Accelerated Second Degree (ASD) BSN, Basic–BSN, and BSN Degree Completion Sequence for Registered Nurses

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Revised August 1, 2016
Glossary

AACN  American Association of Colleges of Nursing
ACE  Alliance for Clinical Experience
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
CNP  Certified Nurse Practitioner
DNP  Doctor of Nursing Practice
FNP  Family Nurse Practitioner
FOR  Faculty of Record
IRB  Institutional Review Board
MACN  Michigan Association of Colleges of Nursing
MAE  Medication Administration Examination
MARC  Medication Administration Remediation Course
MSN  Master of Science in Nursing
NCLEX-RN  National Council Licensure Examination-Registered Nurse
OU  Oakland University
PhD  Doctor of Philosophy
POS  Plan of Study
RN  Registered Nurse
RN-BSN  BSN Degree Completion Sequence for Registered Nurses
SON  School of Nursing
USCIA  United States Citizenship and Immigration Services

The OU SON Undergraduate Program academic requirements, policies, and procedures described in this handbook are in effect from the Fall 2016 through the Summer 2017 semester.

This handbook reflects information available at the time of publication. The SON reserves the right to revise this publication at their discretion and to make reasonable changes in requirements to its academic programs. Students are responsible for adhering to the most current handbook.
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 undergraduate 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 April 28, 2011; amended 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.
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.
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.

Accreditation

The baccalaureate program at Oakland University is accredited by the Commission on Collegiate Nursing Education (http://www.aacn.nche.edu/ccne-accreditation).

The Essentials of Baccalaureate Education for Professional Nursing Practice

The Essentials of Baccalaureate Education for Professional Nursing Practice (American Association of Colleges of Nursing [AACN], 2008) are the guiding framework for the SON Undergraduate program.

The Essentials of Baccalaureate Education for Professional Nursing Practice (AACN, 2008) are:

I. Liberal Education for Baccalaureate Generalist Nursing Practice.
II. Basic Organizational and Systems Leadership for Quality Care and Patient Safety.
III. Scholarship for Evidence-Based Practice.
IV. Information Management and Application of Patient Care Technology.
V. Healthcare Policy, Finance, and Regulatory Environments.
VI. Inter-professional Communication and Collaboration for Improving Patient Health Outcomes.
VII. Clinical Prevention and Population Health.
VIII. Professionalism and Professional Values.
IX. Baccalaureate Generalist Nursing Practice.

Administrative Structure

The SON is one of eight schools and colleges at Oakland University. Each school/college is governed by a Dean who is responsible to the Senior Vice President of Academic Affairs and Provost.
Nursing Student Organizations

Dean's Circle
The Dean's Circle is a select group of undergraduate nursing 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, mentor pre-nursing students, and participate in service activities and political events at the university, state, and national level. Nursing and pre-nursing 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 at Oakland University (BNAOU)
The BNA-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 BNA-OU 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 may serve on two SON Constitutional Committees: the SON Undergraduate Committee on Instruction (UCOI) or the SON Commencement and Honors Committee.

Class Representative
Students can serve as a class representative. Class representatives are elected by their classmates during an election held each year. Class representatives function as a source of communication between the undergraduate students and the SON faculty/administration.

Communication Mechanisms

OU website: at http://www.oakland.edu

Schedule of Classes at http://www.oakland.edu/scheduleofclasses

Academic Calendar at http://www.oakland.edu/important-dates

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

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

Course Websites
Every SON course has a course website in MOODLE. Information 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: http://www.oakland.edu/registrar
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: http://www.oakland.edu/nursing/

SON Academic Advising: Academic advisers are available by appointment to assist students with program planning, course scheduling, petitions of exception, transfer equivalencies, etc. Students will be assigned an academic adviser for the duration of their undergraduate nursing education.

SAIL: Through Oakland’s secure SAIL system, you’ll 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. https://mysail.oakland.edu/uPortal/f/welcome/normal/render.uP

SON Laboratories: The SON laboratories are located on the 4th floor of the Human Health Building. The nursing labs are available to assist students to: 1) learn to apply critical thinking and clinical reasoning to patient scenarios, 2) practice foundational 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 undergraduate students via their OU e-mail accounts regarding the scholarship application process.

