



SCHOOL OF NURSING

FALL 2014 – SUMMER 2015

UNDERGRADUATE PROGRAM STUDENT HANDBOOK

BASIC–BSN TRACK, ACCELERATED SECOND DEGREE (ASD) BSN TRACK, AND BSN DEGREE COMPLETION SEQUENCE FOR REGISTERED NURSES (INCLUDING RN-MSN OPTION)

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



Like us on Facebook, search for Oakland University School of Nursing.

School of Nursing Academic Advising
3027 Human Health Building
Rochester Hills, MI 48309-4401
(248) 370-4253
E-Mail: nrsinfo@oakland.edu

Basic-BSN track: Sarah Mullin at mullin@oakland.edu

Accelerated Second Degree BSN track: Kristina Aaron at white2@oakland.edu

BSN Degree Completion Sequence for registered nurses (including MSN option): Patrina Carper
at carper@oakland.edu

Revised August 1, 2014

Glossary

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

Each year the Oakland University School of Nursing (SON) publishes an updated undergraduate student handbook. The academic requirements, policies, and procedures described in this handbook are in effect from Fall semester 2014 through Summer semester 2015 for students who have been admitted to the SON undergraduate program.

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



Dear Student:

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

Our academic programs will prepare you for the nursing profession now and in the future. Faculty is experts in their fields and you will receive an outstanding education.

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

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

Sincerely,

A handwritten signature in cursive script that reads "Gary Moore".

Gary Moore, Ph.D., RN
Interim Dean and Associate Professor

TABLE OF CONTENTS

Welcome Letter from Dean	3
Overview of the School of Nursing	5
Philosophy of Nursing Education	5
Undergraduate Program Objectives.....	6
Accreditation	6
Administrative Structure	6
School of Nursing Organizational Chart	7
Student Representation in the School of Nursing	8
Nursing Student Organizations	8
Communication Mechanisms	8
School of Nursing Resources.....	9
Other Sources of Information	10
Overview of Undergraduate Program	10
Requirements for the Bachelor of Science in Nursing Degree	10
Plans of Study and Course Sequencing	10
Requirements for BSN Degree Completion Sequence for Registered Nurses (RN-BSN)	10
Core Performance Standards	11
Guidelines for Clinical Courses.....	12
Uniform Dress Code for Basic-BSN & ASD Students	13
Basic-BSN Uniforms and Required Equipment for Labs & Clinical	14
Accelerated Second Degree Required Equipment for Labs & Clinical.....	14
Recommended Safety Guidelines for Clinical Experiences	15
Academic Program Policies	15
Student Nurse Professionalism Expectations	15
Bullying	16
School of Nursing Attendance and Tardiness Policy	16
Medication Administration Examination Procedure	17
Assessment Technology Institute (ATI) Testing.....	18
Final Examination Test Policy	19
Withdrawal from Nursing Courses	19
On-Leave from the School of Nursing.....	19
Petitions of Exception	19
Family Educational Rights and Privacy Act.....	19
Undergraduate Transfer Policy from one Academic Track to another	20
Policies and Procedures for Progression, Retention and Dismissal in the School of Nursing	20
Resolution of an Issue with the Evaluation/Grading Process	21
Grievance Procedure	22
Non-Academic Grievance	23
Procedures for the Resolution of a Non-Academic Complaint	23
Policy and Procedure to Process to Appeal a Dismissal.....	24
Application for Readmission.....	24
Ceremonies, Honors, & Scholarships	25
OU Commencement	25
Honors	25
Scholarships	25
Oakland University School of Nursing Grade Conversion	26

OVERVIEW OF THE SCHOOL OF NURSING

PHILOSOPHY OF NURSING EDUCATION

Approved by School of Nursing Faculty Assembly on April 28, 2011

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

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 meet the societal demand, now and in the future, for professional nurses prepared to meet the nursing care requirements of individuals, families, and communities.
- Has a foundation in the arts and sciences of liberal education which is needed to ground nursing in the complexity of the human experience.
- Prepares students to recognize, understand, and work with nursing phenomena and to understand the results of these efforts in relation to human values including life, justice, personal freedom, health, and well-being.
- Prepares students to use empirical knowledge as a guide for judgment and decision-making in professional practice.
- Prepares student nurses 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 relate to real-life situations and problems.
- 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.

UNDERGRADUATE PROGRAM OBJECTIVES

Approved by School of Nursing Faculty Assembly February 16, 2012

By the end of the undergraduate program, students will:

1. Demonstrate critical thinking through synthesis of knowledge from the humanities and the sciences in the application of the nursing process to the independent and collaborative practice of professional nursing.
2. Demonstrate effective communication skills and proficiency in information management, including standardized nursing languages, and technology in delivering safe, effective and cost efficient professional nursing care based on current best practice.
3. Apply ethically and legally grounded clinical judgments supported by research in making decisions about the provision of professional nursing care.
4. Demonstrate adherence to the essentials of the AACN when delivering nursing care across the lifespan to diverse client populations in a wide variety of settings.
5. Acquire the foundation for continued study at the graduate level.

ACCREDITATION

The OU SON Undergraduate Program is fully accredited by the Commission on Collegiate Nursing Education (CCNE) (American Association of Colleges of Nursing, One DuPont Circle, NW Ste. 530, Washington DC 20036) through 2022 and is approved by the Michigan State Board of Nursing.

In the document, *The Essentials of Baccalaureate Education for Professional Nursing Practice* (Essentials), the American Association of Colleges of Nursing (AACN) (2008) describes the academic preparation required for all baccalaureate nursing graduates. The SON Undergraduate Program is guided by The Essentials and the curricula are based upon them.

