SON website: SON Website

Like us on Facebook, search for Oakland University School of Nursing. Dean: Judy Didion, PhD, RN at didion@oakland.edu
Associate Dean: Carrie Buch, PhD, RN at buch@oakland.edu
Graduate Program Director: Meghan Harris, PhD, RN at harris23@oakland.edu
PhD Program Coordinator: Laura Pittiglio, PhD, RN pittigli@oakland.edu

SON Academic Advising:
Director of Student Services and Advising: Jason Pennington at penningt@oakland.edu
Graduate Student Academic Adviser: Emily Stepanian-Bennett at fox2@oakland.edu

Oakland University
School of Nursing
Human Health Building
433 Meadowbrook Rd.
Rochester, MI 48309-4452
nrsinfo@oakland.edu
(248) 370-4253

Revised September 1, 2020
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
CCNE  Commission on Collegiate Nursing Education
CITI  Collaborative Institutional Training Initiative
CNP  Certified Nurse Practitioner
CNS  Clinical Nurse Specialist
COA  Council on Accreditation of Nurse Anesthesia Educational Programs
CRNA  Certified Registered Nurse Anesthetist
DNP  Doctor of Nursing Practice
FNP  Family Nurse Practitioner
FOR  Faculty of Record
IRB  Institutional Review Board
HLC  Higher Learning Commission
MACN  Michigan Association of Colleges of Nursing
MARC  Medication Administration Remediation Course
MSN  Master of Science in Nursing
NA  Nurse Anesthesia
NCLEX  National Council Licensure Examination
OU  Oakland University
OUCA  Oakland University Computer Account
PhD  Doctor of Philosophy
POS  Plan of Study
RN  Registered Nurse
RN-BSN  BSN Degree Completion Sequence for Registered Nurses
SON  School of Nursing
USCIS  United States Citizenship and Immigration Services

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

Welcome to the School of Nursing! I am delighted that you have chosen Oakland University School of Nursing to complete your PhD. You and your classmates are a select group of well-qualified students. We are excited that you have chosen to be part of the inaugural PhD cohort.

The faculty have worked diligently to build a PhD program that is innovative and provides you the foundational tools to prepare you as a nurse scientist. I look forward for you to begin to build relationships with the faculty and your peers as you embark on your graduate education journey. These are opportunities for lasting relationships and the support for your success.

We have developed this handbook so you will have easy access to School of Nursing policies and procedures that are important for your successful progression through the PhD program. Please feel free to meet with the SON graduate academic advisor, the Graduate Director, or the PhD Coordinator 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
Table of Contents

GLOSSARY .......................................................................................................................... 2
WELCOME LETTER FROM DEAN ...................................................................................... 3
OVERVIEW OF THE SCHOOL OF NURSING ................................................................. 6
   School of Nursing Mission Statement ............................................................................ 6
   School of Nursing Vision Statement ........................................................................... 6
   Philosophy of Nursing Education .................................................................................. 6
   PhD in Nursing Program Objectives ............................................................................ 7
   Accreditations ............................................................................................................... 7
   Professional Organizations ............................................................................................ 8
Student Resources ............................................................................................................ 8
   Funding for Nursing PhD Students ........................................................................... 10
CURRICULUM .................................................................................................................... 10
   Components of the PhD Curriculum ............................................................................ 11
DISSERTATION GUIDELINES ............................................................................................ 13
   Process for Changing Dissertation Chair ..................................................................... 15
ACADEMIC PROGRAM POLICIES .................................................................................... 16
   Core Performance Standards ....................................................................................... 16
   Student Expectations .................................................................................................... 17
   ANA Code of Ethics for Nurses .................................................................................... 17
   Boundary Violations ..................................................................................................... 18
   Bullying ......................................................................................................................... 18
   Covid-19 Safety Measures in the Oakland University School of Nursing .................... 19
   SON Graduate COVID-19 Protocol for Class, Lab, and Clinical ................................... 20
   COVID-19 Screening Process ......................................................................................... 21
   Steps to Follow with a COVID-19 Related Absence ..................................................... 21
   Return to Campus or Clinical ......................................................................................... 22
   Students Working in the Healthcare Field .................................................................... 22
   Petition of Exception to an Academic Policy or Requirement ....................................... 23
   Course Waiver/Substitution for a Graduate Program Requirement .............................. 23
   Family Educational Rights & Privacy Act ..................................................................... 23
   Residency ...................................................................................................................... 24
   Withdrawal Policy ......................................................................................................... 24
   Program Withdrawal Options ......................................................................................... 24
   Leave of Absence Policy ................................................................................................. 24
   Apply to Graduate ......................................................................................................... 24
   Continuous Enrollment Policy ....................................................................................... 24

POLICIES AND PROCEDURES FOR PROGRESSION, RETENTION, AND DISMISSAL IN THE SON GRADUATE PROGRAM .... 25
**OVERVIEW OF THE SCHOOL OF NURSING**

The PhD in nursing program is closely aligned with and promotes the mission and goals of the university. The program concentrations of healthcare quality and health outcomes with a global perspective supports the university mission aligns with the university goals. The unique program concentrations have been developed to foster student success through faculty-student mentoring. Student mentoring will occur in an enriched environment of research and scholarship that contributes to basic and applied knowledge in the discipline of nursing. The PhD in nursing program will increase university recognition by preparing transformational leaders for key health care positions locally, nationally, and globally.

**School of Nursing Mission Statement**  
*Approved by SON Faculty on April 24, 2014*

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

**School of Nursing Vision Statement**  
*Approved by SON Faculty on April 24, 2014*

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

**Philosophy of Nursing Education**  
*Approved by the School of Nursing Faculty Assembly February 2016*

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

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

The faculty of the SON believe that nursing education:

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

Prepares students across all curriculum levels to learn, work, and live productively in ever changing national and international societies.

The faculty of the SON also believe that:

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

PhD in Nursing Program Objectives
Approved by School of Nursing Faculty Assembly September 28, 2017

The PhD in nursing program at Oakland University is designed to prepare nurse scientists responsive to the changing needs of society. The program allows for students with diverse educational backgrounds to construct a beginning program of research in a particular program concentration related to health care quality or health outcomes with a global perspective.

