

DOCTOR OF PHILOSOPHY IN NURSING

STUDENT HANDBOOK 2016

GENERAL INFORMATION

This publication is for informational purposes and is neither a contract nor an offer to contract. The College reserves the right to change any provision or requirement at any time without notice. This material supplements the Wayne State University *Graduate Bulletin* and the *Schedule of Classes* and is not intended to replace these documents. Additional sources of information are through the University website www.wayne.edu, the Graduate School website www.gradschool.wayne.edu and the College of Nursing website www.nursing.wayne.edu.

Current 11/11/2016



College of Nursing

Fall 2016

Dear PhD Student:

The faculty and staff of the College of Nursing welcome you to the PhD program at Wayne State University. We hope doctoral study will be an enlightening and productive experience for you. This handbook has been prepared to provide you with information to facilitate progression in your program of study.

We are extremely proud of the alumni of our PhD program in Nursing at Wayne State University. Over 200 researchers and scholars have graduated from the program since its inception in 1975. Our alumni are in leadership roles in research, education, practice, and administration throughout the United States, Canada and abroad. The contributions of our graduates to the discipline and profession of nursing are recognized nationally and internationally.

We wish you success in your program of study. If we can be of assistance, please contact Clinton Loh, PhD Program Secretary, at fs2410@wayne.edu or 313 577-4136 or Kristen Salem, Academic Services Officer, Office of Student Affairs PhD Student Advisor, at ksalem@wayne.edu or 313 577-4119.

Sincerely,

April Hazard Vallerand, PhD, RN, FAAN
PhD Program Director
ahv@wayne.edu
313-577-5724

Table of Contents

STUDENT HANDBOOK 2016	1
GENERAL INFORMATION	1
OVERVIEW	5
HISTORY.....	5
PHILOSOPHY	6
STUDENT SERVICES.....	8
THE DOCTOR OF PHILOSOPHY IN NURSING	8
ACADEMICS	10
__Program Options.....	10
PHD PROGRAM PATHWAYS.....	11
PRE-DISSERTATION RESEARCH REQUIREMENTS	12
__Statistics Requirement	13
__Dissertation Colloquia	15
__Graduate School Doctoral Residency Requirement.....	16
__Academic Program Planning and Advising	16
ADVISING	24
__The Role of the Concentration Advisor.....	25
__Expectations of Students	26
___A. The Interim Plan of Work.....	26
___B. The Final Plan of Work.....	27
___Change in Plan of Work.....	27
___Directed Study	27
___When to file the Transfer of Credit form.....	28
___Eligibility of Credits	28
COLLEGE OF NURSING ACADEMIC PROGRESSION POLICIES.....	28
__Request for a time extension.....	29
__Time extension beyond the 10-year mark	30
__Appeal Process	30
THE QUALIFYING EXAMINATION	30
ADVANCEMENT TO CANDIDACY	35
__Candidacy requirements	35
__Form required	35
__Procedure	35
DISSERTATION	36
__Changes in Committee.....	36
__Procedures.....	36
__Degree Certification	39

__ Convocation	40
STUDENT CODE OF CONDUCT	42
COLLEGE OF NURSING ACADEMIC APPEALS POLICY	59
__ University Level Academic Appeal Procedure	61
REGISTRATION	62
DOCTORAL NURSING COURSES REQUIRING WRITTEN CONSENT	62
RESOURCES	66
STUDENT ORGANIZATIONS	69
STUDENT SERVICES	70
SOURCES FOR GRADUATE SCHOOL AND COLLEGE OF NURSING FORMS AND INFORMATION.	79

OVERVIEW

WAYNE STATE UNIVERSITY COLLEGE OF NURSING

HISTORY

The Wayne State University College of Nursing began in 1930 as one of the departments of the College of Liberal Arts. During the first fifteen years, the nursing programs became so varied, the enrollment so large, and the contribution to the total community so important that reorganization was necessary. In 1944, at the request of the College of Liberal Arts, the Board of Education authorized the establishment of the Wayne University College of Nursing. The College began to function as one of the components of the University in the spring of 1945.

In 1947 under the leadership of Katherine Faville, the College's first dean, the faculty assumed full responsibility for teaching clinical nursing courses. This was the first time the shifting of clinical teaching from hospital staff to nursing faculty was initiated. This model has now been incorporated by colleges and schools of nursing nationwide. Graduates from the program were eligible to take the national examination for the registered nurse license.

Since 1954, the College has offered programs leading to the degree of Master of Science in Nursing. These programs offer advanced practice preparation for nurse practitioners, nurse-midwives and clinical nurse specialists.

In 1975, the College developed a Doctor of Philosophy in Nursing program. This was one of the first opportunities for doctoral study in the United States. To date, over 200 nurse scientists have received PhD degrees in nursing from Wayne State University.

In 2008, the College established the Doctor of Nursing Practice program to develop clinically focused advance practice leaders in nursing.

MISSION STATEMENT

The mission of the College of Nursing is to create and translate knowledge and to educate a diverse student body prepared to excel as clinicians, scholars, and leaders who improve health in local and global communities.

VISION

The College of Nursing will be the leader in nursing research and education, known for our commitment to and impact on urban health.

VALUES

As the College of Nursing, we commit to the values of Wayne State University. While our vision and mission show where we want to go, our values guide us on the way. Our values bind us culturally and permeate our strategic and tactical initiatives. They are the defining traits of the Wayne State community.

- Collaboration: When we work together, drawing upon various talents and perspectives, we achieve better results.

- Integrity: We keep our word, live up to our commitments and are accountable to ourselves and each other.
- Innovation: We are unafraid to try new things and learn by both failure and success.
- Excellence: We strive for the highest quality outcomes in everything we do.
- Diversity and Inclusion: We value all people and understand that their unique experiences, talents and perspectives make us a stronger organization and better people.

PHILOSOPHY

The College of Nursing functions within the context of Wayne State University and supports the central goals and mission of the university. These goals are to nurture the intellectual abilities of students and faculty and to provide education, research, and community service. As an urban university, Wayne State accepts responsibility for a reciprocal partnership with the community, using resources and knowledge in dealing with human life.

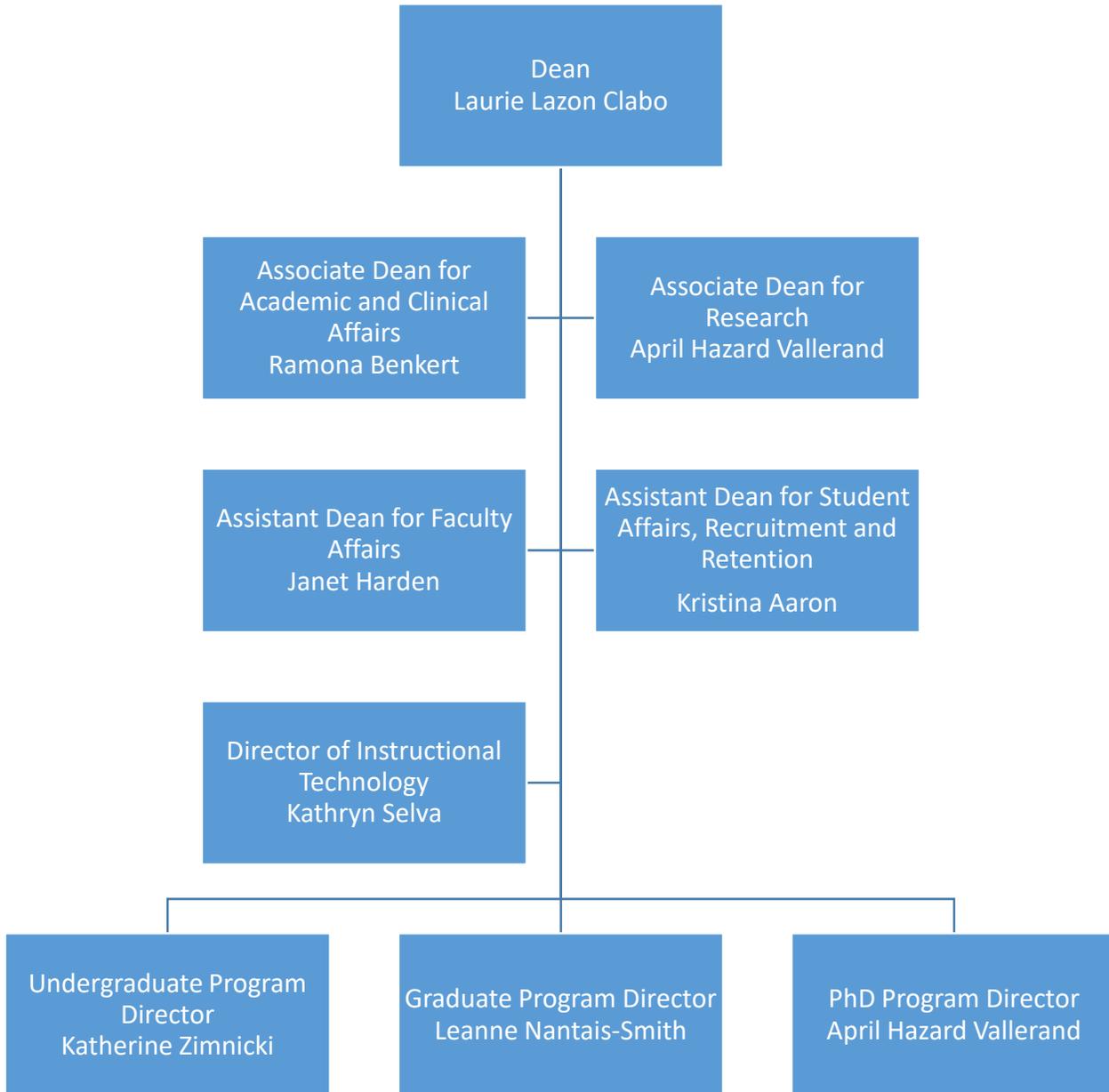
Nursing is an academic discipline and profession. As a discipline, nursing develops its body of knowledge using research as the major mode of discovery and validation. The scholarly environment of the university enhances the research and theory development endeavors of the College of Nursing. As a profession, nursing uses knowledge creatively in response to the health care needs of society. Experience in a variety of clinical settings is the primary mode for the development of practice competencies. The urban context of the university provides a setting for exploring the application of knowledge to professional nursing practice.

The concepts that order the discipline and profession of nursing are derived from knowledge about human beings, health care, and environment. These concepts give identity to professional nursing practice, direct inquiry, and theory development.

The faculty believe that learners are self-directed and actively participate in the learning process. Self-direction encourages the development of personal goals and values significant to the profession of nursing. Knowledge acquisition, capacity for critical inquiry, reflection and decision making prepares learners to respond to issues that confront them as professionals. Learners from diverse backgrounds enter the College of Nursing to begin or continue their education within the academic discipline of nursing. The faculty believe that the diverse characteristics of its students add to the richness of the learning experience. The program seeks to accommodate the special needs, interests, and abilities of the students. The faculty support the right of students to question, challenge, and debate within the context of inquiry as an essential ingredient in the student's development. Continuing evaluation on the part of the students and faculty is essential to sustain the integrity of the program.

The faculty of the College of Nursing, as members of the academic community, recognize that its professional functions extend beyond contributions to formal teaching. Research, practice, and community service are also expectations of the faculty role. The faculty view as essential: academic freedom, shared governance, opportunity to develop knowledge, and responsibility to incorporate new knowledge into teaching and nursing practice. The faculty assume responsibility for enhancing the image of the College of Nursing and the University locally, nationally, and internationally through various avenues including research, scholarship, practice, consultation, and participatory decision making.

College of Nursing Leadership Organizational Chart



College of Nursing -Office of Student Affairs (OSA) – 10 Cohn

313 577-4082, toll free 888 837-0847 FAX: 313 577-6949

E-mail: nursinginfo@wayne.edu

website: www.nursing.wayne.edu

STUDENT SERVICES

The Office of Student Affairs (OSA) is responsible for a variety of activities, including recruitment, application, admission, orientation, retention, academic support, course overrides and undergraduate academic advising. The Office also manages the admissions, enrollment, registration, financial aid and the scholarship programs of the College.

ADMINISTRATION	Areas of Responsibility
Kristina Aaron, Assistant Dean ak8354@wayne.edu	Administrative responsibility for the Office of Student Affairs
ACADEMIC STAFF	
Kristen Salem, Academic Services Officer IV ei1812@wayne.edu	Admission to PhD Program Academic Services Officer to admitted PhD students Admission to BSN Programs Advisor to admitted undergraduate students - last names M-Z
Felicia Grace, Academic Services Officer IV aa3882@wayne.edu	Advisor to admitted MSN students and Graduate Certificates Recruitment for all programs Admission for MSN and BSN
Dennis Beste, Academic Services Officer I fi6271@wayne.edu	Admission and Recruitment DNP Program Admission to BSN Programs Advisor to admitted undergraduate students – last names A-L
STUDENT ASSISTANT	
Deleanna Allen Ew3755@wayne.edu	Answers phone, manages front desk, assists in day to day operations

THE DOCTOR OF PHILOSOPHY IN NURSING

The College of Nursing, located in the culturally rich city of Detroit, draws its strength from the rich tapestry of the urban experience. The Doctor of Philosophy in Nursing program began in

1975. Designed to prepare researchers and scholars who will provide leadership to the profession and discipline of nursing, the program emphasizes the development of the student's capacity to make significant, original contributions to nursing knowledge.

Mission Statement

The mission of the Wayne State University College of Nursing PhD program builds on the University and College of Nursing mission and aims to improve the health of individuals, families, and groups living in urban environments through the impact of our research and the education of the next generation of nurse leaders. The program prepares nurse scientists and scholars capable of conducting research, generating theory, and creating new knowledge that advances the science and practice of nursing.

Our location within midtown Detroit provides unique opportunities to explore the interaction of biophysiologic, sociocultural, and environmental factors on the health of urban populations. Areas of focus include the health of diverse, vulnerable populations and persons with chronic diseases. The program seeks to attract highly-motivated, goal-oriented individuals interested in a career in a research-intensive environment. Graduates of the program hold leadership positions in academia, government, health systems, and healthcare organizations.

Students gain in-depth knowledge in domains integrating Urban Health with health promotion/risk reduction science and symptom science. Urban Health research focuses on questions regarding the effects of urban environments on health behavior and health outcomes. The curriculum focuses on scientific inquiry and includes research methods, nursing theory, cognates, knowledge development, and the substantive domains of the discipline.

Consistent with Wayne State University's mission as a national research institution, faculty research is funded by the National Institutes of Health (NIH), foundations and other sources. The opportunities for collaborative research at facilities such as the Detroit Medical Center, an extensive network of hospitals and community health centers; the Wayne State University School of Medicine, the Eugene Applebaum College of Pharmacy & Health Sciences, the Institute of Gerontology, the Michigan Center for Urban African American Aging Research, and other schools enhance faculty research. The College of Nursing faculty's research generally focuses on symptom science and health promotion/risk reduction in the urban environment. Because programs of research evolve rapidly and shift in emphasis based on available funding, doctoral students should keep current with research faculty's programs of research by accessing the College <http://www.nursing.wayne.edu/> and Office for Health Research (OHR) <https://nursing.wayne.edu/faculty/health-research.php> websites, the Programs of Research website <http://nursing.wayne.edu/research/faculty.php> and requesting copies of faculty research publications found posted on the OHR bulletin board.

ACADEMICS

Program Options

Candidates for the Doctor of Philosophy in Nursing degree must complete a minimum of 90 graduate credits beyond the baccalaureate degree. All course work must be completed in accordance with the academic procedures of the College and the Graduate School governing graduate scholarship and degrees.

The two paths offer options to applicants based on their present educational level. The options are consistent with the PhD program in nursing, which has prepared nurse leaders in research, theory, education, practice, and administration. Opportunities are available for full-time and part-time study although full-time study is strongly encouraged. The Paths are shown on the Doctoral Programs website: <https://nursing.wayne.edu/phd/index.php>

MSN - PhD is designed for applicants entering the program with a Master's degree in nursing and a focus on research and the generation of nursing knowledge.

BSN - PhD is an option intended for an applicant with a baccalaureate degree in nursing whose major focus is research and the development of nursing knowledge.

PHD PROGRAM PATHWAYS

Wayne State University PhD in Nursing	
MSN-PhD	BSN-PhD
PhD degree Focus: Research and Nursing Knowledge	PhD degree Focus: Research and Nursing Knowledge
<u>Nursing Transfer Courses</u> Advisor approved Total 24 cr.	
<u>Concentration courses</u> To support the student's research interest. Nine credits of concentration must be taken outside of the College of Nursing. Total 9 cr.	<u>Concentration courses</u> To support the student's research interest. Nine of the 15 credits of concentration must be taken outside of the College of Nursing. Total 15 cr.
<u>Theory</u> NUR 8012 Philosophical Basis of Nursing 3 cr. NUR 8020 Theoretically-Based Nursing Inquiry 3 cr. Total 6 cr.	<u>Theory</u> NUR 7105 Theoretical Foundations of Nursing 3 cr. NUR 8012 Philosophical Basis of Nursing 3 cr. NUR 8020 Theoretically-Based Nursing Inquiry 3 cr. Total 9 cr.
<u>Domain of Knowledge</u> NUR 8011 Scientific Writing in Nursing 1 cr. NUR 8210 Health and Health Disparities 3 cr. NUR 8014 Health Interventions 3 cr. Total 7 cr.	<u>Domain of Knowledge</u> NUR 8630 Conceptual Methodologies in Health Policy Leadership, and Ethics 3 cr. NUR 8011 Scientific Writing in Nursing 1 cr. NUR 8210 Health and Health Disparities 3 cr. NUR 8014 Health Interventions 3 cr. Total 10 cr.
<u>Research and Statistics</u> NUR 8040 Research Methods: Quantitative 3 cr. NUR 8060 Research Methods: Qualitative 3 cr. NUR 8610 Statistical Analysis I 3 cr. NUR 8612 Statistical Analysis II 3 cr. Advanced Research Methods Elective (from nursing or other discipline) 3 cr. Total 15 cr.	<u>Research and Statistics</u> NUR 7000 Statistics in Nursing OR NUR 8895 Population Health for Nursing 3 cr. NUR 7015 Research for Evidence-Based Advanced Nursing Practice I 3 cr. NUR 8040 Research Methods: Quantitative 3 cr. NUR 8060 Research Methods: Qualitative 3 cr. NUR 8610 Statistical Analysis I 3 cr. NUR 8612 Statistical Analysis II 3 cr. Advanced Research Methods Elective (from nursing or other discipline) 3 cr. NUR 8990 Pilot Research Study I 3 cr. NUR 8990 Pilot Research Study II 3 cr. Total 27 cr.
Residency (PhD requirement of 1 yr. of residence = six graduate credits in course work, not dissertation, over two successive semesters. Spring/Summer Semester may be excluded.)	
Research Residency (2 semesters)	
Teaching Residency (1 semester)	
Qualifying Examination (Completion of at least 50 credits of graduate level courses, including all Domain of Knowledge and Research/Statistics courses as stated on the student's approved plan of work.)	
Candidacy (Qualifying Examination passed & Dissertation Committee approved.)	
Proposal defense (Students will need to complete all coursework as well as the research residencies before defending the proposal.)	
NUR 9991 Doctoral Candidate Status I: Dissertation Research and Direction 7.5 cr.	
NUR 9992 Doctoral Candidate Status II: Dissertation Research and Direction 7.5 cr.	
NUR 9993 Doctoral Candidate Status III: Dissertation Research and Direction 7.5 cr.	
NUR 9994 - Doctoral Candidate Status IV: Dissertation Research and Direction 7.5 cr.	
Dissertation Colloquia (2 semesters)	
Program Minimum Total is 90 credits.	Total 30 cr.
Program Total 91 cr.	Program Total 91 cr.