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

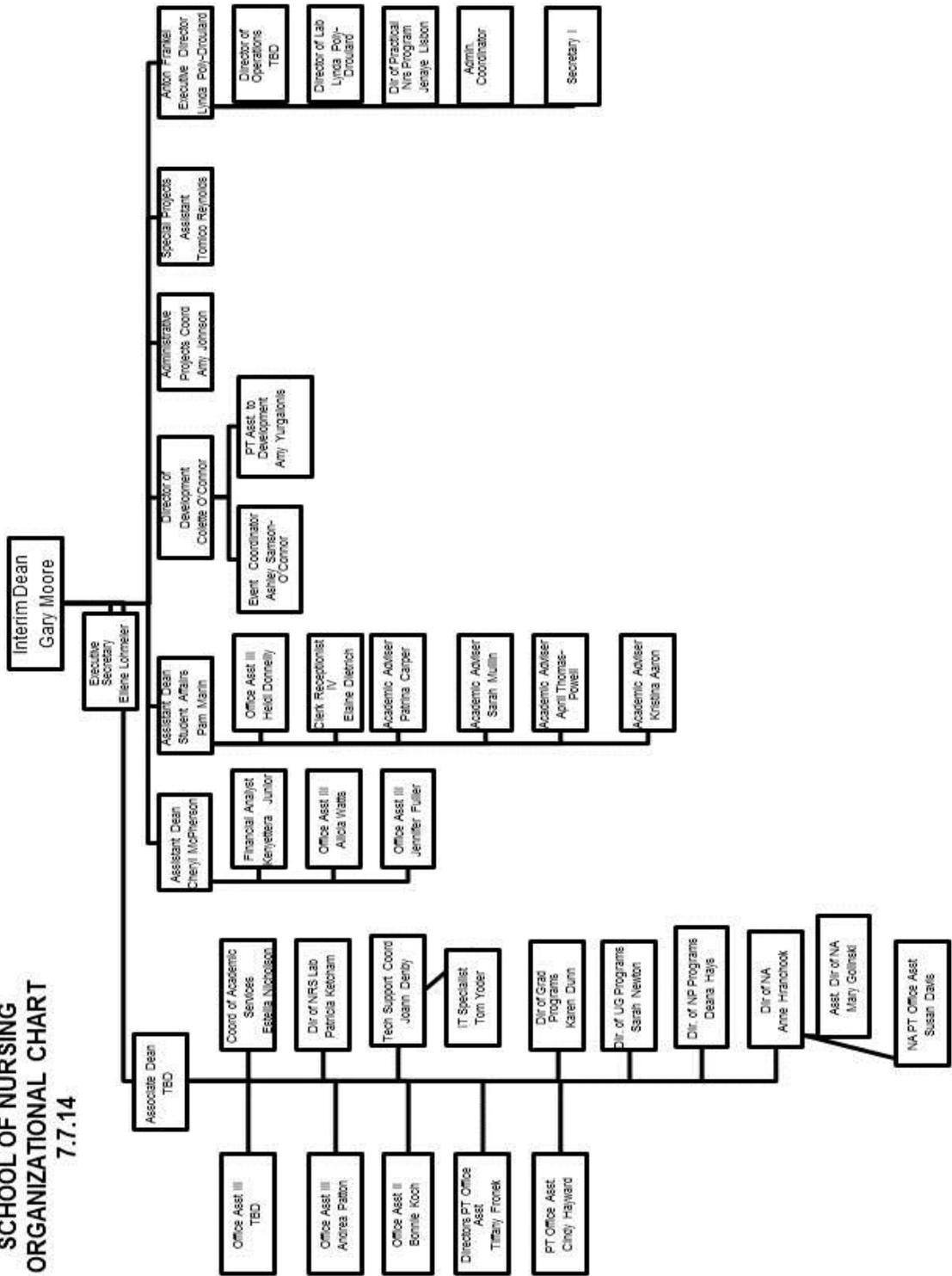
- I. Liberal Education for Baccalaureate Generalist Nursing Practice.
- II. Basic Organizational and Systems Leadership for Quality Care and Patient Safety.
- III. Scholarship for Evidence-Based Practice.
- IV. Information Management and Application of Patient Care Technology.
- V. Healthcare Policy, Finance, and Regulatory Environments.
- VI. Interprofessional 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.

SCHOOL OF NURSING ORGANIZATIONAL CHART

SCHOOL OF NURSING ORGANIZATIONAL CHART 7.7.14



STUDENT REPRESENTATION IN THE SCHOOL OF NURSING

Each Fall, any undergraduate student may self-nominate him/herself to be a member of a standing SON Committee (e.g. Undergraduate Committee on Instruction). Students also have the opportunity to serve as or a class representative. Class representatives are elected by their classmates during an election held each year. Class representatives function as a line of communication between the SNAOU, undergraduate students, and the SON faculty and administration.

NURSING STUDENT ORGANIZATIONS

Dean's Circle

The Dean's Circle is a select group of 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 teamwork and 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 – 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 offers a chance for nursing students to provide leadership in the school, 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.

National Black Student Nurses Association at Oakland University - (NBSNA - OU)

The NBSNA-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 NBSNA-OU allows members the opportunity to improve their networking skills while informing the OU community about health risks that affect minorities.

COMMUNICATION MECHANISMS

OU E-mail Account

Students are expected to communicate with SON faculty and staff using their OU E-mail account. Students are responsible for checking their OU E-mail on a regular basis. Notices, such as scholarship information and program information, are communicated to students via their OU E-mail accounts.

