegreeWorks**

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

## **Academic Calendar**

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

## **OU Email Account**

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

## **Plan of Study**

Your Plan of Study (POS) is developed and approved by the SON Faculty; changes to your POS are completed by your academic adviser in collaboration with the Pre-Licensure Program (for Basic and ASD students) Coordinator or the RN to BSN Coordinator. It details specific courses and other requirements you must complete to earn your degree.

## **SON Faculty and Staff Directory.**

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

## **SON Laboratories**

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

## **Undergraduate Catalog**

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

## **Graham Health Center**

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

## **Oakland University Office of Financial Aid and Scholarships**

Is committed to helping you and your family navigate the cost of your Oakland University education. Visit the website for more information about Financial Aid and Scholarship opportunities.



### **OU Writing Center**

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

### **Academic Success Center**

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

### **OU Student Technology Center**

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

### **OU Counseling Center**

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

### **Career and Life Design Center**

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

### **Moodle**

Oakland University uses Moodle as its learning platform. The homepage of each SON course contains information about the course, including the syllabus. Course instructors and students use Moodle to look up course schedules, syllabi, outlines, PowerPoints, and assigned readings. We encourage you to bring your laptop to class. Exam results and final grades are posted on Moodle. [Help](#) and [tutorials](#) for Moodle are available online.

### **Kresge Library**

It is located at the heart of OU's campus and is a critical center of learning, providing access to scholarly information, research support, library instruction, and computing and study facilities. Students will find important services and resources to help meet their academic and research goals.

## **COURSE MATERIALS**

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

## OVERVIEW OF UNDERGRADUATE PROGRAM

### **Academic Plan of Study**

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

### **General Education Requirements**

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

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

### **Credit Allocation for SON Undergraduate Courses and Clinical Experiences**

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

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

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

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

### **ASSESSMENT TECHNOLOGY INSTITUTE (ATI)/KAPLAN**

For students who have been admitted prior to Summer 2023, the SON will continue to use ATI Nursing Education for pre-licensure (Basic-BSN) students who will graduate in Academic year 24-25 and Fall 2025. For students who have been admitted to the SON in Summer 2023 and thereafter will be using Kaplan for all pre-licensure (Basic-BSN and ASD) students (**please see the Kaplan section below if you were admitted on or after Summer 2023**). ATI Nursing Education is designed to facilitate student academic success. ATI Nursing Education provides resources that, when used effectively by pre-licensure nursing students, help them to be successful in the nursing courses, and prepares them for the NCLEX-RN. **PLEASE NOTE: If you are a Basic-BSN student and are off track with your plan of study you may have the option to be enrolled in a course that is using Kaplan and not ATI. If you decide to enroll in a course that is using Kaplan you will be required to purchase Kaplan for that semester you are enrolled in that course.**

Students will receive account and payment information for ATI Nursing Education as part of SON orientation. The ATI Nursing Education Learning System is mandatory for all Basic-BSN students graduating in the academic year 2024-2025 or fall 2025. Proctored assessments are typically proctored in person. If any proctored assessment(s) cannot be proctored in person, students would be responsible for all proctoring application charges. ATI Proctored Examinations may be administered during the week prior to final exam per University policy.

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

Course	ATI Required Content
<b>NRS 3016</b> <b>Nursing Care of Individuals with Behavioral &amp; Mental Health Disorders</b>	Practice Assessments <ul style="list-style-type: none"> <li>● Dosage Calculation: Mental Health</li> <li>● RN Mental Health</li> </ul> Proctored Assessments <ul style="list-style-type: none"> <li>● Dosage Calculation: Mental Health</li> <li>● RN Mental Health</li> </ul>
<b>NRS 3025</b> <b>Nursing Care of Adults II</b>	Practice Assessments <ul style="list-style-type: none"> <li>● Dosage Calculation: Medical Surgical</li> <li>● RN Adult Medical Surgical</li> </ul> Proctored Assessments <ul style="list-style-type: none"> <li>● Dosage Calculation: Medical Surgical</li> <li>● RN Adult Medical Surgical</li> </ul>
<b>NRS 3026</b> <b>Nursing Care of Childbearing Family</b>	Practice Assessments <ul style="list-style-type: none"> <li>● Dosage Calculation: Maternal Newborn</li> <li>● RN Maternal Newborn</li> </ul> Proctored Assessments <ul style="list-style-type: none"> <li>● Dosage Calculation: Maternal Newborn</li> <li>● RN Maternal Newborn</li> </ul>
<b>NRS 4012</b> <b>Nursing Leadership</b>	Practice Assessments <ul style="list-style-type: none"> <li>● RN Leadership</li> </ul> Proctored Assessments <ul style="list-style-type: none"> <li>● RN Leadership</li> </ul>
<b>NRS 4015</b> <b>Nursing Care of Communities &amp; Families</b>	Practice Assessments <ul style="list-style-type: none"> <li>● RN Nutrition</li> <li>● RN Community Health</li> </ul> Proctored Assessments