SON Laboratory Policies

1. All SON faculty, staff, and students are required to attend a laboratory orientation in class or by appointment prior to use of resources. Orientation may be scheduled by contacting the Director of Nursing Laboratories.
2. Equipment, supplies, and resources are to be treated with respect. Any damage or operating problems should be reported immediately to the laboratory staff.
3. Intermediate and high fidelity simulators may only be used with supervision by faculty and staff who have completed simulation training with the SON Simulation Specialist.
4. 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).
5. Standard (Universal) precautions must be maintained during all laboratory activities.
6. 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 the SON laboratories.
7. Food, beverages, gum, etc. are not permitted in any of the SON laboratories.
8. Laboratory beds are intended for nursing skill practice only. 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 or less. All equipment must be signed out (must use the Borrowed Equipment form).
10. Laboratory course syllabi contain specific academic policies, laboratory requirements, and skill validation procedures and should be referred to by faculty and students for further information.

OVERVIEW OF UNDERGRADUATE PROGRAM

Academic Plan of Study

All 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 courses that are required to graduate from the SON and the order in which they are to be completed. The Basic-BSN POS is full-time and can be completed in six semesters. The ASD POS is full-time and can be completed in three consecutive semesters. The BSN degree completion sequence for registered nurses POS can be completed in two years of full-time study. If a student registers for any nursing course out of sequence, the SON reserves the right to administratively withdraw the student from the course.

For students admitted to the ASD BSN track with a baccalaureate degree from an accredited academic institution in the United States, the OU General Education requirements have been satisfied. For students admitted to the ASD BSN track
whose initial baccalaureate degree was awarded at an academic institution outside the United States, will have his/her coursework evaluated to determine whether the OU General Education requirements have been satisfied.

Credit Allocation for SON Undergraduate Courses and Clinical Experiences

Credit allocation for SON undergraduate didactic/lecture courses is 1:1, or 50 minutes of instruction per credit per week.

Credit allocation for SON undergraduate laboratory courses is 2:1, or 100 minutes of instruction per credit per week.

Credit allocation for SON undergraduate clinical courses is 3:1, or 150 minutes of instruction per credit per week. For example:
- 1 cr. Clinical = 1 cr.x 3 hrs. x 14 weeks = 42 hr. (~3 hr./wk)
- 2 cr. Clinical = 2 cr.x 3 hrs. x 14 weeks = 84 hr. (~6 hr./wk)
- 3 cr. Clinical = 3 cr.x 3 hrs. x 14 weeks = 126 hr. (~9 hr./wk)
- 4 cr. Clinical = 4 cr.x 3 hrs. x 14 weeks = 168 hr. (~12 hr./wk)
- 5 cr. Clinical = 5 cr.x 3 hrs. x 14 weeks = 210 hr. (~15 hr./wk)

HIGH STAKES TESTING IN THE UNDERGRADUATE PROGRAM

Medication Administration Examination Policy and Procedure

Approved by the SON Faculty Assembly on April 24, 2014

All students in the SON pre-licensure tracks (Basic-BSN and ASD) must successfully pass a medication administration examination (MAE) with a score of 90% or greater at each level of their respective nursing curriculums. Students will be allowed two attempts to successfully pass the MAE each semester that it is administered. The second MAE attempt will be administered prior to the OU specified date for 100% tuition refund.

Basic-BSN students will take the MAE a minimum of three times, when they are enrolled in NRS 210, NRS 329, and NRS 470.

ASD students will take the MAE a minimum of three times, when they are enrolled in NRS 280, NRS 382 and/or NRS 384, and NRS 486.

Basic-BSN and ASD students who are off-track for any reason will be required to take the MAE when they are enrolled in any of the above named courses, any time that they are enrolled in the course.

Any student who does not successfully pass the MAE on the second attempt in a given semester, regardless of level in the curriculum, will be required to withdraw from any clinical/laboratory courses scheduled for that specific semester, and the corresponding didactic course(s), as well.

Students who are not successful on their second MAE attempt in a given semester, regardless of level in the curriculum, will be placed on probation in the SON or dismissed from the SON (if they were already on probation) (Refer to the Policies and Procedures for Progression, Retention, and Dismissal in the SON Undergraduate Student Handbook).

Students who do not successfully pass the MAE on the second attempt in a given semester, and who want to remain a student in the SON, are required to take the SON medication administration remediation course (MARC) (e.g. NRS 010). NRS 010 is graded satisfactory/unsatisfactory (S/U), and students must receive an S grade to return to nursing courses. Students who are allowed to return to nursing courses after successfully passing NRS 010 are required to re-take the MAE the semester in which they return.