At the end of the PhD program:

1. Graduates will demonstrate knowledge of the research process that contributes to the discipline of nursing, with specific focus on the program concentrations of healthcare quality and health outcomes in with a global perspective.
2. Graduates will demonstrate expertise in the research process by contributing basic and applied knowledge to guide health care delivery.
3. Graduates will obtain positions in academia and/or as nurse leaders in key health care areas in the state of Michigan, nationally, and globally.

Accreditations

OU maintains regional accreditation with the HLC and specialized program accreditation in OU’s College and professional schools.

In the SON, the BSN, MSN, and DNP programs are accredited by the CCNE. In addition, the DNP-NA program is accredited by the COA. As there are no requirements for PhD program accreditation, the PhD program is evaluated under the university review by HLC.
Professional Organizations

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

Sigma Theta Tau International
The Sigma Theta Tau International 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.

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

Student Resources

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

MySAIL
The OU MySail system allows students to register for classes, view their financial aid status, and set up an e-bill online payment system.

Student Name, Address, and Phone Number Changes
The SON uses student name and address information that is on file with OU. Each student is responsible for informing the OU Office of the Registrar of any changes to his/her name, address, and/or telephone number.

Schedule of Classes
The schedule of classes is provided through the OU SAIL system and gives students times and dates for each specific course offering at Oakland University.

Academic Calendar
The academic calendar provides students a table of important dates. Students should access the academic calendar prior to each semester.

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

**SON Website**
The SON website is an important source of information for current nursing students.

**Course Moodle Websites**
Every SON course has a course-related website in Moodle.

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

**SON Faculty**
Students can communicate with SON faculty via OU email, internal Moodle email, telephone, or they can meet with them in person. SON faculty are available to assist students with their questions and/or concerns regarding nursing courses, clinical experiences, course grading, professional nursing, etc.

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

**Graduate Catalog**
The OU Graduate Catalog includes a listing of academic programs, degree requirements, policies, and related program information.

**The Graduate School**
The Graduate School website is an important source of information for current graduate students.

**Graham Health Center**
Graham Health Center (GHC) is Oakland University's on campus health center. Services offered by Graham Health Center are available to all current students, faculty, and staff.

**Kresge Library**
Kresge Library is an important source of information and resources for OU students.

**Financial Aid**
The OU Student Financial Services office is the place to go for all information about financial aid for OU students.

**SON Scholarships**
A variety of SON scholarships are available to SON students. Announcements regarding the application process will be sent to all SON students via OU email.

---

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

**Funding for Nursing PhD Students**

Financial support for admitted students is available via Graduated Research Assistant (RA) positions and the Nursing Faculty Loan Program (NFLP). The RA position provides eligible students with tuition support, a stipend, benefits, and the opportunity to gain research experience by working with faculty research mentors. The NFLP is a loan forgiveness program that provides eligible students assistance with the cost of tuition, fees, books, lab expenses and other reasonable education expenses.

Graduate School requirements for RA position:
- Students must have regular admission status to a specific graduate degree program
- Students must be in good academic standing
- Students must maintain full-time enrollment status at Oakland University during the semester(s) for which they are appointed
- Students must maintain an overall GPA of 3.0 and show satisfactory progress toward completing degree requirements
- Students may not hold other employment positions during the term of appointment, either at Oakland University or elsewhere, without prior written permission from their faculty adviser and Graduate Education
- Students must apply through [Handshake](#)

School of Nursing RA position requires graduate assistants to:

1. Meet full-time student status requirements;
2. Maintain good academic standing in the PhD program;
3. Participate in research activities approximately 20 hours per week during the fall and winter semesters throughout the PhD program; and
4. Achieve satisfactory appraisals from his/her faculty research mentor fall and winter semesters.

NFLP Funding

1. OU SON has been granted funds to support students through the Nurse Faculty Loan Program (NFLP). The NFLP aims to increase the number of nursing faculty.
2. Students who desire to secure an educator role within one year of degree completion are eligible.
3. Contact the Graduate Program Director for more details and to apply.

**CURRICULUM**

The PhD curriculum is designed to prepare nurse scientists through general coursework, mentoring and guidance from faculty who are experienced researchers committed to scientific inquiry, the assimilation of scientific processes, and analytics. The PhD
The curriculum expounds upon content acquired at the BSN, MSN and the DNP levels and emphasizes theory development and research expertise. Students may be admitted post-BSN, post-MSN or post-DNP. Total PhD course requirements for a post-BSN student is 80 credits of approved course work, for a post-MSN student it is 60 credits of approved course work, and for a post-DNP student it is 48 credits of approved course work.

The research concentration areas for the PhD curriculum are health care quality and health outcomes in global populations. The flexibility of the online format of the proposed program will increase options and facilitate the development of distant nursing scholars. The online delivery creates maximum flexibility for distance learners as well as those students who are local. To foster a sense of community students will be matched with faculty mentors early in the program. This will cultivate opportunities to facilitate the mentoring relationship throughout the program.

Additionally, every student admitted to the PhD program will be required to come to campus for one week each year for Doctoral Week. The primary purpose of this week is to engender a sense of community for all doctoral students. This week will commence with students meeting their faculty mentor and develop a communication strategy to facilitate their relationship (Skype, WebEx, or other modalities for distance students). In addition, there will be an orientation to the PhD program for first year students and presentation opportunities for students further along in the program (including Dissertation Defense). All students will attend in the same week so there will be ample opportunity for students to support and network with each other. Doctoral Week may also include intensive time for hybrid courses.

The PhD in nursing degree will be awarded upon successful completion of 1) the student’s approved POS, 2) the comprehensive examination and an oral examination, and 3) completion and defense of dissertation research.

