



WAYNE STATE

College of Nursing

MASTER OF SCIENCE IN NURSING AND GRADUATE CERTIFICATE STUDENT HANDBOOK | 2022-2023

OFFICE OF STUDENT AFFAIRS
5557 Cass Ave. | Cohn, Suite 10
Detroit, MI 48202

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 provisions or requirements 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.

It is the responsibility of the student to meet and satisfy all University, College and program requirements.

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OVERVIEW OF COLLEGE



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 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.

College of 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.

MSN Mission Statement

The mission of the **Master of Science in Nursing Program** is to prepare Advanced Practice Registered Nurses to critically evaluate and apply scientific evidence to clinical practice to provide high-quality health care to individuals and communities and to improve health outcomes.

Graduate Certificate Mission Statements

The mission of the **Graduate Certificate in Adult-Gerontology Acute Care Nurse Practitioner** is to prepare Advanced Practice Registered Nurses to evaluate critically and apply scientific evidence to clinical practice to provide high-quality health care to individuals with critical, acute, or chronic healthcare needs to improve health outcomes.

The mission of the **Graduate Certificate in Pediatric Nursing Practitioner-Acute Care Program** is to prepare Advanced Practice Registered Nurses to critically evaluate and apply scientific evidence to clinical

practice to provide high-quality health pediatric care in acute care settings to individuals and families and to improve health outcomes.

The mission of the **Graduate Certificate in Pediatric Nursing Practitioner-Primary Care Program** is to prepare Advanced Practice Registered Nurses to critically evaluate and apply scientific evidence to clinical practice to provide high-quality health pediatric care in primary care settings to individuals, families, and communities and to improve health outcomes.

The mission of the **Graduate Certificate in Psychiatric Mental Health Nurse Practitioner Program** is to prepare Advanced Practice Registered Nurses to critically evaluate and apply scientific evidence to clinical practice to provide high-quality psychiatric care of individuals, families across the lifespan at risk for developing or having a diagnosis of psychiatric disorders to improve health outcomes and reduce health disparities.

The mission of the **Graduate Certificate in Nursing Education** is to prepare nurses for teaching positions in educational and service settings. The certificate provides nurses with essential knowledge and skills in teaching, program development, evaluation, and clinical instruction.

Vision

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

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 urban 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 College of Nursing supports the importance of the liberal arts, the humanities, and sciences in nursing education. The faculty believes that programs designed for the preparation of nurses must be composed of the intellectual, social, and technical components of a liberal and professional education that are available to students within an institution of higher learning.

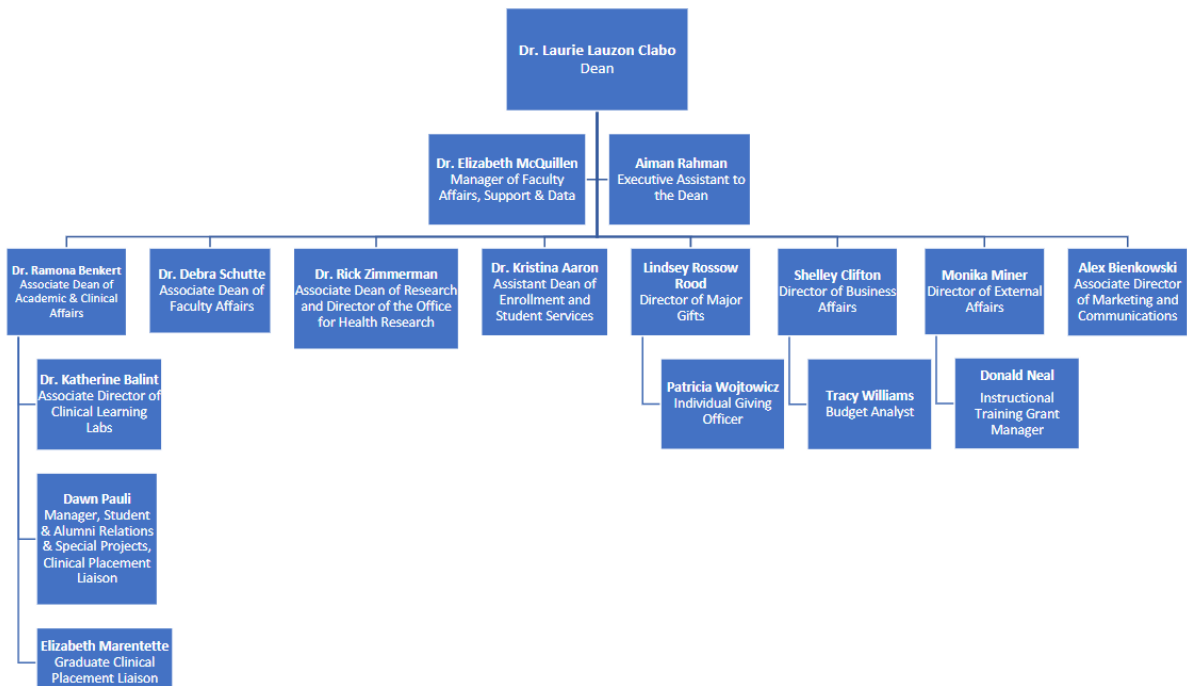
Faculty affirms the necessity and value of clinical practice within a professional nursing program. Experience in a variety of clinical settings is the primary mode for the development of practice competencies. Faculty believes that learners are self-directed and actively participate in the learning 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 for responding 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 believes 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 supports the right of students to question, challenge, and debate within the context of inquiry as an essential ingredient in the students' development. Continuing evaluation on the part of 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, recognizes that its professional functions extend beyond contributions to formal teaching. Research, practice, and community service are also expectations of the faculty role. The faculty views as essential academic freedom, shared governance, opportunity to develop knowledge, and responsibility to incorporate new knowledge into teaching and nursing practice. The faculty assumes responsibility for enhancing the image of the College of Nursing and the University locally and nationally through various avenues including research, scholarship, practice, consultation, and participatory decision making.

ADMINISTRATIVE STRUCTURE



OFFICE OF STUDENT AFFAIRS

College of Nursing - Office of Student Affairs (OSA) Cohn Building, Suite 10

(313) 577-4082, toll free (888) 837-0847

E-mail: nursinginfo@wayne.edu

FAX: (313) 577-6949

website: www.nursing.wayne.edu

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

ADMINISTRATION	Areas of Responsibility
Dr. Kristina Aaron Assistant Dean, Enrollment & Student Services Office of Student Affairs kaaron@wayne.edu	<ul style="list-style-type: none"> • Administrative responsibility for the Office of Student Affairs
ACADEMIC STAFF	
Amanda Palma Academic Services Officer III amandapalma@wayne.edu	<ul style="list-style-type: none"> • Admission for Direct Admit program • Academic Advisor to Direct Admit for Freshmen – Jacob Scholars Students • Academic Advisor to Direct Admit for Freshmen students • Academic Advisor to BSN for Veterans pathway
Chelsea Smith Academic Services Officer III chelseasmith.advisor@wayne.edu	<ul style="list-style-type: none"> • Admission for all graduate programs • Admission for CD2 and VBSN programs • NFLP Advisor • Academic Services Officer to all Graduate Students • Academic Advisor to CD2 students • Academic Advisor to RN to BSN students
Brittany Thomas Academic Services Officer II fr4365@wayne.edu	<ul style="list-style-type: none"> • Admission for Traditional BSN program • Academic Advisor to Traditional BSN Students

VACCINE MANDATES



STUDENT SAFETY

The College of Nursing is committed to ensuring that students have the information that they need to maintain safety while on campus (which includes clinical sites). The College encourages students to continue to refer to the best evidence on the [CDC website](#). In addition, the [WSU Vaccine Mandate Webpage](#) provides the most current updates for the campus community.

CAMPUS DAILY SCREENER

All students who are on campus or are at any campus related activity, including off-campus clinical sites, volunteer activities, Campus Health Center appointments, etc. are required to complete the [Campus Daily Screener](#). The [WSU Vaccine Mandate Webpage](#) for detailed information on these policies. Students are expected to adhere to the daily screener policy.

COVID-19 COMPLIANCE INFORMATION

[Section 4.20 of the Student Code of Conduct](#) notes the following behavioral expectations related to COVID-19 Compliance:

If you have any questions regarding this requirement, please contact the Office of Student Affairs at 313-577-4082.

MASTER OF SCIENCE IN NURSING



The Master of Science in Nursing (M.S.N.) program is designed to prepare nurses for advanced nursing practice as a Nurse Practitioner (NP) in the care of culturally diverse individuals, families, and groups within a variety of healthcare settings. The Master of Science in Nursing in Advanced Public Health Nursing (APHN) is designed to prepare nurses who will promote the health and well-being of populations and communities.

MSN Program Learning Outcomes

1. The graduate of the MSN Program practices advanced nursing from a holistic, evidence-based perspective that is ethically, culturally congruent and economically sound.
2. The graduate of the MSN Program develops skills for leadership and quality improvement in complex organizational systems.
3. The graduate of the MSN Program analyzes the impact of informatics and technology on the delivery and outcomes of healthcare in diverse settings.
4. The graduate of the MSN Program implements healthcare policies and advocates for patients and the nursing profession through interaction with organizational, local, state, and/or federal-level policy makers.
5. The graduate of the MSN Program, in collaboration with interdisciplinary colleagues, practices advanced nursing that focuses on health-promoting and risk-reduction interventions to achieve optimal patient and population health outcomes.

GRADUATE CERTIFICATES



GC Specialty Learning Outcomes:

AGNP-AC

1. Demonstrate skill in translating and integrating scientific findings and quality improvement principles to provide safe acute and critical care management of the adult-Gerontological patient population health/illness status through health promotion, health protection, disease prevention, and treatment.
2. Carry out interpersonal transactions to manage and coordinate care with the adult-Gerontological patient population and Interprofessional teams as a member and a leader to achieve therapeutic patient outcomes.
3. Competently use the teaching-coaching function through imparting knowledge and skills to the adult-Gerontological patient population, as well as interpreting and individualizing therapies.
4. Formulate a position on the Adult-Gerontology Acute Care Nurse practitioner role in the policy development process and employment of advocacy strategies to advance the profession and influence health and health care of the adult-Gerontological population.
5. Skillfully use patient-care and communication technologies to deliver, enhance, integrate, and coordinate care in the Acute and Critical Care delivery systems.
6. Assume responsibility for monitoring and ensuring the quality of healthcare practice that is developmentally, culturally, spiritually, and ethically appropriate with respect for the adult-Gerontological population.

PNP-AC

1. Demonstrate competence in Acute Care Pediatric Nurse Practitioner clinical practice as characterized by the Nurse Practitioner Core Competencies (NONFP, 2012) and Population-Focused Nurse Practitioner Competencies-Pediatric Acute Care (NONPF, 2013).
2. Practice collaboratively within the health care system while providing care to infants, children, and adolescents with complex acute, critical, and chronic health conditions and families.
3. Use knowledge, innovation, creativity and cultural competence to adapt healthcare interventions based on the interrelationships among person, environment and health.
4. Analyze current knowledge for acute care pediatric nurse practitioner practice, evaluate effectiveness of health care interventions, and use evidence-based care in clinical practice.
5. Engage in scholarly activity to advance knowledge in pediatric acute care and collect accurate outcome and clinical practice data/statistics.
6. Provide leadership in pediatric acute healthcare through active involvement in professional organizations, clinical teaching, and political awareness/involvement.

PNP-PC

1. Demonstrate competence in Primary Care Pediatric Nurse Practitioner clinical practice as characterized by the Nurse Practitioner Core Competencies (NONFP, 2012) and Population-Focused Nurse Practitioner Competencies-Pediatric Primary Care (NONPF, 2013).
2. Practice collaboratively within the health care system while providing care to infants, children, and adolescents with complex acute, critical, and chronic health conditions and families.
3. Use knowledge, innovation, creativity and cultural competence to adapt healthcare interventions based on the interrelationships among person, environment and health.
4. Analyze current knowledge for acute care pediatric nurse practitioner practice, evaluate effectiveness of health care interventions, and use evidence-based care in clinical practice.
5. Engage in scholarly activity to advance knowledge in pediatric acute care and collect accurate outcome and clinical practice data/statistics.
6. Provide leadership in pediatric acute healthcare through active involvement in professional organizations, clinical teaching, and political awareness/involvement.

PMH

1. Assess, diagnose, and manage care for psychiatric care of individuals, families across the lifespan at risk for developing or having a diagnosis of psychiatric disorders or mental health problems, including the prescription and management of psychopharmacologic agents.
2. Interact with a variety of clients across the lifespan to provide relationship-based, continuous services for optimal mental health, including prevention and treatment of psychiatric disorders and health maintenance.
3. Collaborate with interprofessional colleagues to provide optimal clinical outcomes for clients across the lifespan with mental health problems and psychiatric disorders.
4. Synthesize and translate evidence-based practices from nursing and other disciplines to manage complex psychiatric and mental health conditions.
5. Analyze social problems, health care policies and practices which affect the delivery of psychiatric mental health care.
6. Develop in the role as advocate regarding policy issues at the local, state, and national levels to reduce health disparities and improve clinical outcomes for populations with psychiatric disorders.

Nursing Education

1. Upon completion of the GCNE, the student will formulate a conceptual framework of the teaching-learning process.
2. Upon completion of the GCNE, the student will analyze concepts and theories relevant to cognitive, affective and psychomotor learning, the teaching process, and instructional methods.
3. Upon completion of the GCNE, the student will utilize concepts of measurement, analysis, evaluation and grading by analyzing results of evaluation strategies.
4. Upon completion of the GCNE, the student will examine the role of the teacher in nursing in varied settings and situations.