PRE-DISSERTATION RESEARCH REQUIREMENTS

For students in the BSN-PhD, a 6 credit pilot research project must be completed before a student is eligible to take the Qualifying Examination and advance to Candidacy Status. Forms for approval of the research requirements are found through the Doctoral Program website: <http://nursing.wayne.edu/students/forms.php>. The **pilot research project** must be in or definitely related to the student's major field. In conference with their research advisor, the student will consider the general area and nature of the study, its importance, the need for it, and the methods to be employed in conducting the study.

PhD Program Research Residency

Description

Prior to starting dissertation work, students are required to complete two semesters of a structured Research Residency. The Research Residency provides students with a mentored opportunity to obtain practical experience in various activities associated with conducting qualitative or quantitative research. Through the Research Residency, students develop skills and knowledge that will assist them to carry out their independent research projects. The Research Residency may occur in conjunction with a graduate research assistantship appointment, may involve working on a faculty members' research project, may involve working with a large data set, or may be a pilot study. The Residency is a duality that provides students with a rich learning experience while also facilitating faculty research.

Learning Outcomes

At the end of the research residencies, students are expected to document in the *Doctoral Research Experience Conclusion/Evaluation* form successful completion of four (4) out of the 6 research activities listed below:

1. Participate in proposal/planning or pre-award activities (e.g. attendance at development meetings, proposal writing, obtaining budget estimates, or creating budget justifications).
2. Participate in study start-up activities (e.g., prepare IRB applications, data collection tools, recruitment tools; research assistant training; study site information sessions).
3. Participate in data collection.
4. Create a data base and management files.
5. Conduct data cleaning and initial statistical analyses.
6. Participate in at least one dissemination activity (e.g., creating an abstract, PowerPoint presentation, or a manuscript draft).

Specifications of The Research Residency:

1. The student must complete the *Doctoral Research Experience Agreement Form* <http://nursing.wayne.edu/students/phd-research-experience-agreement.pdf> prior to starting the research experience. The completed form must be signed by the student's advisor, the research mentor and the Program Director. The agreement form will delineate expectations of each semester of the research residency. The Agreement Form will be reevaluated each semester, and revised as needed to ensure students have the opportunity to meet all requirements. A copy will remain in the student's file in the PhD office.
2. The student will work with his/her advisor and the Program Director to identify faculty mentors within nursing and other disciplines, who are conducting research in an area of interest to the student.

3. The research residency must be spread over at least two semesters, but semesters do not have to be consecutive.
4. Students are expected to work an average of 5 to 8 hours per week in research-related activities in each of two semesters of the residency.
5. Students will successfully complete at least 4 of the 6 learning outcomes. In order to ensure that the minimal requirements are addressed the student, student's advisor, and faculty mentors will develop a research contract in advance to delineate expectations of each semester of the research residency.
6. A new contract is required for the second semester of research residency, and the student may work with a different faculty mentor for each semester.
7. At the end of each semester of the Research Residency, the *Research Residency Evaluation Form* must be completed and signed by the student, mentor, and student's advisor. <http://nursing.wayne.edu/students/phd-research-evaluation.pdf> Once signed, the form is sent to the Program secretary for inclusion in the student's permanent file.

[NOTE: This formalizes the former research practicum to ensure student's get experience in a variety of research activities prior to starting their dissertation work].

Institutional Review Board (IRB) Training & Submission Requirements

During the first semester, PhD students are required to complete GS0900: Essential Research Practices: Responsible Conduct of Research, a zero-credit, day long course. Prerequisite to GS0900, all students must complete the online WSU IRB training requirement available at [CITI](#). Also, all research being done by students must be approved by the Wayne State University Institutional Review Board (IRB). WSU IRB forms and information are on the website <http://www.irb.wayne.edu/>. When researchers are students, they need a letter from their faculty advisor and department chair that their research has been reviewed and is consistent with the WSU policies. If the research will not be conducted at WSU, a WSU consent form isn't required as long as WSU is included in the disclaimer of the other institution. For assistance in completing Institutional Review Board (IRB) forms required for IRB approval, contact the IRB education coordinator 313 577-1628.

Statistics Requirement

The statistics requirement for doctoral study is met by the completion of NUR 8610, Applied Statistical Analysis for Health I and NUR 8612, Applied Statistical Analysis for Health II.

PhD Program Teaching Residency

Description

Prior to graduation, all PhD students are expected to complete one semester of a structured, mentored Teaching Residency. The purpose of the mentored teaching residency is to provide PhD students with an opportunity to gain experience in applying teaching/learning principles to student groups. Students will learn specific teaching methods, classroom management, evaluation strategies, and how to develop teacher-student relationships. The Teaching Residency may occur in conjunction with a graduate teaching assistantship, or may be satisfied by evidence of other academic, teaching experience, as determined by the student's advisor and the Program Director.

Learning Outcomes

At the end of the teaching residency, students will be able to:

1. Structure and implement a minimum of two class/clinical conference learning activities, with documentation (e.g., teaching plans, assigned readings, class/conference objectives, and evaluation strategies).
2. Demonstrate beginning effectiveness in teaching as evidenced by student, mentor, and self-evaluations.
3. Participate in the course throughout the semester including student's contributions to the evaluation processes (e.g., test construction/ analysis; assessment of clinical competency).
4. Participate in WSU Office of Teaching and Learning Workshops as available and appropriate to student's learning needs.
5. Develop a personal teaching/learning philosophy.
6. .

Specifications of The Teaching Residency

1. The student must complete the *Teaching Residency Request Form* <http://nursing.wayne.edu/students/phd-teaching-residency-agreement.pdf> prior to the teaching experience. The completed form must be signed by the student's academic advisor, faculty mentor and the Program Director. A copy will remain in the student's file in the PhD office.
2. The student will work with his/her advisor and the Program Director to identify experienced faculty mentors who are teaching in an area of interest to the student.
3. Students are expected to work with the faculty mentor throughout the semester for the duration of the course. The student and faculty mentor develop a teaching contract prior to the start of the course to delineate expectations of the teaching experience, and address which aspects of teaching that will have student involvement as appropriate to the students' learning needs.
4. The faculty mentor will observe the student teach (e.g., in the classroom, via online discussion forums, in clinical conference). Following the experience, the student will do a self-evaluation and then meet with the faculty to discuss the student's and faculty's

evaluation of the student's performance. They will discuss any classroom/learning problems identified and work together to resolve them.

5. At the end of the Teaching Residency, *Teaching Residency Completion/Evaluation Form* is completed and signed by both student and mentor indicating that the student has completed this requirement of the doctoral program. Once signed, the form is then sent to the Program secretary for inclusion in the student's permanent file. At the end of the Teaching Residency, *Teaching Residency Evaluation Form* is completed and signed by both student and mentor indicating that the student has completed this requirement of the doctoral program. <http://nursing.wayne.edu/students/phd-teaching-residency-evaluation.pdf> Once signed, the form is then sent to the Program secretary for inclusion in the student's permanent file.

[Note: This is a new requirement done to meet the AACN's curricular elements related to educating the next generation. Previous PhD committees have addressed this issue given that the majority of PhD graduates will be employed in academic institutions this was deemed an important aspect of transitioning to their professional role].

Dissertation Colloquia

Description

Dissertation colloquia are designed to facilitate socialization to the professional role and assist in the transition from student to doctorally-prepared nurse scholar and scientist. The colloquia also provide collegial support and an opportunity for students to discuss their research during the dissertation phase of the program. Colloquia will meet biweekly for two hours in Fall and Winter semesters. Fall semester seminars will include an emphasis on Career Transition while Winter semester seminars will include an emphasis on Policy and Leadership.

Students are expected to attend 90% of both a Fall and Winter seminar prior to graduation, but are encouraged to continue attending seminars until they have successfully defended their dissertation.

Learning Outcomes

Upon completion of the seminars, students will be able to:

1. Describe their 'next steps' in professional development (e.g., consider post-doctoral programs, determining potential funding sources for their next study, negotiating the first professional appointment).
2. Discuss the role of the PhD-prepared nurse in health policy.
3. Examine leadership of PhD-prepared nurses related to policy, professional issues, interdisciplinary research teams, and in academic or clinical positions.
4. Explore potential ethical conflicts that may arise as a PhD-prepared scholar and scientist (e.g., ethics in research, publication, decision-making, organizational politics, and in teacher/learner situations).
5. Discuss issues arising during the dissertation process.
6. Describe elements of cultural competency related to research, leadership, education, and service.

Graduate School Doctoral Residency Requirement

The PhD requirement of one year of residence is met by completion of at least six graduate credits in course work, exclusive of dissertation, in each of two consecutive semesters. The Spring/Summer semester may be excluded from the definition of successive semesters. Failure to meet the residency requirement will result in exclusion from the program. In addition, the PhD residency requirements stipulate that the PhD program must include at least thirty credits in graduate work (7000 level or above), exclusive of dissertation direction, at Wayne State University.

Academic Program Planning and Advising

Advisors and students are expected to meet each semester and submit a written annual review to the Director of the PhD Program by September 30th. The review is required for the purpose of assessing student progress and stipulating goals for the upcoming year. The Annual Review form can be found on

http://nursing.wayne.edu/students/phd_student_annual_review_fillable_form.pdf

An *Interim Plan of Work* should be developed the first semester and must be submitted to the Director of the PhD Program before the student has completed 12 credits, including transfer credits.

A *Final Plan of Work* must be submitted to the Graduate School before the student completes 40 credits, including transfer credits. Interim Plans of Work are to be included with the Final Plan of Work when it is submitted to the Graduate School.

Qualifying exams should be completed after 50 credits of coursework.

Course work should be finished by the end of the second year by full-time MSN to PhD students, by the end of the first semester of the fourth year by full-time BSN to PhD students, and by the end of the third year by part-time MSN to PhD students.

The Proposal Defense should be accomplished by the end of the semester following completion of course work.

Completion of all degree requirements is to be accomplished by the end of year seven.

BENCHMARKS FOR PROGRESSION THROUGH THE MSN to PHD PROGRAM

Benchmark (Year 1: 24 [transfer] – 43 credit hours)	Yes	No	Notes
Attend doctoral student orientation	<input type="checkbox"/>	<input type="checkbox"/>	
Begin coursework in accordance with plan of work	<input type="checkbox"/>	<input type="checkbox"/>	
Select cognate courses that support area of inquiry	<input type="checkbox"/>	<input type="checkbox"/>	
Submit Interim Plan of Work, signed by advisor, to Doctoral Program Director < 12 credit hours (including transfer credits)	<input type="checkbox"/>	<input type="checkbox"/>	
Meet with academic advisor (at least once each term)	<input type="checkbox"/>	<input type="checkbox"/>	
Identify / negotiate faculty & student mentors	<input type="checkbox"/>	<input type="checkbox"/>	
Submit individual pre-doctoral fellowship application or grant proposal by the end of the 1 st year of full-time study	<input type="checkbox"/>	<input type="checkbox"/>	
Attend College of Nursing Research Seminars and Research Day	<input type="checkbox"/>	<input type="checkbox"/>	
Co-author or author & submit 1 manuscript for publication	<input type="checkbox"/>	<input type="checkbox"/>	
Participate on College of Nursing or University committees	<input type="checkbox"/>	<input type="checkbox"/>	
Attend Midwest Nursing Research Society (MNRS) conference	<input type="checkbox"/>	<input type="checkbox"/>	
Submit a Final Plan of Work signed by advisor, to CON PhD Program Director before completing 40 credit hours (including transfer credits) http://wayne.edu/gradschool/phd/forms/	<input type="checkbox"/>	<input type="checkbox"/>	
Complete annual review form with advisor by September 30 th (attach a copy of this form)	<input type="checkbox"/>	<input type="checkbox"/>	

Benchmark (Year 2: 43 – 61 credit hours)	Yes	No	Notes
Make continued progress in coursework	<input type="checkbox"/>	<input type="checkbox"/>	
Work with faculty mentor in focused research as a member of a research team as part of <i>Research Residency</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Resubmit individual pre-doctoral fellowship application or grant proposal, if appropriate	<input type="checkbox"/>	<input type="checkbox"/>	
Meet with academic advisor (at least once each term)	<input type="checkbox"/>	<input type="checkbox"/>	

Identify qualifying exam committee members with academic advisor	<input type="checkbox"/>	<input type="checkbox"/>	
Participate on College of Nursing or University committees	<input type="checkbox"/>	<input type="checkbox"/>	
Attend College of Nursing Research Seminars	<input type="checkbox"/>	<input type="checkbox"/>	
Present at College of Nursing Research Day	<input type="checkbox"/>	<input type="checkbox"/>	
Submit an abstract for a presentation at a regional or national research conference (e.g. MNRS)	<input type="checkbox"/>	<input type="checkbox"/>	
Take Qualifying Exam (≥ 50 credit hours)	<input type="checkbox"/>	<input type="checkbox"/>	
Establish dissertation chair & dissertation committee members	<input type="checkbox"/>	<input type="checkbox"/>	
Apply for PhD Candidacy status	<input type="checkbox"/>	<input type="checkbox"/>	
Co-author or author & submit 2nd manuscript for publication	<input type="checkbox"/>	<input type="checkbox"/>	
Complete annual review form with advisor by September 30 th (attach a copy of this form)	<input type="checkbox"/>	<input type="checkbox"/>	

Benchmark (Year 3: 61 – 91 credit hours)	Yes	No	Notes
Register for NUR 9991 - 9994 Dissertation credits according to Plan of Work	<input type="checkbox"/>	<input type="checkbox"/>	
Complete two semesters of <i>Research Residency</i> , if not already done	<input type="checkbox"/>	<input type="checkbox"/>	
Complete <i>Teaching Residency</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Meet with dissertation advisor as often as negotiated	<input type="checkbox"/>	<input type="checkbox"/>	
Attend College of Nursing Research Seminars	<input type="checkbox"/>	<input type="checkbox"/>	
Present at College of Nursing Research Day	<input type="checkbox"/>	<input type="checkbox"/>	
Participate on College of Nursing or University committees	<input type="checkbox"/>	<input type="checkbox"/>	
Present at a regional, national, or international research conference	<input type="checkbox"/>	<input type="checkbox"/>	
Co-author or author & submit 3rd manuscript for publication	<input type="checkbox"/>	<input type="checkbox"/>	
Complete / submit proposal draft(s) for dissertation committee review	<input type="checkbox"/>	<input type="checkbox"/>	

Schedule dissertation proposal defense (must complete Research Residencies prior to defense)	<input type="checkbox"/>	<input type="checkbox"/>	
Defend dissertation proposal	<input type="checkbox"/>	<input type="checkbox"/>	
Obtain IRB approval for dissertation research	<input type="checkbox"/>	<input type="checkbox"/>	
Attend bi-weekly Dissertation Colloquia	<input type="checkbox"/>	<input type="checkbox"/>	
Collect dissertation data	<input type="checkbox"/>	<input type="checkbox"/>	
Complete / submit dissertation draft(s) for dissertation committee review	<input type="checkbox"/>	<input type="checkbox"/>	
Explore post-doctoral study options & apply	<input type="checkbox"/>	<input type="checkbox"/>	
Schedule dissertation defense	<input type="checkbox"/>	<input type="checkbox"/>	
Present public defense of dissertation	<input type="checkbox"/>	<input type="checkbox"/>	
EAT CAKE and Celebrate!	<input type="checkbox"/>	<input type="checkbox"/>	

Benchmark (Year >3: Up to and beyond 91 credits)	Yes	No	Notes
Register for NUR 9991 - 9994 Dissertation credits according to Plan of Work if not already done	<input type="checkbox"/>	<input type="checkbox"/>	
Complete two semesters of <i>Research Residency</i> , if not already done	<input type="checkbox"/>	<input type="checkbox"/>	
Complete <i>Teaching Residency</i> if not already done	<input type="checkbox"/>	<input type="checkbox"/>	
Meet with dissertation advisor as often as negotiated	<input type="checkbox"/>	<input type="checkbox"/>	
Attend College of Nursing Research Seminars	<input type="checkbox"/>	<input type="checkbox"/>	
Present at College of Nursing Research Day if not already done	<input type="checkbox"/>	<input type="checkbox"/>	
Participate on College of Nursing or University committees	<input type="checkbox"/>	<input type="checkbox"/>	
Present at a regional, national, or international research conference if not already done	<input type="checkbox"/>	<input type="checkbox"/>	
Co-author or author & submit 3rd manuscript for publication if not already done	<input type="checkbox"/>	<input type="checkbox"/>	
Complete / submit proposal draft(s) for dissertation committee review if not already done	<input type="checkbox"/>	<input type="checkbox"/>	

Schedule dissertation proposal defense (must complete Research Residencies prior to defense) if not already done	<input type="checkbox"/>	<input type="checkbox"/>	
Defend dissertation proposal if not already done	<input type="checkbox"/>	<input type="checkbox"/>	
Obtain IRB approval for dissertation research if not already done	<input type="checkbox"/>	<input type="checkbox"/>	
Attend bi-weekly Dissertation Colloquia if not already done	<input type="checkbox"/>	<input type="checkbox"/>	
Collect dissertation data if not already done	<input type="checkbox"/>	<input type="checkbox"/>	
Complete / submit dissertation draft(s) for dissertation committee review if not already done	<input type="checkbox"/>	<input type="checkbox"/>	
Explore post-doctoral study options & apply if not already done	<input type="checkbox"/>	<input type="checkbox"/>	
Schedule dissertation defense if not already done	<input type="checkbox"/>	<input type="checkbox"/>	
Present public defense of dissertation if not already done	<input type="checkbox"/>	<input type="checkbox"/>	
EAT CAKE and Celebrate!	<input type="checkbox"/>	<input type="checkbox"/>	

Benchmarks for progression through the BSN to PhD program

Benchmark (Year 1: 0- 20 credit hours)	Yes	No	Notes
Attended doctoral student orientation	<input type="checkbox"/>	<input type="checkbox"/>	
Begin coursework in accordance with plan of work.	<input type="checkbox"/>	<input type="checkbox"/>	
Submit Interim Plan of Work, signed by advisor, to Doctoral Program Director < 12 credit hours (including transfer credits)	<input type="checkbox"/>	<input type="checkbox"/>	
Meet with academic advisor (at least once each term)	<input type="checkbox"/>	<input type="checkbox"/>	
Identify/negotiate faculty & student mentors	<input type="checkbox"/>	<input type="checkbox"/>	
Attend College of Nursing Research Seminars and Research Day	<input type="checkbox"/>	<input type="checkbox"/>	
Participate in College of Nursing or University Committees	<input type="checkbox"/>	<input type="checkbox"/>	
Complete annual review form with advisor by September 30(attach a copy of this form)	<input type="checkbox"/>	<input type="checkbox"/>	

Benchmark (Year 2: 20 – 39 credit hours)	Yes	No	Notes
Make continued progress in coursework	<input type="checkbox"/>	<input type="checkbox"/>	
Select cognate courses that support area of inquiry	<input type="checkbox"/>	<input type="checkbox"/>	
Submit individual pre-doctoral fellowship application / grant proposal / other funding source by the end of the 2 nd year of full-time study	<input type="checkbox"/>	<input type="checkbox"/>	
Attend Midwest Nursing Research Society (MNRS) conference	<input type="checkbox"/>	<input type="checkbox"/>	
Work with a faculty mentor in focused research as a member of a research team as part of two semesters of Research Residency.	<input type="checkbox"/>	<input type="checkbox"/>	
Meet with academic advisor (at least once each term)	<input type="checkbox"/>	<input type="checkbox"/>	
Submit a Final Plan of Work signed by advisor, to CON PhD Program Director before completing 40 credit hours (including transfer credits) http://wayne.edu/gradschool/phd/plan_of_work.doc	<input type="checkbox"/>	<input type="checkbox"/>	
Identify qualifying exam committee members with academic advisor	<input type="checkbox"/>	<input type="checkbox"/>	
Participate on College of Nursing or University committees	<input type="checkbox"/>	<input type="checkbox"/>	
Attend College of Nursing Research Seminars	<input type="checkbox"/>	<input type="checkbox"/>	