	<ul style="list-style-type: none"> <li>• RN Nutrition</li> <li>• RN Community Health</li> </ul>
<b>NRS 4016 Nursing Care of the Childrearing Family</b>	<p>Dosage Calculation Modules</p> <ul style="list-style-type: none"> <li>• Pediatric Medications</li> </ul> <p>Practice Assessments</p> <ul style="list-style-type: none"> <li>• Dosage Calculation: Nursing Care of Children</li> <li>• RN Nursing Care of Children</li> </ul> <p>Proctored Assessments</p> <ul style="list-style-type: none"> <li>• Dosage Calculation: Nursing Care of Children</li> <li>• RN Nursing Care of Children</li> </ul>
<b>NRS 4031 NCLEX Success Strategies</b>	<p>Practice Assessments</p> <ul style="list-style-type: none"> <li>• RN Comprehensive Assessment</li> <li>• RN Pharmacology</li> </ul> <p>Proctored Assessments</p> <ul style="list-style-type: none"> <li>• RN Comprehensive Assessment</li> <li>• RN Pharmacology</li> </ul>

**ATI GRADING RUBRIC FOR COMPREHENSIVE PREDICTOR ASSESSMENT**

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

All pre-licensure students (Basic-BSN and ASD) take the Comprehensive Predictor Assessment (CPA) during the semester in which they are enrolled in NRS 4026. Achievement of an 89% or higher predicted probability of passing the NCLEX-RN on the first attempt is the SON benchmark. Students will complete the ATI Practice Assessment A and B with remediation for a separate course grade prior to taking the Comprehensive Predictor Assessment.

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

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

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

### KAPLAN

Starting Summer 2023 all new incoming students will be using Kaplan in place of ATI. Kaplan is designed to facilitate student academic success. Kaplan provides resources that, when used effectively by pre-licensure nursing students, help them to be successful in the nursing courses and prepares them for the NCLEX-RN.

Students will receive account and payment information for Kaplan as part of SON orientation. The Kaplan Learning System is mandatory for all pre-licensure students in the SON admitted in Summer 2023 and thereafter. Proctored assessments are proctored in person. Kaplan proctored examinations may be administered during the week prior to final exam per University policy.

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

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

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

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

## Grading Rubric for Kaplan

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

<b>Focused-Review Component</b>		<b>Total Possible = 5% of Course Grade</b>
<b>The student completes the assigned focus reviews</b>  <b>AND</b>  <b>Remediates ALL incorrect questions for a minimum of one minute each</b>		<b>5% of grade</b>
<b>The student does not complete the assigned focus reviews</b>  <b>OR</b>  <b>Does not remediate ALL incorrect questions for a minimum of one minute each</b>		<b>0% of grade</b>
<b>Integrated Test Component</b>		<b>Total Possible 5% of Course Grade</b>
<b>Student Score on the Kaplan Integrated Test</b>	<b>Remediation Required</b>	<b>Percent Earned</b>
<b>Student achieves at or above the benchmark of 62%.</b>	<b>And remediates ALL incorrect questions for a minimum of one minute each</b>	<b>5% of grade</b>
<b>Student achieves at or above the benchmark of 62%.</b>	<b>And does not remediate ALL incorrect questions for a minimum of ONE minute each.</b>	<b>2.5% of grade</b>

<p><b>Student achieves at or above the benchmark of 62%.</b></p>	<p><b>And remediates ALL incorrect questions for ONE minute each</b></p> <p><b>AND</b></p> <p><b>Completes the Kaplan Integrated Test Analysis/Reflection tool</b></p>	<p><b>2.5% of grade</b></p>
<p><b>Student achieves at or above the benchmark of 62%.</b></p>	<p><b>And does not remediate ALL incorrect questions for one minute each.</b></p> <p><b>AND</b></p> <p><b>Does not complete ALL of the Kaplan Integrated Test Analysis/Reflection tool</b></p>	<p><b>0% of grade</b></p>
<p><b>Total Points</b></p>		<p><b>10%</b></p>