Students who fail the MAE (two attempts in one semester) and who take the MARC/NRS 010:
1) who receive a grade of U in NRS 010, OR
2) who receive a grade of S in NRS 010, but are unsuccessful on the second attempt of the MAE in the semester in which they return to nursing courses will be dismissed from the SON (refer to the Policies and Procedures for Progression, Retention, and Dismissal in the SON Undergraduate Program Student Handbook).
If space is available, pre-licensure nursing students who did not fail the MAE may electively enroll in NRS 010. Non-nursing students may enroll in NRS 010 with faculty permission. *NRS 010 does not count as credit toward degree requirements, nor does it satisfy OU financial aid requirements.

Assessment Technology Institute (ATI)

The SON provides all pre-licensure (Basic-BSN and ASD) students with ATI Nursing Education which is designed to facilitate student academic success. ATI Nursing Education provides resources that when used effectively by pre-licensure nursing students, helps them be successful in their nursing courses and prepares them for the NCLEX-RN.

The chart below outlines all of the ATI exams that pre-licensure (Basic-BSN and ASD) students will take during the nursing curriculum. The ATI exams must be completed during the course in which they are assigned. Additional resources are available for students to use on the ATI website, and they may be assigned for specific courses.

Students must achieve a score on each ATI exam that places them at or above proficiency level 2 the first time they take the exam. If students do not achieve this score, mandatory retesting will be required until a score of 100% is attained.

<table>
<thead>
<tr>
<th>ATI Nursing Education Product</th>
<th>Basic-BSN Course</th>
<th>ASD Course</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical Thinking - Entrance</td>
<td>NRS 252</td>
<td>NRS 280</td>
</tr>
<tr>
<td>Fundamentals of Nursing</td>
<td>NRS 210</td>
<td>NRS 281</td>
</tr>
<tr>
<td>Pharmacology</td>
<td>NRS 308</td>
<td>NRS 308</td>
</tr>
<tr>
<td>Maternal Newborn</td>
<td>NRS 349</td>
<td>NRS 382</td>
</tr>
<tr>
<td>Nursing Care of Children</td>
<td>NRS 339</td>
<td>NRS 384</td>
</tr>
<tr>
<td>Nursing Leadership &amp; Management</td>
<td>NRS 354</td>
<td>NRS 484</td>
</tr>
<tr>
<td>Community Health</td>
<td>NRS 428</td>
<td>NRS 483</td>
</tr>
<tr>
<td>Medical-Surgical Nursing</td>
<td>NRS 470</td>
<td>NRS 480</td>
</tr>
<tr>
<td>Mental Health Nursing</td>
<td>NRS 470</td>
<td>NRS 386</td>
</tr>
<tr>
<td>Critical Thinking Exit</td>
<td>NRS 472</td>
<td>NRS 486</td>
</tr>
</tbody>
</table>

ATI Comprehensive Predictor Examination Requirement

Approved by the SON Faculty Assembly on April 24, 2014; amended October 22, 2015

The ATI Comprehensive Predictor examination is a requirement for graduation from the School of Nursing. Students take this examination during the semester in which they are enrolled in NRS 472: Nursing Synthesis (Basic-BSN) or NRS 486: Nursing Synthesis (ASD). Students must achieve a minimum score on the examination of 89% on the “predicted probability of success” in order to fulfill the graduation requirement. The office of the Associate Dean will administer the exam a minimum of three times each semester. Students may take the ATI Comprehensive Predictor examination as many times as necessary to achieve the required benchmark. When a student successfully achieves the required benchmark, he/she will be eligible for graduation at the end of the semester in which they achieve the benchmark. Students must apply to graduate by the deadline published by the Office of the Registrar.