The curriculum is composed of the following content areas: Philosophy of Science/Theory, Research Sequence, Professionalism, Nursing Science Topical Seminars, and a Cognate Minor. Philosophy of Science/Theory focuses on advanced theory and philosophical foundations of theory development. The research sequence includes statistics, advanced research methods and mentored research experiences. Professionalism focuses on policy, leadership and grant writing. The Topical seminars will focus on Health Care Quality and Health Care Outcomes. The Cognate Minor will draw on the curricular and research resources of other academic units outside of the School of Nursing or external institutions.

Components of the PhD Curriculum

Cognate Minor

Cognate courses will be chosen under the guidance of the faculty mentor. The student will be encouraged to identify a cognate area of study that supports their research interest. Because of the nature of a PhD, students will have great latitude in the variety of cognate areas from which to choose. Cognates are courses taken in other schools/colleges, departments or institutes within the University. In certain circumstances, these may be taken outside of the university or within the school of nursing for certain specialties. These courses must discernibly contribute to the student’s research goals. The program coordinator will facilitate appropriate contact with faculty in the cognate area. The cognate selection must be approved by both the faculty mentor and the program coordinator and updated on the student’s POS. This verification process establishes that the cognate coursework has been approved for use at the doctoral level, and that the student’s participation in the courses has approval from both the SON and the cognate area.
**Mentoring**

Mentoring involves an ongoing process of learning, dialogue and query. A faculty directory of research interest is available on the SON website that identifies faculty research interest areas and current research programs. Prior to admission, applicants provide a written statement that identifies objectives, goals, and research interests. Every effort is made to match the student with faculty research mentors whose research interests are similar to those of the student. Early on in the program the student will have the opportunity to meet faculty who have expertise in the student’s area of interest (Doctoral Week). The Faculty/PhD Student Mentor Partnership Agreement will be signed by the student, the mentoring faculty, and the PhD Program Coordinator (Appendix A). Research mentoring will be fostered through collaborative research relationships. It will be part of the PhD Program Coordinator’s responsibility to monitor and support the mentoring relationship between students and faculty. Should a student desire to change faculty research mentors, the PhD Program Coordinator should be notified in writing, with an explanation and justification for the requested change.

**Human Subjects Requirement**

*Any scholarly project with human subjects or animals as subjects requires IRB approval.* Oakland University requires completion of **CITI training** which fulfills the National Institute of Health (NIH) requirements for human subjects training. Following project approval, submission to the Oakland University Institutional Review Board (IRB), and other relevant IRBs (as deemed necessary), is required for studies involving human subjects. IRB approval must be obtained prior to the initiation of the project.

**Mentored Research Experience**

A mentored research experience is required of students entering with BSN or MSN preparation. This activity is designed to provide graduate students with a mentored research experience. The purpose of this experience is to provide students with an opportunity to participate in ongoing research as well as contribute to the student’s socialization as a scholar. Students must enroll for a minimum of two credit hours of NRS 9696, Mentored Research Experience. Applicable experiences include, but are not limited to, data collection, subject recruitment, developing and testing of experimental protocols, instrument development and testing, facilitating focus groups, and participating in both qualitative and quantitative data analysis and dissemination. Literature reviews and data entry are not deemed appropriate experiences. The faculty that is working with the student for this experience needs to be actively pursuing research and not necessarily funded.

**Procedure:**

A. After reviewing SON faculty profiles or via individual pursuit, students will choose a research experience in the students’ area of research/or augment the students’ experience in a research methodology necessary for the student to complete their desired area of research.

B. The mentoring faculty and student derive mutually agreed upon objectives for the completion of the experience.

C. The Research Form, which includes a written description of how the student will attain the identified objectives, will be signed by the student, the mentoring faculty, and the PhD Program Coordinator (Appendix B).

D. Students are responsible for negotiating his/her role and if necessary authorship status in advance.

E. When the student and mentoring faculty member conjointly agree that the objectives have been met, the faculty mentor will sign off on the Mentored
Dissertation Project
The required culminating research project is the dissertation. Students must enroll for a minimum number of NRS 9999 credits that is determined by the level of program entry: BSN entry level is 24 credit hours, MSN entry level is 16 credit hours, and DNP level of entry is 12 credit hours. Enrollment for NRS 9999 will occur in the fall and winter semester following the completion of course work and the comprehensive/qualifying examination. Students may also register for NRS 9999 during the spring/summer term if they plan to defend their dissertation at that time. Students must be enrolled in the semester that they defend.

Dissertation Committee
Within the first two years of their program, the student will be expected to identify a dissertation committee consisting of a chairperson plus a minimum of two additional committee members. The chairperson must be a PhD prepared tenured faculty member within the School of Nursing. Two of the remaining members must be tenured/tenure track faculty. When it is appropriate to the student’s plan of study and approved by the chair, an outside scientist or expert may be added to the committee.

Comprehensive/Qualifying Examination
The purpose of the examination is to determine the readiness of a pre-candidate to perform dissertation research. Students will sit for the comprehensive/qualifying examination at the discretion of their chair and/or after completing course work. The comprehensive/qualifying examination will have a written and an oral component. The written component will consist of questions that assess the student’s knowledge of challenging issues in nursing and health care research (including the student’s cognate area). All committee members must reach a majority agreement regarding the student’s performance on the written examination. Following successful completion of the written exam, the student takes the oral component. A student achieves candidacy when all committee members reach a majority agreement regarding the student’s performance on the oral examination.

Process for the Qualifying Examination
To prepare for exams, the student’s Dissertation Chair and a minimum of two additional faculty members who comprise the Dissertation Committee will meet with the student to review the candidate’s research proposal. The qualifying exam is scheduled according to each student’s individual POS. Exam questions assess the student’s knowledge, aptitude and readiness to complete their research. This is an examination; therefore, there will be no feedback, assistance from faculty, other students, and other outside sources.