Present at College of Nursing Research Day	<input type="checkbox"/>	<input type="checkbox"/>	
Submit and abstract for a presentation at regional or national research conference(e.g. MNRS)	<input type="checkbox"/>	<input type="checkbox"/>	
Co-author or author & submit 1 manuscript for publication	<input type="checkbox"/>	<input type="checkbox"/>	
Complete annual review form with advisor by September 30 (attach a copy of this form)	<input type="checkbox"/>	<input type="checkbox"/>	

Benchmark (Year 3: 40 – 59 credit hours)	Yes	No	Notes
Complete or continue with coursework	<input type="checkbox"/>	<input type="checkbox"/>	
Complete two semesters of research residency, if not already done.	<input type="checkbox"/>	<input type="checkbox"/>	
Resubmit individual pre-doctoral fellowship application/grant proposal/other funding source if appropriate	<input type="checkbox"/>	<input type="checkbox"/>	
Take Qualifying Exam (>= 50 credit hours)	<input type="checkbox"/>	<input type="checkbox"/>	
Attend College of Nursing Research Seminars	<input type="checkbox"/>	<input type="checkbox"/>	
Present at College of Nursing Research Day	<input type="checkbox"/>	<input type="checkbox"/>	
Participate in College of Nursing or University committees	<input type="checkbox"/>	<input type="checkbox"/>	
Present at regional or national research conference (e.g. MNRS)	<input type="checkbox"/>	<input type="checkbox"/>	
Co-author or author & submit 1 additional manuscript for publication	<input type="checkbox"/>	<input type="checkbox"/>	
Complete annual review form with advisor by September 30(attach a copy of this form)	<input type="checkbox"/>	<input type="checkbox"/>	

Benchmark (Year 4: 60 – 70 credit hours)	Yes	No	Notes
Complete teaching residency, if not already done.	<input type="checkbox"/>	<input type="checkbox"/>	
Establish dissertation chair & dissertation committee members	<input type="checkbox"/>	<input type="checkbox"/>	
Apply for PhD Candidacy status	<input type="checkbox"/>	<input type="checkbox"/>	
Meet with dissertation advisor as often as negotiated	<input type="checkbox"/>	<input type="checkbox"/>	
Complete/ submit proposal draft(s) for dissertation committee review	<input type="checkbox"/>	<input type="checkbox"/>	

Schedule dissertation proposal defense (must complete Research Residencies prior to defense)	<input type="checkbox"/>	<input type="checkbox"/>	
Register for NUR 9991 according to Plan of Work	<input type="checkbox"/>	<input type="checkbox"/>	
Attend bi-weekly Dissertation Colloquia upon successful completion of proposal defense	<input type="checkbox"/>	<input type="checkbox"/>	
Attend College of Nursing Research Seminars	<input type="checkbox"/>	<input type="checkbox"/>	
Present at College of Nursing Research Day	<input type="checkbox"/>	<input type="checkbox"/>	
Participate on College of Nursing or University committees	<input type="checkbox"/>	<input type="checkbox"/>	
Present at a regional, national, or international research conference	<input type="checkbox"/>	<input type="checkbox"/>	
Co-author or author & submit 3 rd manuscript for publication	<input type="checkbox"/>	<input type="checkbox"/>	
Complete annual review form with advisor by September 30(attach a copy of this form)	<input type="checkbox"/>	<input type="checkbox"/>	

Benchmark (Year 5: 71 – 90 credit hours)	Yes	No	Notes
Complete or continue with coursework	<input type="checkbox"/>	<input type="checkbox"/>	
Complete teaching residency, if not already done.	<input type="checkbox"/>	<input type="checkbox"/>	
Defend dissertation proposal	<input type="checkbox"/>	<input type="checkbox"/>	
Obtain HIC approval for dissertation research	<input type="checkbox"/>	<input type="checkbox"/>	
Register for NUR 9992-9994 Dissertation credits according to Plan of Work	<input type="checkbox"/>	<input type="checkbox"/>	
Collect dissertation data	<input type="checkbox"/>	<input type="checkbox"/>	
Complete/ submit dissertation drafts(s) for dissertation committee review	<input type="checkbox"/>	<input type="checkbox"/>	
Explore post-doctoral study options & apply (if career goal is to be an academic or researcher)	<input type="checkbox"/>	<input type="checkbox"/>	
Schedule dissertation defense	<input type="checkbox"/>	<input type="checkbox"/>	
Present public defense of dissertation	<input type="checkbox"/>	<input type="checkbox"/>	
EAT CAKE and CELEBRATE!	<input type="checkbox"/>	<input type="checkbox"/>	

DEGREE REQUIREMENTS

- A minimum of 90 graduate semester hours beyond the baccalaureate degree is required for the completion of a PhD degree.
- Credits are divided as follows:
 - A minimum of twelve credits is required in coursework in the major.
 - A minimum of twelve (MSN-PhD) or eighteen (BSN-PhD) credits in coursework in a concentration/cognate area, three of which must be an Advanced Methods course, is required.
- Thirty credits of dissertation direction in four consecutive candidate status semesters of dissertation research and direction after candidacy has been approved are required.
- At least 30 credits of graduate course work in the total program must be at the "graduate only" level, i.e. courses numbered 7000 and above.
- At least 30 credits of graduate coursework must be elected at WSU.
- The Ph.D. requirement of one year of residence is met by the completion of at least six graduate credits in coursework, exclusive of dissertation or other research in each of two successive semesters. The Spring-Summer semester may be excluded from the definition of successive semesters.

Additional information on Graduate School degree requirements is available on their web site, <http://www.gradschool.wayne.edu> and in the Graduate Bulletin, <http://bulletins.wayne.edu/gbk-output/index.html>.

ADVISING

An **Academic Advisor** is appointed by the Director of the PhD Program for each new doctoral student. The role of the Academic Advisor is to guide and mentor the student through all the departmental and University requirements until degree completion. The role of an advisor is important to the student's success in completion of degree requirements.

Although all students have assigned advisors, students are encouraged to become acquainted with other faculty in the College of Nursing and the University and to assume the responsibility of seeking new or additional learning opportunities which will be of benefit to their academic and career goals.

Change of Advisor or Committee Members

Prior to defense and approval of the prospectus/proposal, changing advisors and/or committee members is handled within the College of Nursing. Students are expected to meet with their current advisor to discuss the rationale for the change, then meet with

the new advisor. Once the change is agreed upon, the Director of the PhD Program must approve changes in advisor. It is the student's responsibility to submit the *Change of Advisor form* or the *Change of Committee* form to the Director of the PhD Program. If there is a change in the Dissertation Committee or Advisor after approval of the prospectus, the Change in Committee form on the Graduate School website must be completed and submitted to the PhD Program Director and the Graduate School.

Expectations of Advisor

1. Meet with student each semester to review course selections and update Plan of Work (if necessary) before student registers for the coming semester.
2. Conduct an annual written review. Each graduate student should have the experience of at least an annual one-on-one discussion with a faculty advisor at which the student's academic progress and goals are discussed. The Annual Review ensures that every student benefits from regular monitoring of his or her progress toward the degree. The Graduate School requires written feedback to students and this is done by the Annual Review of Progress and Benchmarks forms. The review is signed by the student and the advisor and forwarded to the Director of the PhD Program for signature and filing in the student's file in OSA.
3. Assist the student in preparation of the Interim Plan of Work. In developing the Plan of Work, consideration should be given to the sequencing of courses, keeping in mind course pre-requisites, the residency requirement of two successive semesters (Spring/Summer may be excluded) of six graduate credits of course work, not dissertation, the Research and Teaching Residency requirements, and the Qualifying Examination process.
4. Assist the student with the Final Plan of Work.
5. Encourage student to submit his/her scholarship for presentation at conferences and for publication. PhD students should be helped to understand the culture of publishing in scholarly journals and scholarly presses.
6. Facilitate the PhD student in the preparation of NRSA and other grant proposals, abstracts and posters.
7. Give academic and personal encouragement to the student and be an academic role model for the student.
8. Provide information to the student about University services and scholarship opportunities. Offer guidance to the student in applying for external and University fellowships.
9. Serve as Convener of the student's Qualifying Examination Committee.
10. Assist the student in defining a dissertation topic and selecting a Dissertation Chair.

The Role of the Concentration Advisor

The Concentration (extra-departmental) Advisor is chosen to serve on the student's Qualifying Examination and Dissertation Committees. He/She will have expertise in an area outside of nursing and be familiar with the standards for doctoral research. The Concentration Advisor brings a different perspective by virtue of his/her field, location or knowledge base.

Students may change concentration advisors, but changes require the approval of the Director of the PhD Program. It is the student's responsibility to submit a Change of Advisor form.

Expectations of Students

1. Students develop as a scientist and scholar by participating in the PhD Student Forum (DSF), attending College of Nursing Office of Health Research seminars, preparing abstracts and posters for the College of Nursing Research Day, attending and presenting research papers at professional meetings, such as the Midwest Nursing Research Society (MNRS) annual meeting, and participating in other scholarly opportunities.
2. Students who receive financial aid assistance are expected to attend a minimum of two (2) College of Nursing Office of Health Research seminars each semester.
3. Initiate meeting with their academic advisor each semester to discuss progress on satisfying the requirements of the Plan of Work (POW).
4. Identify concentration courses and concentration advisor, and complete the *Concentration Plan* form with the assistance of the academic advisor.
5. Develop yearly goals for scholarship, in consultation with advisor.
6. Be responsible for preparing forms required for progress throughout the program.
7. Initiate plan for Research Residency and Teaching Residency experiences.

A. The Interim Plan of Work

What is the purpose?

- Serves as a planning document. See course progression and curriculum options on the College of Nursing website: <https://nursing.wayne.edu/phd/index.php>
- Annual updates encourage review of progress and allow for changes in objectives.

What is included?

- A listing of all didactic and research-related course work.
- The Final Plan of Work (POW) form may be used as the Interim POW by inserting "Interim" in the heading. It can be found in ePOW available to the faculty advisor.

When is it prepared?

- Within the first semester of the program
- The student and advisor prepare updates/revisions annually.

Who signs the Interim Plans of Work?

- The student and the advisor sign the initial Interim Plan and each of the annual Interim Plans that update the first one.

What is the filing procedure?

- The Interim Plan of Work is submitted to the PhD Program Director.

- The Interim Plan of Work is retained in the student's file in the Office of Student Affairs.
- When the Final Plan of Work is filed with the Graduate School for approval, the Interim Plans are to be submitted with it.

B. The Final Plan of Work

What is included?

- A listing of all didactic and research-related course work taken or to be taken.

When is it prepared?

- As early as possible, but must be filed before the student has accumulated 40 credits (including transfer credits).
- Submission of the Final Plan of Work is a requirement for attaining degree candidacy.

Who signs the Final Plan of Work?

- The student, the advisor, and the Director of the PhD Program sign the Final Plan of Work.

What is the filing procedure?

- The Final Plan of Work is submitted to the Director of the PhD Program.
- The Director of the PhD Program forwards the Final Plan of Work to the Graduate School for approval.
- The Interim Plan of Work is attached to the Final Plan of Work.
- An approved Final Plan of Work is required for attaining doctoral degree candidacy.
- For students receiving General Fund support, (i.e. an assistantship whereby the Graduate School pays the tuition rather than an account that might be for a grant or some other source), tuition payment will be made only for courses on the Plan of Work.

Change in Plan of Work

Any subsequent changes in the Plan must be approved by the advisor and submitted to the Director of the PhD Program for approval. A new Plan of Work will need to be filed if there are 2 or more changes. A Change of Plan of Work is not needed if the student is taking a course at a different time.

Directed Study

- Independent study may be authorized for areas of interest not covered by courses scheduled at the time the student is completing course requirements.
- Before a Ph.D. student may register for a directed study, the student should complete the Doctor of Philosophy Petition and Authorization for Directed Study form, <http://wayne.edu/gradschool/phd/directed-study.pdf> and the College of Nursing website <http://wayne.edu/gradschool/phd/directed-study.pdf>

- The student must obtain the advisor's approval, the signature of the Directed Study Instructor, and the Director of the PhD Program. The Office of Student Affairs (OSA), 10 Cohn, 313 577-4119 will authorize registration by the student, once approval has been received.

C. Transfer of Credit

A student wishing to transfer graduate credit, earned at other institutions, toward the PhD degree should first consult with their advisor. A Transfer of Credit form, available at <http://wayne.edu/gradschool/phd/forms>, and the College of Nursing website: <https://nursing.wayne.edu/current/resources.php> is to be used. Transfer credit must be appropriate to the student's degree program and may not be used to reduce the minimum requirement of thirty credits that must be earned at WSU.

When to file the Transfer of Credit form

- The Transfer of Credit form is completed along with the Final Plan of Work after completing 40 hours of coursework. Transfer Credit hours will only be transferred in upon completion of 30 credit hours at WSU.

Eligibility of Credits

- A minimum grade of B is necessary to transfer credits
- Credits graded B – (minus), P, or S will not be transferred.

COLLEGE OF NURSING ACADEMIC PROGRESSION POLICIES

1. Students must be enrolled each academic year while in the PhD program.
2. PhD students must maintain an overall GPA average of B (3.00) in the PhD program.
3. B- is an acceptable grade as long as the student maintains a GPA average of B (3.00) in doctoral course work. The following criteria are in effect:
 - a. The GPA cannot be below a 3.00 for more than a semester.
 - b. A grade of C+ or C will require a retake of the course.
 - c. There is no limit in the number of B- grades the student receives as long as the 3.00 average is maintained.
4. Students must be enrolled each academic year while in the PhD program. Students may request a leave of absence with their academic advisor and must complete the appropriate paperwork.
 - a. PhD students who fail to enroll in either Fall or Winter semester of a given academic year and who do not have a leave of absence form on file will be considered not in good standing.
 - b. PhD students who fail to enroll in two (2) consecutive semesters (i.e. Winter/Fall) and do not have a leave of absence form on file will be subject to exclusion from the program.

5. A student who received a C+ or lower in a graduate course must petition to repeat the course. The course may be repeated only once. No more than two courses may be repeated.
 - a. Permission to retake a course must be obtained from the student's advisor and the Director of the PhD Program before registration for the course takes place.
 - b. The original grade for the course will remain on the student's transcript, but only the grade received in retaking of the course will be used in computation of the student's grade point average for the degree program.
 - c. Students will not receive University financial aid for courses that are retaken.

Grading Scale

A	=	94% - 100%
A-	=	92% - 93%
B+	=	89% - 91%
B	=	83% - 88%
B-	=	81% - 82%
C+	=	79% - 80%
C	=	75% - 78%
F	=	74% and below

6. **Students in all paths have a seven-year time limit to complete all requirements for the PhD degree.** The seven-year period begins with the end of the semester during which the student was admitted to doctoral study and was taking course work toward meeting the requirements for the degree. Students whose seven (7) year time limit is expiring may be considered for an extension, if they request an extension 6 months prior to their expiration date. Students may be considered for a time extension provided that the Qualifying Examination has been successfully completed, the proposal has been successfully defended, and paperwork for study approval has been submitted to the IRB for review. Subsequent extensions will not be considered in the absence of substantial progress during the previous year.

Request for a time extension

- To allow a student to continue in the PhD program past the seven-year time limit, the student must request a time extension from the Graduate School.
- The request must 1) present compelling evidence that the student's dissertation is in progress; 2) provide a plan and timeline for completion of the dissertation, and 3) explain how the student has remained current in his/her field.
- The Time Extension Request form is used to transmit the request.
- The request must first be submitted to the Director of the PhD Program **6 months prior** to the student's seven-year expiration date.
- Once the request is reviewed by the PhD Program Committee, the request and the PhD Program Committee recommendation is forwarded to the Graduate School for a final decision.
- The **maximum** for time extensions is **three years**.

Time extension beyond the 10-year mark

- Extension past 10 years requires revalidation of credentials.
- The Written Qualifying Exam in the major area must be retaken.
- Additional coursework might be required also.
- The total time for earning the PhD, including all time extensions and any required revalidation, is 12 years. If the time elapsed between the requested completion date and the qualifying exam is more than five years, information on the currency of the student's academic credentials needs to be provided. The currency of credentials may be evidenced by publishing and presenting papers, using academically related skills on the job, teaching courses, repeating coursework, repeating qualifying exams, and carrying out other academic or professional activities.

Appeal Process

- If either an advisor or the Director of the PhD Program does not approve an extension, the student has the right to appeal the decision. If the advisor does not approve the extension, the student may appeal to the Director of the PhD Program, who will meet with the PhD Program Committee to respond to the appeal. If the Director of PhD Programs does not approve the extension, the student may appeal to the Graduate School Dean. If the Graduate School Dean does not approve the extension, a student may appeal to the Provost.

THE QUALIFYING EXAMINATION

Purpose and Overview

The purpose of the Qualifying Exam is to test the student's knowledge of nursing science, assess familiarity with published research in the field, and determine if the student has the critical and analytical skills necessary to complete the PhD dissertation research. Further, the purpose is to demonstrate attainment of the WSU College of Nursing Terminal Behaviors for PhD Candidacy. The preparation for this exam gives a student the opportunity to integrate studies completed during graduate school in nursing science and other research disciplines (concentrations) of a proposed research area.

The exam will include the:

1. Student's demonstration of mastery of core knowledge and integration of concepts from the domain of knowledge (urban environments and health disparities); nursing theory, concentrations, statistics, quantitative and qualitative methods.
2. Student's demonstration of depth and breadth of substantive knowledge in identified research area.
3. Student's conceptualization of a research problem using different methodological approaches.
4. Student's demonstration of the ability to approach a new problem in ways appropriate for an independent scientist that articulates with nursing's unique perspective/contribution. This ability is certainly difficult to test but is central to the

notion that passing the qualifying exam qualifies one to prepare the PhD dissertation proposal.

NOTE: When referring to semesters in this document we are referring to three semesters: Fall, Winter, and Spring/Summer.

There are two components of the Qualifying Exam: (1) a written examination in the form of three papers that answer specific questions and (2) an oral examination.

Requirements to take the Exam: In order to take the exam, the student must have:

1. A Final Plan of Work on file with the Graduate School,
2. Completed 50 credits of the plan of work (including transfer credits),
3. Research Residency completed,
4. A Qualifying Exam Committee consisting of:
 - a. A Committee Chair from CON,
 - b. One CON faculty (with graduate faculty status),
 - c. One faculty from concentration area,
6. A tentative research dissertation topic/field.

Application Procedure

1. Two to three months before the beginning of the semester that the Qualifying Examination will be taken, the student will meet with their Committee Chair to discuss potential research committee members and possible dissertation research topics.
2. Two months before the beginning of the semester that the Qualifying Examination will be taken, the student will meet with potential committee members and make a decision in collaboration with Committee chair regarding committee membership.
3. A month before the beginning of the semester that the Qualifying Examination will be taken, the student must submit the following items to the Research advisor of the Qualifying Examination Committee:
 - a. A letter requesting to take the Qualifying Exam.
 - b. The letter will identify a brief selection rationale for each member of the potential Qualifying Exam committee. The letter will be accompanied by one of the following: curriculum vitae/ professional record/biosketch of each proposed committee member. This letter should clearly indicate the proposed concentration area of the PhD thesis topic.
 - c. A Committee Chair for the student's research must be specified. Both the Committee Chair and student are required to sign the letter that is submitted along with the packet of materials to the Director of the PhD Program.
 - d. The PhD Qualifying Examination Form is available at http://nursing.wayne.edu/students/qualifying_examination_fillable_form.pdf. This form must be completed and turned in to the Director of the PhD Program.
 - e. The Qualifying Examination cannot begin until approval from the Director of the PhD Program is received. **Failure to meet this deadline may require a rescheduling of the examination.**

- f. Once approval has been obtained the forms are sent to Office of Student Affairs and filed in the student's file until the oral examination has been completed.