GUIDELINES FOR CLINICAL COURSES

Clinical Requirements

Clinical Health Requirements
Students are referred to the SON website (Health Requirements) for specific information regarding the SON clinical health requirements. Pre-licensure students (Basic-BSN and ASD) who are starting the first semester of the nursing curriculum and who do not submit the SON clinical health requirements by the published due date will not be allowed to begin the nursing program, will need to withdraw from all nursing courses, and will need to re-apply for admission to a subsequent cohort. Continuing pre-licensure students (Basic-BSN and ASD) who do not submit their clinical health requirements by the published due date will not be allowed to enroll in any SON clinical or laboratory course and the corresponding didactic course(s) for the upcoming semester, and will be placed on the SON return wait list before being allowed to progress. Pre-licensure students are required to submit clinical health requirements yearly, and it is the student’s responsibility to know the due dates.
Undergraduate Clinical Switch Procedure
For all pre-licensure students (Basic-BSN and ASD), when your clinical assignment has been posted in ACE, you have 48 hours to submit a request to switch sites. If you wish to switch clinical sites, you must contact Andrea Patton via e-mail patton@oakland.edu

In the e-mail, you need to include: 1) the name of the student with whom you want to switch sites and 2) the CRN # of the clinical course. The switching partner must be in the same clinical course (same CRN#), and both switching students must submit a request to Ms. Patton by the 48-hour deadline or the switch request will be denied. In addition, both students’ ACE requirements must be up to date, including all ACEMAPP modules, clinical health requirements, etc., or the switch request will be denied. If the switch is approved, the new clinical assignment will be e-mailed to both students within two weeks. Students may only switch one clinical site/semester. The SON reserves the right to deny any switch request.

The Undergraduate Clinical Switch Procedure does not apply to 1) the Basic-BSN track Sophomore I and II clinical experiences, 2) the Basic-BSN track Senior II precepted clinical experience, and 3) the ASD track semester III precepted clinical experience.

Hair and Nails
In the clinical setting, student hair must be off the shoulder at all times. If student hair is longer than shoulder length, it must be fashioned in a way that does not interfere with patient care. Make-up should be kept to a minimum. Fingernails must be kept clean and trimmed and no longer than ¼ inch in length. Nail polish, artificial nails, acryllics, tips, wraps, etc., are not permitted during any SON clinical, off-site, laboratory, or simulation experience. Ornate jewelry, heavy chains, engagement rings with stones, etc. are not allowed during SON clinical, laboratory, or simulation experiences. Visible body piercings may include one stud earring per ear lobe; no other piercings are acceptable or may be seen. Tattoos must be covered at all times. For men, facial hair must be neat and trimmed at all times.

<table>
<thead>
<tr>
<th>PRE-LICENSURE UNIFORMS AND REQUIRED EQUIPMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic-BSN sophomore and</td>
</tr>
<tr>
<td>ASD 1st semester students</td>
</tr>
<tr>
<td>- Lab Kits (order form will be provided in class)</td>
</tr>
<tr>
<td>- Health Assessment Package* (contains reflex hammer, bandage, scissors, tape measure, ruler, penlight, and pen)</td>
</tr>
<tr>
<td>- Rubbermaid Rough Tote Tub with Lid (3 gallon) or equivalent</td>
</tr>
<tr>
<td>All Basic-BSN and ASD students</td>
</tr>
<tr>
<td>- Stethoscope (e.g., Littman Classic II)</td>
</tr>
<tr>
<td>- Watch with Second Hand</td>
</tr>
<tr>
<td>- Blood Pressure Cuff with case*</td>
</tr>
<tr>
<td>- SON emblems (purchased from University Bookstore)</td>
</tr>
<tr>
<td>- Name Badge (purchase at OU ID Card Office)</td>
</tr>
<tr>
<td>- One white lab coat (knee length)</td>
</tr>
<tr>
<td>- Professional uniform - white top and black pants (or skirt)</td>
</tr>
<tr>
<td>- White socks or hosiery</td>
</tr>
<tr>
<td>- White professional shoes with closed toe and heel</td>
</tr>
</tbody>
</table>

*optional

OU Badge and SON Emblem
Students are required to wear an OU name badge on their SON uniform and/or lab coat at all times. The SON emblem is to be sewn on the left sleeve of every student uniform and lab coat. The emblem should be centered on the crease with the top of the emblem two inches below the shoulder seam.

Clinical Settings
Pre-licensure nursing students (Basic-BSN and ASD) are placed in a variety of clinical settings throughout their nursing educations. The SON will provide students with a range of experiences with diverse patient populations, organizations, and clinical agencies. SON clinical partners are located in urban and suburban settings throughout metropolitan Detroit and southeastern Michigan. The Associate Dean is responsible for securing a variety of clinical sites and assigning students to their clinical settings.
Requests for Pre-licensure Precepted Clinical Experiences
Each pre-licensure nursing student (Basic-BSN and ASD) will submit his/her own site request for the precepted clinical experience (NRS 473/4125: Nursing Synthesis Clinical and NRS 485/4325: Nursing Synthesis Clinical) that the SON will use as a guide for clinical placement. There is no guarantee that the site requested will be where the student is assigned. Requests for clinical sites cannot be made by employers/health care institutions on behalf of any student (unless previously stipulated by contractual agreement). Students may not do the NRS 473/4125 or the NRS 485/4325 clinical experience on a unit where they are employed.