1. The Dissertation Chair determines if the student’s research proposal is ready for the qualifying exam process.
2. The research proposal is distributed to the Dissertation Committee. The committee will have three weeks to review the proposal and formulate exam questions.
3. The student will have two weeks to write a response to the exam questions.
American Psychological Association (APA) format will be required with a 30-page
maximum.
4. The Dissertation Committee will have two weeks to evaluate the student’s response to the exam questions and by majority vote determine the outcome. In case of tie vote, the Chair will determine the outcome.
5. Upon successful completion of the written exam, an oral examination will be scheduled. The oral examination would comprise approximately an hour discussion between the committee and the student regarding the dissertation research study.
6. At the conclusion of this discussion, the Dissertation Committee will meet independent of the student and by a majority vote determine candidacy. In the case of a tie, the Chair will determine the outcome.
7. The Dissertation Committee chair will complete the Candidacy Approval Form (Appendix C) and all committee members will sign the form and return to the PhD Program Coordinator.
8. In the case of a failed outcome, the student may retake the Qualifying Examination one time.

**Dissertation Proposal Defense**
After successful completion of the Qualifying Exam Process dissertation, proposal defense will be scheduled. This will be a public event and posted two weeks prior on the SON website. The student will present their dissertation proposal within a 20-minute time frame, and field questions from the audience. After which, the student will meet with the Dissertation Committee for a specific discussion about the experience.

**Dissertation Defense**
The members of the committee must approve the dissertation before the candidate’s final oral defense. Acceptance of the dissertation by the Graduate School requires favorable recommendations by the Dissertation Committee. All dissertations must conform to university standards Guide for the Preparation of Theses. Students should also review the Dissertation Flow Chart. The dissertation defense will be publicized by the Oakland University Graduate School on the Web site OU Graduate School.

**Dissertation Formats**
Traditional book-style format
A. Title Page
B. An Abstract
C. Table of Contents
D. Chapters 1-2
   a. Introduction
   b. Problem Statement
   c. Background
   d. Literature Review
   e. Hypothesis/Research Question
   f. Theoretical and Conceptual Framework for the Study
   g. Significance
E. Methods Chapter
   a. Design
   b. Sampling
   c. Data collection
   d. Analysis measures and methods
F. Results Chapter
G. Discussion, discussion of strengths and weaknesses of the work related to the literature, conclusion, implications and future research chapter
Manuscript Style Format

If a student chooses this format then three manuscript-style papers are required. These manuscripts must be interrelated and serve as a report for the completed research project.

A. An Abstract
B. Introduction
   a. Problem
   b. Literature Review
   c. Hypotheses/Research Question
C. Method
   a. Sample
   b. Sampling procedures
   c. Measures and methods
   d. Research design
D. Results
E. Discussion
F. References
G. A final chapter that synthesizes all of the manuscripts
   a. Overview of the major research findings
   b. Discussion of the significance
   c. Discussion of strengths and weaknesses of the work
   d. Future research implications

Criteria for Evaluation of the Dissertation Defense

The oral defense is an exam/test. The following will be used to evaluate the Defense as “unsatisfactory” or “satisfactory”:

A. Quality of work
B. Scholarly Presentation
C. Quality of Oral dissemination
D. Ability to scholarly defend the dissertation project by responding to questions posed by the committee and other attendees

Process for Changing Dissertation Chair

If the Faculty Chair wants to be released from the Dissertation project:

1. The Faculty Chair must first make an appointment and meet with the student to discuss the relationship. If the issue(s) are unresolved after meeting with the student, then the Faculty Chair needs to meet with the PhD Program Coordinator to discuss why continuing to work with the student is no longer feasible and provide feedback on the progress made by the student thus far. If the PhD Program Coordinator is vacant, then the Faculty Chair needs to meet with an appropriate SON administrator.

2. An agreement to separate from a student must be made with the PhD Program Coordinator or appropriate SON administrator and Faculty Chair, and documentation of the separation will be placed in the student’s academic file.

3. The outgoing Faculty Chair must write a detailed account of the progress that has been made on the project up to the date of the Faculty Chair’s resignation. This document must be submitted to the student and the newly appointed Faculty Chair, and a paper copy placed in the student's academic file.

4. Once the decision to separate has been approved, it is the student’s responsibility to find a new Faculty Chair for his/her Dissertation project. The new Faculty Chair must have the required academic credentials/faculty rank as described as
described above and must be approved by the PhD Program Coordinator.
Documentation regarding who will be the new Faculty Chair will be placed in the
student’s academic file.
5. The new faculty Chair will send correspondence to the PhD Program Coordinator
giving the exact date he/she will assume the duties of Faculty Chair.

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

ACADEMIC PROGRAM POLICIES
Core Performance Standards

SON students must be able to demonstrate all of the Core Performance Standards. Any student
who believes they may need assistance meeting the Core Performance Standards should
contact the OU Office of Disability Support Services (DSS), 103A North Foundation Hall, (248)
370-3266 or DSS@oakland.edu.

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

### Student Expectations

The *American Nurses’ Association (ANA) Scope & Standards of Practice (3rd ed.)* provide the foundation for the expectations for all admitted undergraduate and graduate nursing students. The Standards identify 17 areas of professional performance that are expected of every nurse. As part of the nursing student’s development, it is imperative that each student demonstrate this professional conduct in all health care, academic and other settings. Each Standard is followed by competencies for the registered nurse and additional competences for the graduate-level prepared specialty nurse and the APRN.

A violation of the ANA Scope & Standards of Practice, the ANA Code of Ethics (see below), the *University’s Student Code of Conduct*, and/or unprofessional/unsafe behavior in any university, class, lab, clinical setting or public setting (including without limitation online/social media), may result in discipline up to and including suspension or dismissal from the SON and/or the University.

### ANA Code of Ethics for Nurses

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

1. **Provision 1:** The nurse practices with compassion and respect for the inherent dignity, worth, and unique attributes of every person.
2. **Provision 2:** The nurse’s primary commitment is to the patient, whether an individual, family, group, community, or population.
3. **Provision 3:** The nurse promotes, advocates for, and protects the rights, health, and safety of the patient.
4. **Provision 4:** The nurse has authority, accountability, and responsibility for nursing practice; makes decisions; and takes action consistent with the obligation to provide optimal patient care.
5. **Provision 5:** The nurse owes the same duties to self as to others, including the responsibility to promote health and safety, preserve wholeness of character and integrity, maintain competence, and continue personal and professional growth.
6. **Provision 6:** The nurse, through individual and collective effort, establishes, maintains, and improves the ethical environment of the work setting and conditions of employment that are conducive to safe, quality health care.
7. **Provision 7:** The nurse, in all roles and settings, advances the profession through research and scholarly inquiry, professional standards development, and the generation of both nursing and health policy.
8. **Provision 8:** The nurse collaborates with other health professionals and the public to protect
human rights, promote health diplomacy, and reduce health disparities.