NOTE: Changes to Qualifying Exam Committee: A submitted form for approval of the changes to committee will be submitted to Director of the PhD Program. Changes can only be made with approval of the Director of the PhD Program.

Written Qualifying Exam Definitions: A “Pass” on the written portion of the Qualifying Examination is when the student's written work:

- Is of sufficient depth and breadth
- Encompasses the substantive knowledge,
- Demonstrates integration of concepts and synthesis of literature.

“Pass” means that the majority of the committee votes that all three (3) papers have met these criteria.

“Fail” occurs by majority committee vote that the student failed to produce work in sufficient depth and breadth, that encompassed the substantive knowledge, and failed to demonstrate integration of concepts and synthesis of literature in a scholarly manner expected of doctoral level study. If a “Fail” occurs the following conditions apply:

1. The student may retake the Qualifying Examination one time.
2. Before re-taking the Qualifying Examination the student and committee members (also including the advisor if the student's advisor is not a member of his/her Qualifying Examination Committee) will decide on a plan to assist the student to acquire the skills and/or content he/she will need to successfully complete the exam.
3. The student must remediate for a minimum of one semester following the semester that they failed their written examination before being allowed to retake the Written Qualifying Examination.
4. The student must complete the qualifying examination retake within one calendar year following the first Qualifying Examination.
5. The same examining committee must preside over both examinations.
6. The results of the second Qualifying Examination shall be considered final. If the student fails the Qualifying Examination twice, he/she will be dismissed from the PhD program.

Conduct of Exam - Note: This is an examination, therefore, there will be no feedback, assistance from faculty, other students, and other outside sources once the exam has begun.

Written Qualifying Exam:

The written Qualifying Exam component is the production of three (3) well written papers that demonstrate original thinking, organization, logical progression of ideas, sound critical synthesis of the literature, and evidence of depth and breadth of knowledge related to the phenomenon of interest.

Conduct of the Written Exam:

1. Student meets with each of the three committee members and develops a question with each committee member. The question direction will be discussed with the student but the actual question is not given to the student at this time.
2. Qualifying Examination committee meets as a committee, either in person or by phone to discuss the exam questions.
3. The questions are selected by the Qualifying Examination Committee.
 - *Questions should be pertinent to the student's dissertation topic.
 - *Questions should fit selected faculty member's area of expertise.
 - *Question should challenge the student to demonstrate depth and breadth of substantive knowledge, integration of concepts and synthesis of literature.
4. The three questions, selected by the Qualifying Examination Committee members, will guide the 3 papers that are to be written.
5. The student is provided the three questions within 2 working days of this meeting by the Committee chair.
6. A date is set for the oral qualifying exam.
7. The student will answer the questions developed with each faculty by writing three (3) papers, one for each question.
 - a. Maximum length of each paper is 20 pages excluding the title page and references.
 - b. Paper will be formatted according to APA Manual latest edition.
 - c. Student will have 6 weeks to complete the written portion of the exam.
 - d. Student may not use the assistance of other faculty, students, consultants, or any outside help with this examination.
8. Once the three papers are completed, the student will notify the faculty using WSU Email that the papers are complete.
 - a. A hard copy of each of the three papers will be given to each of the committee members, if desired.
9. Qualifying Exam Committee members have three (3) working weeks to read all three papers and evaluate whether a student has passed or has failed.
 - a. Committee members can use email to notify fellow members of the committee of their "vote" on each of the papers.
 - b. Face-to-face meetings can occur if there are problems to work out.
10. The final Qualifying Exam grade for the written portion will be determined by a majority vote of the Qualifying Exam Committee members. The student must pass all three papers.
11. **The Qualifying Exam Committee chair will complete the "Qualifying Examination: Approval of Written Component" and all committee members will sign the form and return to the PhD Program Director.**
12. The student will be notified by the committee chair of their grade within 24 hours of the committee vote. This may be done through email.
13. If the written portion is passed, the oral examination is scheduled to take place within the following two weeks.
 - a. It is suggested that this date is tentatively planned in advance to expedite the meeting process.

Oral Qualifying Exam:

The oral component of the qualifying examination is to test the student's ability to verbally respond to questions about the phenomenon of interest and its study. The oral component also tests the student's ability to demonstrate critical scholarly thinking by defending his/her own ideas and yet be open to alternatives. The oral examination is not confined to the topic(s) covered in the written qualifying examination paper. It may include knowledge acquired during the graduate program of study.

Conduct of the Oral Exam:

1. The Oral Examination is scheduled within two (2) working weeks of the successful completion of the written examination. The Qualifying Examination Committee members should have an opportunity to discuss/share their perspectives and concerns before questioning the student. This can be done by e-mail, phone conversation, or meeting before the oral examination starts.
2. The day of the oral examination the student will go to Office of Student Affairs (OSA) to request the "Report on Doctor of Philosophy Oral Examination Form" from his/her file.
 - a. The student is responsible to ensure that the information at the top of the form is correct.
 - b. Student is to insert the time, date and place of the exam. The form is to be brought to the oral portion of the exam.
3. The student will not be allowed any formal presentation, written faculty responses or notes.
4. A clean copy of the written exam will be provided by the committee chair to refer to if necessary.
5. The student who receives a "Pass" in the oral exam will demonstrate:
 - a comprehensive knowledge of the literature related to a selected phenomenon of interest;
 - a critical, analytic approach to the phenomenon of interest;
 - knowledge of the relationships among basic and social sciences and the phenomenon of interest;
 - an ability to synthesize and apply theory and research;
 - application of synthesized material to research in the student's phenomenon of interest;
 - creative responses to questions that include support from theoretical and empirical literature;
 - his or her own opinion and the ability to support, defend, compare and contrast that opinion with the literature;
 - an ability to deal with ambiguity in areas that have no clear solutions
 - present a logical organization of material
6. At the completion of the oral exam, the student will leave the room and the Qualifying Examination grade for the oral portion will be determined by a majority vote of the Qualifying Examination Committee members.
7. Students who receive a "Pass" will be informed immediately.
 - a. All members of the committee will sign the completed "Report on Doctor of Philosophy Oral Examination Form".

- b. The Qualifying Examination Committee Chair will turn in the completed form to the Director of PhD Programs.
8. A "Fail" grade will be determined by a majority vote of the Qualifying Examination Committee. Students whose oral presentation does not meet expected quality and rigor will not pass.
 - a. If this occurs the student will be given feedback regarding the problematic areas.
 - b. The student will meet with his/her academic advisor to develop a remediation plan and a retake schedule.
 - c. The student must complete the Oral Qualifying Examination retake by the end of the semester following the Oral Qualifying Examination failure.
 - d. The same examining committee must preside over both examinations.
 - e. The Oral Qualifying Examination can only be retaken once.
 - f. The results of the second Oral Qualifying Examination shall be considered final and a failure will result in the student being dismissed from the PhD program.

ADVANCEMENT TO CANDIDACY

Candidacy status indicates a student has nearly completed the requirements for a degree. After passing the Qualifying Examination, The Graduate School will advance a PhD applicant to degree Candidacy upon the completion of the requirements outlined below. The Candidacy form is usually signed by the committee at the same time as the Report on Doctor of Philosophy Oral Examination.

Candidacy requirements

- Approval of the Plan of Work by the Graduate School.
- Completion of didactic course work, or approximately 50 credits, as required on the Plan of Work. Satisfactory completion of the Qualifying Examination. (See Qualifying Exam section).
- Establishment of the dissertation advisory committee. Two committee members must have regular graduate status. Membership may be changed prior to submission of an approved prospectus to the Graduate School. Requests for a change in committee membership are to be submitted in writing and must be approved by the Director of the PhD Program.

Form required

- The Recommendation for Doctor of Philosophy Candidacy Status form from here: <https://nursing.wayne.edu/current/resources.php>, is prepared by the student and approved by the Director of the PhD Program.
- A current transcript must be attached to the form to verify completion of course work requirements.

Procedure

- The Director of the PhD Program submits the Candidacy recommendation form and attachments to the Graduate School.

- When all requirements have been verified, the Graduate School will advance the applicant to PhD degree Candidate Status. Students must have candidacy status in order to enroll in the 9991-9995 research courses.

DISSERTATION

To be awarded the PhD degree, a student must conduct a piece of original research which is proposed to a committee of faculty members and described in a document that is defended before this same committee.

1. Dissertation Advisory Committee

The Dissertation Committee shall consist minimally of four (4) full-time doctorally prepared faculty; three (3) shall be doctorally prepared College of Nursing Faculty members, and two (2) must have Regular Graduate Faculty Status. The Chair must have Graduate Faculty Status. The Fourth member, external to nursing, will have expertise appropriate to the student's dissertation work and an earned doctorate. In the case of nursing co-advisors, the number of nursing members is increased to four. The external member attends all meetings of the Dissertation Advisory Committee, including the Defense, as a voting member.

Changes in Committee

The dissertation committee established with the candidacy form may change before the final committee is established at the Prospectus (Proposal) approval. No written approval is required by the Graduate School for changes in committee members between the beginning of candidacy and the approval of the Prospectus (Proposal). However, the College of Nursing requires approval of a change in committee. A Change of Committee form at the Doctoral Program website: http://wayne.edu/gradschool/phd/change_in_committee_memo.doc must be submitted to the Director of the PhD Program for consideration. Please see Changes in Advisor or Committee Members on page 25 of this document for the procedure.

After Graduate School approval of the committee via signing the Doctoral Dissertation Prospectus and Record of Approval form, http://wayne.edu/gradschool/phd/prospectus_form.doc. Any change in the committee requires written approval by the Graduate School.

2. The Dissertation Proposal and Proposal Defense

After passing the final Qualifying Examination(s), the student should meet with his/her doctoral committee to prepare a dissertation proposal consisting of:

- A. The first three chapters of the dissertation
- B. The completed Doctoral Dissertation: Prospectus and Record of Approval form.

Procedures

When the committee and the student agree that the proposal is ready to be defended, the Chair and student arrange the scheduling of date, time and place of the proposal

defense and notify the Director of the PhD Program, in writing, via the Proposal Defense Posting Form:

http://nursing.wayne.edu/students/proposal_or_final_defense_dissertation_posting_for_m.pdf submitted to the PhD Program Secretary. The date given for the Proposal Defense must be posted at least (10) working days in advance. The proposal defense is open to the general University community. Within 48 hours prior to the proposal defense, the student sends a reminder to all committee members with date, day, time and location of the defense.

The student completes the Doctoral Dissertation: Prospectus (Proposal) and Record of Approval form from step 1. (above), briefly outlining the dissertation problem, scope, and methods that will be employed in the study. The student prepares the dissertation proposal and submits it with the Prospectus form to the Dissertation Advisory Committee named on the form on the day of the defense.

At the Public Defense of the Dissertation Proposal the student will present a 30 to 35-minute synopsis of study objectives, the theoretical framework, a review of the most important literature and the design of the study including appropriate instrumentation and analysis plans. Twenty to 25 minutes should be planned for questions and discussion.

The chairperson of the dissertation committee conducts the meeting. If any faculty member who was present at the defense identifies a concern that has major implications for the conceptualization or design of the project, the faculty member is to put the concern in writing and send it to the chairperson of the dissertation committee within 24 hours after the defense.

Following a successful proposal defense, the Prospectus form and proposal prepared by the student are approved by all members of the committee. All doctoral candidates will be required to submit a Conflict of Interest form in concurrence with the Prospectus and Record of Approval form. The candidate and each member of the dissertation committee must disclose any potential conflicts and sign the form. Given the length of time required in the dissertation process, **students will be required to resubmit [the Conflict of Interest form](#) prior to the dissertation defense.** The Prospectus form, proposal, conflict of interest form, and a copy of the IRB approval form are submitted to the Director of PhD Program, who then forwards the documents to the Graduate School for final approval.

The Institutional Review Board (IRB) is located at 87 East Canfield, 2nd floor, Detroit, Michigan, 48201. All documents and procedural inquiries may be directed to this office or they may be contacted by phone at 313 577-1628. Students should visit the website or contact the IRB administrative office for current regulations and forms at <http://irb.wayne.edu/forms-requirements-categories.php>. When approved by the Graduate School, the form is returned to the department and to the student.

3. The Final Dissertation Defense

Conducted by the candidate's committee and presided over by the Graduate Examiner, this final Defense is open to the general University community and must be publicized to

the entire academic community in advance by the major department. Typically, the dissertation advisor serves as the Graduate Examiner, however, the student or any member of the dissertation committee, has the option of requesting an external Graduate Examiner from the Graduate School. The request should be made at least two weeks prior to the Defense.

When the chairperson believes the student's paper is approaching completion, the student will distribute the paper to all committee members. Committee members will have 3 weeks to read the paper and make comments. The student then schedules a final committee meeting to assure that all members agree that it is ready for presentation.

When all members agree, the Final Defense of the Dissertation may be scheduled. If arrangements for the Defense must be changed, the advisor should notify the Director of the PhD Program, the Graduate School, the candidate, and the committee members.

Once the public lecture portion is completed and the audience has had the opportunity to ask questions, the audience is excused so that the examination of the student by the committee can occur.

In the Dissertation Defense, the candidate formally presents the methodology, research, and results of the investigation. In the examination following the Defense, other matters that the committee deems relevant may be introduced. **The Chair has primary responsibility for approval of the dissertation, but the doctoral committee members must read, approve, and sign the manuscript. In addition, the Chair will review the dissertation for plagiarism. Approval includes all academic and professional evaluations and judgments as to originality, adequacy, accuracy, significance, methodology, conclusions, and style.**

Procedures

To prepare for the final dissertation defense, the following steps are to be followed:

1. *By the end of the fifth week* in their graduation term, a candidate must:
 - a. File an online application for graduation via Academica. A fee is charged for the application.
 - b. Submit electronically to the Graduate School the [Dissertation Title and Previous Degrees form](#).
2. *Two weeks before the Final Defense*, a candidate must:
 - a. [Submit the dissertation manuscript electronically](#) to the Graduate School for a format check after adhering to all the [formatting instructions](#).
 - b. Receive tentative approval of the dissertation from all members of the dissertation committee by obtaining their signatures on part 1 of the Final Report form http://wayne.edu/gradschool/phd/final_defense_report.doc. Their signatures on the form indicate approval of the content of the dissertation and its readiness for a public lecture

- presentation (defense). The candidate submits the form to the Graduate School for approval.
- c. Submit the announcement publicizing the Final Defense to the Graduate School.
 - d. Complete the [permission form](#) on the Libraries website, allowing Wayne State University Libraries to make the dissertation available to the Wayne State community and the general public through Digital Commons@WSU. Students can control the level of access to their dissertation/thesis through the permission form.
3. The date for the Final Defense must be posted at least ten (10) working days in advance. Within 48 hours prior to the proposal defense, the student sends a reminder to all committee members with date, day, time and location of the defense.
 4. **Candidates are instructed to follow closely the Graduate School regulations governing the format of the dissertation.** Before preparing the manuscript, students should read the WSU format guidelines: http://wayne.edu/gradschool/current/complete_format_guidelines.pdf.
 5. It is official policy that acceptance of the dissertation as well as certification of the degree shall not take place unless a manuscript is technically correct in style and in a form suitable for publication. The PhD Office staff is available to assist advisors and students who have format questions or problems.
 6. The final, unbound dissertation shall be available at the public defense.
 7. On the day of the final defense, the Final Report form is brought to the Public Lecture and is signed by all committee members and the Graduate Examiner (usually the Dissertation Chair). It is then returned to the Graduate School.
 8. After the Dissertation Final Defense, the Dissertation Chair should notify the Director of the PhD Program, in writing, that the student has completed the requirements for the dissertation and successfully defended his/her dissertation.

Dissertation Credits

It is the student's responsibility to register for the required number of credits for their degree, including dissertation credits (minimum of thirty [30]). To verify that the proper number of credits has been taken, the candidate should obtain a copy of his/her WSU transcript. A student must be enrolled in the semester of the final defense.

Final Steps to the PhD Degree

For detailed information on the final steps needed in order to complete your Ph.D. degree program at Wayne State University, go to:

<http://wayne.edu/gradschool/phd/defense/>

Degree Certification

Upon request and for purposes of employment, a Candidate who completes all requirements between the degree-granting periods may request a certificate from the

Graduate School certifying completion of degree requirements and the date of formal awarding of the degree.

GRADUATION

Although students may finish the requirements for the PhD degree at any time during the year, commencement ceremonies are held only twice a year in December and May. PhD students should contact the Graduate School and/or their advisor to make sure they can participate in the Commencement Exercises. The College usually holds a Convocation Ceremony in May and December. Information concerning Commencement can be found at <http://commencement.wayne.edu/graduation.php>

- An Application for Degree and appropriate fee must be submitted to the Graduate School by the deadline established by the University for the semester the student intends to graduate. If the student does not complete the requirements that term, he or she must notify the Graduate School and submit another application and fee by the deadline. Applications are through Academics. Instructions can be found here: <http://reg.wayne.edu/students/graduation.php>
- Information concerning Commencement announcements, caps and gowns, tickets, and other relevant information will be mailed to the degree candidate by the Commencement Office prior to the event.
- Candidates for advanced degrees are requested and expected to attend Commencement; however, diplomas will be mailed to those candidates unable to attend the ceremonies.
- Persons completing degree requirements during the Summer or Fall semester are invited and encouraged to attend the May Commencement ceremony.
- College of Nursing students are urged to attend the commencement ceremony to strengthen ties to the University and bring a sense of closure to their educational experience. PhD graduates will be called to the platform individually to receive their hoods and degrees.

Convocation

Convocation is a time for the College to more personally acknowledge the achievements of graduating students. The Convocation program includes a graduate and faculty march and individual introductions and congratulations. Information concerning the College of Nursing Convocation will be sent by the Office of Student Affairs to students who have submitted a degree application to the University by the appropriate deadline. May Convocation is usually held immediately following Commencement. December Convocation dates will be announced by the Office of Student Affairs.

STUDENT CODE OF CONDUCT

1.0 PREAMBLE

1.1. The primary purposes of the Student Code of Conduct are to promote campus civility and academic integrity and to provide a framework for the imposition of discipline in the University setting. The code gives general notice of prohibited conduct and of the sanctions to be imposed if such conduct occurs. The code should be read broadly, and is not designed to define misconduct in exhaustive terms. The code specifies the rights of the student and the rights of other parties to the procedure.

1.2. As provided by the Board of Governors in WSUCA 2.31.01, "Student Rights and Responsibilities," and as mandated by academic tradition, the students of Wayne State University possess specific rights and responsibilities. Students are expected to conduct themselves in a manner conducive to an environment that encourages the free exchange of ideas and information. As integral members of the academic community, students have the right to expect that their rights are protected from arbitrary, capricious and malicious acts on the part of other members of the academic community. This Student Code of Conduct is designed to assure that students who are alleged to have engaged in unacceptable conduct receive fair and impartial consideration as specified in this code.

