WAYNE STATE
College of Nursing

BACHELOR OF SCIENCE IN NURSING
STUDENT HANDBOOK | 2024-2025

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 Undergraduate Bulletin* and the *Schedule of Classes* and is intended to supplement these documents.

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

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OVERVIEW

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 Katharine Faville, the College's first dean, the faculty assumed full responsibility for teaching clinical nursing courses. This was the first time the shift 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 Michigan examination for the registered nurse license.

Since 1945, the College has offered programs leading to the degree of Master of Science in Nursing. These programs offer advanced practice preparation for nurse practitioners and clinical nurse specialists.

In 1975, the College developed a Doctor of Philosophy in

Nursing. In 2008, the College established the Doctor in Nursing

Practice.

PHILOSOPHY

The College of Nursing functions within the context of Wayne State University and supports the university's central goals and mission. 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 to deal 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 healthcare 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 the environment. These concepts define professional nursing practice, direct inquiry, and theory development.

The College of Nursing supports the importance of liberal arts, humanities, and sciences. 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 are available to students within an institution of higher learning. Faculty affirms the necessity and value of clinical practice within a professional nursing program.

The faculty believes that learners are self-directed and actively participate in learning. Self-direction encourages the development of personal goals and values significant to the profession of nursing profession acquisition; the capacity for critical inquiry, reflection, and decision-making prepares learners to respond to issues that confront them as professionals. Learners from diverse backgrounds enter the College of Nursing to begin or continue their education within the academic discipline of nursing. Faculty believes that the diverse characteristics of its students add to the richness of the learning experience.

The program accommodates the student's special needs, interests, and abilities. The faculty supports the right of students to question, challenge, and debate within the context of inquiry as an essential ingredient in student development. Continuing evaluation on the part of students and faculty is essential to sustain the program's integrity.

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 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, nationally, and internationally through various avenues, including research, scholarship, practice, consultation, and participatory decision-making.

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.

BSN PROGRAM MISSION STATEMENT

The mission of the Baccalaureate of Science in Nursing is to prepare generalist nurses who think critically, use clinical reasoning and clinical judgment to practice safely, and provide skilled, compassionate, holistic care to clients. The program has pathways for freshman students, traditional students, students who have achieved a baccalaureate degree in another field, and nurses with associate degrees who want to complete the baccalaureate degree.

VISION

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

VALUES

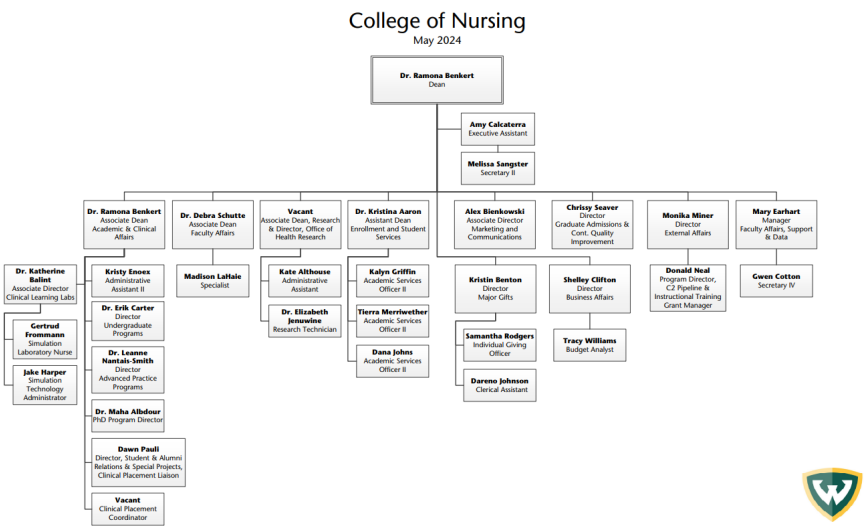
As the College of Nursing, we commit to Wayne State University's values. While our vision and

mission show where we want to go, our values guide us. Our values bind us culturally and permeate our strategic and tactical initiatives. They are the defining traits of the Wayne State community.

- **Collaboration:** We achieve better results when we work together, drawing upon various talents and perspectives.
- **Integrity:** We keep our word, live up to our commitments, and are accountable to ourselvesand each other.
- **Innovation:** We are unafraid to try new things and learn from failure and success.
- **Excellence:** We strive for the highest quality outcomes in everything we do.
- **Diversity and Inclusion:** We value all people and understand that their unique experiences, talents, and perspectives make us a stronger organization and better people.