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

**Boundary Violations**

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

In addition, the use of any language or materials, including without limitation in-person, via telephone and/or via any electronic media (e.g., e-mail, text, social media, or any other electronic communications of any kind), may also result in discipline up to and including suspension or dismissal from the SON and/or the University if it:

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

**Bullying**

A “bully” generally describes a person who intentionally uses physical strength, verbal intimidation, or technology to frighten or hurt someone or who engages in exclusionary or obstructionist behavior. “Bullying” generally means to intentionally insult, threaten, intimidate, embarrass or pressure a person by force, taunt or derision, or to intentionally use abusive language or behavior against someone in the workplace. Workplace bullying can occur by physical act, or by verbal, written or electronic communication.

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, or if you experience an incident or are in any academic or clinical setting that makes you feel unsafe, please communicate it to the SON as soon as possible following the process detailed below.

If the incident(s) occurred during a clinical experience, you may report the incident(s) to the Dean of Students office. You may also report the incident(s) to the School of Nursing through the following process:

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 Associate Dean, and
4. 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.

The Dean of Students office and the School of Nursing may coordinate or consolidate their responses to the reported incident(s).

For further information, refer to the ANA (2015) position statement on Incivility, Bullying, and Workplace Violence at Violence, Incivility, and Bullying.

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.

**Covid-19 Safety Measures in the Oakland University School of Nursing**

**Last Revised: August 21, 2020**

In the School of Nursing, the safety and health of Oakland University students, employees and our healthcare partners is our highest priority. In order to minimize health and safety risks when students are present on campus or at clinical sites, all students must adhere to the safety measures implemented to prevent the spread of the COVID-19. All measures are based on CDC recommendations. Students are responsible for acknowledging and implementing the following safety measures:

**On Oakland University Main Campus or Satellite Campuses:**
- Students must fill out and submit a health screening prior to coming to campus each day.
- Should a student test positive for COVID-19 or have symptoms (fever, cough, shortness of breath, fatigue, muscle aches, new loss of taste or smell, or temperature above 100.4°F) they should stay home and notify their instructor.
- Should a student be exposed to someone who is positive for COVID-19 without wearing proper PPE (N95 respirator, eye protection, gloves, gown), they should stay at home and notify their instructor.
- Presence on campus should be limited to the time the student is scheduled for class or lab only.
- Students must wear a face mask when entering any building on campus and the entire time they are anywhere in any building including restrooms, elevators, and stairwells. If the student is unable to wear a face mask due to health conditions, they must contact Disability Support Services.
- Students must maintain 6 feet social distance when entering and exiting any building and the entire time they are in any building including classrooms, offices, labs, and student lounge areas.
- Students need to follow floor markings for safe distancing and directions for movement in hallways, offices, and classrooms.
● Students will wear the designated PPE required in the lab setting based on lab activities (face masks, gloves, etc.).
● Students should wash their hands regularly: before and after using the restroom; before and after eating; after coughing; sneezing; blowing their nose; and at every glove/PPE change.
● Any equipment used by more than one individual must be sanitized between users.

At Clinical Sites:
● Students must fill out and submit a health screening prior to coming to the clinical site each day.
● Should a student test positive for COVID-19 or have symptoms (fever, cough, shortness of breath, fatigue, muscle aches, new loss of taste or smell, or temperature above 100.4°F) they should stay home and notify their instructor.
● Should a student be exposed to someone who is positive for COVID-19 without wearing proper PPE (N95 respirator, eye protection, gloves, gown), they should stay at home and notify their instructor.
● Students must follow any requirements of the healthcare facility for entrance into the facility, PPE requirements, and social distancing.
● After clinical, it is the student’s professional responsibility, as a direct caregiver, to maintain diligent safe hygiene practices to prevent community exposure. Students should not wear their uniforms in public places after clinical and should hand wash thoroughly and make every attempt to bathe or shower before socializing with others in the public.

The student is responsible for compliance with all SON and University COVID-19 policies and procedures. Students are responsible for keeping updated on policy/procedure changes based on CDC recommendations. More information regarding policies and procedures is available on the Oakland University Reopening Campus webpage and the School of Nursing site.

Failure of any student to follow the procedures and policies outlined in this document may result in that person being removed from the classroom, lab, or clinical site and losing credit for time missed and not being allowed to make up time missed. Repeated violations may result in disciplinary action up to and including suspension or dismissal from the SON and/or the University for exhibiting unsafe, unethical, and unprofessional behavior.

SON Graduate COVID-19 Protocol for Class, Lab, and Clinical

Last Revised: September 1, 2020

The health and safety of our students, staff, faculty, and clinical partners is our highest priority as we navigate through the COVID-19 pandemic. During this period, students, faculty and staff are responsible for following protocols that will protect themselves and others. Therefore, it is critical to adhere to the current University health protocol to prevent the virus from spreading. This protocol is based on recommendations from the Oakland County Health Department and the CDC. Please review the “Return to Campus” section on the OU Website for more details. Please realize that additional safety protocols might be mandated by the clinical agencies you are working with for your clinicals. It is an expectation that you adhere to these protocols also.
In order to create a safe and healthy culture in the SON, faculty will not penalize students if they are absent from classes, labs, and/or clinicals due to COVID-19 related symptoms and/or the need to self-isolate because of a COVID-19 related exposure. If there is an absence, you must notify the course Faculty of Record (FOR) and they will advise you on alternative learning experiences to meet course objectives. At this time, Advanced Practice Registered Nurse (APRN) clinicals cannot be substituted with virtual assignments, so clinical hours will need to be arranged with the faculty and assignments will be based on space availability.