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

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

**Qualification for Registered Nurse Licensure (NCLEX-RN)**

Certified graduates of the BSN program's pre-licensure tracks (Basic-BSN and ASD) are eligible to take the NCLEX-RN licensure examination. The State of Michigan grants registered Nurse licensure in Michigan. Requirements for licensure include successful completion of a state-approved nursing educational program and satisfactory performance on the National Council of State Boards of Nursing Licensing Examination for Registered Nurses (NCLEX-RN).

**LARA Human Trafficking and Implicit Bias Requirements**

Language Approved by UCOI Winter 2023

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

the National Council of State Boards of Nursing Licensing Examination for Registered Nurses (NCLEX-RN). Requirements include that all nurses applying for new licensing have completed continuing education about human trafficking and implicit bias. Students at OU SON complete educational activities meeting these requirements in NRS 4015 for human trafficking and in NRS 2012 for implicit bias.”

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

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

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

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

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

1. Equipment, supplies, and resources are to be treated with respect. Any damage or operating problems should be reported immediately to the laboratory staff.
2. Intermediate and high-fidelity simulators may only be used with supervision by faculty and staff who have completed simulation training.
3. All laboratory users are expected to leave the laboratory in order (e.g. return tables, chairs, and equipment to the proper place; lower beds, railings, straighten linen; and dispose of any trash).
4. Universal precautions must be maintained during all laboratory activities.
5. Only non-invasive therapies may be practiced on student partners with permission of the student. Invasive procedures, including but not limited to injections, glucose testing, and IV insertion, may not be performed on human subjects in any SON laboratories.
6. Food, beverages, gum, etc. are not permitted in any SON laboratories.
7. Beds in the SON laboratories are intended for nursing skill practice only.
8. Shoes must be removed prior to sitting or lying on any SON laboratory bed.
9. Equipment and/or materials may be borrowed from the SON laboratories for a period of 24 hours. All equipment must be signed out (use the Borrowed Equipment form).
10. Students are not permitted to gather stock lab supplies on their own.
11. All sharps, including but not limited to, needles, IV's, lancets, and syringes must be disposed of properly in red sharp containers located throughout each laboratory.
12. All sharps, including but not limited to, needles, syringes, IV's, and all related equipment may not be removed or taken out of the laboratory setting at any time.
13. Do not use markers, pens, cleaning supplies, etc. on any mannequin at any time. Only approved manufacturer products may be used on any mannequin.
14. Practi-meds, including saline, injectable, pills or capsules are for simulation and mannequin scenarios only and not for human consumption/use.
15. No photos or filming may be done in any of the SON Labs including Sim.
16. Students with any change in health status must be cleared by the Director of Clinical Operations and Experiential Learning in order to attend any lab sessions. Please refer to the “Change in Health Status” section on page 18.



**OAKLAND UNIVERSITY SCHOOL OF NURSING  
LABORATORY MASK POLICY  
April 2023**

Oakland University SON continues to monitor current COVID community information. In keeping with current/recent Centers for Disease Control (CDC) guidelines and community partner COVID policies, mask usage in the OU SON nursing laboratories is optional. This includes the Community, Health Assessment, Therapeutic, and Simulation laboratories. Any staff, student, faculty, or visitor may wear a mask if they desire. The SON reserves the right to update/change this policy at any time due to changes in community COVID cases. Please see the Student Responsibilities- Experiential Learning section for directions on mask policy specific to clinical rotations. Any persons using the laboratories with signs and symptoms of respiratory illness (i.e., allergy, coughing, sneezing, runny nose, etc) will be asked to wear a mask for all safety. For those persons who have tested positive for COVID, please see the SON Covid policy below. The individual is responsible for following the illness protocol and remaining at home while ill. The Director of the Nursing Laboratories and the SON administration may make changes at any time to this policy to reflect the needs of the OU community and as updated per the CDC.

**SON Lab Expectations**

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

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

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

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

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

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

First semester pre-licensure students (Basic-BSN and ASD) must submit all of the SON clinical health requirements and ACEMAPP requirements by the SON's published deadline date. **Any student who does not submit all of the requirements by the deadline date will be removed from the program**, is responsible for withdrawing from all NRS courses, and will have to re-apply to the SON if they wish to be admitted to a later cohort.