ACADEMICS



Academic Regulations

The College has high standards for academic achievement and professionalism. Students are expected to meet these standards of excellence. The following scholarship policies must be achieved to enable a student to progress toward degree completion.

Regulation Topic	MSN/Graduate Certificate
Enrollment Regulations	<p>During course work, students must be enrolled each semester during the academic year (i.e., Fall/Winter) while in a MSN or graduate certificate program, unless they have an approved leave of absence on file. Students may request a leave of absence with their academic advisor and must complete the appropriate paperwork.</p> <p>a. <i>MSN students who fail to enroll in both Fall AND Winter semester of a given academic year and who do not have a leave of absence form on file will be reviewed by the MSN Program Committee and may be excluded from the program.</i></p> <p>b. <i>A leave of absence does not stop the time allowed for completing the degree.</i></p>
Progression in Non-clinical courses	<p>MSN students must maintain an overall GPA in master's coursework of B (3.00) in order to progress in the program.</p> <p>a. <i>B- is an acceptable grade (except in the clinical courses) as long as the student maintains a GPA average of B (3.00) in MSN course work.</i></p> <p>b. <i>The GPA cannot be below a 3.00 for more than one semester.</i></p> <p>c. <i>There is no limit in the number of B- grades the student receives, as long as, the student maintains a 3.00 average.</i></p>
Progression in Clinical Course	<p>The following academic regulations are related to <u>all clinical nursing courses</u> (i.e., advanced assessment [NUR 7030] and all specialty clinical courses):</p> <p>a. <i>Clinical course grades are comprised of two components, didactic and clinical. Students must achieve a B (83%) or higher in both components to satisfactorily pass a clinical course.</i></p> <p>b. <i>In calculating the final score, if both the didactic and clinical components are above 83%, the grades are weighted according to the course syllabus, then combined, and a final letter grade is assigned in accordance with the graduate grading scale.</i></p> <p>c. <i>In calculating the final score, if either the didactic or clinical components of the course are below 83% the grades are weighted according to the course syllabus and combined as follows:</i></p> <p style="padding-left: 20px;">i. <i>If the combined course grade is above 83%, the highest course grade that can be assigned is B minus.</i></p> <p style="padding-left: 20px;">ii. <i>If the combined course grade is below 83% , the actual calculated grade is assigned.</i></p> <p>d. <i>In calculating the final score, if both the didactic and clinical component of the course are below 83% the grades are weighted according to the course syllabus, then combined, and a final letter grade is assigned.</i></p> <p>e. <i>A grade of less than 83% in a clinical nursing course is unsatisfactory for progression in the clinical sequence.</i></p> <p>f. <i>A student is allowed to retake an "unsatisfactory" clinical course one time. If the student does not achieve a B in the repeated course the student will be excluded from the Program.</i></p>
Course Repeating	<ul style="list-style-type: none"> • A student must repeat a graduate course in which a grade of C+, C, or F is earned in a non-clinical course or a B- in a clinical course. • A student must repeat a graduate course in which a B- or below is earned in a clinical course. • An individual course may be repeated only once. • No more than two courses may be repeated.

	<ul style="list-style-type: none"> The original grade for the course will remain on the student's transcript, but only the grade received in repetition of the course will be used in computation of the student's honor point average. Students will receive University financial aid for one repeat of a course. A student must complete a "Request to Repeat a Graduate Course" form, which is available on the CON website at www.nursing.wayne.edu. The completed form should be signed by their advisor and submitted to the Director of Advanced Practice and Graduate Certificate Programs for approval.
F grades	<p>Students who earn a F (74% or below) grade are at risk for exclusion from the program.</p> <p>a. Although a grade of F does not result in an automatic exclusion from the program, the student's overall performance in the program (e.g., grades, attainment of benchmarks) to date will be reviewed by the MSN Program Committee.</p>
Exclusion Policies	<p>MSN students will be excluded from the program for one of the following reasons:</p> <p>a. Failure to maintain an overall GPA of 3.0 for more than one semester. b. Students who receive a third unsatisfactory grade. c. Academic or nonacademic misconduct as defined by WSU. d. Unsafe or unethical practice behavior.</p>
Grade/Exclusion Appeals	<p>Grade Appeal Only the manner in which the grade was assigned can be appealed. The student assumes the burden of proof in the appeals process. Three grounds for grade appeals exist:</p> <ol style="list-style-type: none"> the application of non-academic criteria in the grading process, as listed in the university's non-discrimination/affirmative action statute: race, color, sex (including gender identity), national origin, religion, age, sexual orientation, familial status, marital status, height, weight, disability, or veteran status; Sexual harassment or discrimination; or Evaluation of student work by criteria not directly reflective of performance relative to course requirements. <p>A student who disputes the final grade awarded for any of the above reasons should follow the steps outlined in the grade appeal process.</p> <p>Unsafe Practice and Exclusion Appeal: Students must contact the College of Nursing, Assistant Dean of Enrollment and Student Affairs for the steps in the appeal process for unsafe practice or program exclusion within ten (10) days of oral notice or postmark of written notice of unsafe practice.</p> <p>Academic and Non-Academic Misconduct Appeals: All reports and student appeals for academic and non-academic misconduct should follow the university code of conduct policies.</p>
Progression to Candidacy Requirements	Not Applicable for MSN students
Timeline	<ul style="list-style-type: none"> MSN Students have a six (6) year time limit to complete all requirements for the master's degree. The six-year period begins with the end of the semester during which the student was admitted and was taking course work toward meeting the requirements of the degree Students whose six-year time limit is expiring may be considered for an extension. Students must submit a request for extension, along with a letter of support from their MSN/graduate certificate program advisor to the MSN/GC Committee 6 months prior to their expiration date. Subsequent extensions will not be considered in the absence of substantial progress during the previous year. A student whose time limit has expired is regarded by the requisite committee as automatically terminated from the program unless the department submits an appropriately justified request for a time extension and the Graduate School approves that request.

	<ul style="list-style-type: none"> • Graduate Certificate Students have a three (3) year time limit to complete all requirements for the graduate certificate programs. • The three-year period begins with the end of the semester during which the student was admitted and was taking course work toward meeting the requirements of the degree • Students whose three-year time limit is expiring may be considered for an extension. Students must submit a request for extension, along with a letter of support from their MSN/graduate certificate program advisor to the MSN/GC Committee 6 months prior to their expiration date. • Subsequent extensions will not be considered in the absence of substantial progress during the previous year. • A student whose time limit has expired is regarded by the requisite committee as automatically terminated from the program unless the department submits an appropriately justified request for a time extension and the Graduate School approves that request.
Revalidation of Courses	<ul style="list-style-type: none"> • The MSN/GC committee reserves the right of revalidation of over-age (10 years) credits. • Credits earned at WSU and other institutions may require revalidation at the time of WSU admission. • In revalidation cases, the advisor and the student must set a terminal date for completion of all degree requirements, including such additional requirements as may be prescribed to revalidate the over-age credits.
Residency requirements	<p>MSN</p> <ul style="list-style-type: none"> • A minimum of twenty-four (24) semester hours of the degree must be earned at WSU. <p>Graduate Certificate</p> <ul style="list-style-type: none"> • A minimum of 12-24 semester hours of the degree must be earned at WSU depending on the specialty.
Graduation requirements	<p>MSN Degree Granting Requirements</p> <ul style="list-style-type: none"> • Candidates for the MSN must complete thirty-eight (38) to fifty-three (53) credits of study with a cumulative grade point average (at graduation) of 3.0 or better. • All course work must be completed in accordance with the academic procedures of the College and the Graduate School governing graduate scholarship and degrees. <p>Graduate Certificate in the CON Degree Granting Requirements</p> <ul style="list-style-type: none"> • Candidates for any Graduate Certificate in the College of Nursing must complete 12 to 24 credits of study (depending on the specialty) with a cumulative honor point average of 3.0 or better. • All course work must be completed in accordance with the academic procedures of the College and the Graduate School governing graduate scholarship and degrees.

Scholarship Guidelines

Regular and punctual attendance in class is a component of learning and is expected.

Course Grading Scale:

Graduate Programs

A	=	94% - 100%	=	4.0
A-	=	92% - 93.99%	=	3.67
B+	=	89% - 91.99%	=	3.33
B	=	83% - 88.99%	=	3.00**
B-	=	81% - 82.99%	=	2.67
C+	=	79% - 80.99%	=	2.33
C	=	75% - 78.99%	=	2.00
F	=	74.99% and below	=	0.00

**A grade earned in a graduate course with honor point value less than 3.00 is below graduate standards.

OSA letters for students performing below Graduate Academic Standards:

Students who earn a grade below academic standards or whose GPA is less than 3.0 will receive an academic standing alert/warning letter from the Office of Student Affairs. In this letter, the academic standing infraction will be delineated, the impact on academic standing and progression will be explained, requirements to repeat a course will be indicated. Students will also receive next-step instructions regarding meeting with their academic advisor and the contact information for the Director of the Program if the student has any questions about the academic standing information discussed in the letter.

Attendance

Regular punctual attendance in classes and clinical practice is expected. It is imperative that students maintain a perfect or near-perfect attendance record. Tardiness and/or failure to report to class can result in a lowering of the final course grade or exclusion from the course.

Residency Requirement

A minimum of twenty-four (24) semester credits must be in residence at Wayne State University for completion of the master's degree.

Transfer of Graduate Credit

In work toward the master's degree, credit beyond the twenty-four (24) credits, which must be earned in residence, may be transferred from accredited graduate schools, provided such credit is "B" or better and certified as graduate-level credit on an official transcript. The petition must be supported by an official transcript showing a minimum grade of "B" for the courses to be transferred. "B-minus" credit is not acceptable for transfer. Transfer credits must be appropriate to the student's degree. Admission to Wayne State University based upon a previously earned master's degree *does not* guarantee that those credits are applicable to a graduate degree at Wayne State University.

Procedure:

Petitions for transfer of graduate credit to be taken at another institution after admission to WSU must be filed prior to the student's enrollment in the course. Prior advisor's approval is not binding unless the Graduate Officer of the College of Nursing has also approved the student's petition.

Time Limitation

Students have a six-year time limit to complete all requirements for the master's degree. The six-year period begins with the end of the semester during which the student has taken work which applies toward meeting the requirements of the degree. The College reserves the right of revalidation of over-age credits. Students are not permitted to revalidate credits earned at other institutions. In revalidation cases, the advisor and the student must set a terminal date for completion of all degree requirements, including such additional requirements as

may be prescribed to revalidate the over-age credits. Time extensions beyond these conditions are authorized only for conditions clearly beyond the student's control. Guidelines for MSN Program Extension Request may be obtained from the Office of Student Affairs.

Graduate Course Repeat Policy and Procedure

A graduate student may repeat up to two courses one time, with prior approval, if a grade of C+ or lower was earned. NOTE: The opportunity to repeat a graduate course is determined by the student's ability to progress in the program as determined by the academic regulations of the college and with approval by the Director of Advanced Practice and Graduate Certificate Programs.

Procedure: Approval to repeat a course must be obtained prior to registration.

The "Request to Repeat a Graduate Course" form can be found here:

www.gradschool.wayne.edu/forms/RepeatCourse.pdf. The student is responsible for completing the form and obtaining the proper signatures before registering for the course. Failure to obtain prior approval to repeat a course means that grades earned in the original course and in the repeat course will be used in determining the student's honor point average.

Mark of "I" - Incomplete

The University policy on the mark of "I" (Incomplete) can be found in the University Bulletin. To ensure completion to the policy, the College of Nursing Faculty Association approved on February 2, 1994 the following College policy.

An "I" is appropriate if the student encounters a catastrophic situation which prevents completion of the final requirements of the course. An "I" is not appropriate for unsatisfactory performance. In the event an "I" is given, the time limit for completion will be determined by the instructor but may not exceed one year.

Withdrawal from Nursing Courses

A student requesting a withdrawal will be assigned a Withdrawal grade (W). The faculty of the College of Nursing supports the University policy which stipulates that the use of an "I" or "W" to mask unsuccessful performance is inappropriate

After the 4th week of class the instructor must approve a withdrawal.

Students must show diligence and are normally expected to complete the courses they elect. Irresponsible attendance is wasteful of both student and University resources. Those students, who consistently receive excessive marks of "I" (Incomplete), and "W" (Withdrawal), may be refused the privilege of further registration by the Dean or Dean's designee of their school or college. Students experiencing attendance difficulties should seek counseling from appropriate college or university offices.

Authorized Leave of Absence Policy

A student may request an Authorized Leave of Absence when personal circumstances (e.g., birth, death, serious illness, major financial challenges), interfere with the student's ability to devote sufficient time to academic pursuits to assure a reasonable expectation of success. Authorized Leaves of Absence are requested from and granted by the Associate Dean for Academic and Clinical Affairs and the Director of Advanced Practice and Graduate Certificate Programs in consultation with the academic advisor.

1. Currently enrolled students will be granted a Leave of Absence only if they are passing all nursing courses at 75% or better (UG) or 83% or better (Graduate) and are therefore eligible for Withdrawal (W) grades.