Student Responsibilities – Clinical Experiences
Students are responsible for providing their own transportation to and from all SON clinical/off-site experiences. In addition, students must maintain their own health insurance. Clinical agencies do not provide free health care services to students.

Preparation prior to each clinical/simulation experience is essential. Students who are unprepared for a clinical/simulation experience will be sent home, and their clinical evaluation will reflect this as an absence. Pre-licensure students (Basic-BSN and ASD) are supervised during the performance of all clinical procedures/nursing interventions until the clinical instructor/course FOR determines that the student can perform them safely without assistance. Students are responsible for fulfilling all clinical agency policies related to (1) fire, (2) disaster, (3) cardiac arrest, (4) incident reports, (5) procedures for universal precautions, and (6) confidentiality.

During every SON clinical/simulation experience, pre-licensure students (Basic-BSN and ASD) are responsible for:
- the care given to the patient(s) to whom they are assigned
- reporting urgent needs of the patient promptly to the SON clinical instructor/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
- attending post-conferences when scheduled by the SON clinical instructor
- Fulfilling all clinical course requirements, including adhering to all clinical agency policies and procedures.

Boundary Violations
Divulging information of any sort about patients/families/students/faculty/etc. on the Internet or any other social medium is considered unethical and unprofessional behavior, and may result in SON sanctions. For further information about boundary violations, refer to the web link from the ANA and National Council of State Boards of Nursing at: https://www.ncsbn.org/Social_Media.pdf

Clinical Evaluations
Pre-licensure (Basic-BSN and ASD) student clinical performance is evaluated by SON faculty using the SON Clinical Evaluation Tool. Students’ final clinical evaluation conferences must be conducted at the Human Health Building on the OU campus in a face-to-face meeting with the clinical faculty and the student. ASD student final clinical evaluation conferences may be held at the Anton Frankel Center in Mount Clemens. Final clinical evaluation conferences must be held after the clinical experience has ended; they may not be conducted while the clinical experience is on-going.
Recommended Safety Guidelines for Clinical Experiences
Approved by the SON Faculty Assembly on January 22, 2009

These guidelines have been developed for the safety of students during SON clinical/off-site 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 MUST 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 experiences.
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 his/her 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 agency safety policies where you are working.

ACADEMIC PROGRAM POLICIES

Standards of Professionalism Performance

Undergraduate nursing students are expected to perform professional role activities as part of being/becoming a professional registered nurse. The American Nurses Association (2015) Standards of Professional Performance are:

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.
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 Undergraduate 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 at

Attendance and Tardiness Policy

Attendance at all scheduled SON clinical, off-site, laboratory, and simulation experiences is required, and students are expected to arrive on time. If a student anticipates being late or absent, they must notify their SON faculty/instructor prior to the start of the clinical, off-site, laboratory, or simulation experience. Student absence interferes with student attainment of the course objectives and will impact the final course grade a student receives.

An absence from a clinical, off-site, laboratory, and/or simulation experience is weighted as a percentage of the total hours of the experience and the points will be deducted from the Clinical Evaluation Tool total score. A student missing 20% or more of any clinical, off-site, laboratory, or simulation experience will fail the course, unless there were extenuating circumstances (determined by both the clinical course FOR and the SON Undergraduate Program Director). Students must submit evidence/explanation of the extenuating circumstance to the course FOR within 48 hours of the simulation/clinical absence.

Tardiness in the SON is defined as a student arriving late to a clinical, off-site, laboratory, and/or simulation experience. For each 15 minutes a student is tardy, 1 point will be deducted from the Clinical Evaluation Tool total score.

Final Examination Policy

OU policy requires that no tests be administered during the last week of classes in any semester. Final examinations are held during the OU designated final examination period. The SON final examination schedule does not follow the published OU final exam schedule; they will announce the date/time of each course’s final exam when it becomes known.