1.3. Students are accountable both to civil authorities and to the University for acts which constitute violations of both the law and this code. In such cases disciplinary action at the University will normally proceed while civil or criminal proceedings are pending, and will not be subject to challenge on the grounds that civil or criminal charges involving the same incident have been invoked, dismissed or reduced.

1.4. Final authority in student disciplinary matters is vested in the President or his/her designee.

1.5 The Office of the Ombudsperson is available to advise students at any stage in the proceedings provided for in this code. To assure that students are aware of that availability, whenever charges are initiated against a student or student organization, the Student Conduct Officer will provide the student (or representative of the student organization) with a copy of a memorandum prepared by the Ombudsperson explaining the Ombudsperson's role.

2.0 DEFINITIONS

When used in this code:

2.1. "Academic misbehavior" means any activity which tends to compromise the academic integrity of the institution or subvert the education process. Examples of academic misbehavior include, but are not limited to: (1) cheating, as defined in Section 2.3; (2) fabrication, as defined in Section 2.5; (3) plagiarism, as defined in Section 2.8; (4) academic obstruction, as defined in Section 2.10; (5) enlisting the assistance of a substitute in the taking of examinations; (6) violation of course rules as contained in the course syllabus or other written information provided to the student.

- 2.2 “Aggravated violation” means a violation which resulted or foreseeably could have resulted in significant damage to persons or property, or which otherwise posed a substantial threat to normal University or University sponsored activities.
- 2.3 “Cheating” means intentionally using or attempting to use, or intentionally providing or attempting to provide, unauthorized materials, information or assistance in any academic exercise.
- 2.4 “Distribution” means sale or exchange with an intent to profit.
- 2.5 “Fabrication” means intentional and unauthorized falsification or invention of any information or citation.
- 2.6 “Institution” and “University” mean Wayne State University.
- 2.7 “Organization” means a number of persons who have complied with University requirements for recognition.
- 2.8 “Plagiarism” means to take and use another’s words or ideas as one’s own.
- 2.9 “Student” means a person who has enrolled in or is auditing a course or courses, or who has enrolled in or is taking a special program sponsored by any unit of the University, or who has taken or audited a course or courses at the institution on either a full-time or part-time basis. A person who withdraws from the University after engaging in conduct which may have violated the Student Code of Conduct is considered a “student” for purposes of this Code.
- 2.10 “Academic obstruction” means any attempt to limit another student’s access to educational resources, or any attempt to alter equipment so as to lead to an incorrect answer for subsequent users.
- 2.11 “University premises” means buildings or grounds owned, leased, operated, controlled, or supervised by Wayne State University or Wayne Housing Authority.
- 2.12 “Weapon” means any object or substance designed to cause injury, or incapacity, including, but not limited to, all firearms, pellet guns, switchblade knives, knives with blades three or more inches in length, and chemicals such as “Mace” or tear-gas.
- 2.13 “University-sponsored activity” means any activity on or off University premises, which is initiated, aided, authorized, or supervised by the University.
- 2.14 “Sexual misconduct” means non-consensual sexual touching, including, among other things, non-consensual oral sex.
- 2.15 “Technology resources” means any and all technologies that produce, manipulate, store, communicate, or disseminate information. These resources include, but are not limited to, wired and wireless data, video and voice networks, computers for processing information, and other devices for storing and archiving information.
- 2.16 Unless otherwise noted, “days” means school days and days Wayne State University is open for business and not calendar days.
- 2.17 “Faculty” applies to full-time, fractional-time, part-time faculty as well as Graduate Teaching Assistants, adjuncts, and Academic Staff with teaching duties.

3.0 PROSCRIBED CONDUCT – STANDARDS AND JURISDICTION

3.1 The focus of inquiry in disciplinary proceedings is to determine if the student is in violation of the prohibited conducts outlined in the Student Code of Conduct. Formal rules of evidence are not applicable, nor will deviations from prescribed procedures or deadlines invalidate the decision or proceeding, unless significant prejudice to a student or to the University results.

3.2 The Student Code of Conduct shall apply to conduct that occurs on University or Housing premises and at University or Housing sponsored activities that occur on or off campus.

3.3 Each student shall be responsible for his/her conduct from the time she or he has notified the University that he/she will attend the University through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year and during periods between terms of actual enrollment and even if their conduct is not discovered until after a degree is awarded.

3.4 The Student Code of Conduct shall apply to a student's conduct even if the student withdraws from school while a disciplinary matter is pending.

4.0 PROHIBITED CONDUCT

The following conduct is subject to disciplinary action when it occurs on University or Housing premises, or in connection with a University course or University documents, or at a University-sponsored activity.

4.1 All forms of academic misbehavior.

4.2 Forgery, unauthorized alteration, or unauthorized use of any University document or instrument of identification.

4.3 Physical abuse of another person, or conduct which threatens or endangers another, or verbal or physical threats which cause reasonable apprehension of harm.

4.4 Unauthorized use, unauthorized possession, or unauthorized storage of a weapon.

4.5 Intentionally initiating a threat, or false report or false warning, of fire, explosion, or other emergency.

4.6 Disorderly behavior that interferes with activities authorized, sponsored, or permitted by the University such as teaching, research, administration, and including disorderly behavior that interferes with the freedom of expression of others.

4.7 Violation of the terms of any disciplinary sanction imposed in accordance with this code.

4.8 Illegal use, possession, manufacture or distribution of drugs.

4.9 Theft of property or services, or intentional or reckless damage to property, of the institution, or of a member of the institutional community, or of a visitor to the University.

4.10 Knowingly possessing stolen property.

4.11 Conduct that is a crime under the criminal law of the State of Michigan or the United States.

4.12 Unauthorized entrance into, or use of, institutional facilities, including computing and telecommunication facilities and systems.

4.13 Knowingly furnishing false information to the institution.

4.14 Intentional obstruction or disruption of institutional activities or functions.

4.15 Failure to comply with the direction of any authorized institutional representative, acting in the performance of his/her duties.

4.16 Maliciously initiating charges pursuant to this procedure when the initiator knows that the charges are baseless.

4.17 Misuse or intentional disruption of the University's technological resources.

4.18 Any form of sexual misconduct.

4.19 Failure to comply with published University regulations or policies. Such regulations or policies include but are not limited to: a) University statutes prohibiting

discrimination and sexual harassment; b) Regulations relating to entry and use of University facilities; c) Regulations relating to sale or consumption of alcoholic beverages; d) Regulations relating to use of vehicles and electronic, amplifying equipment; e) Regulations relating to campus demonstrations; f) Regulations relating to misuse of identification or parking cards; g) Regulations relating to residing in the University's residence halls and apartments.

4.20 Abuse of the Student Code of Conduct system, including but not limited to:

- a) Deliberate falsification or misrepresentation of information before a Hearing Committee Panel or before a dean in an informal conference;
- b) Disruption or interference with the orderly conduct of a Hearing Committee Panel proceeding.

5.0 DISCIPLINARY SANCTIONS

Students found to have committed an act, or acts of misconduct may be subject to one or more of the following sanctions, which shall take effect immediately upon imposition, unless otherwise stated in writing, except as provided in this code. More than one sanction may be imposed for any single violation.

5.1 Disciplinary Reprimand. Notification that the student has committed an act of misconduct, and warning that another offense may result in the imposition of a more serious sanction.

5.2 Disciplinary Probation. A disciplinary status which does not interfere with the student's right to enroll in and attend classes, but which includes specified requirements or restrictions (as, for example, restrictions upon the students representing the University in any extracurricular activity, or running for or holding office in any student organization) for a specific period of time as determined in the particular case.

5.3 Loss of Privileges. Denial of specified privileges for a designated period of time, including, but not limited to, the privilege of participating in non-academic activities or student organizations on campus.

5.4 Discretionary Sanctions. Assignments, essays, service to the University, or other related discretionary assignments.

5.5 Residence Hall Suspension. Separation of the student from the residence halls for a definite period of time, or until the student demonstrates that she/he has satisfied conditions established for return determined at the time of suspension.

5.6 Residence Hall Expulsion. Permanent expulsion of the student from the residence halls.

5.7 Suspension. A denial of the privilege of continuing or enrolling as a student anywhere within the University, and denial of any and all rights and privileges conferred by student status, for a specified period of time. At the termination of the suspension the student will be entitled to resume his/her education without meeting any special academic entrance requirements.

5.8 Expulsion. A permanent denial of the privilege of continuing or enrolling as a student anywhere within the University, and permanent denial of any and all rights and privileges conferred by student status.

5.9 Restitution. The requirement that a student make payment to the University or to another person or group of persons, or to a student organization, for damage caused as a result of violation of this code.

5.10 Transcript Disciplinary Record. An entry onto the student's transcript, permanently or for a specified period of time indicating that the student has been found to have engaged in prohibited conduct, pursuant to Section 4.0 of the Student Code of Conduct. The entry shall also designate the sanction imposed.

5.11 Other Sanctions. Other sanctions may be imposed instead of, or in addition to, those specified above.

5.12 Among the factors that will be considered in the determination of what sanction is appropriate is whether there have been repeated or aggravated violations. Among the factors that may be considered in mitigation are whether the student has been straightforward, and taken responsibility for his/her acts; the nature of the offense and the severity of any damage, injury, or harm resulting from it; and the lack of past disciplinary record of the offender. Because a primary purpose of this code is to protect the University community, a claim that a violation was committed as a matter of "innocent fun" shall not be viewed as a factor in mitigation.

5.13 Attempts to commit acts prohibited by this code shall also be punishable.

5.14 Students who have left the University, and who, after leaving the University, have used forged University transcripts or other University documents, or have used University transcripts or other University documents with unauthorized alterations, may be subject to one or more of the following sanctions:

- a) The refusal to provide any further transcripts or other documents;
- b) The refusal to provide any further transcripts or other documents except directly to institutions or employers;
- c) The denial of any further enrollment;
- d) An entry onto the student's transcript, permanently or for a specified period of time.

6.0 COMMUNICATION OF NOTICES TO STUDENTS: APPEALS AND APPEARANCES BY STUDENTS

Except as provided in Section 10.1, all notices to students which are provided for by this code shall be sent by first-class mail (not certified or registered) to the student's address filed by the student at the time of last registration. If the sender of the notice has actual knowledge that a different address is correct, the sender shall also send a copy to that address. Copies of written notices may also be hand-delivered to the student.

All written appeals or requests for review must be signed and submitted by the student herself/himself (not by an advisor or an attorney). Sections 15.9 and 14.3 of this statute provide, respectively, that any party may bring an advisor or an attorney to a formal hearing held pursuant to Section 15 of the statute, and that a student, or the representative of an intra-college organization, may bring an advisor or attorney to an Informal Disciplinary Conference. These sections specify the role of the advisor or attorney at the hearing or conference. All appearances by the student except for Section 15 hearings and Section 14.3 conferences shall be by the student herself/himself except that the Student Conduct Officer may, in her/his discretion, permit the student to bring an advisor or attorney if, because of a language impediment, disability, or other special

circumstance, the presence of an advisor or attorney would improve the quality of the fact-finding conference, and if the student notifies the Student Conduct Officer of the name of the advisor or attorney, and the reason the student desires the presence of an advisor or attorney, at least 48 hours prior to the conference. The Student Conduct Officer may revoke her/his permission for the presence of an advisor or attorney at any time if, in her/his judgment, it is not improving the quality of the conference.

7.0 INTERIM SUSPENSION

Whenever there is evidence that the continued presence of a student on University premises poses a substantial threat to that student or to others, or to the stability and continuance of normal University functions, the President, Provost or his/her designee, and after consultation with the Office of the General Counsel, may suspend the student for an interim period pursuant to these disciplinary procedures. In matters of academic misconduct, the Provost's designee will ordinarily be the student's Academic Dean; in matters of nonacademic misconduct, the Dean of Students. Notice of the interim suspension shall be mailed to the student. The interim suspension may be made immediately effective, without prior notice, and may provide for complete exclusion from University premises except for the appearance provided for in Section 7.1, which appearance may be scheduled to occur at the Public Safety headquarters.

7.1 A student suspended on an interim basis shall be given an opportunity to appear personally before the University officer who suspended the student, or before his/her designee, within five school days from the date of the interim suspension. Notice of the time and place of the appearance shall be included in the notice of suspension. The University officer shall hear the student regarding the following issues only:

- a) The reliability of the information concerning the student's conduct;
- b) Whether the conduct and surrounding circumstances reasonably indicate that continued presence of the student on the campus poses a substantial threat to the student or to other individuals or to the stability and continuance of normal University functions.

7.2 Within two school days following the opportunity for an appearance provided for in Section 7.1, the suspending officer or his/her designee shall issue a written determination as to whether or not the suspension should continue, and whether a formal charge should be filed. The suspension may not be continued for more than ten school days after the determination unless a charge is filed within the ten school days.

7.3. The suspending officer or his/her designee shall, within the two school days referred to in Section 7.2, mail to the student a copy of the determination concerning the suspension.

8.0. HEARING COMMITTEE PANELS

8.1 Academic Misbehavior Committee Panels: At the beginning of each academic year, each college of the University, including the Graduate School, shall establish two

standing panels, one of students, and another of faculty from the college. Each panel shall contain a minimum of eight and a maximum of twenty-four members. The faculty panel shall be selected by the faculty governing body within the college and the student panel shall be selected by the student governing body within the college. The respective governing bodies shall determine how large a panel, within these limits, is desired. If either governing body fails to act by October 15, the Academic Dean shall determine the size of the panel and shall select the panelists. Vacancies occurring during the year which bring the size of the panel below eight shall be filled within one month of the vacancy's occurring by the appropriate faculty body or student body, or, if they fail to act, by the Academic Dean.

8.2 Non-Academic Misbehavior Committee Panels: The Academic Senate and the Student Council shall each establish a standing panel for the purpose of processing cases involving individual students or student organizations charged with non-academic misbehavior. Each panel shall contain a minimum of eight and a maximum of twentyfour members. Appointees to the Committee Panel will normally serve for three years, unless the Academic Senate or the Student Council specifies a shorter term, except that student appointees will not continue to serve after they graduate. If the Student Council or Academic Senate fail to act by October 15, the Provost shall determine the size of the panel and shall select the panelists. A vacancy occurring during the year which brings the size of the panel below eight shall be filled within one month of the vacancy by the Student Council or the Academic Senate. If the Student Council or Academic Senate fail to act, the Provost then shall fill the vacancy.

8.3 The Dean of each college or his/her designee and the presidents of the Academic Senate and Student Council shall report the names of the panelists to the Provost and the Student Conduct Officer no later than October 20 of each academic year, and shall report vacancies and replacements to the Provost and the Student Conduct Officer as soon as they occur.

9.0 STUDENT CONDUCT OFFICER

The President of the University, or his/her designee, shall appoint an individual to act as Student Conduct Officer. The Student Conduct Officer shall direct and coordinate matters involving student discipline and shall be available to answer questions concerning the procedure to be followed in implementing this code. It is not the role of the Student Conduct Officer to be the proponent of any party.

The Student Conduct Officer shall maintain disciplinary files in the name of the student respondents. Except where litigation or administrative proceedings are pending regarding the matter, if a student is found not to be in violation of the charges his/her file shall be sealed, and after three years shall be destroyed. The files of students found in violation of any of the charges against them will be retained as a disciplinary record for the duration of time specified in the sanction, but no less than five years. If the sanction includes a Transcript Disciplinary Record pursuant to Section 5.10, disciplinary records shall be retained permanently if the transcript entry is permanent, or, if the entry is for a specified period of time, for five years after the end of that period. Disciplinary records

may be retained for as long as litigation or administrative proceedings are pending regarding the matter.

The Student Conduct Officer shall keep a list of the hearing panels in all colleges and in the Academic Senate and Student Council, and shall report promptly to the Provost, and to the appropriate dean or president, any college or Academic Senate which does not have in place a current, complete panel.

The Student Conduct Officer shall prepare an annual report for the Board of Governors describing how this code has functioned during the year and, if the Student Conduct Officer believes changes are desirable, recommending those changes.

10.0 PRELIMINARY PROCEDURE

Any person may initiate charges against one or more students or a student organization believed to have violated this code, by filing charges with, and by providing information pertinent to the case, to the Student Conduct Officer, both in writing. The charge must be made within a reasonable time after the alleged misconduct has occurred. The Student Conduct Officer will coordinate the adjudication of both academic and nonacademic misbehavior violations of the Student Code of Conduct.

10.1 ACADEMIC MISBEHAVIOR – PRELIMINARY PROCEDURE

- a) When a faculty member is persuaded that academic misbehavior has occurred, the faculty member may, without filing a charge, adjust the grade downward (including downgrading to a failing grade) for the test, paper, or other course-related activity in question, or for the entire course. In such instances, the faculty member shall either orally notify the student (or each of the students, if more than one student is involved), in the presence of the department or unit head, of the downgrading and the reason(s) for it, or provide the notice by first-class mail as provided in Section 6.0, with a copy to the department or unit head. If the faculty member provides oral notice to the student, the faculty member shall provide the department or unit head with a written statement of the action taken. In any case, the faculty member shall provide the student with a copy of this Section 10.1 and a copy of the memorandum prepared by the Ombudsperson, explaining the Ombudsperson's role, referred to in Section 1. 5. In the case of written notice, the copies shall be mailed with the notice. In the case of oral notice, the copies shall be hand-delivered to the student in person, or mailed, within five school days.

The student may appeal the action by filing with the department or unit head a statement in writing, within ten school days of oral notice or postmark of the written notice. The department or unit head shall give the student an opportunity to appear personally before him/her within fifteen school days of the postmark of the student's statement, and shall notify the student of her/his decision, in writing, within ten school days of the opportunity for an appearance. In a departmentalized college where the unit head is not the Academic Dean, the student may appeal to the Academic Dean, in writing, within ten school days of the postmark of the unit head's decision.

Where the department or unit head is the faculty member, then, in a departmentalized college where the unit head is not the Academic Dean, the student may appeal directly to the Academic Dean, in writing, within ten school days of the oral notice or postmark of the written notice, from the faculty member. The Academic Dean shall notify the student of his/her decision within ten school days of the postmark of the student's appeal. The Academic Dean's decision shall be final.

Where the Academic Dean is the faculty member, the student may appeal directly to the Provost, in writing, within ten school days of the oral notice or postmark of the written notice from the faculty member.

- b) If the faculty member in whose course the alleged infraction occurred perceives it as warranting discipline in addition to that provided for in Section (a) the faculty member may also file academic misbehavior charges.

In the case of academic misbehavior charges against a student, the Student Conduct Officer shall forward a copy of the charges to the Dean of the college in which the student is enrolled. In the case of graduate students, this will be the subject-area college, not the Graduate School, unless there is no subject-area college. If the student is not enrolled in a college, the Student Conduct Officer shall forward the copy of the charges to the Dean of the College of Liberal Arts and Sciences. If the Student Conduct Officer determines that another college has primary concern with the matter, in which case he/she shall assign the matter to that college, and forward the charges to the Dean of that college.

In the case of academic misbehavior charges against a student organization that the Student Conduct Officer finds is an intra-college student organization, the Student Conduct Officer shall forward a copy of the charges to the Dean of the college.

In the case of academic misbehavior charges against "related students," as defined in Section 13.2, if the students are enrolled in more than one college, the Student Conduct Officer shall determine which college has primary concern with the matter, shall assign the matter to that college, and shall forward the charges to the Dean of that college.

- c) The Provost or his/her designee may approve expedited due process procedures applicable to students enrolled in short-term, non-credit access programs, up to and including removal from the subject program.

10.2 NON-ACADEMIC MISBEHAVIOR PRELIMINARY PROCEDURE

Charges of non-academic misbehavior made against students or student organizations will be adjudicated in the Dean of Students Office.