**COVID-19 Screening Process**

Prior to coming to campus or to the clinical setting for any **face to face** activities, you must complete the **Student Daily Health Screening Form** by logging into MySAIL.

*NOTE: If you have been exposed to COVID-19, but were wearing proper PPE (based on the health care institution’s policy) at the time, then it is not considered an exposure and you should answer “No” to the third question.*

*NOTE: If you answer ‘yes’ to any of the questions on the screening tool and do not receive a green light, you cannot come into the campus buildings nor clinical agencies.*

- You may be asked to show proof of completing the Student Daily Health Screening form by showing your phone with the green “go” banner to your faculty and/or lab staff at the beginning of each face to face class, lab, or clinical.
- Anyone intending on visiting campus is required to fill out the OU health screening form beforehand and is expected to answer all questions accurately. As health care professional students it is your responsibility to protect yourself and others by providing truthful information.
- Please be aware that Graham Health Center (GHC) will be notified of your response. If there are concerns, the GHC will contact you so be sure to include a phone number that they can easily reach you.

**Steps to Follow with a COVID-19 Related Absence**

If you answered **YES** to **ANY** of the screening questions then you are **NOT** to attend clinical or come to campus. Please read and follow the steps below:

- **If you are scheduled for class:** notify your course **FOR as soon as possible in writing** via the means of communication established by the faculty (i.e. Moodle, OU email, text message, etc.).
- **If you are scheduled for clinical or a lab:** notify your course **FOR and clinical faculty/lab faculty as soon as possible in writing** via the means of communication established by the clinical faculty (i.e. Moodle, OU email, text message, etc.).

If you have symptoms of COVID-19:

- Care for yourself and isolate at home.
- Follow CDC guidelines for “**What to do if you are sick.**”
- Follow-up with your primary care provider or GHC.
  - If you are tested for COVID-19, provide the test results to GHC.
● Students who are ill should not return to in-person classes or clinical sites, or end isolation until they have met CDC’s criteria for discontinuation of home isolation and have been cleared by their primary care provider or GHC.

If you have had contact with a laboratory-confirmed COVID-19 case and were not wearing the appropriate PPE (based on the health care institution’s policy):

- Self-quarantine according to the most recent CDC guidelines.
  - Note: A negative COVID-19 test does NOT shorten the duration of the quarantine.
- Monitor for fever or symptoms of COVID-19.
- If symptoms develop, follow the above policy: “If you have symptoms of COVID-19”.
- If no symptoms develop, you are cleared to return to campus and/or clinical after the quarantine period has ended.

**Return to Campus or Clinical**

- The OU SON is following current CDC guidelines to indicate when students who have tested positive for COVID-19 may return to campus and/or clinical.
- In addition, students who have been ill and/or tested positive for COVID-19 must submit proof of medical clearance from their primary care provider (PCP) to GHC and to the SON clinical department at sonclinical@oakland.edu.
  - The PCP’s note must indicate that you have met all of the current CDC Criteria for Return to Work for Healthcare Personnel with SARS-CoV-2 Infection.
- The clinical department will follow up with you and will work with the faculty to make the necessary arrangements for you to return to the clinical, lab, and/or classroom setting.
- For all clinical courses, students must also follow the clinical institution’s policy in reference to returning to clinical after a COVID-19 exposure.

**Students Working in the Healthcare Field**

Students who had prolonged* close contact** with a patient, visitor, or HCP with confirmed COVID-19 (includes students working with patients with COVID-19)

*Prolonged contact is considered exposure for 15 minutes or more OR any amount of time if exposure occurred during performance of an aerosol generating treatment (ex. Bronchoscopy, intubation, open suctioning, breathing treatments, etc.)

**Close contact:
- being within 6 feet of a person with confirmed COVID-19 OR
- having unprotected direct contact with infectious secretions or excretions of the person with confirmed COVID-19.

If a student had an exposure with a patient, visitor, or health care provider with confirmed COVID-19 and was not wearing the appropriate PPE (based on the health care institution’s policy):

- Wearing a respirator or facemask.
- Wearing eye protection if the person with COVID-19 was not wearing a cloth face covering or facemask.
• Wearing all recommended PPE (i.e., gown, gloves, eye protection, N-95 mask or respirator) while performing an aerosol-generating procedure.

The exposed student should follow the CDC guidelines for students exposed to COVID-19 while caring for patients as a worker in the healthcare field and:

• Self-quarantine according to the most recent CDC guidelines.
• Monitor for fever or symptoms of COVID-19.
• If symptoms develop, follow up with your primary care provider or Graham Health Center.
  ○ If you are tested for COVID-19, provide the test results to GHC.
• Students who are ill should not return to in-person classes or clinical sites, or end isolation until they have met CDC’s criteria for discontinuation of home isolation and have been cleared by their primary care provider or GHC.

Petition of Exception to an Academic Policy or Requirement

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

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

Decisions regarding petitions are made by the Graduate Committee on Instruction of the OU SON and the Graduate School. Please work with your Academic Adviser if you believe you should be submitting a petition of exception.

Course Waiver/Substitution for a Graduate Program Requirement

Students admitted to a graduate program are expected to complete the program requirements according to the OU Graduate Catalog. On occasion, a required course in a graduate program may not be available or may no longer be offered due to program changes. With advanced approval from the Ph.D. Program Coordinator and the Graduate School, a student may request a course requirement be waived and another OU course substituted.

When there is just cause for the substitution, a student must submit a Course Waiver/Substitution Request form. Please work with your Academic Adviser if you believe you should submit a course waiver/substitution petition.

Family Educational Rights & Privacy Act
The federal Family Educational Rights and Privacy Act (FERPA) of 1974 pertains 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.

**Residency**

All students are required to fulfill a residency requirement for this program. Although students may complete some of the program on a part-time basis, continuous full-time enrollment is highly preferred. The minimum residency requirement shall be full-time residency (8 credits per semester) for two consecutive full semesters.

**Withdrawal Policy**

A student who wants to withdraw from nursing courses or the SON must notify their SON Academic Adviser and the Ph.D. Program Coordinator. Please work with the Ph.D. Program Coordinator and Academic Adviser if you would like to withdraw from a course or the School of Nursing.