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

Students must maintain their own health insurance. Student health insurance is available through [Graham Health Center](#) for domestic students. For cost and enrollment specifications please refer to the Graham Health website. Students are strongly encouraged to seek medical treatment in the event of an illness or injury that occurs in the clinical setting. Note: Clinical agencies are not required to provide free treatment for students and will bill individuals for use of their emergency or employee health services. OU does not cover any costs associated with student injuries or illness.

### **Criminal Background History Check**

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

In addition, any currently enrolled student who has been convicted of a crime must contact the SON Director of Clinical Operations and Experiential Learning (contact information can be found on 1st page) promptly. Conviction of a crime may preclude continued enrollment in the SON and/or eligibility for clinical placement.

### **Urine Drug Screen (UDS)**

All students must obtain a UDS at the student's own expense. The results of the UDS must be uploaded to ACEMAPP by the deadline date which is provided to you in an email from [SONClinical@oakland.edu](mailto:SONClinical@oakland.edu). A negative UDS is a requirement to begin the nursing program. Additional negative UDS may be requested to verify continued enrollment and eligibility for clinical placement.

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

### **Immunizations and other health requirements**

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

Students who do not submit the clinical health and clinical agency-specific training requirements by the SON's deadline date (provided to you in an email each semester from [SONClinical@oakland.edu](mailto:SONClinical@oakland.edu)) will be

removed from the clinical rotation. There will be **NO** exceptions for this policy. **Please NOTE:** if you are a returning student and you have received a TB Skin Test that expires during your clinical rotation, we may be required to remove you from that rotation based on the clinical agencies policies and you will not be allowed to progress in that course/ clinical. It is your responsibility to make sure all health requirements are up to date throughout the program.

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

### **N95 Fit Testing**

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

### **Change of Health Status**

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

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

## **ILLNESS/COVID UPDATED POLICY JULY 2023**

As COVID changes and we move forward in our community, the SON, together with our care partners, are changing how we deal with the pandemic in today's current world. The SON still needs to monitor positive cases and we need to make sure all CDC guidelines are followed. We have respect for our partners and the populations we serve. We need to keep the populations we serve as our priority when

we deal with any illness, including COVID. The SON, like Oakland University, is putting responsibility on the individual person to monitor and use critical thinking on how to proceed when ill. This policy may change as conditions warrant. Regardless of covid diagnosis students will follow the masking directions of the institution they are attending for clinical rotations.

**ILLNESS POLICY:** If a student, faculty or staff presents with signs and symptoms of any illness (i.e., cold, flu, GI etc.) they are to STAY HOME. Please DO NOT go to clinical or come to campus. It is recommended you take an at home COVID test to rule out COVID. If that test is NEGATIVE follow the directions below. If it is POSITIVE, follow those directions below. Students, please notify your faculty of your illness and they will give you directions on how to proceed. Faculty and staff, please notify your supervisor or FOR.

**NEGATIVE COVID test:** If your test is NEGATIVE, please stay home until your symptoms have resolved. To return to clinical or campus, you must be fever free for 24 hours without meds, and your symptoms are resolved.

**POSITIVE COVID test:** If you test POSITIVE contact SONCLINIAL@OAKLAND.EDU. The response team will provide you with directions on how to proceed. Any student who is in a clinical or lab setting, the SON will follow the most up to date Covid guidelines published by the CDC for Healthcare Personnel <https://www.cdc.gov/covid/hcp/infection-control/guidance-risk-assesment-hcp.html>

Please send in a picture of your positive test to [sonclinical@oakland.edu](mailto:sonclinical@oakland.edu)

### **ATTENDANCE AND TARDINESS POLICY**

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

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

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

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

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

8. Failure to comply with this Faculty Advisement will result in course failure and the student will receive a final grade of C+ in the course.