10.3 NON-ACADEMIC MISBEHAVIOR-HOUSING AND RESIDENCE LIFE

Because of the special communal relationship of the residence hall living environment, University Housing may adjudicate and sanction students for minor policy infractions as proscribed in Housing handbooks, contracts, licenses, policies and regulations.

In order to maintain the consistency of Housing's administrative hearing process, the Student Conduct Officer or his or her designee shall meet regularly with the Director of Housing or his or her designee to review nonacademic misbehavior cases that occur within the Residence Halls.

The Director of Housing, or his or her designee, may, initiate non-academic misbehavior charges with the Student Conduct Officer at any time.

10.4 WITHDRAWAL OF CHARGES

In all cases, the charge may be withdrawn only by the charging party. It may be withdrawn at any time prior to the notice provided for in Section 11.7, but may not be withdrawn thereafter.

11.0 FACT-FINDING PROCEDURES

11.1 Upon receipt of the charges, the Student Conduct Officer shall initiate an investigation, which must include an opportunity for the student(s), or representative(s) of the student organization, to participate in a fact-finding conference with the Student Conduct Officer, and may include a conference by the Student Conduct Officer with the person making the charges, in order to determine whether further proceedings are appropriate.

11.2 A notice shall be sent to the student(s) or to representative(s) of the student organization, with a copy to the Dean of Students or the Academic Dean, within ten school days of the Student Conduct Officer's receipt of the charges, and at least five school days prior to the conference. The notice shall contain the following information:

- a) The alleged infraction;
- b) The nature of the evidence submitted;
- c) The time and place of the conference;
- d) A copy of this code, with a statement that it is the governing policy and that the student should retain it for use throughout the proceeding.

11.3 Should the student(s) or representative of the student organization fail to appear at the fact-finding conference or fail to inform the Student Conduct Officer that he/she is waiving his/her right to the fact-finding conference, the Student Conduct Officer may take action as described in section 11.5.

- 11.4 Upon request, the student(s), or representative of the student organization, and the charging party, may review the documents, statements, or other material in the Student Conduct Officer's case file.
- 11.5 Within ten school days following the fact-finding conference, the Student Conduct Officer shall decide:
- a) that no further action will be taken; or
 - b) in the case of academic misbehavior, charges made against student(s) or against a student organization that the Student Conduct Officer has determined, pursuant to section 10.1(b), to be an intra-college student organization, that the matter will be referred to the Dean of the college in which the student is enrolled or the student organization is based; or
 - c) in the case of academic misbehavior charges made against two or more students (called "related students" in this statute) where the students are enrolled in more than one college, that the matter will be referred to the Dean of the college with primary concern, as determined pursuant to section 10.1(b);
 - d) in the case of non-academic misbehavior charges made against a student(s) or against a student organization that the matter will be referred to the Dean of Students.
- 11.6 The Student Conduct Officer will notify in writing the student or representative of the student organization, the Academic Dean or the Dean of Students and the person bringing the charge, of his/her determination, within the ten school days specified in Section 11.5. If the Student Conduct Officer determines the case should be referred, the Student Conduct Officer shall, forward the original file to the Academic Dean.
- a) If the Student Conduct officer concludes that there is a sufficient basis to forward a charge for further proceedings, the Student Conduct Officer may, but need not, concurrently propose to the charged party a recommended disposition of the charge. If the Student Conduct Officer does so, he/she will advise the charged party in writing of the recommendation, that he/she has the option to accept or decline the recommendation and the consequence of accepting the recommendation. The recommended disposition will not be forwarded to the Dean of Students, but only to the charged party.
 - c) The charged party may accept or decline the recommended disposition. If the charged party elects to accept the recommended disposition, he/she must do so in writing within ten school days. If the charged party accepts the recommended disposition, then the Student Conduct Officer will notify the Dean of Students of the disposition, and no further proceedings will be had. If the charged party declines the recommended disposition, then the matter will proceed as if no recommendation had been made.

12.0 PROCEDURE IN NON-ACADEMIC MISBEHAVIOR CASES

12.1 The Dean of Students shall notify the student that he/she may either meet with him/her in an Informal Disciplinary Conference pursuant to Section 14.0 of the Student Conduct Code or choose to have the decision and/or sanction of the Student Conduct Officer heard by a formal Hearing Committee convened by the Dean of Students pursuant to Section 15.0 of the Student Conduct Code. If the Dean of Students is the charging party, the Provost or his or her designee shall notify the student that he or she may either meet with him/her in an Informal Disciplinary Conference or if the student chooses, convene the formal Hearing Committee to review the case.

13.0 PROCEDURE IN ACADEMIC MISBEHAVIOR CASES

13.1 If, after reviewing the information transmitted by the Student Conduct Officer, the Academic Dean decides that further action shall be taken, and that the charges are sufficiently serious that it is possible that the alleged misconduct might result in a permanent disciplinary record, suspension or expulsion pursuant to sections 5.7, 5.8, 5.10 of this code, he/she shall initiate the Hearing Procedure, pursuant to Section 15. All other cases shall be resolved by an Informal Disciplinary Conference, pursuant to Section 14.

13.2 Charges against two or more related students arising out of the same or substantially overlapping sets of facts shall be heard together by the same Committee, pursuant to Section 15, or in the same Informal Disciplinary Conference procedure, pursuant to Section 14, unless the Academic Dean determines that separate hearings or procedures should be held.

13.3 If the Academic Dean has determined that further action shall be taken, he/she shall, in writing, so notify the student, or the intra-college student organization, within ten school days of receipt of the referral.

In cases where the Academic Dean has decided that the charges are sufficiently serious that the alleged misconduct might result in a permanent disciplinary record, or a suspension or expulsion pursuant to sections 5.7, 5.8, or 5.10 of this code, he/she shall notify the student (with a copy to the Student Conduct Officer) that the Hearing Procedure, pursuant to Section 15, has been initiated. In all other cases, the Academic Dean shall notify the student or the intra-college student organization (with a copy to the Student Conduct Officer) that the Informal Disciplinary Conference procedure, has been initiated. In hearing procedure cases, the Academic Dean's notice to the student shall include the statement that the student may elect instead to have the case resolved pursuant to the informal disciplinary conference provided for in Section 14, and that, in such cases, the full range of sanctions authorized by this code may be imposed, although the right of appeal specified in Section 16 shall not be applicable.

In the case of related student s offered this choice, if any student desires a hearing procedure, all students will be afforded a hearing procedure in accordance with Section 15.

The Academic Dean shall advise the student to contact the Academic Dean's office within ten school days of the postmark of the Academic Dean's notice, in order to schedule the Informal Disciplinary Conference or the opportunity to strike names from the panels, as provided for in Section 15. 2 (in hearing procedure cases). The Academic Dean shall forward the charges to the student and shall refer the student or organization to the copy of this code that has previously been provided.

13.4 If the student or a representative of the student organization does not respond to the Academic Deans within the time specified in Section 13.3, or if the student or representative fails to schedule the Informal Disciplinary Conference, or the opportunity to strike names from the panels, within fifteen school days of the postmark of the Academic Dean's notice, the Dean may decide the matter on the basis of the information provided by the Student Conduct Officer. If the Academic Dean sustains the charges the Dean shall decide the appropriate sanctions as specified in Section 5. The Academic Dean may take note of previously imposed sanctions when making his/her decision regarding sanctions. The Academic Dean shall notify the student or representative, the charging party, and the Student Conduct Officer of the decision, in writing. The decision of the Academic Dean shall be final. In those cases in which the nature of the sanction requires notice to the Registrar, the Student Conduct Officer shall forward the Academic Dean's notice to the Registrar.

13.5 Students referred to the hearing procedure may elect instead to have their case resolved pursuant to the informal disciplinary conference provided for in Section 14. In such cases, the full range of sanctions authorized by this code may be imposed, although the right of appeal specified in Section 18 shall not be applicable.

14.0 INFORMAL DISCIPLINARY CONFERENCE

Students or student organizations subject to, or electing to participate in, an Informal Disciplinary Conference before the Academic Dean or his/ her designee or the Dean of Students shall be accorded the following procedure:

14.1 The student or representative of the student organization shall have access to the case file, prior to and during the conference.

14.2 The student or representative of the student organization shall have an opportunity to respond to the evidence and to call appropriate witnesses.

14.3 The student or representative shall have the right to be accompanied and assisted by an advisor or attorney only in the manner provided in Section 15.9 of this code.

14.4 The Dean shall render a decision within ten school days. If the Dean sustains the charges, the Dean shall decide the appropriate sanctions as specified in Section 5. The Dean shall notify the student or representative, the charging party, and the Student Conduct Officer of the decision, in writing, within ten school days. The decision of the Dean shall be final. The Dean shall, at this time, return the original file to the Student Conduct Officer. In those cases in which the nature of the sanction requires notice to the Registrar, the Student Conduct Officer shall forward the Dean's notice to the Registrar.

15.0 HEARING PROCEDURES

15.1 In general hearing procedure cases the hearing committee shall be convened either by the Academic Dean or the Dean of the Students. The committee shall consist of three faculty members and two students.

15.2 The student or related students may strike a maximum of two names from each panel, before the committee is drawn from the panels. If related students fail to agree as to the names (if any) to be stricken, then no names shall be struck.

15.3 In the first case of the year, the Dean shall begin with the first person remaining on each list after the student's opportunity to strike. Thereafter, the Dean shall begin with the first person who did not serve on the previous committee who remains on the lists after the opportunity to strike. The Dean shall proceed alphabetically through the lists until he/she has obtained three faculty and two student panelists who are able to serve. These five persons shall constitute the Committee. They shall elect the Committee Chairperson. The Dean shall brief the Committee regarding its responsibilities and regarding procedure under the statute. The Dean shall provide the Committee with necessary staff.

15.4 The Committee shall conduct a fair and impartial hearing.

15.5 The student shall be given notice of the hearing date at least five school days in advance of the hearing, and shall be accorded access to the case file, pursuant to Section 11.4, prior to and during the hearing.

15.6 The student and the charging party should be present at the hearing. If the student fails to appear, the hearing may proceed without him/her, and if the charging party fails to appear, the hearing may proceed without him/her.

15.7 Both the student and the charging party shall have the opportunity to be heard. The student may not be required to testify against herself/himself. Both the student and the charging party shall have the opportunity to question opposing witnesses.

15.8 The Dean may subpoena witnesses upon the request of either party or on his/her own motion. University students and employees are expected to comply with subpoenas issued pursuant to this procedure, unless compliance would result in significant and unavoidable personal hardship or substantial interference with normal University activities.

15.9 Any party may bring an advisor or an attorney to the Disciplinary Conference with the Dean or to the Hearing, provided that in order to be permitted to do so, the party must notify the Dean, in writing, of the name of the advisor or attorney at least 48 hours prior to the hearing. The role of the advisor or attorney during the hearing is solely to counsel and assist the party; the advisor or attorney may not participate actively in the conduct of the hearing.

15.10 The Chairperson may, in her/his discretion, permit participation by an interpreter or other assistant if, because of a language barrier, or impediment, or disability, or other special circumstance, such participation would improve the quality of the hearing. The Chairperson may revoke his/her permission of the participation by assist or interpreter at any time if, in his/her judgment, it is not improving the quality of the hearing. The party must notify the Academic Dean or the Dean of Students, in writing, of the request for an interpreter or assistant at least 48 hours prior to the hearing.

15.11 Hearings will be closed to the public, except that, in the discretion of the Chairperson, an open hearing may be held if requested by the student. In the case of related students, if any student in the group desires a closed hearing, the hearing shall be closed.

15.12 The Chairperson shall exercise control over the hearing to avoid needless consumption of time and to prevent the harassment or intimidation of witnesses. Any person, including the student, who disrupts a hearing or who fails to adhere to the rulings of the Chairperson may be excluded from the proceedings.

15.13 Hearings will normally be recorded. However, this code does not require that hearings be recorded, and the failure to record all or part of a hearing, or the technical inadequacy or loss of any recording made, does not invalidate the hearing or the procedure. Whether or not a recording is made, the decision must include a summary of the testimony, and shall be sufficiently detailed to permit review by the President or his/her designee.

15.14 The Chairperson may exclude witnesses other than the charging party and the charged party from the hearing during the testimony of other witnesses.

15.15 Formal rules of evidence shall not apply in disciplinary proceedings conducted pursuant to this code. The Chairperson shall admit all matters into evidence which reasonable persons would accept as having persuasive value in the conduct of their affairs. Unduly repetitious or irrelevant evidence may be excluded.

15.16 Affidavits shall not be admitted into evidence unless signed by the affiant and notarized, and shall not be admitted in any case unless the Chairperson finds that there is good cause to accept an affidavit instead of actual testimony.

15.17 The Committee may be advised by a representative of the Office of the General Counsel, except that if the Office of the General Counsel shall have acted in the case as proponent of any party, then the Committee shall be advised by independent, outside counsel.

15.18 A decision by the Committee that the charges are sustained must be based upon a preponderance of the evidence at the hearing. (A preponderance of the evidence is that which is sufficient to convince the Committee that it is more probable than not that the student's alleged misconduct occurred.)

16.0 HEARING BY THE COMMITTEE

The Academic Dean or his/her designee, or the Dean of Students shall convene the Committee within 15 school days of the student's response provided for in Section 13.3, except where the academic calendar makes a longer interval appropriate. The Dean or designee shall be present at the hearing but shall not be present during the Committee deliberations. A simple majority of the Committee members shall be present for the hearing. If a majority of the members are not present, the student may decide to proceed with the hearing before those members who are present, or to reschedule the meeting. In the case of related students, if 50% or more of the students prefer to proceed, the hearing shall proceed.

16.1 Within ten school days of the hearing, the Committee shall prepare and send to the Dean its decision, including a summary of the hearing and of its decision-making process. If the Committee sustains the charges, it shall recommend a sanction or sanctions.

16.2 If the Committee sustains the charges, then, within five school days, the Dean shall decide appropriate sanctions as specified in Section 5. The Dean may adopt the sanctions recommended by the Committee or may impose sanctions more or less severe than those recommended by the Committee. The Dean shall notify the student, the charging party, and the Student Conduct Officer of the decision and the sanction(s), in writing, within the five-school-day period. The Dean shall return the original file to the Student Conduct Officer. In those cases in which the nature of sanction(s) requires notice to the Registrar, Student Conduct Officer shall forward the dean's notice to the Registrar.

17.0 STUDENT ORGANIZATIONS

17.1 Any member of a group of related students can elect to have his or her charges heard separately from the rest of the group by making a written request to the Student Conduct Officer within five school days of receiving notice of the charges filed against the group. If a request is not made within five school days, the ability to have the case heard separately is waived. This section does not apply in cases of charges filed against student organizations.

17.2 A student organization and its officers may be held collectively or individually responsible when violations of this code by those associated with the organization have received the tacit or overt consent or encouragement of the organization or of the organization's leaders, officers, or spokespersons.

17.3 As a part of the decision in the case, the officers or leaders or any identifiable spokespersons for a student organization may be directed to take appropriate action designed to prevent or end violations of this code by the organization or by any persons associated with the organization who can reasonably be said to be acting in the organization's behalf. Failure to make reasonable efforts to comply with such a directive shall be considered a violation of this code both by the officers, leaders or spokespersons for the organization and by the organization itself.

17.4 Sanctions for organization misconduct may include revocation or denial of recognition, as well as other appropriate sanctions pursuant to Section 5 of this code.

18.0 APPEAL PROCESS

18.1 If as the result of a formal hearing process, a sanction is imposed the student or representative(s) of the organization may request the President or his/her designee to review the decision on the record. A written Request for Review must be signed and submitted by the student or representative himself/herself (not by an advisor or an attorney) to the Student Conduct Officer, with a copy to the Dean of the college, or the Dean of Students postmarked within twenty school days of the postmark of the college's final decision. The Student Conduct Officer will forward the appeal, with the record, to the President or his/her designee. Appellate review of the college's decision will proceed as soon as practicable after notification by the student of his/her wish to seek review.

The President or his/her designee may affirm, reverse or modify the decision or the sanction, or, in unusual circumstances, may send the matter back to the college. The President or his/her designee shall notify the student, the Dean, the charging party, and the Student Conduct Officer of the decision, in writing, within a reasonable time.

18.2 In individual cases (not organization cases), the student may also file with the President or his/her designee a Request for Postponement of the effect of the Dean's final decision. Such request must be postmarked within seven school days of the postmark of the Dean's final decision, and a copy must be sent to the Dean.

Upon receipt of a Request for Postponement, the President or his/her designee will immediately contact the Dean. Unless the college or the Dean of Students demonstrates that the injury to the college or University or to third persons that would result from a postponement would outweigh the injury to the student from denying the postponement, the effect of the decision rendered by the Dean will be postponed until the date that the President or his/her designee issues a decision regarding the underlying Request for Appellate Review.

The President or his/her designee will inform the student and the Dean of his/her decision regarding the Request for Postponement within three school days after receiving the request.

Exceptions to this procedure may be granted by the President or his/her designee upon a showing of good and sufficient cause.

18.3. The decision of the President or his/her designee shall be final.

19.0 INHERENT AUTHORITY

The University reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community, including the right, in cases of a perceived threat of danger, to act to bar students from the campus without prior notice.

Amended by the Wayne State University Board of Governors, November 30, 2005.

Student Judicial Services and additional information about the Student Code of Conduct are available at <http://generalcounsel.wayne.edu/legal/student-code.php>

COLLEGE OF NURSING ACADEMIC APPEALS POLICY

Basic Principles of the Appeals Process

1) What can be appealed: *Only the manner in which the grade was assigned can be appealed.*

Instructors are expected to evaluate student work according to sound academic standards. It is the instructor's prerogative to assign grades in accordance with his/her academic/professional judgment. If the student believes the manner in which the grade was assigned was done in an unfair manner and the student is able to demonstrate that the unfair manner is based on one of the two criteria stated below then the appeal policy should be followed. The student assumes the burden of proof in the appeals process.

2) Two grounds for appeals. Students may initiate the appeals process if they are able to demonstrate:

- 1 The application of non-academic criteria in the grading process;
- 2 Evaluation of student work by criteria not directly reflective of performance relative to course requirements.

A student who disputes the final grade awarded for one or both of the above reasons should follow the steps outlined in the grade appeal process.

3) Timeliness of appeals process. Failure of the instructor or any appeal officer to respond within the designated time frame of the formal appeal entitles the student to proceed to the next level of appeal. In no case should there be any assumption that a failure to respond at any level signifies a granting of the appeal. Failure of the student to adhere to the time-frames specified in the policy will result in the appeal process being nullified (the appeal will not be heard).

4) Academic dishonesty. These policy guidelines do not apply to allegations of academic dishonesty. Academic dishonesty matters should be addressed under the Student Due Process statute.

5) Patient safety. Students may be removed from a clinical course at any time in which the faculty or clinical agency staff identifies an issue that would constitute unsafe care for

a patient. These policy guidelines do not apply to safety issues. Grades assigned for unsafe practice are NOT subject to appeal.

6) Assistance. Student/faculty may contact the College of Nursing, Assistant Dean for Student Affairs, Recruitment and Retention and/or the Ombudsperson at any time for assistance with any problem associated with a grade decision or grade appeal.

Procedure

All steps of the appeal process must be followed within the stated time frame or the appeal process is nullified (will not be heard). The student must meet with the Assistant Dean for Student Affairs, Recruitment and Retention to review the appeal process prior to initiating an appeal.

Note that “days” are counted as Monday through Friday, excluding University holidays.

Informal Review

The student must discuss in person the disputed grade with the instructor of the course within ten (10) days of notification of the grade. If the dispute remains unresolved, the student may initiate a formal appeal.

Initiating a Formal Appeal

All steps of the formal appeal must be done in written format; no email correspondence is acceptable. Information submitted should be time stamped and dated as it is received.