**Program Withdrawal Options**

If a student chooses to withdraw from the Ph.D. program or is unsuccessful in meeting the requirements, the student can apply to the MSN or DNP program. Relevant credits can be applied to the chosen option. The student will need to complete the MSN or DNP program requirements including the Master's Research Project or the DNP Research Project to graduate from that program.

**Leave of Absence Policy**

SON graduate students may go “on-leave” for up to one year (a total of no more than 12 months). Prior to going on-leave, the student is required to meet with his/her SON academic adviser and program director/coordinator and complete the SON Leave of Absence form. If the situation allows, an amended POS will be generated. Returning to SON coursework is contingent upon space availability. The following requirements must be satisfied by all students who wish to return from on-leave status: https://www.oakland.edu/grad/current-graduate-students/forms/

**Apply to Graduate**

In order to graduate in any given semester, students must apply for graduation by the semester defined deadline for Applying to Graduate. Students who do not apply to graduate will experience a delay with degree conferral.

**Continuous Enrollment Policy**

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

The continuous enrollment policy can also be met by registration in a graduate level
course relevant to the student’s academic program. Should circumstances arise that may cause an interruption in graduate study, the student must apply for a Leave of Absence. Doctoral students who do not maintain continuous enrollment and have NOT been granted an official leave of absence, are subject to termination from the program, based on recommendation of the department and approval by the Academic Dean.

POLICIES AND PROCEDURES FOR PROGRESSION, RETENTION, AND DISMISSAL IN THE SON GRADUATE PROGRAM

Approved by the School of Nursing FA on April 23, 2020

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

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

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

Probation: An OU SON graduate student will be placed on probation if the student receives one (1) nursing course grade below a B or a grade of Unsatisfactory progress (NP). Students who withdraw from a course after receiving a failing midterm grade, will be counseled. Students who withdraw from a course more than once may be placed on probation or recommended for dismissal from the program. Upon written receipt of notification of placement on probation, the student will also be notified of the conditions necessary for him/her to continue in the graduate nursing program by the Associate Dean with a copy of the notice placed in the student’s file.

An independent study course or a competency exam cannot be used as a substitute for a failed course. The student must also develop a written plan for success in meeting the conditions of probation and a copy will be placed in the student's file.

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

1. receives a grade below B in more than one (1) nursing course;
2. receives a grade of Unsatisfactory progress (NP) in more than one (1) course;
3. withdraws from more than one course after having received a failing midterm grade;
4. fails to fulfill the conditions of probation; or
5. exhibits unsafe, unethical or unprofessional behavior in any academic or clinical setting

*Note that a grade less than B or NP are both failing grades and thus receiving either consecutively will be considered grounds for dismissal.

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

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

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

In order to attempt a resolution of a course evaluation issue, the student must first meet with the SON faculty member who assigned the grade at the Human Health Building. If the student chooses not 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: [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 prerequisite 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 five business days following the filing of the grievance. The GCP will review all materials submitted by the student and the SON faculty member related to the grievance. The GCP will meet separately with the student and the SON faculty member involved in the grievance. The student may request a SON faculty member to act as his/her advocate. At the student's request, the SON faculty member acting as the advocate may attend the grievance hearing.

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

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

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

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

Procedure to Appeal a Dismissal from the SON

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

Step 1: Notification of Dismissal Appeal
Following receipt of a letter of dismissal from the Graduate School, the student has three months to appeal the dismissal. If the student wishes to appeal, the student must write a letter to the Dean of Graduate Education, with a corresponding copy to the chair of the relevant graduate program or department. The appeal must cite an appropriate cause for consideration of the appeal, providing information on the reason(s) for reinstatement and substantial evidence or extenuating circumstances in support of reinstatement.
Disagreements over evaluation of academic quality or the decision of the graduate program unit to remove a student from an internship, practicum, clinical site, or service-learning placement must be appealed within the academic graduate program.

Step 2: Preparation for Dismissal Appeal Hearing
Within thirty (30) calendar days of receipt of a student's appeal, the Dean of Graduate Education will seek written input from the Chair or Program Coordinator of the relevant graduate program or department. The graduate program or department has fourteen (14) calendar days to send written input to the Dean of Graduate Education. The Dean of Graduate Education will review the case, based upon the appeal and written input from the graduate program and/or department.

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

If the Dean of Graduate Education is satisfied that there is no valued basis for reinstatement and that the proceedings regarding the student have met the stated procedure and requirements, the appeal for reinstatement will be denied. If there is a reason to overturn the dismissal, the student will be reinstated on academic probation until such time as the student meets all academic requirements and standards or is returned to good academic standing.

The decision of the Dean of Graduate Education is final.

OU Judicial Process

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

Approved by the SON Faculty Assembly on March 30, 2017

<table>
<thead>
<tr>
<th>PERCENTAGE</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>95.00-100.00</td>
<td>A</td>
</tr>
<tr>
<td>90.00-94.99</td>
<td>A-</td>
</tr>
<tr>
<td>85.00-89.99</td>
<td>B+</td>
</tr>
<tr>
<td>80.00-84.99</td>
<td>B</td>
</tr>
<tr>
<td>75.00-79.99</td>
<td>B-</td>
</tr>
<tr>
<td>70.00-74.99</td>
<td>C+</td>
</tr>
<tr>
<td>65.00-69.99</td>
<td>C</td>
</tr>
<tr>
<td>60.00-64.99</td>
<td>C-</td>
</tr>
<tr>
<td>55.00-59.99</td>
<td>D+</td>
</tr>
<tr>
<td>50.00-54.99</td>
<td>D</td>
</tr>
<tr>
<td>0.00-49.99</td>
<td>F</td>
</tr>
</tbody>
</table>
APPENDIX A

Faculty/PhD Student Mentor Partnership Agreement

THIS AGREEMENT INDICATES MY CONSENT TO WORK WITH _______________ AND PROVIDE ADVICE AND CONSULTATION ON ACADEMICS, RESEARCH, AND GUIDE DEVELOPMENT TOWARD THE DISSERTATION RESEARCH PROJECT.