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

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

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

1. A student who cannot attend a clinical, off-site, laboratory, and/or simulation experience must contact their Clinical Instructor and the Faculty of Record before the start of the scheduled clinical experience. If the absence is a simulation experience, then contact the Simulation Coordinator and the Faculty of Record.
2. A notification message to the required faculty must include the date and time of the message, the date and time of the absence, and the circumstances resulting in the absence.
3. Absences are not to be reported to, or through, other students.
4. Examples of extenuating circumstances:
  - Accident/injury/hospitalization
  - Illness
  - Death/funeral of an immediate family member. The School of Nursing adheres to the OU Bereavement Policy and students are encouraged to familiarize themselves with the policy.
  - Impact of a natural disaster
  - Military duty
5. Examples of circumstances that will not be considered extenuating circumstances
  - An alarm clock did not go off
  - Holidays/family events/weddings/vacations
  - Doctor/dentist appointments
  - Employment commitments/job interviews
  - Studying for an exam
  - Being told to leave clinical for reasons such as lack of preparation or unprofessional behavior.
  - Routine or non-emergency healthcare provider appointments
6. Students who are absent and who fail to provide notification will be required to meet with the Faculty of Record.
7. In cases of clinical absence that the student indicates is for extenuating circumstances; the student must submit evidence that supports the extenuating circumstance(s) to the Faculty of Record within 48 hours of the missed clinical. The evidence may include but is not limited to, a healthcare provider letter, accident reports, and/or hospital records. The document must have the physician/ practitioner/officer's signature with a phone number to call for verification. If the information cannot be verified, the absence will not be excused.
8. If the student's absence is not deemed an extenuating circumstance:
  - One unexcused clinical absence will result in a lowering of the final course grade by one grade increment (e.g. A to A-)
  - Two unexcused clinical absences will result in course failure and the student will receive a final grade of C+ in the course.

9. If a student is deemed ill in the clinical setting, the student may be sent home based on the clinical instructor's evaluation. Evidence/explanation of the illness will not be required unless the absence extends beyond one clinical day.
10. Students will be required to make up the experience as determined by the Faculty of Record
11. A Faculty Advisement related to attendance will be issued from the course Faculty of Record to all students with an unexcused absence.
12. Failure to comply with this Faculty Advisement will result in course failure and the student will receive a final grade of C+ in the course.
13. Clinical absences that are due to the university being closed (e.g. inclement weather, natural disaster, police activity on campus, etc.) may or may not be made up depending on whether or not the clinical group will achieve the course objectives related to clinical. Absences due to circumstances related to the clinical instructor will be made up in order for the student(s) to meet the clinical course objectives. The course Faculty of Record will decide what experience(s) is/are necessary for students to meet the course objectives.
14. All clinical absences will be documented on the student's clinical evaluation form

### **Clinical Settings**

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

### **Clinical Schedule**

Clinical rotations may be assigned during day, afternoon, or midnight shifts, weekends, and during university scheduled breaks (i.e. Thanksgiving recess). It is important that students are capable of demonstrating the Student Core Performance Standards while in clinical practice; this may require students to make changes to their life while in school, including allowing for adequate sleep prior to clinicals. There will be no clinical on OU study day or during final exam week. Students may have final clinical evaluations during finals week. Students requesting an accommodation to their clinical schedule due to religious practice must provide notification to [SONclinical@oakland.edu](mailto:SONclinical@oakland.edu) at least one semester in advance and are subject to clinical site and placement availability. **All clinical placements are final and there are no switches permitted; there are no exceptions.**

### **Experiential Learning Setting Professional Appearance**

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

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

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

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

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

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

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

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

#### UNIFORMS AND REQUIRED EQUIPMENT

Uniforms and Required Equipment	
<p><b>All ASD and Basic-BSN students (required starting in the first semester)</b></p>	<p><b>Professional uniform</b></p> <ul style="list-style-type: none"> <li>- White top and black pants (or skirt)</li> <li>- *Scrub type bottoms with slight flare leg               <ul style="list-style-type: none"> <li>o *NO yoga, NO athletic, NO elastic band bottoms allowed</li> <li>o *Skirt below the knee</li> </ul> </li> <li>- Black or white socks</li> <li>- White or black shoes only               <ul style="list-style-type: none"> <li>o *Leather type shoe only (Closed toe and closed heel only)</li> <li>o *No mesh, no colors, visible or obvious emblems (i.e. solid material/no mesh or perforations) with closed toe and heel</li> </ul> </li> </ul> <p><b>NOTE:</b> Please DO NOT wear a uniform/clothes/shoes directly from clinical or hospital to the HHB. You must put on a fresh uniform/shoes when attending any lab session (including open lab). This is to prevent cross contamination. You may wear any type of closed toe/heel shoes to the labs (must be different than clinical)</p> <p><b>Lab Equipment</b></p> <ul style="list-style-type: none"> <li>- Students must purchase a hospital-like patient gown for Health Assessment class (NRS 2014).</li> <li>- Stethoscope (e.g., Littmann Classic III)</li> </ul>