Withdrawal Policy

A student who wants to withdraw from nursing courses or the SON must notify their SON academic adviser. Students who want to withdraw from the program must submit the SON Withdrawal form. OU withdrawal deadlines can be found on the OU website at: https://wwwp.oakland.edu/registrar/registration/dropornot/.

On-Leave Status

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

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

SON undergraduate students may request waivers or modifications to specific academic requirements by filing a Petition of Exception (POE).

POE forms are available at https://www.oakland.edu/upload/docs/SON/Forms/petition_of_exception_revised.pdf

Decisions regarding POE for undergraduate students are made by the UCOI during the Fall and Winter semesters. Students need to submit POE requests to their SON academic adviser who will forward it to UCOI.

Family Educational Rights and 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 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. Student grades may not be publicly posted in any form that violates the FERPA.

Core Performance Standards

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<td>Critical Thinking</td>
<td>Inductive/deductive reasoning sufficient for clinical judgment and decision making</td>
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<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>
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<td>Emotional Stability</td>
<td>Emotional stability sufficient to assume responsibility/accountability for actions</td>
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<tr>
<td>Communication</td>
<td>Communication abilities sufficient for interaction with others in verbal and written form</td>
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<td>Motor Skills</td>
<td>Gross and fine motor abilities sufficient to provide safe and effective nursing care</td>
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<tr>
<td>Mobility</td>
<td>Physical abilities sufficient to move from place to place and maneuver in small places</td>
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<tr>
<td>Visual</td>
<td>Visual ability sufficient to provide safe and effective nursing care</td>
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<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>
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<tr>
<td>Health</td>
<td>Characteristics that would not compromise health and safety of clients</td>
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</tbody>
</table>

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

Undergraduate Program Transfer Policy from One Academic Track to Another

Students admitted to the SON undergraduate program are admitted to a specific track (Basic-BSN, ASD, or RN-BSN), and admission requirements for the three tracks vary. As a result, a student admitted to one SON undergraduate track who wishes to transfer to another track, must satisfy the following:

1. The student may not be on academic probation in the SON or have been dismissed from the SON for any reason;
2. The student must submit an “Undergraduate Program Transfer Request Form” outlining his/her reason(s) for the transfer request;
3. The student must interview with a member(s) of the SON Admission Committee;
4. The SON Admission Committee will make a recommendation regarding the transfer to the SON Associate Dean;  
5. The SON Associate Dean will make the decision whether the student may transfer or not. The decision of the 
Associate Dean is final.  
6. The student must satisfy all SON requirements in effect at the time of the transfer. If the transfer request is 
approved, the student will be placed on the SON return wait list and be allowed to enter the new track on a space 
available basis.

**Commencement and Honors**

**Commencement**

*Commencement* is the formal ceremony hosted by OU and is an opportunity for the university to pay special tribute to 
students for the efforts they have shown in earning their degrees. Students who complete the BSN degree requirements 
by the end of the Winter semester will be honored at the OU spring commencement ceremony. Students who complete 
the BSN degree requirements by the end of the Summer or Fall semesters will be honored at the OU winter 
commencement ceremony.

**SON Honors**

Honors are awarded to students at the OU commencement ceremony. SON honors are awarded to undergraduate 
students who attain a minimum overall OU grade point average (GPA) of 3.20 and a minimum overall SON GPA of 3.50. 
Students should consult the OU Undergraduate Catalog for specific information about OU honors. *Most ASD students 
are not eligible for OU honors since the ASD curriculum is only 50 credits.*

**Policies and Procedures for Progression, Retention, and Dismissal in the SON Undergraduate Program**

*Approved by the SON Faculty Assembly on April 24, 2014*

Once admitted to the SON undergraduate program, students are required to earn a minimum final course grade of 2.5 or 
higher in every nursing course, and a minimum final course grade of 2.5 or higher in PSY 225: Introduction to Life-Span 
Developmental Psychology and BIO 307: Introduction to Human Microbiology. In courses graded 
satisfactory/unsatisfactory, students are required to earn a final course grade of satisfactory (S).

SON undergraduate students who do not meet the grading benchmark will be placed on probation in the SON with 
conditions imposed for retention OR they will be dismissed. Once a student is placed on probation in the SON, he/she 
remains on probation until he/she graduates.