Course Websites

Information regarding SON courses, including the course syllabi, can be found on the course website in MOODLE.

SON Website

The SON website is an important source of information regarding academic and non-academic issues affecting students in the SON. SON documents, such as the clinical health requirements and the SON Undergraduate Program Student Handbook, are available on the SON website:

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

Student Name and Address Changes

It is the responsibility of each student to inform the Office of the Registrar <http://www.oakland.edu/registrar> of any changes to his/her name, mailing address, and/or telephone number as soon as the change is known.

SCHOOL OF NURSING RESOURCES

School of Nursing Academic Advising Office [3027 Human Health Building, (248) 370-4253] Academic Advisers are available by appointment to assist students with program planning, course scheduling, petitions of exception, transfer equivalencies, etc. You will be assigned a professional Academic Adviser for the duration of the nursing program.

School of Nursing Faculty can be reached during scheduled office hours, by appointment, or E-mail and voicemail to assist students with questions/concerns related to nursing courses, clinical experiences, grades, professional nursing goals, etc. Information regarding SON Faculty can be found on the SON website: <http://www.oakland.edu/nursing/>

School of Nursing Laboratories are located on the fourth (4th) floor of the Human Health Building. The nursing laboratories provide students with opportunities to learn and practice critical thinking, nursing interventions, and interpersonal skills necessary for clinical nursing practice. The laboratories also provide audio-visual learning aids, patient simulators, and computer-assisted instruction. Integral to the philosophy of the SON laboratories is an emphasis on self-paced learning and presentation of material to reinforce and augment theory learned in the classroom.

Policies for Laboratory Use

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 at the OU nursing laboratory office.
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 laboratory setting.
7. Food, beverages, and gum are not permitted in any of the SON laboratories, at the computer desks, and/or at the bedsides.
8. Beds are intended for laboratory skill practice only. Shoes must be removed prior to sitting or lying on a SON laboratory bed.
9. Any equipment and/or materials borrowed from the SON laboratory must be signed out (must use the Borrowed Equipment form) and returned within 24 hours.
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.

Career Services

Students are encouraged to create a nursing student portfolio with the OU Office of Career Services, 154 North Foundation Hall, (248) 370-3250, websites: <http://www.oakland.edu/careerservices> and <http://www.OUCareerLink.com>

Other OU Student Services

Students are referred to the OU Undergraduate Catalog for additional information about OU resources for students. Website: <http://catalog.oakland.edu/>

OTHER SOURCES OF INFORMATION

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

OU website: available at <http://www.oakland.edu>

Schedule of Classes available at <http://www.oakland.edu/?id=25777&sid=443>

OVERVIEW OF UNDERGRADUATE PROGRAM**REQUIREMENTS FOR THE BACHELOR OF SCIENCE IN NURSING DEGREE**

Students are referred to the Oakland University Undergraduate Catalog <http://catalog.oakland.edu/> for:

- A. SON requirements for the Bachelor of Science in Nursing Degree
- B. Transfer Policies
- C. OU general education and other degree requirements

PLANS OF STUDY AND COURSE SEQUENCING

Each student admitted to one of the three SON undergraduate tracks is provided with an academic Plan of Study (POS) that the student is expected to follow. Course sequencing in the POS reflects the order in which the nursing courses must be completed.

The Basic-BSN POS can be completed in six semesters (Fall and Winter) of full-time study, including required OU General Education courses. The ASD POS can be completed in three consecutive semesters of full-time study (Fall, Winter, Summer). The BSN Degree Completion Sequence for Registered Nurses POS can be completed in two years, if a student enrolls full-time, including required OU General Education courses.

Students in the ASD track who completed their original undergraduate degrees at an accredited academic institution in the United States automatically satisfy the OU General Education requirements. Any student in the ASD track whose first baccalaureate degree was awarded at an academic institution outside of the United States will have his/her coursework evaluated on an individual basis to determine whether the OU General Education requirements have been satisfied.

If a student wishes to change his/her POS, he/she must contact his/her SON Academic Adviser to request the change. If the change is approved, the adviser will develop a new POS for the student. However, continuing in and/or returning to SON coursework is contingent upon availability of space. Also, if a student registers for a course(s) in a particular semester that does not appear in his/her POS, the SON reserves the right to administratively withdraw the student from the course(s), and the student's anticipated date of graduation may be delayed.

REQUIREMENTS FOR BSN DEGREE COMPLETION SEQUENCE FOR REGISTERED NURSES (RN-BSN)

At the time of admission, students in the BSN Degree Completion Sequence for Registered Nurses (RN-BSN) are given a unique POS that highlights all of the courses required to complete the baccalaureate degree. The SON offers all of the RN-BSN required courses on-line, except BIO 121, BIO 307, PSY 100, and WRT 160.