Within thirty (30) days following official notification of final grades for the term in which the disputed grade was awarded, and when the informal review fails to resolve the dispute, the student should submit a written appeal detailing his/her objections along with the supporting documentation to the instructor with copies to the Assistant Dean for Student Affairs, Recruitment and Retention. Documentation must explicitly state on which of the (2) two criteria this appeal is based. Documentation must provide evidence of (1) the application of nonacademic criteria in the grading process; and/or (2) evaluation of student work by criteria not directly reflective of performance relative to course requirements.

The Assistant Dean for Student Affairs, Recruitment and Retention will review documentation to determine the validity of the appeal. A grade appeal that does not provide evidence or the evidence is inadequate to support the grounds for appeal will not proceed within the College. The appeal will not be heard.

If it is determined that there is ground(s) for appeal, the process will proceed to the instructor level.

Written notification as to whether or not the appeal will proceed will be sent from the Assistant Dean for Student Affairs, Recruitment and Retention to the student.

Instructor Level

Within seven (7) days of receiving written notification from the Assistant Dean for Student Affairs, Recruitment and Retention that there is ground(s) for a formal appeal, the faculty shall meet with the student to review the complaint. The student will be notified in writing by the instructor of his/her decision within seven (7) days of the meeting. The instructor shall also provide copies of the written response to the Assistant Dean for Student Affairs, Recruitment and Retention.

Assistant Dean for Faculty Affairs Level

If the dispute remains unresolved and if the student wishes to pursue the appeal further, the student may submit a written statement detailing his or her objections to the faculty response, along with supporting documentation, to the Assistant Dean for Faculty Affairs with copy to the Associate Dean for Academic and Clinical Affairs. This statement must be submitted within fourteen (14) days following receipt of the instructor's written response.

The Assistant Dean for Faculty Affairs *must* meet with the student and faculty member, either jointly or individually, within fourteen (14) days of receiving the appeal to attempt to resolve the issue.

The student must be notified in writing of the Area Assistant Dean's decision within twenty-one (21) days of receiving the student's written appeal. As the Dean's designee, the decision of the Assistant Dean for Faculty Affairs shall be the final decision at the College level.

University Level Academic Appeal Procedure

In matters where a College's signed final decision is based upon the evaluation of a student's academic performance, and when review procedures available to him/her within the College have been exhausted, the student may request the Provost to review that decision on the record. A written Request for a Provost Review must be made by the student himself/herself, with a copy to the Associate Dean for Academic and Student Affairs and the Dean of the College, postmarked within thirty calendar days of the postmark of the College's final decision, which is to be sent to the address provided by the student in the College's review procedures. The Provost's review of the College's decision will proceed as soon as practicable after notification by the student of his/her wish to seek review. Pursuant to University policy, the Provost's decision in an academic appeal is final. See the respective Bulletin at <http://bulletins.wayne.edu/>

Definitions:

1. ***Day - Monday through Friday, excluding University holidays.***

2. **Area - The unit of the College of Nursing in which the faculty member is assigned; it is not that unit of the College responsible for teaching the course in which the appeal is made.**
3. **Ten (10) days noted in A, begin with posting of an official grade(s).**

REGISTRATION

Registration and Scheduling Office <http://reg.wayne.edu/>

5054 Woodward, Suite 5101, Detroit, Michigan 48202

General Information: 313 577-3541, FAX: 313 993-7758 E-Mail: registration@wayne.edu

Students should participate in Early Registration.

The Wayne State University Online Schedule of Classes. Is available through www.classschedule.wayne.edu. The course information is refreshed hourly during periods of active registration. After determining your desired schedule, please register as soon as possible. Registration is available by web or telephone. Registration instructions are available at <http://reg.wayne.edu/students/registration.php>

Registration forms are found at <http://reg.wayne.edu/students/forms.php>.

Registration Services

The Office of the Registrar provides web access to many e-Services through <http://www.pipeline.wayne.edu>. From that site you can access the following:

On-Line Schedule of Classes On-Line Tuition Payment E-grades – Check your grades before the mail comes. E-holds – Check your hold on-line. E-Schedule – Check your class schedule on-line.

DOCTORAL NURSING COURSES REQUIRING WRITTEN CONSENT

Students must obtain written consent for the courses listed below, each term they are registering for them. Each graduate faculty member will have a section number assigned to him/her that changes each semester. Register for the appropriate course registration number.

1. ***NUR 8990, Directed Study, cr. 1-8, Prereq: written consent of instructor and PhD Program Director; consent of advisor. Open only to doctoral students.*** Individually designed courses in nursing for doctoral students whose needs and interests are not met in scheduled classes.

An approved *Doctor of Philosophy Petition and Authorization for Directed Study form* (<http://wayne.edu/gradschool/phd/directed-study.pdf>) **must be on file in OSA prior to registration**. The petition must be approved by the academic advisor and the Director

of the PhD Program of the College before the Office of Student Affairs will authorize registration by the student.

3. *Doctoral Dissertation Research*

With the attainment of candidacy, the student begins registration in the dissertation research courses: 9991, 9992, 9993 and 9994 (Doctoral Research and Direction I, II, III and IV, respectively). Students must enroll in these four courses in consecutive academic year semesters. A student is considered withdrawn from the Ph.D. program if he or she fails to register for one of the four consecutive semesters beginning with the term following the elevation to Ph.D. candidate. Ph.D. applicants will be permitted to register in NUR 9991, Doctoral Candidate Status I: Dissertation Research and Direction, during the semester in which they expect to take their Qualifying Examination if they submit to the Graduate School written approval from their advisor and graduate director.

Upon the student's successful completion of the Qualifying Examination, the program should submit the Recommendation for Candidacy Status to the Graduate School to permit the student to continue to NUR 9992.

Students who do not complete the Qualifying Examination successfully cannot continue to NUR 9992. They may enroll in required coursework or in NUR 9990, Pre-Doctoral Candidacy Research, to meet any enrollment requirements. When they complete the Qualifying Examination successfully and the Recommendation for Candidacy Status has been approved by the Graduate School, students may continue to NUR 9992.

If a student completes all four of the Doctoral Research and Direction courses but has not completed all the dissertation requirements, the student may register in Candidate Maintenance Status (9995) until their completion. The Maintenance Status allows students access to University resources – libraries, computer systems, laboratories and faculty advising. Students in Candidate Maintenance Status are required to register if they are using University resources during a semester or during the conduct of any study approved by the Wayne State University Institutional Review Board (IRB). They must be registered for the semester in which they defend the dissertation.

During each of the four semesters, the Candidate is assessed tuition at a flat rate equivalent to 7.5 credits of graduate level tuition (i.e. one-fourth the cost of 30 graduate credits.) The candidate maintenance fee is equivalent to the registration fee plus the omnibus fee for one graduate credit. All courses confer full-time registration status and are offered for S or U grades only. Registration for dissertation credits by students is blocked. In order to register for dissertation credits, Candidate Status, or Candidate Maintenance Status, students will need to obtain authorization to register by contacting the PhD Office of the Graduate School. phdstudents@wayne.edu

Students may register for regular courses in the same semester they register in Candidate Status. Normal tuition for such course work will be assessed.

If a student finishes the dissertation before registering for all four semesters of Ph.D. Candidate Status, the student must complete payment of the tuition for the remaining semester(s) before his/her degree will be certified. In case of early completion, the student may use the spring/summer as one of the required semesters. Alternatively, the student may arrange multiple tuition payment within the final semester.

Supported students (Rumble Fellows, Graduate Professional Scholars, GTAs, GRAs and GSAs) will be allowed to receive support for only one semester's Candidate Status tuition per semester. Students in the Candidate Maintenance Status are eligible for support (if they haven't exceeded their six-year limit of support); the support mechanism will pay the Candidate Maintenance fee.

A student is considered withdrawn from the Ph.D. program if he or she fails to register for any of the required four consecutive semesters beginning with the term following the advancement to PhD Candidate. To return to the program after withdrawal for non-registration, the student must seek reinstatement from the Graduate School and pay Candidate Status tuition for all semesters missed, up to a maximum of four.

Verification of Student Status and Student's Certification for Loan Deferments

The Registrar has indicated that a graduate student who has enrolled for all elections (including essay, thesis, or dissertation) still must register and pay for at least one essay, thesis, or dissertation credit until he/she graduates (maintenance status for PhD students).

Enrollment in Other Graduate Institutions

Students can elect courses in other Michigan graduate schools through the MIGS program and Dual Enrollment with the University of Michigan. Requests must be approved by the academic advisor, the Graduate Officer, WSU's liaison official, the Office of Graduate Admissions, and the Graduate Official in the visited institution and both Registrars. Forms are available from Graduate Admissions.

Michigan Intercollegiate Graduate Studies (MIGS) Program

The Michigan Intercollegiate Graduate Studies (MIGS) Program enables graduate students of Michigan public institutions to take advantage of educational opportunities at other Michigan Public institutions offering graduate degrees. Any graduate student in good standing in a master's, specialist or doctoral program at a member institution is eligible to participate with approval of the appropriate academic unit. Students on a MIGS enrollment pay tuition and other fees at the host institution. All credits earned under a MIGS enrollment are accepted by a student's home institution as if offered by that institution. This type of enrollment is limited to one term for master's or specialist degree student, or two terms for doctoral degree students. Students interested in this program should contact the Office of University Admissions for further information.

Dual Enrollment with the University of Michigan

A student enrolled at either Wayne State University or the University of Michigan may elect a course or courses in the other institution if the course fits his/her program but is not available in his/her home institution. The student must have written approval of the department chairperson in his/her major area at the home college and the approval of his/her Dean. The election must also be approved by the department that offers the course. Students desiring to participate in Wayne State University - University of Michigan dual registration should obtain the necessary forms from the Office of the Registrar and pay the appropriate tuition at their home institution.

RESOURCES

Bulletin Boards

Bulletin boards throughout the College of Nursing are maintained to provide information to all nursing students. Bulletin boards for doctoral students are located outside and inside the Doctoral Student Lounge and the Office for Health Research on the third floor.

Mailboxes

Mailboxes are provided in the Doctoral Student Lounge, 323 Cohn, for all PhD students. Students are responsible to check their mailboxes for important notices.

Publications

The College publishes a number of informational pieces. These materials include: *Urban Health*, the annual report of the College of Nursing.

Financial Assistance

FAFSA: The Free Application for Federal Student Aid (FAFSA) is the first application to be completed in order to apply for virtually all types of financial aid outside of the **financial aid offered by the College of Nursing** for higher education. This form is distributed and processed by the United States Department of Education. It is used in applying for all Federal Title IV student aid programs, including Pell Grants, Stafford Loans, and the campus-based programs. The FAFSA collects the information required to determine need and eligibility for financial aid. Application and information is found at <http://www.fafsa.ed.gov/>. The FAFSA **must** be completed to be considered for ***any*** scholarship or loan.

The College of Nursing administers a number of private scholarships and financial aid. Applications for these funds are reviewed annually and is determined based on the student's plan of work. For further information, as well as deadlines for submission, contact Kristen Salem in the Office of Student Affairs (OSA), 10 Cohn, 313 577-4119, Kristen.salem@wayne.edu.

College of Nursing: *Scholarships and Loans*

<https://nursing.wayne.edu/financial-aid/index.php>

Nurse Faculty Loan Program (NFLP) The Nurse Faculty Loan Program provides for a loan up to \$30,000 in any academic year. To be eligible applicants must be a full-time or part-time doctoral student in good standing and have no judgments or liens against them. NFLP loan applications are reviewed annually. Contact Kristen Salem in the Office of Student Affairs at 313 577-4119 or Kristen.salem@wayne.edu for further information.

Emergency Loans: The College of Nursing has limited emergency funds available for all students registered in the College. Loans are generally limited to a maximum of \$500 per student per academic year. Funds are disbursed until all moneys are spent each year. Students are expected to repay the loans by the end of the semester so that money will be available for other students in need. Students must be registered in order to be eligible.

Wayne State University Scholarships, Fellowships, and Assistantships

The Graduate School's Scholarships and Fellowships Office offers graduate scholarships and fellowships. Information is accessible through their website:

<http://wayne.edu/gradschool/funding/>

5057 Woodward Avenue,
Wayne State University, Detroit, MI 48202.
Telephone 313 577-2172. FAX: 313 577-2903

Graduate assistant positions are available in three categories: Graduate Teaching Assistants (GTAs), Graduate Student Assistants (GSAs) and Graduate Research Assistants (GRAs). Category definitions are available at the Graduate School Web Site: <http://wayne.edu/gradschool/funding/assistantships/>

Other Awards

National Research Service Awards (NRSA)(Nurse Fellowship)
<http://grants.nih.gov/training/nrsa.htm>

PhD students are strongly encouraged to apply for these Public Health Service research training grants. These grants are provided to individual nurses for predoctoral and postdoctoral research training in specified areas of nursing for periods of up to three years. Awards are contingent upon favorable review and availability of funds. Academic faculty advisors are expected to assist students to prepare NRSA applications. Applications are available online at.

Sigma Theta Tau International (National and Local Chapters)
<http://www.nursingsociety.org/>

American Nurses Foundation
<http://www.nursingworld.org/>

Michigan Nurses' Association
<http://www.minurses.org/about/michigan-nurses-foundation>

Midwest Nursing Research Society
mnrs.org

American Heart Association

<http://www.americanheart.org/presenter.jhtml?identifier=1200000>

Blue Cross/Blue Shield of Michigan Foundation

<http://www.bcbsm.com/foundation/>

The Jonas Foundation

<http://www.jonascenter.org/program-areas/jonas-nurse-leaders-scholars>

The University's Office of Scholarships and Financial Aid administers scholarships, grants, loans and emergency funds available to all University students and funds provided especially for College of Nursing students.

Wayne State University

Office of Student Financial Aid

The Welcome Center 42 W. Warren Avenue

P.O. Box 2340 Detroit, MI 48202-0340

313 577-3378

<http://www.financialaid.wayne.edu>

STUDENT ORGANIZATIONS

There are over 400 groups representing a diversity of academic and professional fields, social and political concerns, recreation and student interests, are active on campus. Membership in a student organization provides an opportunity for self-development not always available in other areas of university life. Members learn leadership and organizational skills, meet new friends, and determine how to operate within the university governance system to effect change. The benefits can be real and long lasting. What you learn as a participant today may influence your ability to be a responsible citizen in an ever-changing world. Details are found in the Student Services section of this handbook.

The College of Nursing offers the following options for student involvement. All students are encouraged to take advantage of these organizations.

The College of Nursing Council is composed of elected representatives of students and faculty. Its purpose is to reflect the concerns of the student members to the University and the larger community. All students are members of the College of Nursing Council. Students may serve on the following college committees. These committees are:

Evaluation Committee; Faculty Appointment, Promotion & Tenure Committee; Salary Committee; Search Committee; PhD Program Committee; Committee on Diversity. Students interested in serving on any of these committees should contact the PhD Student Forum and the president of the College of Nursing Faculty Association.

The PhD Student Forum is an organization of nursing students in the PhD program. The goals and objectives are to provide students with opportunities within the group to air concerns, beliefs, and practices related to their educational experiences. Meetings are usually held monthly. Special events, such as Dissertation Defense receptions for students, and other social events may be sponsored by the group. All PhD nursing students are members by virtue of admission to the PhD program.

WSU Chapter of the National Student Nurses' Association provides a means of professional development for students and for direct participation by students in the continuing development of nursing. <http://www.nсна.org/>

Chi Eta Phi Sorority, Inc., is a national professional nurses' organization with a focus on African American nursing issues. <http://www.chietaphi.com/>

Sigma Theta Tau, International Honor Society of Nursing, installed Lambda Chapter on the Wayne State University campus in 1953. Its purposes include recognition of superior scholastic achievement and leadership potential. Candidates for membership are elected annually from baccalaureate and graduate programs. <http://nursing.wayne.edu/student-orgs/stti-lambda.php>

The Alumni Association of the College of Nursing is composed of graduates, faculty and former students of the College. This group is part of the general University Alumni Association, but has its own organization. Its purpose is to keep members in close touch with College activities and with professional developments, and to work for the welfare of the College of Nursing. The College of Nursing Alumni Association invites new graduates to become members. Membership is free.

<http://nursing.wayne.edu/alumni/index.php>

The University Alumni Association also has many benefits, such as discounts on car rental service, member loan programs, insurance coverage, and many travel programs. You may contact the Alumni Office at Alumni House 441 Ferry Mall, 313-577-2300 or at <http://www.alumni.wayne.edu> for additional information.

Alumni/Student Mentoring Program Students interested in participating in a the Mentoring Program for the Future Nurse Professionals, <http://nursing.wayne.edu/student-orgs/future-nurse.php#mentorship>, can obtain information from the Office of Student Affairs.

STUDENT SERVICES

The following is an alphabetical list of services available to Wayne State University students. Unless otherwise noted, these services are provided on a voluntary, non-cost basis.

ACADEMIC SUCCESS 1600 Undergraduate Library 313-577-3165 CENTER

Free academic support is provided through group and individual tutoring, Supplemental Instruction, workshops, classes and individual meeting with professional Learning Specialists. If you are struggling in a course, stop by the Academic Success Center to learn more about our free services. Supplemental Instruction is offered in any 1000 and 2000 level courses, and has special group-tutoring designed specifically for each unique class. Studies have shown that students utilizing SI on a regular basis raise their course grade by one-half to one full letter grade. A list of SI-supported courses is available at the ASC. <http://www.success.wayne.edu/>

BOOKSTORE (BARNES&NOBLE) 82 W. Warren Ave 313-577-2436

The WSU bookstore sells new and used textbooks assigned in WSU courses as well as technical and reference books, special order books, school and office products, gift certificates, and university memorabilia. Used books are purchased by the Bookstore throughout the term. Hours are 9:00 a.m.- 6:00 p.m. Monday through Thursday, and 9:00 a.m.- 4:00 p.m. on Friday except as posted. <http://wayne.bkstore.com/>

CAMPUS HEALTH CENTER 5200 Anthony Wayne Dr., Suite 115 313-577-5041

The Campus Health Center is an on-campus health center managed and staffed by nurse practitioners who are nationally certified in their specialty areas. The Center provides quality, cost-effective health care to Wayne State University students. Health care services available at the Center include acute illness care (sore throats, infections, rashes, etc.), chronic illness care, routine immunizations, travel health vaccinations and

malaria prophylaxis, TB testing, allergy injections, physical exams, pre-participation physicals, medical clearance for Health Profession programs, family planning and STI testing. Appointments are preferred, but walk-ins are accepted on first come, first served basis. The clinic accepts traditional Medicaid, Plan First, Medicare, traditional Blue Cross Blue Shield, and the WSU student health insurance plans, or payment may be made at the time of the visit by cash, credit card, or the student's OneCard.

<http://health.wayne.edu/index.html>

CASHIER 1100 Academic Administrative Building 313-577-3650

Welcome Center 313-577-6052

The Office accepts registration deposits, tuition payments, loan repayments, fees for copies of transcripts and disburses all University checks, including payroll and financial aid checks. Hours are 9:00 a.m. to 6:00 p.m. Monday through Thursday, 9:00 a.m. to 5:00 p.m. on Friday. <http://fisops.wayne.edu/>

COMMENCEMENT

Whether you're completing a bachelor's, master's or doctoral degree, this site will guide you in making all the necessary arrangements for your graduation.