MENTOR RESPONSIBILITIES:

- PROVIDE EXPERTISE IN RESEARCH CONTENT AREA RELATED TO STUDENT’S RESEARCH INTEREST
- PROVIDE INFORMATION AND GUIDANCE FOR THE STUDENT’S RESEARCH ADVISE REGARDING PROFESSIONAL DEVELOPMENT BY IDENTIFYING CONFERENCES AND/OR OTHER PROFESSIONAL MEETINGS THAT THE STUDENT CAN ATTEND WITH/OR WITHOUT THEIR MENTOR
- PROVIDE INFORMATION ON PROFESSIONAL ORGANIZATIONS

WE HAVE DISCUSSED THE PROCESS BY WHICH WE WILL WORK TOGETHER. IN ORDER TO ENSURE THAT OUR RELATIONSHIP IS A MUTUALLY REWARDING AND SATISFYING EXPERIENCE FOR BOTH OF US, WE AGREE TO:

1. MEET REGULARLY. OUR SPECIFIC SCHEDULE OF CONTACT AND MEETINGS, INCLUDING ADDITIONAL MEETINGS, IS AS FOLLOWS:

2. PROVIDE REGULAR FEEDBACK TO EACH OTHER AND EVALUATE PROGRESS. THIS WILL BE ACCOMPLISHED BY REVIEWING RESEARCH GOALS REGULARLY, DISCUSSING PROGRESS, AND CHECKING IN WITH EACH OTHER TO MAKE SURE OUR INDIVIDUAL NEEDS ARE BEING MET IN THE RELATIONSHIP, AND PERIODICALLY THEREAFTER.

MENTOR’S SIGNATURE  
DATE

MENTEE’S SIGNATURE  
DATE

PROGRAM COORDINATORS SIGNATURE  
DATE
APPENDIX B

Mentored Research Experienced/PhD Student Agreement

SIGNING OF THIS CONTRACT BETWEEN ________________________ (MENTOR) AND ________________________ (STUDENT) MEANS THAT THE PARTIES WILL AGREE TO THE CONDITIONS AND STATEMENTS WRITTEN BELOW.

STUDENT RESPONSIBILITIES INCLUDE:
1. REVIEWING SON FACULTY PROFILES OR VIA INDIVIDUAL PURSUIT, CHOOSE A RESEARCH EXPERIENCE IN THE STUDENTS’ AREA OF RESEARCH/ OR AUGMENT THE STUDENTS’ EXPERIENCE IN A RESEARCH METHODOLOGY.
2. DERIVING MUTUALLY AGREED UPON OBJECTIVES WITH THE MENTORING FACULTY FOR THE COMPLETION OF THE RESEARCH EXPERIENCE.
3. MEETING WITH THEIR MENTOR AT TIMES AND LOCATIONS AGREED UPON BY BOTH PARTIES.
4. KEEPING AND FOLLOWING A RESEARCH SCHEDULE.
5. CONDUCTING ETHICALLY BASED RESEARCH THAT HAS BEEN APPROVED AND DIRECTED BY THEIR MENTOR.
6. CONDUCTING THE REQUIRED WORK IN A TIMELY MANNER AS DIRECTED BY THEIR MENTOR.
7. TAKING RESPONSIBILITY FOR NEGOTIATING HIS/HER ROLE AND IF NECESSARY AUTHORSHIP STATUS IN ADVANCE.
8. PRESENTING THE INFORMATION AT AN APPROVED CONFERENCE, AN ON-CAMPUS SYMPOSIUM, OR IN A PEER-REVIEWED JOURNAL.

MENTOR RESPONSIBILITIES INCLUDE:
1. MENTORING A STUDENT ONLY IN AREAS OF RESEARCH IN WHICH THEY ARE ACADEMICALLY, PROFESSIONALLY, OR PERSONALLY FAMILIAR.
2. DERIVING MUTUALLY AGREED UPON OBJECTIVES WITH THE STUDENT FOR THE COMPLETION OF THE RESEARCH EXPERIENCE.
3. ENSURING THAT THE STUDENT IS FOLLOWING THE PROPOSED MODE OF RESEARCH AND THE RESEARCH SCHEDULE.
4. REVIEWING PROPOSED RESEARCH EXPERIENCE FOR SOUND METHODS, ETHICAL INTEGRITY, AND COMPLETION IN A REASONABLE TIME FRAME.
5. ASSISTING THE STUDENT IN DISSEMINATING THE INFORMATION AT AN APPROVED CONFERENCE, ON-CAMPUS SYMPOSIUM, OR IN A PEER-REVIEWED JOURNAL.

*IN THE EVENT THE STUDENT LEAVES THE INSTITUTION OR DOES NOT COMPLETE THE RESEARCH, THE FACULTY MEMBER HAS THE RIGHT TO PRESENT THE RESEARCH.

DESCRIPTION OF RESEARCH EXPERIENCE:
STUDENT SIGNATURE: ________________________________

MENTOR SIGNATURE: ________________________________

PHD PROGRAM COORDINATOR SIGNATURE: ________________________________

THE MENTORS SIGNATURE BELOW SIGNIFIES THAT THE STUDENT AND THE MENTOR CONJOINTLY AGREE THAT THE OBJECTIVES FOR THE RESEARCH EXPERIENCE HAVE BEEN MEET.

MENTOR SIGNATURE ________________________________ DATE __________________
APPENDIX C

Candidacy Approval Form

Candidates Name: ____________________________     Date: ____________________________
Candidates email: __________________________________________

Date Written Qualifying Examination was passed: _________________________
Date Oral Qualifying Examination was passed: ____________________________

Committee Members:

Dissertation Chair
(Printed)_______________________Signature:______________________Date:____________

Committee Member
(Printed)_______________________Signature:______________________Date:____________

Committee Member
(Printed)_______________________Signature:______________________Date:____________

Committee Member
(Printed)_______________________Signature:______________________Date:____________

Program Coordinator
(Printed)_______________________Signature:______________________Date:____________

Graduate Director
(Printed)_______________________Signature:______________________Date:____________