2. Currently enrolled students who will not be registered for either Fall or Winter semester, or both, must have a Leave of Absence approved and on file.
3. The student considering a request for an authorized Leave of Absence should contact the Office of Student Affairs for an explanation of the process regarding the leave of absence and to determine if the student is eligible.
4. A Leave of Absence is approved for a maximum of 1 year. A student who receives an authorized Leave of Absence and returns before the Leave of Absence expires is guaranteed a space in the program. An authorized Leave of Absence is not considered a withdrawal from the program.
5. A student who does not re-enter the program by the end of the authorized period will be considered a voluntary withdrawal.
6. A student who withdraws from any nursing program for any reason must reapply to the College of Nursing as a new applicant. A student who takes an unauthorized leave of absence or fails to register during each academic year (both Fall and Winter semesters) will be considered to have voluntarily withdrawn from the program and must apply for admission to the College of Nursing as a new applicant.
7. A grade of Withdrawal (W) is not the same as an authorized leave of absence.
8. All approved leave of absence requests will require notification of the student's academic advisor, Director of Advanced Practice and Graduate Certificate Programs, Office of Student Affairs, and specialty coordinators as applicable.

A student is considered withdrawn from the MSN program if the student fails to register for any of the required two consecutive semesters (summers not included). To return to the program after withdrawal for non-registration, the student must seek reinstatement from the Director of Advanced Practice and Graduate Certificate Programs and MSN Program Committee and register for the remaining requirements for the degree. Additional registration may be required.

NFLP Program

All MSN students who elect to participate in the Nurse Faculty Loan Program (NFLP) and accept NFLP award monies for even one semester must complete all of the GCNE courses prior to graduation, unless 1) you already have a Master's degree in Nursing Education, OR 2) you have taught the equivalent of a full-time year (equivalent of a WSU workload, e.g. lead 2 didactic courses per semester and 3 clinical groups in each semester). Students are required to provide documentation that they taught at an accredited nursing school with both didactic and clinical teaching experiences and the PI of the NFLP Program will review the documentation for determination of GCNE exemption. Failure to fulfill the obligations of the GCNE courses for NFLP may delay MSN graduation.

Distance Learning Program

The College of Nursing's distance learning program is a live learning environment. Nursing students from around the region participate in real-time with classes that are being held on campus. Students residing throughout Michigan and northwest Ohio attend classes in Detroit from locations such as Lansing, Toledo, Kalamazoo, Grand Rapids, Traverse City, Marquette and Flint.

Distance Learning Policies

Distance Learning is an opportunity offered to College of Nursing students. This document explains policies of the Distance Learning (DL) Program. If a policy is violated, the student will forfeit distance learning privileges. Some courses may require students to attend class-related events at the Detroit campus. These events will be identified in course syllabi.

I. Distance Course Scheduling and Admissions:

A. Scheduling: All distance sections within a specific course will connect to one designated on-campus section. For example, (and hypothetically) all distance sections for NUR 7015 Research for Evidence Based Nursing will connect to NUR 7015 section 001 instead of choosing between sections 001, 002, or 003. If the number of distance locations (number of dial-in squares) exceeds the maximum number allowed, a second section will be designated for distance.

B. Course Delivery: All distance students must plan to be on campus in Detroit for NUR 7030 Advanced Nursing Assessment.

C. Clinical Placements: All clinical placements will be located in Michigan or the greater Toledo area and created based on availability and course objectives. The goal of all clinical placements is to meet the course objectives and learning outcomes.

D. Admissions: Admission to the CON is established prior to approval for Distance Learning. Distance Learning students must agree to adhere to the distance policies prior to the start of each semester. Distance Learning Policies are available on the College of Nursing IT Canvas Site and College of Nursing website.

E. Maximum Class Size: The combined total number of students enrolled in a course that has distance sections will be determined by the Associate Dean, Faculty Affairs based on faculty availability and the combined total of students on campus and approved distance learning students.

F. Total Number of Distance Students per program: At any given time and across cohorts, there will be no more than twenty (20) DNP distance students and fifty (50) MSN or Graduate Certificate program distance students.

G. Synchronous Distance Learning Program: The College will continue to arrange for distance courses and classrooms as needed based upon distance students' plans of work.

H. Attendance Requirements: As noted above, Distance Learning students may be required to come to campus a maximum of 3 times per didactic course. On campus attendance is required for all scheduled NUR 7030 sessions. Dates will be outlined in the course syllabus and available before the start of the semester.

II. Distance Learning Professional Responsibilities and Behaviors:

A. Technical Requirements: To minimize technical issues, students and faculty must use the video conferencing technology that meets the technical requirements listed below:

1. Webcam & Microphone
2. High-Speed Internet Connection

B. All users may conduct a test connection with the College of Nursing IT Department. The user must schedule the test connection well in advance by calling 313-577-8604 and requesting the College of Nursing IT staff.

C. Users must:

1. Abide by all rules set in place by the instructor in the syllabus. For example, if on campus students may not eat during class, distance students cannot do so either.
2. Keep the microphone and computer muted when not talking unless otherwise requested by faculty. Small noises tend to be amplified.
3. Set up the computer on a desk or a table in a room with minimal distractions. Small children, pets, ringing phones, and other noises are distracting for everyone. Behavior should be professional. Side conversations are not professional and is disruptive to the class. Focus on the class at hand and participate. Because of a sound lag common with video conferencing, this may require additional effort.
4. When online with the class, be cognizant of attire and what is reflected.
5. Be aware of lighting issues. Lighting distorts visibility. Bright lights shining in one direction can create glare. Front lighting is required. Window light and lighting behind the student needs to be blocked.

D. If a student violates the policies listed above, the distance connection will be immediately disconnected.

III. Examination Policy:

A. Examinations: To maintain the integrity of the academic programs in the College of Nursing, all examinations within a course must be given using the same method. For example, if proctored paper and pencil tests are given to students on campus, all distance student exams will also be proctored. Online proctored tests are administered by Respondus™ for distance students.

B. Accommodations for Exams

1. If a student has a documented disability that requires accommodations, the student will need to register with Student Disability Services for coordination of academic accommodations. The Student Disability Services (SDS) office is located at 1600 David Adamany Undergraduate Library in the Student Academic Success Services department. SDS telephone numbers are 313-577-1851 or 313-577-3365 (TDD only).
2. Faculty will communicate necessary distance learning accommodations to the distance learning coordinator.

IV. Off-Site Qualifications and Exceptions:

A. Off Site Qualifications: An offsite student is a student who attends the majority of classes from home instead of attending class in Detroit or at a distance site. In order to be considered a permanent offsite student, the student's official address must be a minimum of 60 miles from the closest classroom site. The Distance Learning Coordinator will assess the distance from the student's home address to the WSU main campus using an online distance calculator to ensure the minimum distance requirement is being met. If the distance requirement is met, the Distance Learning Coordinator notifies the Assistant Dean of Enrollment Management and Student Services of the student's status as a permanent offsite student.

B. Exceptions to the Off-Site Qualifications:

1. Long Term Exception:

An admitted student may request a permanent off-site exception to the above qualifications. Decisions to grant a permanent off-site exception will be done on a case-by-case basis. Long term exceptions do not apply to NUR 7030 Advanced Physical Assessment as it is not offered as a distance course. Exceptions are granted using the following procedures:

- a. The student completes an exception form and submits it to the Distance Learning Coordinator.
- b. The Distance Learning Coordinator submits the exception request to the Associate Dean, Academic and Clinical Affairs.
- c. The final decision to grant an exception is determined by the Associate Dean, Academic and Clinical Affairs.
- d. The Associate Dean, Academic and Clinical Affairs notifies the Distance Learning Coordinator and the Assistant Dean of Enrollment Management and Student Services.

2. Short Term Off-Site Exceptions:

Any College of Nursing student can use the video conferencing technology for a short period of time (e.g. a few weeks or one semester) on an exception basis provided that the class is being held in a classroom with distance learning technology. The student will work with the Distance Learning Coordinator throughout the exception process. All questions can be directed to the Distance Learning Coordinator. If the student is requesting an exception for the entire semester, the student needs to submit the request prior to the override and registration process. If the exception is being done on an emergent basis mid-semester, it may take the Distance Learning Coordinator and IT staff up to 3 business days to get the student set-up. Short term exceptions are granted at the faculty member and Associate Dean of Academic and Clinical Affairs's discretion using the following procedures:

- a. The student completes an exception form and submits it to the Distance Learning Coordinator and faculty of record for the course.
- b. The Distance Learning Coordinator submits the exception request to the Associate Dean of Academic and Clinical Affairs.
- c. The final decision to grant an exception is determined by the Associate Dean of Academic and Clinical Affairs after consultation with faculty of record. If the faculty of record and Associate Dean of Academic and Clinical Affairs denies the request, there is no additional recourse.
- d. The Associate Dean, Academic and Clinical Affairs notifies the Distance Learning Coordinator.

e. The Distance Learning Coordinator notifies the student, College IT Department, and College Office of Student Affairs of the exception.

f. IT staff work to get the student set-up with software and offers a test connection.

Approved by Administrative Council 9.21

APRN Specialty Clinical Courses; Courses requiring a clinical permit

Students must complete all APRN clinical hours in the state of Michigan (and limited placements in Toledo, Ohio for some specialties). Student must have a valid clinical permit to attend APRN clinicals. Additionally, all requirements for courses in which a clinical permit is required must be completed in Michigan or Toledo, Ohio.

MSN Curricular Designs



Psychiatric Mental Health Nurse Practitioner (PMHNP)

Fifty-two (52) Credits Required for Nurse Practitioner (NP) Program

All students in the Psychiatric and Mental Health (PMH) concentration gain knowledge in biological, neurological, pharmacological, and physiological domains that prepare them to conduct comprehensive assessments and utilize a range of psychobiological interventions. The PMH clinical nursing course sequence focuses on: Psychiatric assessment, triage, and crisis intervention; Biopsychological models of mental health and illness; Theory and practice with individual interest (e.g., addictions, eating and sleep disorders, gender issues, HIV/AIDS, major psychiatric illnesses, violence) and with clinical populations of interest. Upon program completion, students are eligible to take the Psychiatric-Mental Health Nurse Practitioner (NP) examination offered by the American Nurses Credentialing Center (ANCC).

<u>Master's Core Courses: 12 credits</u>		<u>Credits</u>
NUR 6510	Health Economics, Policy and Professional Issues for APNs	3
NUR 7000	Statistics in Nursing	3
NUR 7105	Theoretical Foundations for Nursing	3
NUR 8625	Evidence-Based Nursing Practice: Theoretical and Methodological Issues	3
<u>Cognates: 18 credits</u>		
NUR 7444	Advanced Physiology and Pathophysiology across the Lifespan	4
NUR 7555	Pharmacotherapeutics for Advanced Practice	3
NUR 7615	Psychopathology and Therapeutic Frameworks across the lifespan for PMHNP	2
NUR 7625	Psychopharmacology	2
NUR 7650	Advanced Psychiatric Assessment and Diagnostic Reasoning	1
<u>Clinical Course Sequence: 22 credits</u>		
NUR 7030	Advanced Nursing Assessment	4
NUR 7885	Advanced Practice Nursing with Individuals/Communities for the Family Psychiatric Mental Health Nurse Practitioner (PMHNP)	8
NUR 7900	Advanced Practice Nursing with Groups for the Family Psychiatric- Mental Health Nurse Practitioner (PMHNP)	8
NUR 7910	Advanced Practice Nursing with Families for the Family Psychiatric Mental Health Nurse Practitioner (PMHNP)	8

Neonatal Nurse Practitioner (NNP)

Forty-seven (47) Credits Required

The Master of Science in Nursing with a Neonatal Nurse Practitioner major prepares nurses for advanced practice in the care of high-risk neonates. The curriculum combines both broad foundational knowledge essential for the care of neonates as a vulnerable population, as well as specialty knowledge in high-risk neonatal care. Attention is given to health promotion, prevention of disease and disability, disease process, clinical management, and family-centered care. The goal of this innovative program is to prepare advanced practice nurses who will promote the health and development of neonates as individuals and as population groups encountering changing healthcare systems within urban and global environments. Upon program completion, students are eligible to take a certification examination through the National Certification Corporation (NCC).

<u>Master's Core Courses: 12 credits</u>		<u>Credits</u>
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NUR 6510	Health Economics, Policy and Professional Issues for APNs	3
NUR 7000	Statistics in Nursing	3
NUR 7105	Theoretical Foundations for Nursing	3
NUR 8625	Evidence-Based Nursing Practice: Theoretical and Methodological Issues	3

Cognates: 7 credits

NUR 7444	Advanced Physiology and Pathophysiology across the Lifespan	4
NUR 7200	Advanced Neonatal Pharmacology	3

Clinical Course Sequence: 28 credits

NUR 7030	Advanced Nursing Assessment	4
NUR 7225	Pathophysiology, Clinical Care and Management I	8
NUR 7226	Pathophysiology, Clinical Care and Management II	8
NUR 7227	Pathophysiology, Clinical Care and Management III	8

Pediatric Acute Care Nurse Practitioner (PNP-AC)

Forty-seven (47) Credits Required

The Master of Science in Nursing with a Pediatric Nurse Practitioner – Acute Care major prepares nurses for advanced practice in the care of acutely and critically ill children and adolescents. The goal of this innovative program is to prepare advanced practice nurses who will promote the health and development of children and adolescents as individuals and as population groups encountering changing healthcare systems within urban and global environments. Graduates of the PNP-AC program are prepared to provide expert clinical care to meet the specialized physiological and psychological needs of children and adolescents with complex acute, critical, and chronic health conditions and/or urgent, emergent, and life-threatening conditions. The curriculum combines both broad foundational knowledge essential for the care of children as a vulnerable population, as well as specialty knowledge in pediatrics. Attention is given to health promotion, prevention of disease and disability, disease process, treatment, clinical management, and family-centered care provided in a variety of acute and critical care settings including hospitals, intensive care units, emergency departments, and clinics. Upon program completion, students are eligible to take a certification examination through the Pediatric Nursing Certification Board (PNCB).