MSN Option for the BSN Degree Completion Sequence

The MSN option is designed for high achieving Registered Nurses (RNs) who are already admitted to the SON BSN Degree Completion Sequence for Registered Nurses, and who want to pursue a Master's of Science in Nursing degree in either Adult/Gerontological Nurse Practitioner or Family Nurse Practitioner after completing the BSN degree. The MSN option allows RN-BSN students to take two graduate level courses, NRS 515 and NRS 516, while still an undergraduate and pay undergraduate tuition rates. NRS 515 and NRS 516 replace NRS 355 and NRS 450 in the RN-BSN curriculum and two graduate courses, NRS 521 and NRS 610, will be waived after the student begins the graduate nursing program. Students in the MSN option must obtain a final course grade of 3.0 or higher in NRS 515 and NRS 516 to remain in the option. Students who obtain a final course grade less than 2.5 in either NRS 515 and/or NRS 516 will be placed on probation or dismissed from the SON (refer to Policies and Procedures for Progression, Retention, and Dismissal in the School of Nursing Undergraduate Program)

To be eligible for the MSN option, students must:

1. Have earned a minimum cumulative grade point average of 3.5 or higher in their Associate Degree in Nursing educational program **AND** have completed the following courses with a minimum over-all grade point average of 3.0:

BIO 121	Clinical Anatomy and Physiology
BIO 307	Introduction to Human Microbiology
CHM 104	Introduction to Chemical Principles
CHM 201	Organic and Biological Chemistry
NRS 310	Conceptual Foundations of Practice
NRS 340	Health Promotion in the Community
WRT 160	Composition II

2. Be fully admitted to the BSN Degree Completion Sequence for Registered Nurses.
3. Request a change in program status to the MSN option.

When a student admitted to the MSN option is enrolled in his/her final OU course for the BSN degree, he/she may formally apply for admission to one of the following graduate specialty tracks: Adult/Gerontological Nurse Practitioner or Family Nurse Practitioner. Besides the BSN degree, all other graduate program admission requirements must be fully satisfied. ***Meeting the minimum requirements for graduate admission does not guarantee admission to the graduate program.***

CORE PERFORMANCE STANDARDS

Students admitted to one of the SON Undergraduate Program tracks (Basic-BSN, ASD, and RN-BSN) must be able to demonstrate the following competencies during the nursing major.

<u>Competency</u>	<u>Standard</u>
Critical Thinking:	Inductive/deductive reasoning sufficient for clinical judgment and decision making
Interpersonal:	Interpersonal abilities sufficient to interact with individuals, families, and groups from a variety of social, emotional, cultural, spiritual and intellectual backgrounds
Emotional Stability:	Emotional stability sufficient to assume responsibility/accountability for actions
Communication:	Communication abilities sufficient for interaction with others in verbal and written form

Motor Skills:	Gross and fine motor abilities sufficient to provide safe and effective nursing care
Mobility:	Physical abilities sufficient to move from place to place and maneuver in small places
Visual:	Visual ability sufficient to provide safe and effective nursing care
Hearing:	Auditory ability sufficient to provide safe and effective nursing care
Tactile:	Tactile ability sufficient for assessment and implementation of care
Health:	Characteristics that would not compromise health and safety of clients

GUIDELINES FOR CLINICAL COURSES

Boundary Violations

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

Clinical Assignments

Pre-licensure nursing students are placed in a variety of clinical settings throughout their undergraduate 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 both urban and suburban settings throughout metropolitan Detroit and southeastern Michigan. The Associate Dean is responsible for securing an appropriate variety of clinical sites and assigning students to clinical settings.

Requests for Pre-licensure Precepted Clinical Experience

Pre-licensure nursing students (Basic-BSN and ASD tracks) must submit their own requests for NRS 473: Nursing Synthesis Clinical and NRS 485: Nursing Synthesis Clinical which the SON ACE Coordinator will use as a guide for clinical placement. There is no guarantee that the unit-type requested will be where a student is placed. Requests for clinical placements/preceptors 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 clinical experience on a unit where they are employed.

Student Health Insurance

It is important that students maintain their own health insurance for illness or injury. Student health insurance is available through affordablecareact.com. Clinical agencies are not required to provide free treatment for students, and will bill individuals for use of their emergency or employee health services.

Clinical Health Requirements for SON Clinical Experiences

Students are referred to the SON web page (<http://www.oakland.edu/nursing>) under “Important Forms” for information regarding the SON clinical health requirements. 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 courses or the corresponding didactic courses for that semester. In addition, students who have been admitted to the SON, and who are enrolling in the first semester of a pre-licensure track (Basic-BSN and ASD), who do not submit the SON clinical health requirements by the published due date will not be allowed to begin the nursing track to which they

were admitted, will need to withdraw from all of the nursing courses, and will need to re-apply for admission to a subsequent class. Pre-licensure students are required to submit clinical health requirements yearly, and it is the student's responsibility to monitor communications from the SON about due dates for all health-related documentation. There will be no exceptions to this policy as these are requirements of all of the SON's clinical partners.

Student Responsibilities During a Clinical Experience

Preparation prior to each clinical experience is essential. Students who are unprepared for a clinical experience will be sent home, and their clinical evaluation will reflect their lack of preparation. Pre-licensure students (Basic-BSN and ASD) will be supervised in 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 of the clinical agencies' policies related to (1) fire, (2) disaster, (3) cardiac arrest, (4) incident reports, (5) procedures for universal precautions, and (6) confidentiality.

During pre-licensure clinical experiences, nursing students are responsible for:

- the care given to the patient(s) to whom they are assigned
- reporting urgent needs of the patient promptly
- reporting on the condition of the patient before leaving the clinical area
- leaving the unit (for lunch, break, etc.) only according to procedures identified by faculty
- arranging for nursing supervision of patients when off the assigned unit
- confidentiality related to all patient/clinical experiences.

Pre- and post-clinical conferences may be scheduled by clinical instructors. Clinical performance is evaluated using the SON Clinical Evaluation Tool, and a grade is assigned based upon the performance behaviors outlined in the evaluation tool.

Three hours of clinical are required per credit (3:1).