- Watch with second hand
- Blood pressure cuff (case optional, but recommended)
- SON emblems - one emblem must be added to every uniform top and lab coat (purchased from the OU bookstore)
- OU name badge (purchase at OU ID Card office in OC)
- Second semester lab kits are required for NRS 2024

### **OU Badge and SON Emblem**

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

### **Preparation Prior to Experiential Learning Experiences**

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

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

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

### **Simulation**

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

### **Pre-licensure (Basic-BSN and ASD) Precepted Clinical Experiences**

Pre-licensure students (Basic-BSN and ASD) may not complete the NRS 4026 clinical experience on any unit where their family is employed. Students may not precept on their unit of employment. Oakland University is required to follow the clinical site's policy for obtaining preceptors; students cannot select



their own preceptor or arrange their own precepted experience. Only clinical hours performed working individually with the assigned preceptor may count as clinical precepted hours in the capstone course. Precepting with an individual known to the student is considered a conflict of interest and against SON policy. Students assigned to a preceptor known to them should disclose this relationship to the SON Clinical Operations Department for reassignment. Precepted students may complete hours during University scheduled breaks or recesses provided they have advanced approval from their Faculty of Record and Clinical Faculty.

### **Clinical Evaluations**

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

### **Transportation**

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

### **Recommended Safety Guidelines for Clinical Experiences**

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

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

- XIV. Students should not leave their clinical site during break periods. Remain at the clinical location throughout your scheduled clinical shift.
- XV. Ensure your emergency contact information is up to date in ACEMAPP at all times.

**ACADEMIC PROGRAM POLICIES  
CORE PERFORMANCE STANDARDS**

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

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

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

**STUDENT EXPECTATIONS**

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

A violation of the ANA Scope & Standards of Practice, the ANA Code of Ethics (see below), the

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

### **ANA CODE OF ETHICS FOR NURSES**

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

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

Provision 2: The nurse's primary commitment is to the patient, whether an individual, family, group, community, or population.

Provision 3: The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.

Provision 4: The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to provide optimal patient care.

Provision 5: The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.

Provision 6: The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.

Provision 7: The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.

Provision 8: The nurse collaborates with other health professionals and the public to protect human rights, promote health diplomacy, and reduce health disparities.

Provision 9: The profession of nursing, collectively through its professional organizations, must articulate nursing values, maintain the integrity of the profession, and integrate principles of social justice into nursing and health policy.

### **BOUNDARY POLICY**

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

In addition, the use of any language or materials, including without limitation in-person, via telephone

and/or via any electronic media (e.g., email, text, social media, or any other electronic communications of any kind), may also result in discipline up to and including suspension or dismissal from the SON and/or the University if it:

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

### **OU JUDICIAL PROCESS**

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

### **Lines of Communication Policy**

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

### **OAKLAND UNIVERSITY FORMAL COMPLAINT/INCIDENT REPORT PROCESS**

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

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

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

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

## PETITIONS OF EXCEPTION

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

## FINAL EXAMINATION POLICY

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

## LEAVE STATUS

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

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

## WITHDRAWAL POLICY

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

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

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

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

Approved by the SON Faculty Assembly on April 24, 2014, Amended November 17, 2016

Revised April 17, 2019, May 29, 2019, June 13, 2019, November 13, 2019, April 23, 2020

### **Progression**

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

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

### **SON Probation**

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

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

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

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

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

The Student:

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

### **FOR THE MICROBIOLOGY REQUIREMENT:**

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

The Student:

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

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

### **DISMISSAL FROM THE SON**

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

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

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

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

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

### **RESOLUTION OF AN ARBITRARY OR CAPRICIOUS GRADING CONCERN**

*Revised April 17, 2019, May 29, 2019, & June 13, 2019, November 13, 2019, April 23, 2020*

Resolution of an Arbitrary or Capricious Grading Concern describes the process that all SON undergraduate students are to follow if they have a concern regarding whether a SON final course grade was determined in an arbitrary and/or capricious manner.

Arbitrary and/or capricious grading is defined as:

1. A final course grade assigned on some basis other than performance in the course; **OR**
2. A final course grade assigned by a substantial, unreasonable, or unannounced departure from the faculty member's previously articulated grading standards as stated in the course syllabus.