Master's Core Courses: 12 credits

		<u>Credits</u>
NUR 6510	Health Economics, Policy and Professional Issues for APNs	3
NUR 7000	Statistics in Nursing	3
NUR 7105	Theoretical Foundations for Nursing	3
NUR 8625	Evidence-Based Nursing Practice: Theoretical and Methodological Issues	3

Cognates: 7 credits

NUR 7444	Advanced Physiology and Pathophysiology across the Lifespan	4
NUR 7207	Advanced Pediatric Pharmacology	3

Clinical Course Sequence: 28 credits

NUR 7030	Advanced Nursing Assessment	4
NUR 7225	Pathophysiology, Clinical Care and Management I	8
NUR 7226	Pathophysiology, Clinical Care and Management II	8
NUR 7227	Pathophysiology, Clinical Care and Management III	8

Pediatric Primary Care Nurse Practitioner (PNP-PC)

Forty-seven (47) Credits Required

The Master of Science in Nursing with a Pediatric Nurse Practitioner – Primary Care major prepares nurses for advanced practice in the care of children and adolescents. The goal of this innovative program is to prepare advanced practice nurses who will promote the health and development of children and adolescents as individuals and as population groups encountering changing healthcare systems within urban and global environments. Graduates of the PNP-PC program are prepared to provide pediatric primary health care

including health maintenance, anticipatory guidance, well-child examinations, developmental screening, and diagnosing and managing common and complex health/illness conditions. The curriculum combines both broad foundational knowledge essential for the care of children as a vulnerable population, as well as specialty knowledge in pediatrics. Attention is given to health promotion, prevention of disease and disability, treatment, clinical management, and family-centered care in a variety of settings including primary care clinics, specialty clinics, and community environments. Upon program completion, students are eligible to take a certification examination through the Pediatric Nursing Certification Board (PNCB) or the American Nurses Credentialing Center (ANCC).

Master's Core Courses: 12 credits		Credits
NUR 6510	Health Economics, Policy and Professional Issues for APNs	3
NUR 7000	Statistics in Nursing	3
NUR 7105	Theoretical Foundations for Nursing	3
NUR 8625	Evidence-Based Nursing Practice: Theoretical and Methodological Issues	3

Cognates: 7 credits		
NUR 7444	Advanced Physiology and Pathophysiology across the Lifespan	4
NUR 7207	Advanced Pediatric Pharmacology	3

Clinical Course Sequence: 28 credits		
NUR 7030	Advanced Nursing Assessment	4
NUR 7225	Pathophysiology, Clinical Care and Management I	8
NUR 7226	Pathophysiology, Clinical Care and Management II	8
NUR 7227	Pathophysiology, Clinical Care and Management III	8

^MSN in Advanced Public Health Nursing

Thirty-Three (33) Credits Required

The Master of Science in Nursing in Advanced Public Health Nursing prepares nurses for the care of vulnerable populations and communities. The goal of this program is to prepare nurses who will promote the health and well-being of populations and communities. Improving the health of populations and communities is addressed through community assessment, program planning and implementation, leadership strategies, health policy development, and program evaluation. Community partnerships and collaborations are emphasized throughout the curriculum.

Master's Core Courses: 12 credits		Credits
NUR 7000	Statistics in Nursing	3
NUR 7105	Theoretical Foundations for Nursing	3
NUR 7222	Leadership in Health Policy, Ethics, and Change	3
NUR 8625	Evidence-Based Nursing Practice: Theoretical and Methodological Issues	3
NUR 8895	Population Health	3

Practicum Course Sequence: 18 Credits		
NUR 7025	Community Based Participatory Research	3
NUR 7040	Comprehensive Community Assessment	5
NUR 7055	Health Promotion and Prevention with Diverse Populations	5
NUR 7065	Program Planning, Quality Improvement and Evaluation Residency	5

Required Clinical Experience Prior to APRN Clinical Courses*

Several specialties require RN staff nurse experience in that specialty population prior to the start of the three sequential clinical courses after NUR 7030:

NNP - the equivalent of two full-time years of RN experience in a Level III or higher NICU

PNP specialty - the equivalent of one full-time year of pediatric experience (preferably in-hospital)

PMH - the equivalent of one full-time year of RN experience in a psych-mental health setting.

***Failure to complete this requirement may result in a delay in progression into APRN clinical courses.**

Students who do not have the required RN experience will be admitted with a caveat that the clinical manager must submit a letter of attestation to the specialty coordinator prior to the start of clinical courses stating that the student has completed this practice requirement.

Graduate Certificate Programs

Certificate Requirements: The Certificate must be earned within three years. No transfer credit will be accepted for a certificate program. A minimum honor point average of 3.0 must be achieved.

For further information on certificate programs, please see the University Bulletin, or contact the Office of Student Affairs at 313-577-4082. All course work must be completed in accordance with the academic procedures of the College and the Graduate School governing graduate scholarship and degrees. Individual Specialty Graduate Certificates may require additional coursework based on a gap analysis.

All Graduate Certificate Specialty APRN students undergo a gap analysis on admission to determine the plan of work. Based on gap analysis, the following graduate-level prerequisite courses may be required and an additional one-credit procedural directed study may be required:

NUR 7444 Advanced Physiology and Pathophysiology across the Lifespan

NUR 7555 Pharmacotherapeutics for Advanced Health Professions (or 7207PNP GC students)

NUR 7030 Advanced Nursing Assessment

NUR 6510 Health Economics, Policy and Professional Issues for APNs

Adult-Gerontology Nurse Practitioner - Acute Care (AGNP-AC)

The Adult-Gerontology Nurse Practitioner - Acute Care (AGNP-AC) graduate certificate allows certified advanced practice registered nurses who have graduated with a clinical MSN or DNP from a nationally accredited institution to acquire the nationally specified adult-gerontology acute care content and clinical skills needed to take the national AGNP-AC certification exam and function competently within the acute care scope of practice. It requires satisfactory completion of a minimum of 18 credits of didactic content and clinical practicum. The certificate provides nurses with essential knowledge and skills to assume acute care roles in myriad settings. Courses focus on integrating advanced health assessment, pathophysiology, and acute clinical care and management. Students will be expected to acquire approximately 500 hours of adults and older adult acute care experience to meet the specialty competencies and the requirements to take the AGNP-AC certification exam.

Required Courses: 18 credits

NUR 7370	APN: Management of Neurological, Endocrine, and Musculoskeletal Problems	6
NUR 7140	APN: Management of Cardiopulmonary and Renal Problems	6
NUR 7130	APN: Management of Oncology, Mental Health, and Lifestyle Change	6

Pediatric Primary Care Nurse Practitioner Graduate Certificate

This graduate certificate is designed to prepare nurse practitioners certified as PNP-Acute Care NPs to additionally practice in pediatric primary care with a particular focus on care of children with complex chronic conditions. The certificate provides nurses with essential knowledge and skills to assume primary care roles in a myriad of settings using a patient and family-centered care model. Courses focus on integrating advanced health assessment, pathophysiology, primary care clinical care and management.

Required Courses : 16 credits

NUR 7226	Pathophysiology, Clinical Care and Management II	8
NUR 7227	Pathophysiology, Clinical Care and Management III	8

Pediatric Acute Care Nurse Practitioner Graduate Certificate

This graduate certificate is designed to prepare nurse practitioners certified as PNP-Primary Care NPs to acquire the nationally-specified pediatric acute and critical care content and clinical skills needed to function competently within the pediatric acute care scope of practice. The certificate provides nurses with essential knowledge and skills to assume acute care roles in a myriad of settings using a patient and family-centered care model. Courses focus on integrating advanced health assessment, pathophysiology, and acute clinical care and management.

Required Courses : 16 credits

NUR 7226	Pathophysiology, Clinical Care and Management II	8
NUR 7227	Pathophysiology, Clinical Care and Management III	8

The Psychiatric Mental Health Nurse Practitioner (PMHNP) Graduate Certificate

This graduate certificate prepares certified advanced practice registered nurses who have graduated from a nationally accredited institution with a clinical MSN or DNP in another specialty to critically evaluate and apply scientific evidence to clinical practice to provide high-quality psychiatric care to individuals and families across the lifespan at risk for developing or having a diagnosis of psychiatric disorders to improve health outcomes and reduce health disparities. PMHNP specialty courses focus on psychiatric assessment, triage and crisis intervention; biopsychological models of mental health and illness; theory and practice with individual interest (e.g., addictions, eating and sleep disorders, gender issues, HIV/AIDS, major psychiatric illnesses, violence) and with clinical populations of interest. Graduates are eligible to sit for the Psychiatric Mental Health Nurse Practitioner Certification Exam through the [American Nurses Credentialing Center \(ANCC\)](#).

Required Courses: 29 credits

NUR 7615	Psychopathology and Therapeutic Frameworks Across the Lifespan for PMHNP	2
NUR 7625	Psychopharmacology	2
NUR 7650	Advanced Psychiatric Assessment and Diagnostic Reasoning	1
NUR 7885	Advanced Practice Nursing with Individuals	8
NUR 7900	Advanced Practice Nursing with Groups	8
NUR 7910	Advanced Practice Nursing with Families	8

Nursing Education Graduate Certificate

The Graduate Certificate in Nursing Education (GCNE) is designed to prepare nurses for teaching positions in educational and service settings. The certificate provides nurses with essential knowledge and skills in teaching, program development, evaluation, clinical instruction, and other aspects of the educational process in nursing. Courses focus on concepts of learning; teaching methods and concepts of teaching nursing; multimedia, computer-assisted instruction and distance education; development of educational programs in nursing; evaluation; testing; and clinical teaching from a theoretical and research perspective. The program provides learners with a theoretical framework for teaching in nursing and related competencies.

Required Courses : 12 Credits

NUR XXXX	Graduate-Level NUR Course approved by advisor	3
NUR 7710	Theoretical Perspectives of Teaching in Nursing	3
NUR 7720	Evaluation and Testing in Nursing	3
NUR 7730	Practice Teaching in Nursing	3

Changing Clinical Specialties. You should speak with your Academic advisor and discuss your intentions to switch clinical specialties. To change clinical specialties, you must meet both with the coordinator of the specialty in which you are currently enrolled and the coordinator of the clinical specialty in which you believe you may want to be enrolled and discuss your intentions to make a change . With your academic advisor, you then complete the Clinical Specialty Change form, acquire the necessary signatures, and submit the form to the Director of Advanced Practice and Graduate Certificate Programs. Changes of specialty that occur during the clinical specialty courses will result in a one-year delay to the start of the new clinical specialty courses. The forms for change of the specialty can be found on the nursing website.

Process for Clinical Placements

Specialty Coordinators/Clinical Faculty or designated staff are responsible for all communications with preceptors and clinical sites for potential clinical placements. Students do not engage in arranging potential placements with preceptors or clinical sites. Student requests for potential placements may be discussed with the Specialty Coordinator, who will proceed with the placement arrangements.

Any student with a potential placement at a Spectrum Health clinic/hospital must speak with the Specialty Coordinator by March in the year they will start the APRN clinical courses. There is a detailed process for application that must be followed. The Specialty Coordinator will communicate the names of students with potential academic year placements at Spectrum to the Director of Advanced Practice and Graduate Certificate Program, who will work with the student to complete the required application paperwork. In most specialties, the student must be an employee of Spectrum Health to be eligible for a Spectrum Health clinical placement. Failure to complete the application paperwork on time will lead to a delay in the semester the student will be allowed a clinical placement at Spectrum Health.

Academic Program Planning

A faculty advisor is appointed at the time of the applicant's acceptance into the program. The role of the faculty advisor is to guide and mentor the student through all the College and University requirements until the Master of Science in Nursing is obtained. Major responsibilities of the advisor include:

- Assisting the student in preparation of the Plan of Work (POW). The electronic copy of the plan of work should be available to the Office of Student Affairs before the student completes twelve graduate credits toward the degree requirement.
- Providing feedback to the student on his/her academic performance.
- Giving academic and personal encouragement to the student.
- Informing and Assisting the student in options for program progression
- Providing information to the student about University services and financial aid opportunities.
- Offering guidance to the student in applying for external and university fellowships.
- Being an academic role model for the student.
- Students are expected to meet with their advisor annually to update their plan of work and discuss progression in the program. Meeting can be done in person or via Zoom. It is expected that the student will arrange or be responsive to scheduling requests.

Specialty Certification

- Specialty Certification Exam requirements vary by certifying body. Specialty coordinators will review the requirements and process for application to the certifying body with the students during the clinical courses prior to graduation. Specialty coordinators will provide students with necessary requisite documentation for exam application or complete the required validation forms required by the certifying bodies.

REQUIREMENTS FOR THE CLINICAL EXPERIENCE



The following requirements are essential for all students involved in APRN clinical courses. Students in the NNP and PNP specialties must also have a clinical permit for NUR 7030; Psych-Mental Health students for NUR 7605. The College of Nursing has contracts with each agency which require a Health Clearance, BLS Certification, Liability Insurance, and a current RN licensure. Failure to comply with these requirements will result in exclusion from clinical experiences. After the documents are submitted to Castle Branch, the Office of Student Affairs (OSA) will provide Clinical Permits to the Director of Advanced Practice and Graduate Certificate Programs and copies will be provided to Specialty Coordinators and Course Coordinators prior to the start of the clinical courses. Health forms and renewal dates on all required documents must be updated just prior to submission of the forms on August 15 for fall semester, December 15 for winter semester, and April 15 for Spring/Summer semester. The Clinical Permit will be good for one semester. Note that if the Michigan license expires during the semester, the student must submit the renewal minimally two weeks prior to the expiration date or the Clinical Permit will be invalid.