1 cr.	=	1 cr.x 3 hrs. x 14 weeks	=	42 hr.	or average of 3 hr./wk
2 cr.	=	2 cr.x 3 hrs. x 14 weeks	=	84 hr.	or average of 6 hr./wk
3 cr.	=	3 cr.x 3 hrs. x 14 weeks	=	126 hr.	or average of 9 hr./wk
4 cr.	=	4 cr.x 3 hrs. x 14 weeks	=	168 hr.	or average of 12 hr./wk
5 cr.	=	5 cr.x 3 hrs. x 14 weeks	=	210 hr.	or average of 15 hr./wk

Clinical courses end when the required number of clinical hours is completed each semester.

All clinical evaluations are to be conducted at the Human Health Building on the OU campus in a face-to-face meeting with the clinical instructor and the student present after the clinical experience has ended. Clinical evaluations may not be conducted during the clinical experience, at the clinical agency, or at any other venue.

Use of Agency Resources

Fulfillment of course requirements includes adherence to clinical agency rules and regulations regarding the use of the agency resources and materials. Failure to return books or materials to an agency may result in a "hold" being placed on the student's OU account.

Transportation

Students are responsible for providing their own transportation to all class, laboratory, and clinical experiences.

UNIFORM DRESS CODE FOR BASIC-BSN & ASD STUDENTS

An OU name badge is required and must be worn above the waist on the uniform and lab coat at all times. An OU SON emblem must be sewn on the left sleeve of every pre-licensure student's black polo shirt (Basic-BSN), uniform, and lab coat. The emblem is centered on the crease, with the top of the emblem two inches below the shoulder seam.

Student hair is to be off the shoulder and collar at all times. If one's hair is shoulder length or longer, it will need to be tied back. Beards, if worn, should be neatly trimmed. Make-up should be kept to a minimum. Nails must be kept clean and trimmed and no longer than ¼ inch in length. Nail polish, artificial nails, acrylics, tips, wraps, etc., are not permissible during SON clinical, laboratory, or simulation experiences. Ornate jewelry, including hoop earrings, chains, engagement rings, etc. should not be worn during SON clinical, laboratory, or simulation experiences. Body piercing is inappropriate, except for stud earrings, one per ear lobe. All tattoos must be covered.

BASIC-BSN UNIFORMS AND REQUIRED EQUIPMENT FOR LABS & CLINICAL

All Semesters	<ul style="list-style-type: none"> - SON emblems (purchased from University Bookstore, 28 Oakland Center) - Name Badge (purchase at OU ID Card Office, 112 Oakland Center) - Stethoscope* (e.g., Littman Classic II) - Watch with Second Hand - Blood Pressure Cuff with Field Case*
Sophomore Year	<ul style="list-style-type: none"> - Sophomore Lab Kits (information will be provided in NRS 207) - Health Assessment Package* (contains reflex hammer, bandage, scissors, tape measure, ruler, penlight, and pen) - Rubbermaid Rough Tote Tub with Lid (3 gallon) or equivalent
First Semester of Sophomore year	<ul style="list-style-type: none"> - Black polo shirt with sleeves. - Khaki pants or skirt (professional style and length; no cargo pants) - Professional black or tan shoes with closed toe and heel (NO TENNIS SHOES OF ANY KIND)
Second Semester, Sophomore and Thereafter	<ul style="list-style-type: none"> - One white lab coat (knee length) - Two white professional uniforms (pants or skirt, professional style and length). The uniform fabric must be a heavy enough material so that undergarments will not show through. - White socks or hosiery - White professional shoes with closed toe and heel

*Can be purchased at medical supply stores, uniform shops, or on-line.

ACCELERATED SECOND DEGREE REQUIRED EQUIPMENT FOR LABS & CLINICAL

All Semesters	<ul style="list-style-type: none"> - SON emblems (purchased from University Bookstore, 28 Oakland Center). - Name Badge (purchase at OU ID Card Office, 112 Oakland Center) - Stethoscope* (e.g., Littman Classic II) - Blood Pressure Cuff with Field Care* - Watch with Second Hand. - Lab Kits and Health Assessment Package* (order information will be provided at SON orientation) (Contains reflex hammer, bandage scissors, tape measure, rules, penlight and pen.) - One white lab coat (near knee length). - Two white professional uniforms (pants or skirt, professional style and length). The uniform fabric must be a heavy enough material so that undergarments will not show through. - White socks or hosiery. - White professional shoes with closed to and heel
---------------	--

*Can be purchased at medical supply stores, uniform shops or on-line

RECOMMENDED SAFETY GUIDELINES FOR CLINICAL EXPERIENCES

Approved by School of Nursing Faculty Assembly on January 22, 2009

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

1. Maintain car in good condition.
2. Carry and learn to use a map and/or street guide, a computer search for directions or a GPS navigation system to obtain directions to clinical locations.
3. Know the location of gas stations within the neighborhood where you are working.
4. It is recommended students have a cell phone available; however, cell phones **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

STUDENT NURSE PROFESSIONALISM EXPECTATIONS

All SON students are expected to engage in professional role activities appropriate to their level of education (American Nurses Association [ANA], 2010). It is imperative that professional role activities be incorporated as part of each nursing student's professional development. The 10 ANA (2010) Standards of Professional Performance are:

Ethics

The registered nurse practices ethically.

Education

The registered nurse attains knowledge and competence that reflects current nursing practice.

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.

Communication

The registered nurse communicates effectively in all areas of practice.

Leadership

The registered nurse demonstrates leadership in the professional practice setting and the profession.

Collaboration

The registered nurse collaborates with healthcare consumer, family, and others in the conduct of nursing practice.

Professional Practice Evaluation

The registered nurse evaluates his or her own nursing practice in relation to professional practice standards and guidelines, relevant statutes, rules, and regulations.