<http://www.commencement.wayne.edu/index.php>

COMPUTING & C&IT

Help Desk 313-577-4778

INFORMATION

helpdesk@wayne.edu

TECHNOLOGY

Computing & Information Technology (C&IT) <http://computing.wayne.edu/> provides Wayne State students with a variety of computing services. C&IT's Research Consulting Service (RCS) provide a broad range of consultative services on the use of computer technology at any phase of the research process. The Research Consulting Service is by appointment only, call (313) 577-0299. See the Research Consulting Service website, <http://computing.wayne.edu/services/aboutresearchconsulting.php>, for additional details about the services that are available to assist you with your research project.

COUNSELING & 552 Student Center Building 313-577-3398 PSYCHOLOGICAL SERVICES

This service provides students with special opportunities for consultation about needs or concerns for which individualized help is desired. Any facet of experience, which affects a student's educational progress, may be explored with the professional counseling staff. <http://www.caps.wayne.edu/>

DEAN OF STUDENTS OFFICE 351 Student Center, 5221 Gullen Mall 313-577-1010

The Dean of Students Office provides services and affords opportunities to enhance campus life. The Office presents programs and workshops on topics such as cultural understanding, women's issues, and minority programs; coordinates leadership

development programs; advises fraternities and sororities; designs service learning opportunities and faculty interaction programs; and promotes student involvement in co-curricular life at Wayne State. The student due process code of conduct and the university-student judicial affairs process are administered by the Dean of Students Office www.doso.wayne.edu.

There are over 400 active student organizations including such diverse categories as academic/professional, social action, political, sororities/fraternities, honoraries, ethnic and religious groups, as well as student governments. The South End, the official student newspaper, is published daily during the academic year. The Dean of Students Office staff is available to assist students who want to organize new student groups. The staff coordinates various campus events including, Homecoming, Student Organizations Day, Commencement Corps, yearbook, Finals Frenzy, Wayne Winter Week, and leadership recognition programs.

DUPLICATING Wayne State Towers **313-833-3876** FedEx Kinko's Office and Print Center located at Wayne State Towers, 5266 Anthony Wayne Drive, and 3305 Scott Hall (Medical Campus), offer a full complement of office, printing and business services including self-service and full service black & white and color copying and printing, binding and finishing services, computer rental, signs and graphics, packing and FedEx Express and FedEx Ground shipping services. Duplicating machines are also available in the Student Center, Second Floor (south end), and in all University Libraries.

EDUCATIONAL 1600 Undergraduate Library 313-577-1851 ACCESSIBILITY SERVICES 5155 Gullen Mall

The Educational Accessibility Services Office is responsible for providing reasonable accommodations for students with disabilities on campus. Students can take advantage of consultation prior to University enrollment, priority registration, study rooms with adaptive equipment, alternative testing arrangements, scribes, interpreters, and information on community resources. <http://www.eas.wayne.edu/>

3660 Academic Administrative Bldg. 313-577-2280 5700 Cass Avenue

Wayne State University is an equal opportunity/affirmative action institution and is committed to a policy of non-discrimination and equal opportunity in all of its operations, employment opportunities, educational programs and related activities. This policy embraces all persons regardless of race, color, sex, national origin, religion, age, sexual orientation, marital status or disability and expressly forbids sexual harassment and discrimination. Inquiries regarding equal opportunity and affirmative action policies or complaints may be directed to the Office of Equal Opportunity, 3008 Faculty/Administration Building, Wayne State University, Detroit, Michigan 48202. <http://www.deo.wayne.edu/>

FOOD SERVICES - Reservations 573 Student Center Building 313-577-4585

Food service, including KFC Express, Pizza Hut, Taco Bell Express, McDonald's, and Subway, is available in the Student Center. Vending machines are located in the Student Center and are strategically placed around campus. Several non-university affiliated restaurants in the area provide additional variety. <http://www.studentcenter.wayne.edu/hunger.php>

HOUSING OFFICE 598 Student Center, 5221 Gullen Mall 313-577-2116

More than 900 apartments are provided for university students, faculty and staff in six university-owned buildings on campus. Further information, including applications, descriptions and price information, may be obtained by calling or visiting the Housing Office. <http://www.housing.wayne.edu/>

**OFFICE OF INTERNATIONAL WELCOME CENTER 313-577-3422
STUDENTS AND SCHOLARS 42 W. Warren, Room 416 (OISS)**

The Office of International Students and Scholars strives to support and enhance the educational, cultural, and social experiences of international students and visiting scholars at Wayne State University. This is accomplished by providing quality service, facilitating important linkages to the campus and community, offering cross-cultural educational programs and activities, and assisting in important matters related primarily to immigration regulation compliance. International students as a condition of enrollment are required to purchase health insurance through Wayne State unless waiver qualifications are met. <https://www.wsuoiss.wayne.edu/>

Non-Immigrant Visa Students

All students with temporary visas must pursue their studies on a full-time basis during the Fall and Winter Terms. Otherwise, a request for annual vacation clearance may be presented to an International Student Advisor in OISS. Undergraduate students must successfully complete 12 credit hours each term; graduate students must successfully complete 8 credit hours each term. Graduate students planning to register for less than the minimum stated above must present an explanation (an Exception Form is available at the OISS for this purpose) endorsed by your academic advisor and at the Office of International Students and Scholars office by the end of the fourth week of classes. The University is obligated under Immigration and Naturalization regulations to report each term the enrollment status of every F-1 non-immigrant WSU student. All international students and scholars must check in with the Office of International Students and Scholars upon their arrival in the United States, and before registration can occur. Students are advised to bring all immigration documentation with them at that time including passport, I-94 (Record of Arrival/Departure) and either an I-20 or an IAP-66.

LIFE AT WAYNE 3100 Academic Administrative Building 313-577-8155

Produced BI-weekly by WSU's Media Relations Department, this newspaper is geared to faculty and staff. It covers University business, activities, programs, promotions, research grants, and administration news. Its extensive calendar covers most WSU events. <http://life.wayne.edu/>

LIBRARIES <http://library.wayne.edu/>

The University Libraries support the education, research and service missions of the University and its communities through comprehensive, high-quality resources, services and programs. The Libraries are leaders in providing accurate and timely information to Wayne State University as well as the metropolitan Detroit area and Michigan. Scholarly materials in the University Libraries offer total more than three million volumes, over 56,000 journal titles and a broad range of electronic resources, including and electronic journals and over one million e-books, all available through the Libraries' website.

The Library System includes the David Adamany Undergraduate Library, the Arthur Neef Law Library, the Purdy/Kresge Library, the Vera P. Shiffman Medical Library and its Learning Resource Center at the Eugene Applebaum College of Pharmacy and Health Sciences, the Walter P. Reuther Library of Labor and Urban Affairs and University Archives and the Library Services Centers at the Oakland Center in Farmington Hills and Macomb Center in Clinton Township. The School of Library and Information Science and the Detroit Area Library Network (DALNET) are also under the Library System's charge.

The University Libraries offer in-person and online reference and research support, interlibrary loan, circulation and course reserve services, document delivery and library and information literacy programs. The latest information technologies provide state-of-the-art access to instructional and research materials. The libraries provide silent and collaborative study spaces, including a 24-hour facility, as well as classroom support to over 300 general purpose classrooms throughout campus.

Additional information about the Wayne State University Library system may be obtained by accessing their website at <http://library.wayne.edu/>.

CAREER SERVICES

Career Services will educate students and alumni and connect them with the employment community to ensure successful transitions from academia to the workforce. Career Services is dedicated to providing resources targeted to meet the career needs of our Students, Alumni, Employers, and the University Community with a common sense of purpose that shapes their future. They work diligently to promote student retention and success through experiential learning-based programs, university engagement, the assessment of learning outcomes, and collaborations with external organizations. <http://www.careerservices.wayne.edu>

STUDENT CENTER 313-577-4585

The Student Center offers a wide variety of services and amenities for students, faculty, staff and visitors.

WRITING CENTER

The WRT Zone (2nd floor, UGL) provides individual tutoring consultations, research assistance from librarians, and technology consultants, all free of charge for graduate and undergraduate students at WSU. The WRT Zone serves as a resource for writers, researchers, and students' technology projects. Sessions are run by Undergraduate and Graduate tutors, last up to 50 minutes, and tutors will work with students from initial idea development for an assignment all the way to the final draft of the assignment.

Tutoring sessions focus on a range of activities in the writing process – considering the audience, analyzing the assignment or genre, brainstorming, researching, writing drafts, revising, editing, and preparing documentation. The WRT Zone is not an editing or proofreading service; rather, tutors work collaboratively with students to support them in developing relevant skills and knowledge, from developing an idea to editing for grammar and mechanics.

RECREATION AND FITNESS CENTER 5210 Gullen Mall; 313-577- 2348

The Mort Harris Wayne State University Recreation and Fitness Center (RFC) is a state-of-the-art facility conveniently located in the heart of campus. Highlights of the facility include a 30-foot high climbing wall, a full-size gymnasium, and a 3-lane walking track. The center offers many options for guests when it comes to storing their personal items during their visit to the facility. Individuals may bring their own lock to take advantage of our many day use lockers available or they may purchase a lock from our service center. For those guests who wish to store their items at the MHRFC on a more permanent basis, they may rent a locker <http://www.rfc.wayne.edu/lockers.php> at the facility by semester or for an entire year. <http://www.rfc.wayne.edu/>

OMBUDSPERSON 798 Student Center Building 313-577-3487

The Office of the University Ombudsperson exists to assist students; faculty and staff in solving University related problems. This office can help students by providing information and advice, and by facilitating communication. <http://www.ombudsman.wayne.edu/>

PARKING 42 W. Warren Ave Rm 257 313-577-3704

The Parking and Transportation Services Department maintains parking facilities and transportation for employees, students and visitors. The present parking system is comprised of eight structures and 44 surface lots. The current capacity of parking spaces at Wayne State University is approximately 13,000. <http://parking.wayne.edu/>. The OneCard/Parking Service Center is located in the Welcome Center, Room 257, Detroit, MI 48202, 313-577-CARD (2273). For 24/7 Parking Assistance or Motorist Assistance which includes battery jumps, vehicle lock outs, and help locating your vehicle, please call 313-577-1979. Parking areas and structures are patrolled by both public safety and parking attendants. Entry into parking sites is by WSU One Card or credit card for most sites. Refer to WSU One Card information for account maintenance and cash value-added machine locations <http://www.onecard.wayne.edu/faq.php>.

PLACEMENT 1001 Faculty/Administration Building 313-577-3390

Placement coordinators help students and alumni with their short-term and long-term employment goals including opportunities for on-campus interviewing by recruiters. To help finance their education, students are able to find part-time jobs, either on or off campus, and full-time positions. The Cooperative Education Program provides students with opportunities to combine classroom learning with on-the-job application to your major field. Alumni may establish credential files or have resumes referred to employers who notify the Placement Center of job openings. Students are encouraged to utilize the Placement Resource Center which contains career literature and information about hundreds of companies. Students receiving college work-study need to register with the CWS coordinator in 1001 Faculty Administration Building to be referred to prospective employers. <http://www.careerservices.wayne.edu/>

PUBLIC SAFETY – EMERGENCIES 6050 Cass Avenue 313-577-2222**Non-Emergencies 313-577-6057**

In the event of any police, fire or medical emergency, or to report a crime, suspicious person or any matter that you feel deserves prompt police attention (whether on campus or in the surrounding area) all members of our campus community should immediately contact the Wayne State University Police Department at 313-577-2222.

Placing an emergency call to “911” is discouraged as the caller may not know the exact address, building name or their exact location to provide to the 911 Emergency Services Operator. This could result in an emergency response delay as the Detroit Police Department; Detroit Fire Department and Emergency Medical Services responders are not intimately familiar with the campus to the extent that WSUPD Officers are. **Again, any police, fire or medical emergency requests for services should always be directed to the Wayne State University Police at 313-577-2222.**

WSU police officers, who are required to have bachelor’s degrees, have full police powers and are not restricted to investigating crimes on campus. Officers are highly trained and are fully licensed by the Michigan Commission on Law Enforcement Standards and are sworn Peace Officers under State law. Each WSU Officer has also been commissioned as a Detroit Police Officer with full police authority within the City of Detroit. The Department also utilizes university students called Cadets who patrol the campus on foot during peak hours. The Department moved into their new headquarters at 6050 Cass Avenue in June 2008. Additional information about the Department of Public Safety is found on their web site at: www.police.wayne.edu.

In case of emergency: DIAL 7-2222 at any of the many blue lights (mercury vapor) indicating an emergency phone or at any WSU phone. Call 313 577-2222 from any other phone. Any suspicious activity, losses, or other incidents deserving police attention are to be reported to Public Safety at 313-577-2222.

REGISTRAR

Student Records [Office of the Registrar](#) 313-577-3541

--Policy & Procedural Matters and Student Appeals 313-577-3550

--Student Grades Registration & Scheduling 577-3541

--Registration 313-577-3541

--Drop/Add 313-577-3541

--Residence Classification 313-577-8193

--Room Changes 313-577-3500

RELIGIOUS CENTERS

The religious organizations on campus are in the Grosberg Religious Center which is located on the sixth and seventh floors of the Student Center Building (SCB).

Baptist Student Union..... 780 SCB.....313-577-3467

Hillel Foundation of Metro Detroit.....667 SCB.....313-577-3459

Episcopal/ Lutheran Chaplaincy.....687 SCB.....313-577-8305

Newman Catholic Center..... 761 SCB.....313-577-3462

United Campus Christian Ministries.....687 SCB.....313 577-3454

RELIGIOUS OBSERVANCES

Because of the extraordinary variety of religious affiliations of the University student body and staff, the Academic Calendar makes no provisions for religious holidays. However, it is University policy, to respect the faith and religious obligations of the individual. Students with classes or examinations that conflict with their religious observances are expected to notify their instructors well in advance so that mutually agreeable alternatives may be worked out.

OFFICE OF SCHOLARSHIPS AND FINANCIAL AID, Welcome Center, 42 W. Warren (OSFA) 313-577-2100

OSFA administers financial aid funds from federal, state, university and private sources. The funds help eligible students and their families pay the cost of attending Wayne State. To receive consideration for financial aid, complete the Free Application for Federal Student Aid (FAFSA) available in the OSFA lobby.

<http://wayne.edu/financial-aid/>

THE SOUTH END 5425 WOODWARD

The South End is WSU's official student-run campus newspaper. It accepts classified and display advertising as well as inserts. It provides news, sports, entertainment and special science and commentary sections in its daily publication. The paper is available free at over 40 locations on or near campus. <http://www.thesouthend.wayne.edu/>

SPORTS Matthaei Physical Education Center 313-577-4280

The Recreational facilities located at 5101 John Lodge include a swimming pool, gymnasiums, handball, racquetball, squash courts, dance room, wrestling and weightlifting rooms. Outside facilities include 16 tennis courts, a stadium, 1/4-mile track, and a number of intramural fields. The diversified sports schedule provides college students and student athletes a wide choice of Intercollegiate, Intramural and Club Sports in which to participate. A valid WSU One Card admits students to indoor facilities.

STUDENT ACCOUNTS RECEIVABLE Welcome Center 42 W. Warren, 4th Floor 313-577-3653

The office consists of a tuition section and a loan section. The office provides account information, billing statements and refunding. Hours are 8:30 a.m. to 6:00 p.m. Monday through Thursday, 8:30 a.m. to 5:00 p.m. on Friday. <http://wayne.edu/bursar/>

STUDENT CENTER 5221 Gullen Mall 313-577-4585

The Student Center and Program Activities Offices, located in 351 Student Center, Gullen Mall offers many services to the campus community as well as opportunities for involvement in student life. There are approximately 200 student organizations including such diverse groups as academic/professional, social action, political, sororities/fraternities, honoraries, ethnic, and religious groups, as well as student governments. The Service Center houses the University Lost and Found, sells SMART and DOT Bus Tickets, International Student ID Cards, and offers typewriter rental by the hour and Photo finishing service. A Postal Contract Station is located in 101 Student

Center. The Recreation Room located in the lower level offers billiards, tennis, air hockey, and snooker equipment rentable by the hour. Meeting rooms, fast food services, lounge space and limited NBD and Comerica (automatic teller) banking services are available. Barnes and Noble operates a satellite convenience store on the main level. For operating hours for these services contact 313-577-3444.

<http://www.studentcenter.wayne.edu/>

STUDENT COUNCIL 395 STUDENT CENTER 313-577-3416

The Student Council (SC) is the recognized student government of Wayne State University. Ten members are elected in a university-wide election and each college or school elects one student representative. The SC has an official advisory responsibility in matters of policy formation for the governing of student activities at Wayne State University. <http://www.studentcouncil.wayne.edu/>.

TESTING, EVALUATION, AND RESEARCH 698 Student Center 313-577-3400

Testing is provided to students for qualifying examinations for WSU course selection, proficiency examinations, test-out options for the University General Education Requirements, credit by examinations via the College-Level Examination Program, and tests required by professional associations and for licensing agencies. Testing services for graduate and professional school admission are also available.

<http://www.testing.wayne.edu/>

THEATRE 4841 Cass Avenue, Suite 3225 313-577-3508 The box office is located in the lobby of the Hilberry Theatre (Cass and Hancock) 313-577-2972. One of the nation's best university theatre programs offers you three theatres, presenting plays at reduced prices for students. The Hilberry Theatre is the open stage performance center for the post-graduate repertory company. The historic Bonstelle Theatre is located at 3424 Woodward, and the Studio Theatre and the Black Theatre Program perform downstairs at the Hilberry. <http://www.theatre.wayne.edu/history.php>

UNIVERSITY ADVISING CENTER Undergraduate Library, Rm 1600 313-577-2680

The University Advising Center provides academic advising to students in the College of Liberal Arts, the College of Science, the College of Fine, Performing & Communication Arts, the College of Urban, Labor and Metropolitan Affairs. The center is open for 8:30 a.m. to 6:00 p.m. Monday through Thursday and from 8:30 a.m. to 5:00 p.m. on Friday.

APPOINTMENTS and Walk-In periods, please check our website

<http://www.advising.wayne.edu/> for current information. This office is also responsible for the pre-medical credential service and the Study Abroad Resource Center.

<http://www.studyabroad.wayne.edu/>

VETERANS (MILITARY AND VETERANS AFFAIRS) Undergraduate Library, Rm 1600 313-577-9180

This office assists veterans, eligible dependents/survivors, reservists and National Guard members in obtaining educational benefits. Specifically, students are aided in applying for Federal benefits outlined under Title 38, U.S.C., including: the Montgomery G.I. Bill (chapter 30), the Reserve G.I. Bill (chapter 1606), V.E.A.P.(chapter 32), Vocational rehabilitation (chapter 31), and the Survivors'/Dependents' Educational

Assistance (chapter 35). All eligible students must officially request to use their educational benefits each semester.

WSU ONECARD 257 Welcome Center, 42 W. Warren 313-577-2273

Your WSU OneCard is a multi-purpose identification and debit card all in one. It is a convenient, easy-to-use card designed to provide students, faculty, and staff with access to a wide variety of campus services. The WSU OneCard offers a "cashless" environment to its cardholders by debiting funds from their account. The card can be used for parking, door access, copying and printing services, as well as food and bookstore purchases. <http://www.onecard.wayne.edu/>. If you need additional information or assistance, please call 313 577-CARD.

SOURCES FOR GRADUATE SCHOOL AND COLLEGE OF NURSING FORMS AND INFORMATION

Graduate School

Students are expected to become familiar with the information available on the Graduate School web site, www.gradschool.wayne.edu, pertaining to their status as doctoral students. The PhD degree is awarded by the Graduate School.

Some of the categories listed are: PhD Information, Career and Dissertation Support, Graduate Policies, Graduate Catalog/Bulletin, Scholarships and Fellowships, Graduate Student Organizations, WSU Student Handbook, Graduate School Staff

Graduate School downloadable forms available at
<http://wayne.edu/gradschool/phd/forms/>