**Probation:** A SON undergraduate student will be placed on probation if the student:

1. receives one nursing final course grade below 2.5 or a grade of Unsatisfactory (U); OR 
2. receives a final course grade below 2.5 in PSY 225; OR 
3. receives a final course grade below 2.5 in BIO 307; OR 
4. fails the Medication Administration Exam requirement (refer to the Medication Administration Examination Policy 
   and Procedure).

A SON undergraduate student placed on probation will be sent written notification of his/her probationary status, including 
the conditions of probation that must be satisfied for the student to progress in the nursing curriculum. A copy of the 
written notice will be placed in the student’s academic file. The conditions of probation that apply to all SON 
undergraduate students are:

1. the student must repeat the course in which a final course grade less than 2.5 or Unsatisfactory (U) was received; 
2. the student must retake the same course; an independent study course or a competency exam cannot be used as a 
   substitute; 
3. the student may only repeat the SON course one time; and 
4. the student must develop a written Plan for Success stating how he/she will meet the conditions of probation. The 
   Plan for Success is sent to the Undergraduate Program Director, and a copy placed in the student’s academic file.
**Dismissal:** A student will be dismissed from the SON if he/she:

1. receives two nursing final course grades below 2.5 or Unsatisfactory (U) in one semester; OR
2. receives a second nursing final course grade below 2.5 or Unsatisfactory (U) during any semester of the undergraduate curriculum; OR
3. receives a final course grade below 2.5 in both PSY 225 and BIO 307; OR
4. receives one nursing final course grade below 2.5 or Unsatisfactory (U), AND receives a final course grade below 2.5 in either PSY 225 or BIO 307; OR
5. receives one nursing final course grade below 2.5 or Unsatisfactory (U), or receives a final course grade below 2.5 in PSY 225 or BIO 307, AND fails the Medication Administration Examination requirement; OR
6. fails the Medication Administration Examination requirement for the second time; OR
7. fails to fulfill the conditions of probation; OR
8. exhibits unsafe, unethical, or unprofessional behavior in any academic setting regardless of the student’s academic standing in the SON.

An undergraduate student who is dismissed from the SON will be sent written notification of his/her dismissal. A copy of the written notice will be placed in the student’s academic file.

An undergraduate student who has been dismissed from the SON may not continue in or register for any nursing courses. It is the student’s responsibility to dis-enroll from all nursing courses in which he/she is enrolled.

**Procedure to Resolve an Issue Related to Course Evaluation**

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

If a student believes he/she has been graded in an arbitrary or capricious manner, or not afforded due process, he/she must first discuss the issue with the faculty member who assigned the grade. Arbitrary or capricious grading is defined as the following:

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

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

**Grievance Hearing Procedure**

**Step 1: Notification of Intent to File a Grievance**

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

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

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

**Step 2: Preparation for Grievance Hearing**
The SON Associate Dean’s office will inform the SON faculty member and the course FOR (if different) about a student’s request for a grievance hearing, and request submission of any supporting documentation for the case. The student’s academic file with all of the materials associated with the grievance hearing will be held in the Associate Dean’s office for review by members of the Grievance Committee Panel (GCP).

**Step 3: Grievance Hearing**
The GCP will convene and hold a hearing within 5 business days following the filing of the grievance. The GCP will review all materials submitted by the student and the SON faculty member related to the grievance. The GCP will meet separately with the student and the SON faculty member involved in the grievance. The student may request a SON faculty member to act as his/her advocate. At the student’s request, the SON faculty member acting as the advocate may attend the grievance hearing.

**Step 4: GCP Recommendation**
The GCP will submit a one-page written recommendation regarding the student’s grievance to the SON Associate Dean within two (2) business days following the grievance hearing. The written recommendation will include the course name and number, the names of the student and SON faculty member(s) involved in the grievance and a summary of the evidence and the policies and procedures upon which the GCP based its recommendation. Supplementary materials relevant to the recommendation may be attached.

**Step 5: Grievance Decision**
Within one (1) business day of receipt of the GCP’s recommendation, the SON Associate Dean shall make a final decision regarding the grievance. The decision of the SON Associate Dean is final. The student will be notified of the Associate Dean’s decision in writing by certified mail. The SON faculty member(s) involved in the grievance will be notified of the Associate Dean’s decision by OU e-mail.

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

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

Students should also refer to the OU Undergraduate Catalog, Appeal of Grade – Final Course Grade Formal Appeal Procedure.