Resource Utilization

The registered nurse utilizes appropriate resources to plan and provide nursing services that are safe, effective, and financially 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 Director of Undergraduate Programs, (Dr. Sarah Newton),
- 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) occurred in any other academic setting, begin the communication process with #2, the course FOR.

Further, 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.

SCHOOL OF NURSING ATTENDANCE AND TARDINESS POLICY

Attendance at all scheduled SON course lectures, simulation, laboratory, and/or clinical experiences is expected, and students are expected to arrive on time. Students are required to notify the faculty of any absence. Individual faculty will discuss the mechanism for notification of absence. Absenteeism will interfere with student attainment of course objectives, and may impact the grade a student receives.

Clinical absences will be weighted as a percentage of the total hours of the clinical experience and those points will be deducted from the Clinical Evaluation Tool total score. A student missing over 20% of any clinical experience will fail the experience except in the case of extenuating circumstances as determined by **both** the faculty of record for the clinical course and the Director of the Undergraduate Program.

Clinical tardiness is defined as being late at the beginning of a clinical day as determined by the clinical instructor. For each 15 minutes a student is tardy, 1 point will be deducted from the Clinical Evaluation Tool total score.

An illness may be an excused absence when it can be defined as:

- a communicable disease that can be transmitted to patients, staff, or students/faculty;
- an illness that would be aggravated by attendance at lecture, simulation, laboratory, or a clinical experience; or
- a student who has been hospitalized.

Students will be asked to submit evidence of illness to the SON for time periods when they have been absent.

MEDICATION ADMINISTRATION EXAMINATION POLICY AND PROCEDURE

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

All SON students in the pre-licensure tracks (Basic-BSN and Accelerated Second Degree BSN) must successfully pass a medication administration examination (MAE) with a score of 90% or greater at each level of their respective undergraduate 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 School of Nursing, 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 School of Nursing, 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) TESTING

The SON provides all pre-licensure (Basic-BSN and ASD) students with access to a standardized testing service developed by ATI designed to facilitate student success during their undergraduate curriculums. Specifically, ATI has developed a package of products/resources that when used effectively by pre-licensure nursing students helps them prepare for the NCLEX-RN, and be successful on course examinations/requirements throughout the nursing major.

The chart below outlines the ATI tests that all Basic-BSN and ASD students **are required to take** while a student in the SON. All ATI tests must be completed during the course in which they are assigned. Additional resources are available for students to use through the ATI website, and/or they may be assigned for specific courses.

Students must achieve a score on each ATI test 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.

Product	Basic-BSN Course #	ASD Course #
Critical Thinking - Entrance	NRS 252	NRS 280
Fundamentals of Nursing	NRS 210	NRS 281
Pharmacology	NRS 308	NRS 308
Maternal Newborn	NRS 349	NRS 382
Nursing Care of Children	NRS 339	NRS 384
Nursing Leadership & Management	NRS 354	NRS 484
Community Health	NRS 428	NRS 483
Medical-Surgical Nursing	NRS 470	NRS 480
Mental Health Nursing	NRS 470	NRS 386
Critical Thinking Exit	NRS 472	NRS 486

ATI Comprehensive Predictor Examination Requirement

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

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 473: Nursing Synthesis (Basic-BSN) or NRS 486: Nursing Synthesis (ASD). Students must achieve a minimum score on the examination of 88% 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.

FINAL EXAMINATION TEST POLICY

OU policy requires that no tests be administered during the last week of classes in any semester. Final examinations are held during the final examination period. The SON final examination schedule does not follow the published OU final exam schedule. The SON will announce the date/time of each course's final exam when it becomes known. On-line final examinations, when given, will not deviate from university policy.

WITHDRAWAL FROM NURSING COURSES

SON students who want to withdraw from any SON courses or from the undergraduate program are required to notify their SON Academic Adviser and complete the SON Withdrawal form. . Deadlines for withdrawal from classes can be found on the OU website at: <http://www.oakland.edu/adds-drops-withdrawals>.

ON-LEAVE FROM THE SCHOOL OF NURSING

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. However, continuing in and/or returning to SON coursework is contingent upon availability of space, and the following requirements must be met by all students returning from on-leave status:

- Indicate intention to return no later than three months prior to the requested return semester.
- If space is available and return to SON coursework is permitted, the student must develop a revised POS with his/her SON Academic Adviser prior to registering for any nursing courses.
- Comply with all SON policies and requirements currently in effect at the time of return.
- Fulfill all clinical health requirements by SON deadline date.

PETITIONS OF EXCEPTION

SON undergraduate students may request waivers or modifications of specific academic requirements by filing a Petition of Exception (POE). POE forms are available from the SON Advising Office or on-line at https://www.oakland.edu/upload/docs/SON/Forms/petition_of_exception_revised.pdf Decisions regarding POE requested by SON undergraduate students are made by the SON Undergraduate Committee on Instruction. Petitions are reviewed during the Fall and Winter semesters and should be submitted to the student's SON academic adviser.

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 confidential educational records upon request and defines the use of these records by others. The OU Dean of Students is the university compliance officer for the FERPA. OU is subject to the provisions of the FERPA. Accordingly, student grades may not be publicly posted in any form that violates the confidentiality of student records.

UNDERGRADUATE TRANSFER POLICY FROM ONE ACADEMIC TRACK TO ANOTHER

Approved by School of Nursing Faculty Assembly on February 20, 2014

Students admitted to the School of Nursing (SON) undergraduate program are admitted to a specific track (Basic-BSN, Accelerated Second Degree, or BSN Degree Completion Sequence for Registered Nurses), 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 conditions:

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 enter the new track on a space available basis.