If at any time during the academic year a student has a change in health, the clinical permit can be suspended. It is the responsibility of the student to contact WSU Student Disability Services, their Faculty Academic Advisor, and Director of Advanced Program Programs and inform them of this change.

Students will be informed of the need to satisfy their CastleBranch requirements and will receive a warning email from OSA if the initial submission date is missed. Starting the following week (one week after the initial deadline), Students will incur a one-week penalty for start of clinicals. For each subsequent week the permit is not valid, additional one-week penalties will be added. Students will not be allowed to start clinicals until they receive a start date provided by the Director of Advanced Practice and Graduate Certificate Programs. Delays in start of clinical hours may result in delay in progression through the clinical courses. Student must follow the preceptor's schedule for clinicals and preceptors are not responsible for lack of sufficient time in the semester if a student was delayed in starting clinicals due to an invalid clinical permit.

APRN Specialty Clinical Courses; Courses requiring a clinical permit Students must complete all APRN clinical hours in the state of Michigan (and limited placements in Toledo, Ohio for some specialties). Student must have a valid clinical permit and be registered for the clinical course by the first day of class in order to attend APRN clinicals. Additionally, all requirements for courses in which a clinical permit is required must be completed in Michigan or Toledo, Ohio.

Students are not allowed to attend clinical without a valid Clinical Permit and if they are not registered for the clinical course by the first day of class. If students attend clinical without a valid Clinical Permit, those clinical hours will not count towards the total number of hours required for the course and students may be subject to disciplinary action.

Students with an incomplete grade in any course requiring a clinical permit must have a valid clinical permit for each semester that they are working on finishing the incomplete. If the clinical permit is not valid, the student may not work on any of the requirements of the incomplete. Failure to adhere to this policy may result in disciplinary action.

NOTE: Students assigned to Spectrum Health Clinical Sites

Students with clinicals at Spectrum Health clinics/hospitals must also complete the requirements of the Spectrum Health Office of Medical Education (SHOME).

The deadline for changes in plans of work involving a course that requires a clinical permit is one month prior to each semester's clinical permit deadline date.

Requirements: Documentation of compliance with these requirements must be uploaded to CastleBranch-Immunization Tracker by **the stated deadline. Students can access Immunization Tracker online at www.portal.castlebranch.com/WL48**

Documentation of Clinical and Practicum Hours in E-Value.

The CON MSN Program requires documentation of clinical/practicum hours and experiences via the E-Value Clinical Log, which is a web-accessed student tracking platform. Students must enter their clinical placement schedule prior to actual attendance, which can be done weekly, monthly, or by semester, depending on how far in advance clinical schedules are known. Student must also log in all patient encounters done under the aegis of Wayne State University and also the time in/time out attendance hours for scheduled day, within 15 days of attending clinicals. Clinical specialties may require additional documentation, i.e., CPT codes, procedures, demographics and insurance data.

Students may not attend clinicals if they have any physical restrictions.

ACCOMMODATIONS FOR DISABILITY

Wayne State University College of Nursing is committed to providing all students equal access to its programs. The College works closely with the University Student Disability Services (SDS) to provide reasonable accommodations to qualified students. However, it is important to note that the College is not required to provide and will not provide accommodations that fundamentally alter the essential functions or technical standards of the program. It should also be noted that the decision to accept a student for practice at a clinical agency rests solely with the agency. Common examples where accommodations are often required for students include those with lifting restrictions (e.g. pregnancy and the post-partum period), medical devices (attached or implanted), and fractured/broken limbs. The process for obtaining accommodations, including acquiring the required documentation of the need for accommodations, meeting with Wayne State College of Nursing and communication with our clinical agencies, can be time consuming. Therefore, the College of Nursing strongly encourages students and applicants who wish to request accommodations contact the Student Disability Services Office before the actual start of the program. Accommodations cannot be applied retroactively. To learn about the process in detail, including expected times that are typical for completion of the process, please contact Student Disability Services. You are also encouraged to speak to your College of Nursing Academic Services Officer to learn more about this process.

Some clinical sites have unique requirements and that it is the students responsibility to complete them prior to clinical. Failure to complete these requirements prior to clinical, may result in failure to attend clinical.

GENERAL REQUIREMENTS

ACEMAPP

If attending an ACE site, students must complete the requirements for ACE, the Alliance for the Clinical Experience. Requirements include successful completion of on-line classes and exams in HIPAA, OSHA, and BBP. Students must pass the exams within the two attempts or they may not be eligible to enter clinical courses (they may not be able to enter the program or progress in the program).

Health Clearance

The examination may be completed by the student's nurse practitioner or physician and the required form filled out and submitted. The TB skin test must be in effect for the entire semester/academic year. Vaccinations and/or evidence of immunity are required for Tdap, measles, mumps, rubella, varicella, Hepatitis B and influenza. Students must provide copies of the actual laboratory reports for all antibody titers. Titrers for measles, mumps, rubella and varicella must be within five years. Hepatitis B titers do not expire.

BLS for Healthcare Providers

Students must demonstrate evidence of completion of a BLS/CPR for Healthcare Providers course that covers CPR for the adult, child and infant as well as one-person and two-person CPR. The course may be taken at the College of Nursing or can be taken at one of several agencies in the community. Original dated certification documents must cover the entire academic/clinical year and must be resubmitted when they expire.

Flu Vaccine

Flu Vaccine In order to meet the requirement of clinical agencies, the student must submit documentation for the flu vaccine by October 15. If these documents are not submitted, the Clinical Permit will be rescinded and the student will be excluded from clinical experiences.

Professional Liability Insurance

Wayne State University College of Nursing will provide professional liability insurance through Nursing Practice Corporation, at a cost of approximately \$10.29 per student. Students must submit this fee online and the link is found on nursing.wayne.edu. (Nurse-Midwife students are required to purchase an individual student policy.) The policy is valid August 15 – August 14 and is not prorated.

Medical Declination Forms

Students who are unable to complete clinical health requirements due to medical conditions are required to submit the Wayne State University declination form along supporting documentation from a health care provider. Please contact your Academic Services Officer for a copy of the declination form. Students should submit the declination form to their Academic Services Officer who will forward it to the Associate Dean of Academic and Clinical Affairs to decide if the waiver is appropriate. Students who do not meet the clinical permit requirements may be prevented from attending clinical courses.

Maintaining Licensure

The student must show proof of being a currently licensed RN in the United States when admitted to the program [See admission requirements for non-domestic students]. Out-of-state domestic students have two semesters to submit a Michigan RN licensure; international students have two semesters to pass the NCLEX exam and submit a Michigan RN license. If a student fails to submit a Michigan RN license by the end of two semesters, the student cannot progress in the program until the license is submitted. The student must maintain current licensure for the duration of the program. Should the license expire or be revoked for any reason, it is the student's responsibility to report this to the Office of Student Affairs. The student may not continue in the program until current licensure is restored. If licensure was revoked and reinstated, the student must report any conditions attached for future practice.

Submission of the renewed Michigan RN license is due two weeks prior to the expiration date posted on your license.

Criminal Background Investigation

According to Public Health Code Section 20173 and Section 21173(1), any individual who regularly provides direct services to patients and residents in nursing homes, county medical facilities, homes for the aged and adult foster care cannot be granted clinical privileges if they have been convicted of one or more of the following:

- a. A felony or an attempt or conspiracy to commit a felony within the 15 years preceding the date of application.
- b. A misdemeanor involving abuse, neglect, assault, battery, or criminal sexual conduct or involving fraud or theft against a vulnerable adult defined in the Michigan penal code, 1931 PA 328, MCL 750.145m, or a state or federal crime that is substantially similar to a Misdemeanor described in this subdivision within 10 years immediately preceding the date of application.

This legislation as well as regulatory agency requirements mandates that students have a criminal history check conducted in order to gain clinical privileges at the various agencies used during the course of the student's education. Exclusion from a clinical site could jeopardize successful completion of the program. Students must have a criminal background check performed by Castlebranch.com.

Urine Drug Screen Testing

In addition to the criminal background investigation, many health care agencies require results of a urine drug screen test (negative result) prior to the beginning of your clinical experience. This should be obtained at the Wayne State University Campus Health Center. MSN and DNP students who are Distance Learners can use a local faculty. **The screen must include the following drugs:** Amphetamines, Barbiturates, Benzodiazepines, Cocaine, Marijuana, Ecstasy, Oxycodone, Opiates, Phencyclidine, Propoxyphene, and Tricyclic Anti-Depressants.

The use of medical marijuana will provide a positive result on a urine drug screen. Students with a Medical Marijuana Registry Identification Card will be required to submit a valid copy to the Office of Student Affairs. Wayne State College of Nursing's clinical partners may exclude a student with a positive drug screen from attending clinical courses at their site, which could jeopardize the successful completion of the program.

Results of the Urine Drug Screen test must be submitted to OSA and will become part of your health information file.

Health Insurance

Though not required, it is highly recommended by the College that each student also have personal health insurance coverage in addition to the required liability insurance. Students may choose to purchase an injury and sickness insurance plan for a reasonable fee. The policy provides stipulated amounts for outpatient prescription drugs (sickness only), hospitalization, surgery and emergency room fees, alcoholism and drug abuse treatment, and psychotherapy benefits. Forms to purchase this insurance are available by contacting the Health Insurance Advocate in the Office of International Students and Scholars: 313-577-0724.

CLINICAL ATTIRE

Uniform

Approved nursing attire must be worn during the clinical placement. Lab coats must be ordered through the university Barnes & Noble bookstore if required by the specialty. Within the healthcare agency, the student is

expected to present a clean, well-groomed appearance. The student represents not only him/herself but the College of Nursing and the nursing profession. Students are expected to use good judgment regarding their professional attire, especially when in Community Health Agencies or as students in "management" settings.

Body Odor

Students in the academic and clinical setting will be free of offensive body odor secondary to personal hygiene, strong perfumes, colognes, lotions, aftershaves, or the smell of cigarettes. Clean clinical attire that is free of odor is required for all students in all clinical rotations.

ID Badge

All nursing students are required to obtain a Wayne State University One Card. Students wear their OneCard while at their clinical site. OneCards can be obtained from the university OneCard office, located on the second floor of the Welcome Center. Misuse of the OneCard will result in immediate forfeiture and possible disciplinary action.

Check List for Clinical Requirements
Effective date must coincide with semester start

	<i>Date Submitted</i>
<input type="checkbox"/> Create CastleBranch Immunization Tracker Account	_____
<input type="checkbox"/> Health Clearance Form with Immunization record	_____
<input type="checkbox"/> TDAP (Tetanus, Diphtheria, Pertussis)	_____
<input type="checkbox"/> Measles, Mumps, Rubella, Varicella, Influenza Titers (mandatory) and immunization record (optional)	_____
<input type="checkbox"/> Hepatitis B Virus Inoculation Titers and immunizations (mandatory)	_____
<input type="checkbox"/> CPR for the Professional Rescuer (Annual verification)	_____
<input type="checkbox"/> TB Skin Test or documentation of no active TB (Annual verification)	_____
<input type="checkbox"/> Pay fee for Professional Liability Insurance (Annual verification)	_____
<input type="checkbox"/> Criminal Background Investigation	_____
<input type="checkbox"/> Urine Drug Screen	_____
<input type="checkbox"/> ACE requirements (classes) (Annual)	_____

NUR 7030 PRETEST PROCESS



To ensure that all students are ready for NUR 7030 (offered Spring/Summer semesters), you are required to pass a written exam and demonstrate a physical examination. The expectation in 7030 is that each student will have a rudimentary knowledge of the basic assessment skills, which includes the ability to demonstrate basic skills and understand the rationale for the assessment skill.

The written exam is based on the undergraduate nursing assessment course. It is a multiple-choice exam with 50 randomized questions using Respondus and it is open book. The written exam covers questions related to basic physical assessment techniques and content. The physical exam demonstration covers basic physical assessment skills. Each student will have three attempts to pass the written exam with a score of 75% or better. The exam will be open for seven hours during each attempt at the exam. The examination will be available on Canvas under the NUR 7030 PreTest tab and students will be informed of the “go live” date during the Winter semester before they take NUR 7030.

After you have passed the written exam, you may contact Mrs. Christine Seaver (ef8107@wayne.edu) to sign up for ONE (1) time slot for the demonstration exam of your physical assessment skills. The schedule is available on Canvas under the Skills Demonstration Schedule tab. No cancellations are accepted. Students cannot cancel and request a new sign-up date. All students except the neonatal students will demonstrate an adult/adolescent basic physical examination using the rubric provided on Canvas. Neonatal students have a separate physical exam pre-assessment rubric. The Rubrics for the pre-assessment will be posted on the website. Use the rubric to practice for this portion of the pre-assessment, but you may not use the rubric during your scheduled physical exam demonstration. All students must pass the complete exam with the majority of the skills (90 %) demonstrated to our clinical skills lab staff. The areas that the faculty believe you may need to review or remediate will be identified. These areas are the sections you should read about and review before starting NUR 7030.

Distance students who live *60 miles* or more from campus can demonstrate a physical examination from a remote location or they can demonstrate the exam on campus. Students are provided a systematic process for demonstrating the exam from a remote location. The Distance Learning Coordinator will work with each student to facilitate the process.

For all students, once both assessment processes are completed, you may receive an over-ride to register for NUR 7030.