**Creation of Grievance Committee/Grievance Committee Panel**
Each Winter semester, the SON will solicit SON faculty members (minimum of six) to serve on the SON Grievance Committee. When a grievance is filed by a SON student, the Associate Dean’s office will notify all of the members of the SON Grievance Committee to see who is available to serve. Each GCP will consist of four Grievance Committee members. At no time will a faculty member be allowed to serve on a GCP if he/she is the SON faculty member involved in the grievance, the course FOR, is connected with the issue of concern, or believes it would be inappropriate for them to serve on the GCP.

**Procedure to Appeal a Dismissal from the SON**
Students may appeal their dismissal from the SON, and such appeals will be considered on a case-by-case basis. A dismissal appeal must be made within 12 months of the date of dismissal from the SON. A student may not appeal a second SON dismissal.

**Step 1: Notification of Dismissal Appeal**
The student must complete the Undergraduate Dismissal Appeal form (available on the SON website under Forms), as well as write a statement that outlines the reasons why he/she is appealing the dismissal and the factor(s) that contributed to the dismissal. The Dismissal Appeal form and statement must be submitted to the SON Associate Dean’s office within 12 months from the date of the student’s dismissal from the SON.
**Step 2: Preparation for Dismissal Appeal Hearing**
The student’s academic file will be obtained and will be held in the SON Associate Dean’s office along with the dismissal appeal documents for review by the Dismissal Appeal Panel (DAP).

**Step 3: Dismissal Appeal Hearing**
Within ten (10) business days of receipt of the student’s dismissal appeal documents, the DAP will convene to adjudicate the dismissal appeal.

**Step 4: GCP Recommendation**
Within three (3) business days of the dismissal appeal hearing, the DAP will submit its recommendation to the SON Dean (uphold the student’s dismissal from the SON or reinstate the student). The SON Dean may accept or reject the DAP recommendation.

**Step 5: Dismissal Appeal Decision**
Within five (5) business days following receipt of the DAP recommendation, the Dean shall make a final decision regarding the dismissal appeal. **The decision of the Dean is final.** The student will be notified of the Dean’s decision in writing via certified mail.

**Step 6: After the Dismissal Appeal Decision**
If the dismissal is upheld, then nothing further is done. If the student is reinstated, then the dismissal is deferred, and the student will be placed on the SON return wait list, will remain on probation in the SON, and will return to nursing coursework on a space available basis. When return to nursing coursework is granted, the student must meet with his/her SON Academic Adviser to develop a new POS. The student must repeat the course(s) in which he/she received a failing grade. All SON progression policies in affect at the time of reinstatement will apply (Refer to Policies and Procedures for Progression, Retention, and Dismissal in the School of Nursing Undergraduate Program Handbook).

**Creation of a Dismissal Appeal Panel**
Every Winter semester, the SON will solicit SON faculty members (minimum of six) to serve on the Dismissal Appeal Committee (DAC). When a SON student files a dismissal appeal request, the Associate Dean’s office will notify all of the members of the DAC to see who is available to serve. Each DAP will consist of four DAC members. At no time will a DAC member serve on a DAP if he/she is connected with the issue of concern, or believes it would be inappropriate for them to serve on the DAP.

**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.

**Procedure for Readmission to the SON Following Dismissal from the Undergraduate Program**
Students who have been dismissed from the SON may **apply only one time for readmission** to the SON, and readmission requests will be considered on a case by case basis. Readmission requests must be made within 12 months of the date of dismissal from the SON. Readmission requests are reviewed by the SON Undergraduate Admission Committee with a recommendation to the SON Dean. **The decision of the Dean is final.**

If a student’s readmission request is approved, the student will be placed on the SON return wait list, and he/she will return to SON coursework on a space available basis. Before the student can return to any SON coursework, he/she must provide the SON with a new criminal background check and urine drug screen.

When return to SON coursework is granted, the student must meet with his/her SON Academic Adviser to develop a new POS. The student will remain on probation in the SON and he/she must repeat the course(s) in which he/she received a failing grade. All SON policies in affect at the time of readmission that are related to progression, retention, and dismissal will apply (Refer to Policies and Procedures for Progression, Retention, and Dismissal in the School of Nursing Undergraduate Program Student Handbook).
OAKLAND UNIVERSITY SCHOOL OF NURSING GRADE CONVERSION
Approved by the SON Faculty Assembly on February 20, 2003

Note: 70% = 2.5

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