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

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

Once admitted to the School of Nursing (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 (S/U), 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, SON Undergraduate Student Handbook).

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.

RESOLUTION OF AN ISSUE WITH THE EVALUATION/GRADING PROCESS

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 assigns the grade. Grades cannot be grieved, only the process by which they were assigned.

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

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

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

GRIEVANCE HEARING PROCEDURE

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

The Grievance procedure is to be initiated by the student within 2 business days of receipt of grade. Receipt of grade is defined as when grades are available for student viewing on the Oakland University SAIL system. It is the student's responsibility to check her/his grades. In the case of a 1/2 semester course, receipt of grade is defined as when the grade is reported to the student by the SON faculty member. The student (Grievant) must submit the SON Student Grievance form at: (<http://www.oakland.edu/nursing/forms>), including a statement with rationale for the grievance, within two (2) business days of receipt of the grade to the SON faculty member who assigned the grade and a copy sent to the course Faculty of Record (if a different SON faculty member) and the SON Associate Dean.

Grievant's Statement

The *Grievant's Statement* must include the course name and number, the student, and SON faculty member(s) involved, and a summary that states the specific policy, procedure, or due process violated. Further, the statement must include the specific actions upon which the violations are based and what actions were taken to resolve them. The *Grievant's Statement* must be kept to one 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 procedure.

A student who initiates the grievance procedure may continue with his/her SON Plan of Study, assuming all pre-requisites have been satisfied until the process is resolved.

Any additional information over and above the initial formal statement submitted by the Grievant must be submitted to the Associate Dean's office by the end of the third business day after receipt of the grade.

Faculty Advocate

The student may request a SON faculty member to act as his/her advocate to assist with understanding the grievance process/procedure. At the student's request, the SON faculty member acting as the advocate may attend the Grievance Hearing. The faculty advocate may make a statement on behalf of the student before the panel makes its final decision.

Grievance Procedure Step 2: Preparation for Grievance Hearing

The SON Associate Dean will inform the faculty of concern and Faculty of Record about a student's request for a grievance hearing and request submission of any supporting documentation for the case. The student's file with all materials associated with the grievance will be held in the Associate Dean's office for review by members of the Grievance Hearing Panel (Panel).

Grievance Procedure Step 3: Grievance Hearing

The Panel will convene on the assigned grievance day. The Panel will review all materials submitted by the grievant and faculty. The Panel will meet separately with the grievant and the faculty involved with the grievance.

Grievance Hearing Panel Statement

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

Final Grievance Recommendation

The SON Dean shall act upon the Grievance Hearing Panel's recommendation within 24 clock hours of receipt of the materials. **The decision of the SON Dean is final.** The student will be notified of the Dean's decision in writing by Certified Mail.

Faculty involved in the grievance will be notified of the Dean's decision by OU email.

If the grievance results in a student being placed on probation or dismissed from the SON, the student must withdraw from all nursing courses in which he/she is enrolled. .

Withdrawal of Grievance

A student initiating the grievance procedure may withdraw the grievance at any time by writing the SON Associate Dean via OU email.

Creation of Grievance Panel

At the beginning of each academic year, the SON Associate Dean will appoint three faculty members and one student representative from each undergraduate track (Basic-BSN, ASD, and RN-BSN), as well as three faculty alternates and a student alternate from each undergraduate track who will serve as the Grievance Hearing Panel for the period of one academic year. Each Panel will consist of four voting members, three faculty members and one student. The student member must be from the same undergraduate track as the grievant. At no time will a faculty member or student serve on a Grievance Hearing Panel if he/she is the faculty of concern, the course Faculty of Record, or in any way connected with the issue of concern, or think it is inappropriate for them to serve on the Panel.

NON-ACADEMIC GRIEVANCE

The *Judicial Handbook* represents the essence of the judicial system at OU. If you find yourself involved in an incident of a disciplinary nature, those defined as a non-academic violation of Oakland regulations and/or local, state, or federal laws, you will find the *Judicial Handbook* useful in describing the judiciary process. Any questions may be directed to the OU Office of the Dean for Student Life. [144 Oakland Center, (248) 370-3352]

PROCEDURES FOR THE RESOLUTION OF A NON-ACADEMIC COMPLAINT

Initiation of the Complaint Procedure:

1. The complaint procedure is to be initiated within five (5) working days of the situation of concern.
2. The cause for the complaint must be submitted in writing by the student to the employee of concern (administrator, faculty, or staff) with a copy to the SON Associate Dean and SON Dean.
3. The student must meet on campus at the Human Health Building with the employee of concern and attempt a resolution.
4. If the complaint cannot be resolved, the student may, within five (5) working days of the meeting with the employee of concern, meet with the employee's immediate supervisor.
5. If the complaint is still not resolved, the student may, within two (2) working days of the meeting with the employee's supervisor, meet with the SON Dean or the Dean's designee.
6. The SON Dean will make the final decision for all SON employees and will notify the student by certified mail with copies to the employee, the employee's supervisor, and the Associate Dean.

Documentation of complaint

Documentation of all meetings between the student and persons involved with the complaint will be placed in the student's academic file.

Withdrawal of Complaint

At any point the student initiating the complaint may discontinue the process by submitting his/her request in writing to the SON Associate Dean.

POLICY AND PROCEDURE TO APPEAL A DISMISSAL

An appeal of a student's dismissal from the SON will be considered on a case-by-case basis. A student's appeal of his/her dismissal from the SON must be made within 12 months of the date of dismissal, and at least six (6) weeks prior to the start of the semester in which the student wishes to return. A student may not appeal a second dismissal.