Due process is defined as: fair treatment, full disclosure, and the opportunity to respond and defend themselves against accusations.

A SON undergraduate student who believes a final course grade was determined in an arbitrary and/or capricious manner must use the following procedure to attempt to resolve the issue:

1. Within 48 hours of the final course grade being posted in SAIL, the student must send an email (using their OU email account; not through Moodle) to the SON course FOR who assigned the grade to request a resolution meeting. The FOR is expected to respond to the student, using their OU email account (not through Moodle), within 48 hours of the date on the student's OU email to schedule the resolution meeting.

2. The resolution meeting must be held within five (5) business days (when the university is open) from the date on the student's email. While meeting in person is preferred, other mechanisms for meeting, e.g. video conferencing, may be allowed if extenuating circumstances warrant it.
  - A. In the event that the student does not receive a response from the course FOR after 48 hours, the student should contact the Associate Dean's office. The Associate Dean (or designee) will then schedule the resolution meeting between the student, the FOR, and the Associate Dean (or designee).
  - B. If the student does not attend the scheduled resolution meeting, then the grading issue is considered resolved, the grade posted in SAIL stands, and no further action regarding the final course grade can be taken.
3. After the resolution meeting, if the student continues to have concerns regarding how the final course grade was determined, the student may initiate the SON Undergraduate Program Arbitration Procedure.
4. If the student does not initiate the Arbitration Procedure, the grading issue is considered resolved, the grade posted in SAIL stands, and no further action regarding the final course grade can be taken.

### **SON UNDERGRADUATE PROGRAM ARBITRATION PROCEDURE**

*REVISED APRIL 17, 2019, MAY 29, 2019, JUNE 13, 2019, JUNE 24TH, 2019, NOVEMBER 13, 2019, APRIL 23, 2020*

#### **Initiating the Arbitration Procedure**

Within two (2) business days following the date of the *resolution meeting*, the student must notify the course FOR, the chair of the SON Admission, Progression, and Retention Committee (APRC) and the SON Director of Advising, via OU email, of their intent to initiate the Arbitration Procedure.

After sending the email notification, the student must complete and submit the SON Student Request for Arbitration Form found at [SON Forms](#). A SON undergraduate student who initiates the Arbitration Procedure may continue with their academic Plan of Study until the arbitration process is final.

The student has the option of identifying and/or requesting that a member of the SON faculty or advising department serve as their advocate during the arbitration process.

#### **Arbitration Hearing**

1. The Assistant to the Associate Dean will notify the student and the course FOR of the date, time, and location of the arbitration hearing which must take place within five (5) business days (when the university is open) of receipt of the SON Student Request for Arbitration Form.
2. The SON APRC will convene on the established arbitration hearing date and will meet with both the student and the course FOR.
  - A. If the student does not attend the scheduled arbitration hearing, the grading issue is considered resolved, the grade posted in SAIL stands, and no further action regarding the final course grade can be taken.
3. Within two (2) business days following the arbitration hearing, the SON APRC will submit an arbitration decision, in writing, to the SON Dean.
4. The SON Dean will review the arbitration decision letter and decide on an outcome for the grading dispute.
5. The student will be notified of the Dean's decision via Certified Mail. **The decision of the SON Dean is final.**



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

### **UNDERGRADUATE PROGRAM DISMISSAL APPEAL**

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

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

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

### **READMISSION TO THE SON UNDERGRADUATE PROGRAM**

*Approved by School of Nursing Faculty Assembly on October 25, 2012  
Revised June 13, 2019, June 24th 2019, & November 13, 2019, April 23, 2020*

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

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

6. If a student's readmission request is approved, the student will be placed on SON Probation, and will return to nursing coursework on a space available basis. Prior to enrolling in any NRS course(s), the student must meet with their SON Academic Adviser to develop a new plan of study. Minimally, the student must repeat the course(s) in which they received a final course grade below B- or U.

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

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

## COMMENCEMENT AND HONORS

### **Commencement**

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

### **SON Honors**

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

### **SON Pinning Ceremony**

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

**SCHOOL OF NURSING**  
**GRADE CONVERSION SCALE**

*Approved by the SON Faculty Assembly on March 30, 2017*

<b>PERCENTAGE</b>	<b>GPA</b>
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