In summary, the pre-assessment process is as follows:

1. Take and pass the written exam with a score of 75%
2. Schedule a time to demonstrate a Basic Physical Assessment
3. Demonstrate a Physical Assessment in front of a clinical lab staff and pass the exam;
4. Contact your ASO to receive your override for NUR 7030 for the Spring Summer semester.

STUDENT INJURY POLICY



Enrolled students experiencing an injury or non-personal illness (excludes personal illnesses such as, but not limited to, flu, cold/sinus, etc.) on campus or while attending class or participating in University-sponsored activities shall receive initial treatment at a University-authorized medical facility as noted below:

[Injury Form](#)

Emergency issues:

- DMC – Detroit Receiving Hospital – ER
4201 St. Antoine St, Detroit, MI 48201
(313) 745-3000
- Henry Ford Hospital System – Main Campus – ER
2799 West Grand Blvd, Detroit, MI 48202
(313) 916-2600

Non-emergency Issues*:

- University Health Center
4201 St. Antoine Blvd., UHC 4K, Detroit, MI 48201
(313) 745-4522
Hours of Operation: 7 a.m. to 4:30 p.m.,
Monday thru Friday
- Henry Ford Medical Center – Harbortown
3370 E Jefferson Ave, Detroit, MI 48207
(313) 656-1600

Only the initial treatment necessary for an injury or illness requiring immediate attention is covered by this policy. The student is responsible for any subsequent treatment

PROCEDURE

Responsibility Action
Student

1. Notify Instructor/Administrator or Department of Public Safety of injury or illness immediately.
2. Report to the appropriate University-authorized medical facility for initial treatment, as noted above.
3. Complete the top portion of the Report of Injury (<http://idrm.wayne.edu/risk/student-forms.php>) form and sign bottom portion.
4. If the student receives an invoice for initial service, student shall forward the invoice to the Office of Risk Management for payment review. For services/treatment beyond the initial visit, the student shall either self-pay directly to the provider or forward the invoice to the personal health insurance carrier

**It is important to note that only the initial treatment for the actual injury is covered by the University. Any diagnostic testing, prescriptions or subsequent visits are the responsibility of the student.
(*) Walk-ins should be no later than 3:00 p.m. for both clinics**

Bloodborne Pathogen Exposure Plan

All students should use extreme caution in the care of their patients to avoid needle sticks and exposure to Bloodborne pathogens. All students will use Universal Precaution in all patient care settings.

In the event of a needle stick or exposure to bloodborne pathogens:

Students who are possibly exposed to bloodborne pathogens by way of needle sticks or exposure to human body fluids must report the exposure to their clinical instructor **immediately**. They should wash off or flush out exposure as soon as possible after it occurs according to the guidelines provided by the ACE modules or the clinical agency."

1. Exposure during a precepted experience must be reported immediately to the preceptor and as soon as possible to the course faculty member.
2. For students who are possibly exposed to bloodborne pathogens by way of needle sticks or exposure to human body fluids at off-campus sites, such as hospitals or community health settings, the following policy will apply
 - For exposures in a hospital or another agency with a policy covering possible exposure to bloodborne pathogens, the policy of the facility will be followed.
 - For exposures in a setting where there is no policy on possible exposure to bloodborne pathogens, the student should either report immediately to University Health Center (UHC), 4K (7:30 a.m. -3:30 p.m.*) or Henry Ford Health Center-HarborTown Suite 100 (8:00a.m.-4:30p.m.*) located on Jefferson just west of Belle Isle or to their personal health care provider (at your own expense). If the injury occurs after the previously mentioned clinic's operational hour, the student has the option to go to Detroit Receiving or Henry Ford Emergency Room for initial treatment. If the agency does not cover the cost of testing for students, students are responsible for the cost of testing beyond the initial treatment for exposure (health insurance may cover):
 - HIV antibody
 - Hepatitis B surface antibody
 - Hepatitis C antibody
 - Testing for Viral Hemorrhagic Fevers (e.g. Ebola and Marburg fevers)
 - Pregnancy test (for women)

RESOURCES



Skill Laboratory (Rooms 217 & 219 Cohn)

The Skill laboratory is a practice lab with simulated hospital bedside units. Students practice various nursing procedures under the guidance of a nursing faculty.

Physical Assessment Learning Laboratory (Room 30 Cohn)

The Physical Assessment Learning Laboratory (PAL) provides materials, activities, and facilities for students to acquire skills in history-taking and physical assessment and is located on the lower level of the Cohn Building. It is equipped with study carrels and physical examination rooms. Students learn physical examination skills through the use of demonstration, media viewing, and practice.

Office of Health Research (Room 315 Cohn)

The Office of Health Research (OHR), the research arm of the College of Nursing, embodies the commitment of faculty to research. The idea of a center originated with faculty in the mid-60: it became a reality in 1969. It was the first such center in an academic setting devoted to the generation of new knowledge which underpins the discipline and profession of nursing.

The research program of the Office of Health Research (OHR) focuses on nursing and health-related research, including interdisciplinary research, for the purpose of advancing nursing knowledge and improving nursing and health, particularly Urban Health. Because the research objectives also target health needs of the urban community, the research agenda also advances the research programs of the University. Visit the website to learn more about the OHR at <http://www.nursing.wayne.edu/research/index.htm>.

Simulation Laboratory (Room 221 Cohn)

The Simulation Laboratory contains state-of-the-art technology (including high fidelity mannequin simulators and audio-visual real-time capture) to provide the student with an immersive and interactive environment which enhances student learning. Students, in conjunction with faculty, are able to practice and blend skills taught in the Nursing Skills Laboratory, Physical Assessment Learning Laboratory and the classroom. Because of the immersive nature of the simulation environment, students are required to behave in a professional manner and wear approved Wayne State University clinical uniforms when in the Simulation Laboratory.

FACULTY AND STUDENT RESPONSIBILITIES



Since education is a cooperative effort between teacher and student, both parties must fulfill obligations if the integrity and efficacy of the instructional process are to be preserved.

Professional Integrity Policy

Breaches of academic and professional integrity are grave and serious acts. The faculty member and/or student are expected to take action when any breach of integrity occurs.

Inherent in the beliefs of WSU is that the University must prepare young men and women in such a way that they will have the intellectual and moral strengths to make value judgments and to assume participant roles in responding to the needs of a rapidly changing, complex society. Honesty is a value of society and the nursing profession, and students are expected to respect this principle.

The nursing student has areas of responsibility as stated in the *Student Handbook* and the College of Nursing philosophy. As the student strives to become a professional nurse, the student must actively support the ethics and goals of the profession. The faculty as members of the nursing profession must actively support the goals and ethics. The nursing student and faculty member, therefore, have the responsibility to act in an honest and truthful manner and to protect the integrity of scholarship and to take action when there is any violation of academic integrity.

Violation of academic and/or professional integrity shall result in a failing grade on a particular assignment or test, a failing grade for a course, or exclusion from the College of Nursing, depending on the nature of the particular incident.

Final decision will be determined through collaboration of faculty, Associate Dean for Faculty Affairs, Associate Dean for Academic & Clinical Affairs, and Dean.

Accepted by Faculty Association
5/9/84

Responsibilities of Faculty Members

1. To contribute to and remain abreast of the latest developments in their fields;
2. To continually pursue teaching excellence;
3. To treat all students with respect and fairness without regard to ancestry, race, religion, political belief, country of origin, sex, sexual preference, age, marital status, or handicap;
4. To encourage differing viewpoints and demonstrate integrity in evaluating their merit;
5. To attend regularly and punctually, adhere to the scheduled class and final examination times, and arrange for notification of absence and coverage of classes;
6. To establish and maintain appropriate office hours;
7. Present, early in the semester, the following course information:
 - i. Course objectives and general outline;
 - ii. Classroom procedures to be followed, expectations concerning class attendance, and proposed dates of major evaluations (including examinations, papers, and other projects);
 - iii. Grading policy;

- iv. Where appropriate, a schedule of class-related activities, including class meetings and laboratory sessions;
 - v. Lists of texts and/or other materials needed for the course;
 - vi. Late enrollment, withdrawal, and other special policies.
8. To provide and adhere, within reasonable limits, to the written syllabus of the course;
 9. To know course matter thoroughly and prepare and present the material conscientiously;
 10. To be informed of University services and recommend their use to students when advisable;
 11. To follow these policies concerning written work and grades:
 - i. Grade and return written work promptly;
 - ii. Submit final grades by the scheduled time;
 - iii. Retain written materials not returned within the semester (e.g., final examinations, major term papers) for one academic semester in accordance with unit policy and allow students to examine such materials;
 12. To implement unit procedures for student evaluation of faculty teaching, with attention to preserving student anonymity;
 13. To behave appropriately in dealing with students so as to maintain a scholarly atmosphere.

Responsibilities of Students

1. To inform themselves of and to fulfill all requirements of the University and those of the college and department from which they expect to receive their degree;
2. To fulfill conscientiously all assignments and requirements of their courses;
3. To attend classes regularly and punctually;
4. To maintain a scholarly, courteous demeanor in class;
5. To uphold academic honesty in all activities;
6. To notify the instructor as early as possible if prevented from keeping an appointment or carrying out an assignment;
7. To discuss with the instructor any class-related problem and follow established procedures in the resolution of these problems;
8. To adhere to the instructor's and general University policies on attendance, withdrawal, or other special procedures.

It is expected that faculty and students will fulfill their obligations to the instructional process. If, however, a complaint does arise, the parties should meet in an effort to resolve the matter. When such a discussion fails to resolve the problem, the college's published procedures should be followed. Although the University Ombudsperson is not a direct part of the appeal process, students and faculty may consult the Ombudsperson at any point during such proceedings.

The College of Nursing defines a formal complaint as any complaint that is not managed or resolved within the College of Nursing and rises to the level of the Dean of Students Office (DOSO) or a grievance to the Provost's Office.

Non-Grade Related Concerns/Complaint

When a student encounters a concern with a faculty member in the College of Nursing or feels they have been treated unfairly, the student should first try to resolve the issue with the faculty member directly involved. Many issues can be resolved by making an appointment with the faculty. If you have a grade related concern, please follow the grade appeal process found in this student handbook.

Process

1. Student should reach out directly to the faculty via email to request an appointment to address the concern. This concern should be addressed in a formal setting (in person meeting, Zoom, or phone meeting). If student is not comfortable addressing the concern directly, they should proceed to step 2 in the process.
2. If the issue is not resolved, the student should contact the Course Coordinator or Program Director. This concern should be addressed in a formal setting (in person meeting, Zoom, or phone meeting).
3. If the issue is not resolved, the Student should contact via email the Associate Dean of Faculty Affairs. This concern should be addressed in a formal setting (in person meeting, Zoom, or phone meeting).
4. After meeting with the Associate Dean of Faculty Affairs, an email summary will be sent to the student.
5. If the student is not satisfied with the outcome of the meeting with the Associate Dean of Faculty Affairs, the student can contact the Executive Assistant to the Dean, to schedule a meeting with the Dean of the College of Nursing to address the issue/concern.
6. If a student is not satisfied after these steps have been exhausted, the student can elevate their concerns to the Ombuds Office at ombudsoffice@wayne.edu

Contact information for Faculty, Course Coordinators, Program Directors, Associate Dean for Faculty Affairs, and the Executive Assistant to the Dean can be found at <https://nursing.wayne.edu/directory/faculty>

University Guidelines for Assisting Persons with Behavioral Problems

All members of the University community are expected to conduct themselves in a manner which is conducive to an environment that encourages the free exchange of ideas and information. However, from time to time, the University is called upon to assist individuals who are displaying behavior which:

1. Threatens themselves or others; and/or that
2. Severely impairs their ability to function within the University environment; and/or that
3. Makes impossible the proper functioning of an academic program through obstructive or disruptive behavior.

To ensure respect for the legal rights of every person, the University seeks, through referral or intervention, to guarantee that appropriate professional care is available for those who become disruptive.

COLLEGE OF NURSING ACADEMIC APPEALS POLICY - GRADES AND EXCLUSIONS



BASIC PRINCIPLES

1. Assistance | Student/faculty may contact the College of Nursing, Assistant Dean, Enrollment and Student Services and/or the Wayne State University Ombudsperson at any time for assistance with any problem associated with a grade decision or grade appeal.
2. 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).
3. Process | All steps of the formal grade appeal must be done in written format; no email correspondence is acceptable. Information submitted should be time stamped and dated as it is received.
4. Academic Dishonesty | These policy guidelines do not apply to allegations of academic dishonesty. Academic dishonesty matters are addressed under the Student Code of Conduct.
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 practice in the clinical setting that may jeopardize patient safety.

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

APPEAL OF GRADE

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 three criteria stated below, then the student may file an appeal pursuant to the process set forth below. The student assumes the burden of proof in the appeals process.

Grounds for appeals are: (1) the application of non-academic criteria in the grading process, as listed in the university's non-discrimination/affirmative action statute: race, color, sex (including gender identity), national origin, religion, age, sexual orientation, familial status, marital status, height, weight, disability, or veteran status; (2) sexual harassment or discrimination; or (3) evaluation of student work by criteria not directly reflective of performance relative to course requirements.

Grade Appeal Process

Prior to implementing the formal appeal process, the student must discuss in person the disputed grade with the instructor of the course within ten days of notification of the grade. The faculty member will respond in writing with a copy to the student and the Assistant Dean, Enrollment and Student Services. If the dispute remains unresolved, the student may then initiate a formal appeal.

All steps of the appeal process must be followed within the stated time frame or the appeal process is nullified (will not be heard).