Each semester the SON Associate Dean will appoint a *Dismissal Appeal Panel* (DAP), designate a chairperson, and inform the appropriate COI Chair. The DAP will be composed of three faculty members not directly involved in the dismissal and two non-voting representatives, one each from Administration and Advising.

Procedure to Appeal a Dismissal from the SON

1. The student must complete the *Academic Performance Dismissal Appeal (APDA)* form (available on the SON website under *Important Forms*). The APDA must be submitted to the SON Associate Dean within 12 months of the date of the dismissal and at least six weeks prior to the start of the semester in which the student wishes to return. In addition, the former SON student must submit a formal letter stating the reasons why he/she is appealing the dismissal, the reason for the original dismissal, and documentation of steps taken by the former student to support future success in the SON undergraduate program.
2. Within five (5) working days of receipt of an APDA, the student's academic file with all materials associated with the appeal will be held in the SON Associate Dean's office for review by the DAP members.
3. Within ten (10) working days of receipt of the student's materials, the DAP will meet.
4. Within three (3) working days of the meeting, the DAP will submit its recommendation to the SON Dean to either uphold the dismissal or reinstate the student.
5. The SON Dean may accept or reject the DAP's recommendation. A letter notifying the student of the Dean's decision will be sent to the student via Certified Mail within five (5) working days of receipt of the DAP's recommendation. **The decision of the Dean is final.**
6. If the appeal is approved, the student is reinstated and the dismissal is deferred.
- 7.
7. If reinstated, the student remains on probation in the SON and will return to nursing coursework on a space available basis. Prior to enrolling in any nursing courses, the student must meet with his/her SON Academic Adviser to develop a new POS. Minimally, the student must repeat the course(s) in which he/she received a failing grade. All SON progression policies will apply (Refer to Policies and Procedures for Progression, Retention, and Dismissal in the School of Nursing Undergraduate Program).

APPLICATION FOR READMISSION

Approved by School of Nursing Faculty Assembly on October 25, 2012

Students who have been dismissed from the SON and who wish to apply for readmission will be considered on a case by case basis. Former students may **apply only one time for readmission** to the SON. Application for readmission after being dismissed from the SON must be made within 12 months of the date of dismissal and at least six (6) weeks prior to the start of the semester in which the student wishes to return. Applications will be reviewed by the SON Admission Committee with a recommendation to the SON Dean. **The decision of the Dean is final.**

If a student's application for readmission is approved, the student will remain on probation in the SON and will return to nursing coursework on a space available basis. Prior to enrolling in any nursing courses, the student must meet with his/her SON Academic Adviser to develop a new POS. Minimally, the student must repeat the course(s) in which he/she received a failing grade. All SON progression policies will apply (Refer to Policies and Procedures for Progression, Retention, and Dismissal in the School of Nursing Undergraduate Program).

CEREMONIES, HONORS, & SCHOLARSHIPS

OU COMMENCEMENT

Commencement refers to the formal ceremony during which graduating students are recognized. OU holds two commencement ceremonies each year (after the Fall and Winter semesters). Students who complete the BSN degree requirements by the end of the Winter or Summer I semesters are honored at the spring commencement ceremony held in April. Students who complete the BSN degree requirements by the end of the Summer II or Fall semesters are honored at the winter commencement ceremony held in December.

The SON holds a “Pinning” ceremony at the end of the Winter and Fall semesters around the time of the OU commencement ceremony to honor SON graduates. A SON Pin can be purchased through Jostens. The order form is available on the SON website at: <http://www.oakland.edu/nursing/>

HONORS

Honors are awarded to students at the OU commencement ceremony. SON honors are awarded to undergraduate nursing students for academic achievement. To qualify, SON students are required to attain a minimum overall OU grade point average of 3.20 and a minimum overall SON grade point average of 3.50.

Students should consult the OU undergraduate catalog regarding OU honors, academic honors, and Dean’s List which are processed by Academic Records in the OU Office of the Registrar.

SCHOLARSHIPS

A variety of scholarships are available for SON undergraduate students. Each March, an E-mail message is sent to active SON undergraduate students regarding the scholarship application process for the next academic year. If the SON receives new scholarship information, an E-mail message will be sent to all SON undergraduate students informing them.

OAKLAND UNIVERSITY SCHOOL OF NURSING GRADE CONVERSION

Approved by School of Nursing Faculty Assembly on February 20, 2003

Note: 70% = 2.5

<u>PERCENTAGE</u>	<u>GPA</u>
100.00	4.0
98.00 – 99.99	3.9
96.00 – 97.99	3.8
94.00 – 95.99	3.7
92.00 – 93.99	3.6
90.00 – 91.99	3.5
88.00 – 89.99	3.4
86.00 – 87.99	3.3
84.00 – 85.99	3.2
82.00 – 83.99	3.1
80.00 – 81.99	3.0
78.00 – 79.99	2.9
76.00 – 77.99	2.8
74.00 – 75.99	2.7
72.00 – 73.99	2.6
70.00 – 71.99	2.5
68.00 – 69.99	2.4
66.00 – 67.99	2.3
64.00 – 65.99	2.2
62.00 – 63.99	2.1
60.00 – 61.99	2.0
58.00 – 59.99	1.9
56.00 – 57.99	1.8
54.00 – 55.99	1.7
52.00 – 53.99	1.6
50.00 – 51.99	1.5
48.00 – 49.99	1.4
46.00 – 47.99	1.3
44.00 – 45.99	1.2
42.00 – 43.99	1.1
40.00 – 41.99	1.0