Steps to Initiate a Formal Appeal

1. The student must submit a written statement detailing his or her objections to the faculty response, along with supporting documentation, to the Associate Dean of Academic & Clinical Affairs with copy to the Assistant Dean for Enrollment and Student Services. This statement must be submitted within 30 days following the response of the faculty member who assigned the grade.
2. Upon review of the documentation, the Associate Dean of Academic & Clinical Affairs will notify the student in writing within 21 days of receiving the student's written appeal of the decision. As the Dean's designee, the decision of the Associate Dean of Academic & Clinical Affairs shall be the final decision at the College level.
3. Student/faculty may contact the College of Nursing, Assistant Dean, Enrollment and Student Services and/or the Wayne State University Ombudsperson at any time for assistance with any problem associated with a grade decision or grade appeal. According to the Provost: *If, after your School/College appeal path is exhausted and you wish to continue with the grade appeal process, per the University Academic policy, you may request a Provost Review within 30 days of this decision. The request should be submitted via the online form located at <https://provost.wayne.edu/academic-policy>. For assistance with the appeal process, you may contact the Ombuds Office at ombudsoffice@wayne.edu.*
4. Only the manner in which the final grade was assigned can be appealed. Instructors are expected to evaluate student work according to sound academic standards. 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 three criteria stated below, then the student may file an appeal pursuant to the process set forth below. The student assumes the burden of proof in the appeals process.

*Pursuant to University policy, the Provost's decision in an academic appeal is final.

APPEAL OF EXCLUSION FOR UNSAFE OR UNPROFESSIONAL BEHAVIOR

Basic Principles

Students are required to demonstrate patterns of professional behaviors which follow the legal and ethical codes of nursing; promote the actual or potential well-being of clients, health care workers, and self in the biological, psychological, sociological and cultural realms; demonstrate accountability in preparation, documentation, communication and continuity of care; and show respect for human rights of individuals.

The following indicators are to be used as guidelines for evaluating safe or professional practice:

1. Biological, Psychological, Social and Cultural Realms

The student's practice meets the needs of the client from a biological, psychological, sociological and cultural standpoint.

Examples of *unsafe practice* include, but are not limited to, the following:

- Displays of mental, physical or emotional behavior(s) which may negatively affect others' well being
- Failure to follow through on suggested referrals or interventions to correct deficit areas, which may result in harm to others
- Acts of omission or commission in the care of clients/patients, such as:
 - Physical abuse
 - Placing the client in hazardous positions, conditions or circumstances
 - Mental or emotional abuse
 - Medication errors that demonstrate a pattern of incorrectly preparing/administering medications and/or failure to follow through with direction/remediation regarding medication administration
 - Failure to accurately record comprehensive client behaviors
 - Attempting activities without adequate orientation or theoretical preparation or appropriate assistance
 - Presenting for clinical practicum under the influence of drugs and/or alcohol (It is expected that students in laboratory settings will not have used alcohol for at least eight (8) hours prior to the beginning of the clinical time period, nor to use alcohol during the clinical period. At no time is the use of illicit drugs condoned).
 - Engaging in criminal behavior
- Interpersonal relationships with agency staff, co-workers, peers, or faculty that results in miscommunications, disruption of client care and/or unit functioning;
- Inability to perform psychomotor skills necessary for carrying out procedures despite direction/remediation.

2. Accountability

The student's behavior should consistently demonstrate accountability and professionalism throughout the clinical practicum experience.

Examples of *unprofessional practice* include, but are not limited to the following:

- Failure to notify the agency and/or instructor of clinical absence
- Failure to adhere to the dress code
- Habitual tardiness to clinical assignments
- Failure to follow through or successfully meet identified learning goals as outlined in a process improvement plan
- Failure to provide concise, inclusive, written and verbal communication

3. Dishonesty

Examples of *dishonesty* include but are not limited to the following:

- Plagiarism
- False reporting or misrepresentation of data related to client, self, others
- Failure to report errors/mistakes or any event(s) that would affect clients or others welfare.

4. Regulatory

The student practices within the boundaries of the Michigan Public Health Code (e.g. Nurse Practice Act), the guidelines set forth in the course syllabi, the Wayne State University College of Nursing Student Handbook, and the rules and regulations of the health care agencies that are specific to the assigned clinical site.

Examples of *regulatory violations* include but are not limited to the following:

- Violations of patient privacy (HIPAA)
- Participating in skills or behaviors that are outside of the nursing scope of practice while in the clinical agency.
- Violation of clinical permit requirements.

5. Ethical

The student practices according to the American Nurses Association Code of Ethics and the Standards of Practice.

Examples of *unethical practice* include, but are not limited to the following:

- Refusal of assignment based on client's race, culture, sexual orientation, or religious preference
- Failure to maintain confidentiality
- Misrepresentation of information to the public
- Ignoring unethical behavior(s) of other health care persons in the clinical setting which affects client welfare.

Procedure for Unsafe Behaviors in the Clinical Setting

1. When a clinical preceptor makes the determination that a student in the clinical setting has displayed behavior that poses a safety risk to the student, patient, staff, faculty or fellow students, the student shall immediately be relieved of patient care responsibilities. The preceptor and the student must contact the clinical faculty and report this incident. The student will be dismissed from the clinical site. The student will be told that a determination of a corrective course of action will be arrived at after consultation with the preceptor, clinical faculty, and course coordinator. The student will not be able to return to clinical until resolution.
2. Within 24 hours, the preceptor and clinical faculty will write up the incident detailing the clinical events that transpired leading up to the removal of the student from patient care and the clinical site.

3. The clinical faculty will notify the course coordinator within 24 hours of the incident. The course coordinator will immediately notify the Associate Dean of Faculty Affairs and the Assistant Dean, Enrollment and Student Services via email.
4. The course coordinator, in collaboration with the clinical faculty and Associate Dean (if necessary), will determine a corrective course of action. This may include a Performance Improvement Plan, supervised skill review on campus, written work, and/or an evaluation of student performance by a third party, e.g. the course coordinator or the course coordinator's designee. Corrective course of action may include exclusion from the program.
5. A meeting will be held which includes the student, the Assistant Dean of Enrollment and Student Services or designee and, at a minimum, the clinical faculty, the course coordinator, and the Associate Dean or designee. The student will be given advance notice of the time and place of this meeting and will be allowed to have an advisor or support person with him/her. At this meeting, a written summary of the observed clinical behavior as well as the plan for corrective action including time frames for completion will be presented to the student for discussion and signature. The meeting will occur within three business days of the notification of the course coordinator. If the student fails to appear without extenuating circumstances, the student will be excluded from the program and notified of exclusion by registered mail. Official exclusion (if this is the decision) occurs at this point.
6. If it is determined that the student is excluded from the program, the student is advised to contact the Assistant Dean, Enrollment and Student Services, or designee to learn about the Appeal Policy.

Appeal Process for Exclusion for Unsafe Practice in the Clinical Setting

A student may appeal his/her exclusion from the program for unsafe practice by following the guidelines for appeal identified below.

Steps to Initiate a Formal Appeal:

1. A written appeal outlining the student's view point of the circumstances which caused the student's removal from the clinical course and the rationale for the appeal must be submitted within five business days of the exclusion to the Assistant Dean, Enrollment and Student Services. Appeals submitted after the deadline will not be heard.
2. Within one business day of the receipt of an appeal, the Associate Dean of Faculty Affairs and the Associate Dean for Academic and Clinical Affairs (serving as the Dean's designee) will review the documentation provided by the instructor and the student and make a decision, which is final. The decision will be forwarded to the Assistant Dean, Enrollment and Student Services, who will notify the student.

3. If the appeal is sustained and the student is allowed to return to the clinical setting, arrangements will be made for the student to make up missed time. Any absences sustained during this time will not fall under the clinical absenteeism policy.
4. If the appeal is denied, the exclusion from the clinical setting will result in an F grade for the course.
5. Provost Appeal. The student may request the Provost to review the final decision on the record. A written Request for a Provost Review must be made by the student himself/herself, with a copy to the Dean of the College of Nursing, postmarked within thirty (30) calendar days of the postmark of the College's final decision. 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.
6. *If, after your School/College appeal path is exhausted and you wish to continue with the grade appeal process, per the University Academic policy, you may request a Provost Review within 30 days of this decision. The request should be submitted via the online form located at <https://provost.wayne.edu/academic-policy>. For assistance with the appeal process, you may contact the Ombuds Office at ombudsoffice@wayne.edu.*

OTHER COLLEGE OF NURSING APPEALS FOR EXCLUSION BASED ON ACADEMIC PERFORMANCE OR ACADEMIC MISCONDUCT

Steps to Initiate a Formal Appeal

1. The student must submit a written statement to their Academic Services Officer (ASO) in the Office of Student Affairs (OSA) detailing the basis of the appeal, along with supporting documentation for the rationale that led up to the exclusion, within seven (7) business days (excluding holidays and university closure) following the date listed on the letter of exclusion. This letter of exclusion is sent via the Wayne State student email account.
2. The student should include in the written statement the following:
 - The reason (s) in detail for the rationale that led up to the exclusion
 - A **specific plan** to remedy the reasons outlined above, e.g. reduction in work hours; hiring a babysitter for child care; moving back with parents; going to weekly tutoring; joining a study group etc.
3. The ASO will then forward all materials to the Assistant Dean for Enrollment and Student Services, the Associate Dean for Academic and Clinical Affairs and the Chair of the Scholarship, Progression and Admission (SPA) Committee.
4. The SPA Committee will meet within 14 business days (excluding holidays and university closure) from the date on the exclusion letter. The SPA committee will review the documents and forward recommendations with rationale to the Assistant Dean for Enrollment and Student Services, and the Associate Dean for Academic and Clinical Affairs. Recommendations by the SPA Committee regarding exclusions occurring in the Fall semester may be deferred to the start of the Winter semester.
5. The Associate Dean for Academic and Clinical Affairs must meet with the student within 28-business days (excluding holidays and university closure) letter and after receiving the recommendations from the SPA Committee.
6. Following the meeting with the student, the Associate Dean, Academic and Clinical Affairs may confer with others to arrive at a final decision.

7. The student must be notified in writing of the Associate Dean, Academic and Clinical Affairs' decision within seven (7) business days (excluding holidays and university closure) from the time of meeting with the student. As the Dean's designee, the decision of the Associate Dean for Academic and Clinical Affairs shall be the final decision at the College level.
8. **Provost Review:** *If, after your School/College appeal path is exhausted and you wish to continue with the grade appeal process, per the University Academic policy, you may request a Provost Review within 30 days of this decision. The request should be submitted via the online form located at <https://provost.wayne.edu/academic-policy>. For assistance with the appeal process, you may contact the Ombuds Office at ombudsoffice@wayne.edu.* Once excluded from the program students are not eligible for readmission.
9. See the Student Handbook for the causes for exclusion as there are separate policies for exclusion for unsafe behavior and grade appeals.



<https://doso.wayne.edu/pdf/student-code-of-conduct.pdf>



Degree Requirements

Candidates for the Master of Science in Nursing must complete thirty-eight (38) to fifty-three (53) credits of study, depending on the major, with a cumulative honor point average of 3.0 or better. All course work must be completed in accordance with the academic procedures of the College and the Graduate School governing graduate scholarship and degrees.

- **Residency:** Twenty-four semester hours of the degree must be taken at Wayne State.
- **Honor Point Average:** A student must maintain an honor point average of at least 3.0 in total residence credit and in all nursing courses. Graduation activities at the University and the College of Nursing occur twice a year ☐ at the end of the Fall and Winter Semesters.

Application for Degree/Graduate Certificate

Degrees are awarded three times each year, May, August and December. Candidates must file an application for degree on-line at www.commencement.wayne.edu/graduation.php by the Friday of the fourth week of classes in the semester they expect to complete requirements. If, for whatever reason, one does not complete degree requirements, one must refile the application for degree and pay the graduation fee again. Diplomas are sent by the University usually 1-2 months after the graduation date. Students enrolled in a graduate certificate program in addition to the MSN Program must submit separate applications for each degree.

Commencement

Commencement ceremonies for all Wayne State University students occur in May and December of each year. Information concerning commencement will be sent by the Commencement Office prior to the event. College of Nursing students are urged to attend their commencement ceremony to strengthen ties to the University and bring a sense of closure to their educational experience.

Convocation

Convocation is a time for the College of Nursing to more personally acknowledge the achievements of the graduating students. The Convocation program includes a graduate and faculty march and individual introductions and congratulations. Convocation ceremonies for all College of Nursing Wayne State University students occur in May and December of each year.



FINANCIAL STUDENT SUPPORT

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

CON FINANCIAL AID DISTRIBUTION

The College of Nursing administers a number of private scholarships and grants. Application for CON scholarships are reviewed annually and must be submitted March 1. You can access the university financial aid application online at <https://wayne.academicworks.com/opportunities>. Contact the Office of Student affairs for further information regarding scholarships and emergency loan applications.

The Financial Aid committee is made up of the Associate Dean of Academic and Clinical Affairs, the Assistant Dean of Enrollment and Student Services, the Directors of the PhD, DNP, MSN, and Undergraduate programs, the Development Director, Director of Business Affairs, and the Budget Analyst from the Dean's office. Final decisions are based on a variety of factors, specially the student's scholastic progression, financial need and the relevant requirements of the funding mechanism. Guidelines specific to this policy are listed below:

1. Scholarships and loans are awarded to qualified incoming and continuing Nursing students on an annual basis at the CON.
2. Accurate and complete information on scholarships, loans and traineeships will be made available to all incoming and continuing Nursing students each year.
3. Scholarships and/or loans are awarded in compliance with applicable funding agencies' regulations/guidelines/criteria
4. The College's Financial Aid Committee is responsible for selecting scholarship, loan or traineeship recipients, with the most qualified applicants first. The two primary criteria are: 1) ability to be successful (e.g. GPA) and 2) financial need as determined by the FAFSA.

NURSE FACULTY LOAN PROGRAM

Nurse Faculty Loan Program (NFLP) The Nurse Faculty Loan Program provides for a loan up to \$35,000 in any academic year. To be considered all applicants must apply by March 1 and will be interviewed by members of the College of Nursing Financial Aid committee. Eligible applicants must be a full-time graduate student in good standing and have no judgments or liens against them. NFLP loans may be used for tuition, fees, books, lab expenses and other reasonable education expenses. Contact OSA at 313-577-4082 for information and an application.

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/>

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>

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)
<https://www.sigmanursing.org/>

Canadian Nurses' Associations <http://www.cna-nurses.ca/CNA/default.e.aspx>

Kidney Foundation of Canada <http://www.kidney.ca/>.

National Research Service Awards (Nurse Fellowship) <http://grants.nih.gov/training/nrsa.htm>
Doctoral 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 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. Application kits are available from the Office of Research and Sponsored Programs Services, 4002 Faculty/Administration Building, (FAB) or may be requested from: Nursing Research Branch, Division of Nursing BM, HRA, Center Bldg., Room 3 - 50, 3700 East-West Highway, Hyattsville, MD 20782.

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

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

Midwest Nursing Research Society
<http://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://jonasphilanthropies.org/jonas-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. <https://wayne.edu/financial-aid/>

STUDENT ENGAGEMENT

Bulletin Boards

Bulletin boards throughout the College of Nursing are maintained to provide information to all nursing students. Postings require approval from the Dean's Office.

Student Organizations

Nearly 170 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.

CON Leadership Organizations

The College of Nursing offers the following options for student involvement:

- The College of Nursing Council (CNC) is composed of elected student representatives from the College of Nursing Programs of students and faculty. Its purpose is to reflect the concerns of the student members to the University and the larger community.
- The Student Nurses Association (SNA) is a student-run group focused on providing educational, social and service opportunities to College of Nursing students.

College of Nursing Committees

Undergraduate students may serve on the following College committees as a student representative. These committees are:

- Committee on Diversity
- Curriculum Committee
- Evaluation Committee
- Scholastics and Admissions Policy Committee (SPA)
- Student Faculty Advisory Committee

Committee on Diversity | This committee works closely with the Office of the Dean, Office of Student Affairs, and Curriculum Committee to support and maintain University goals related to culturally diverse faculty, student body, and educational content within the College of Nursing. This committee also supports the larger work of other groups and university committees which address cultural, racial, and gender issues. This committee offers 2 student representative opportunities: one

graduate and one undergraduate student in good standing. For additional information contact, the Office of Student Affairs at 313-577-4082

Curriculum Committee | This committee is responsible for the design of both the undergraduate and Master's curricula in accordance with College of Nursing and University missions and advises the Faculty Association on curricula. The committee also coordinates evaluation of curricula with the Evaluation Committee. This committee offers 2 student representative opportunities: one undergraduate and one graduate student in good standing. For additional information contact, the Office of Student Affairs at 313-577-4082

Evaluation Committee | Advises, plans, and coordinates processes for accreditation and reviews (external and internal). Sets the evaluation priorities for the CON toward achieving and maintaining the standard of excellence. Reviews data base systems for evaluations related to the CON and designs new mechanisms for data collection if needed. Reports findings to faculty. This committee offers two student representative opportunities: one undergraduate and one graduate student in good standing. For additional information contact, the Office of Student Affairs at 313-577-4082

Scholastic, Policy, and Admissions Committee (SPA) | Reviews policies relative to admission, progression and graduation of students for undergraduate students, making recommendations for revision as needed to the Faculty Association. SPA responds to requests from undergraduate students for implementation of Academic Appeals Procedure and serves in an advisory capacity to the Associate Dean for Academic and Clinical Affairs and/or Assistant Dean, Enrollment and Student Services concerning individual applicants or students as needed. This committee offers 2 student representative opportunities: one undergraduate and one master's student in good standing. Student representatives may not participate in review of individual applicants which is an additional function of this committee. For additional information contact, the Office of Student Affairs at 313-577-4082

Student/Faculty Advisory Committee | This committee serves as an advisory to the College of Nursing Council Governing Board. Also makes recommendations to Faculty Association and the Office of Student Affairs regarding CON convocation ceremonies and other relevant student/faculty events. Reviews existing student-centered and student/faculty activities and makes recommendations for identified needs for improvements if noted including new student orientation, student governance, and student interest and participation in the educational process. This committee offers opportunities for one student representative from each of the College of Nursing's undergraduate and graduate nursing programs (BSN, RN-BSN completion, CD2, Master's, PhD, and DNP, selected by the Governing Board of the College of Nursing Council (6 students). For additional information contact, the Office of Student Affairs at 313-577-4082

Additional Organizations

Students interested in serving on any of these committees should contact the president of the College of Nursing Council.

- Chi Eta Phi Sorority, Inc. | A national professional organization with a focus on African American nursing issues.
- Sigma Theta Tau, International Honor Society of Nursing – Lambda Chapter | 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.

STUDENT RESOURCES



UNIVERSITY RESOURCES

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. All University phone numbers begin with 577 or 993; from on-campus phones, dial 7 or 3 and the last four digits of the number.

Academic Success Center | Suite 1600 – Undergraduate Library | 577-3165

Free academic support is provided through group and individual tutoring, Supplemental Instruction, workshops, classes and individual meetings with professional Learning Specialists. If you are struggling in a course, stop by the Academic Success Center to learn more about free services.
www.success.wayne.edu

Athletics | Matthaei Physical Education Center | 577-4295

A diversified sports schedule provides college students and student athletes a wide choice of Intercollegiate, Intramural and Club Sports in which to participate.
www.wsuathletics.com

Campus Bookstore (Barnes & Noble) | 82 W. Warren Ave | 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 a.m.- 5:30 p.m. Monday through Friday except as posted.
www.bookstore.wayne.edu

Career Services | Suite 1001 – Faculty/Administration Bldg (FAB) | 577-3390

Career Services provides a variety of programs and services to assist students in attaining their career goals. Career Development services can assist students with career exploration and the decision-making process. Placement coordinators help students and alumni with their short-term and long-term employment goals. To help finance their education, students are able to find part-time jobs, either on or off campus, and full-time positions. This office also coordinates college work-study positions. Alumni may establish credential files or have resumes referred to employers who notify Career Services of job openings.
www.careerservices.wayne.edu

Cashier's Office | Suite 1100 – Academic Admin. Bldg / Room 217 – Welcome Center | 577-3650

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 a.m. to 6 p.m. Monday through Thursday, 9 a.m. to 5 p.m. on Friday.
www.wayne.edu/bursar/cashier/

Campus Health Center | Suite 115 - 5200 Anthony Wayne | 577-5041

The Campus Health Center (CHC) is a full-service primary care clinic that serves all currently enrolled Wayne State University (WSU) students.
www.health.wayne.edu

Computer & Information Technology (C&IT) | 577-4778

C&IT provides Wayne State students with a variety of services related to computing, including e-mail, Canvas (course software), Academics (used for registration, financial aid, etc.), and more.

www.tech.wayne.edu

Counseling & Psychological Services (CAPS) | Room 552 – Student Center | 577-3398

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.

www.caps.wayne.edu

Dean of Students Office | Room 301 – Student Center | 577-1010

The Dean of Students Office is committed to providing opportunities to enhance the collegiate experience, develop leadership skills and celebrate Warrior pride. Our office invites you to discover over 400 recognized student organizations, including our Campus Activities Team and Greek Life. Pursue your interests, participate in diverse programming and make the most of your WSU experience.

www.doso.wayne.edu

Dining Services

Wayne State University offers a wide range of dining options ranging from traditional residential life style food courts with meal plans to chain restaurants like Starbucks and Panda Express.

www.wayne.campusdish.com

Educational Accessibility Services | Suite 1600 – Undergraduate Library | 577-1851

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.

www.eas.wayne.edu

Office of Equal Opportunity | Room 4324 Faculty. Administrative Bldg (FAB) | 577-2280

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.

www.oeo.wayne.edu

Religious Observances

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.

Housing & Residential Life | Room 582 – Student Center | 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.

www.housing.wayne.edu

Office of International Students and Scholars (OISS) | Room 416 – Welcome Center | 577-3422

OISS supports and enhances student’s educational, cultural and social experiences. They collaborate with colleges, departments and the community to create and maintain an inclusive, global campus.

www.oiss.wayne.edu

Office of Multicultural Student Engagement (OMSE) | Room 791 – Student Center | 577-2312

The Office of Multicultural Student Engagement (OMSE) seeks to cultivate a safe campus environment where we value, promote, and celebrate identities among all student who engage with our office, while intentionally offering initiatives that positively address and impact retention and graduation rates of students that arrive at WSU underrepresented and at risk.

www.omse.wayne.edu

Ombuds Office | Room 790 – Student Center Bldg | 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.

www.wayne.edu/ombuds

Parking and Transportation Services | Room 257 – Welcome Center | 577-2273

Responsible to provide well-maintained, safe 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.

www.parking.wayne.edu

Public Safety – Wayne State Police Department | 6050 Cass Ave | 577-2222

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. The department employs a force of 40 highly trained professionals who hold at least a baccalaureate degree and who serve the campus area around the clock. The Department also utilizes university students called Cadets who patrol the campus on foot during peak hours. Additional information about the Department of Public Safety is found on their web site. Any suspicious activity, losses or other incidents deserving police attention are to be reported to Public Safety at 577-2222.

www.police.wayne.edu

Recreation and Fitness Center, Mort Harris (RFC) | 5210 Gullen Mall | 577-2348

The Mort Harris Recreation and Fitness Center 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, two basketball/volleyball courts, and a 3-lane running/walking track. The center offers a variety of classes and programs. All currently registered students have a membership to the recreation center.

www.rfc.wayne.edu

Office of the Registrar | Welcome Center | 577-3541

Provide assistance in maintaining your academic record, registering for classes, or keeping you up to date with the most current information. You can also request official transcripts.

www.reg.wayne.edu | www.classschedule.wayne.edu

The South End – Student Newspaper | Room 369 – Student Center

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.

www.thesouthend.wayne.edu

Office of Student Financial Aid | Welcome Center | 577-3378

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.

www.finaid.wayne.edu

Student Accounts Receivable | 4th Floor – Welcome Center | 577-3653

Accounts Receivable is responsible for addressing students' questions and concerns related to their student account activity and collecting outstanding tuition and/or loan balances. Fall/Winter hours are 8:30 a.m. to 6 p.m. Monday through Thursday, 8:30 a.m. to 5 p.m. on Friday.

www.wayne.edu/bursar/accounts-receivable

Student Center | 5221 Gullen Mall | 577-3444

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 groups related to academics/professions, social action, politics, sororities/fraternities, ethnicity, and religion, as well as student governments. The Service Center houses the university Lost and Found, rents lockers, sells bus tickets and International Student ID Cards, and more. The lower level hosts a number of activities. Meeting rooms, fast food services, lounge space and ATM/banking services are available. Barnes and Noble operate a satellite convenience store on the main level.

www.studentcenter.wayne.edu

Student Printing/Copying/Scanning

Student printing and copying is available in multiple locations across campus, including libraries, labs and residence hall & apartment lobbies. This service is accessed by using money from an OneCard. Students can securely release documents directly to multifunction devices via built in touch screens or via the release stations on the single function devices.

www.onecard.wayne.edu/printing-copying

Testing, Evaluation, and Research Services | Room 686 – Student Center | 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 more.

www.testing.wayne.edu

Theatre & Dance at Wayne | Box Office – 4743 Cass Ave | 577-2972

The department of Theatre runs three theatres, The Hilberry, The Bonstelle, and a Studio Theatre that offer a wide range of performances throughout the year. The box office is located in the lobby of the Hilberry Theatre (Cass and Hancock) and prices for performances are reduced for students.

www.theatreanddanceatwayne.com

Transfer Student Success Center | Suite 3101 – 5057 Woodward Ave | 577-2487

Transfer students are successful here because we provide individualized service. We create and provide opportunities for transfer students to easily access information and assistance in transitioning to Wayne State.

www.wayne.edu/transfer

University Advising Center (UAC) | Suite 1600 – Undergraduate Library | 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, as well as students in many pre-majors, including Pre-Nursing. Call for an appointment or walk-in hours.

www.advising.wayne.edu

University Library System |

Offering a wide range of in-person and online solutions, University Libraries support the education, research and service missions of the University and its communities through comprehensive, high-quality resources, services and programs.

www.library.wayne.edu

Arthur Neef Law LibraryPurdy/Kresge Library

474 Gilmour Mall5265 Cass Ave

577-3925577-4042

Reuther Library Shiffman Medical Library

5401 Cass Ave320 E. Canfield St

577-4024577-1088

Undergraduate Library

5150 Anthony Wayne

577-5121

Office of Military and Veterans Academic Excellence | Suite 687 – Student Center | 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.

www.omvae.wayne.edu

WSU OneCard | Suite 257 – Welcome Center | 577-CARD (577-2273)

The OneCard is an all-in-one, multipurpose identification and debit card. It provides students, faculty, staff, alumni and recognized affiliates access to a wide variety of campus services in a convenient, easy-to-use card. An OneCard offers safety, convenience and flexibility. Cardholders can add money to their account, turning their OneCard into a campus-wide debit card. The card can be used for parking, door access, copying and printing services, as well as food and bookstore purchases.

www.onecard.wayne.edu