Adopted by College of Nursing Faculty Association September 16, 2015

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 FAX: (313) 577-6949
E-mail: nursinginfo@wayne.edu 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	• Administrative responsibility for the Office of Student Affairs
ACADEMIC STAFF	
Kalyn Griffin Academic Services Officer II gv2342@wayne.edu	• Admission for Direct Admit program • Academic Advisor for Direct Admit & Jacob Scholars Students • Academic Advisor for RN to BSN students
Dana Johns Academic Services Officer III fb8981@wayne.edu	• Admission for CD2 and VBSN programs • Academic Advisor for CD2 students • Academic Advisor for BSN for Veterans students • Academic Services Officer to all Graduate Students • NFLP Advisor
Tierra Merriwether Academic Advisor fv4809@wayne.edu	• Admission for Traditional BSN program • Academic Advisor for Traditional BSN students

VACCINE MANDATES

Vaccines
Wayne State University requires residents who will live in housing to stay up to date on routine vaccinations and to have an immunization record on file. COVID-19 vaccination is strongly recommended, but not required. To learn more about which vaccinations are required and how to submit your vaccination record, visit go.wayne.edu/vaccine-verification.

Masks
Face masks are optional in most campus locations. Those who wish to continue wearing masks while on campus are encouraged to do so. Please remember that all students, faculty and staff have the right to ask individuals to wear masks when in their private office, apartment or meeting space. Please keep the safety and comfort of your fellow Warriors in mind and be willing to wear a mask if requested.

Stay home if you feel ill
If you have symptoms or have been exposed to COVID-19, stay home and, if possible, take a COVID-19 test. If you test positive, please isolate according to CDC requirements.

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

ACADEMICS

BSN TERMINAL OBJECTIVES/LEARNING OUTCOMES

1. Integrates knowledge of health promotion, health restoration, and supportive measures in the management of nursing care of individuals, families, and communities in diverse populations
2. Systematically evaluates the processes and outcomes of healthcare using established criteria.
3. Integrates critical reasoning skills in applying theoretical knowledge and research evidence in professional nursing practice.
4. Utilizes innovations and technology in planning, delivering, and evaluating nursing careand nursing care outcomes.
5. Demonstrates effective communication skills across the spectrum of nursing care.
6. Demonstrates behaviors that reflect the internalization of values and ethics of professional nursing.
7. Demonstrates cultural competence in the care of diverse populations.

PROFESSIONALISM

As aspiring nursing professionals, our students are expected to adhere to the highest standards of conduct as outlined in the Student Code of Conduct. The primary purposes of this code are to foster campus civility, uphold academic integrity, and provide a clear framework for disciplinary action within our university. By giving general notice of prohibited behaviors and potential sanctions, the code ensures that all members of our community understand the expectations for maintaining a respectful and ethical environment. It is important to read the code broadly, recognizing that it is not intended to define misconduct exhaustively but to guide students toward professional behavior. The code also underscores the rights of students and other involved parties, ensuring fair and just procedures. Upholding these principles is essential for cultivating the professionalism that is critical in the field of nursing.

ACADEMIC REGULATIONS

The College has rigorous standards for academic excellence, achievement, and professionalism. Students are expected to meet these standards. For students to progress toward degree completion, the following policies must be followed.

Terms	Definitions
"Professional Course"	Any course required in the professional nursing curriculum
"Satisfactory Grade"	A grade of "C" (GP: 2.00) or higher
" Unsatisfactory Grade"	A grade below "C" (2.00), or a mark of "W"
"Probation"	A restricted status in the nursing program
"Exclusion"	The student has been removed from the program and may need to register for nursing courses. To continue taking courses at Wayne State University, the student must complete a change of college form with the Undergraduate Advising Center.

Admission Deferment

Students who are admitted to the BSN program but have not enrolled in any College of Nursing courses may request a deferral of up to one year. Deferrals, when granted, apply only to the track into which the student was admitted. A deferral decision does not, for example, allow a student admitted to the Traditional track to be then admitted to the CD2 track. Students who receive approval for a deferral must adhere to the curriculum for the bulletin term in place at the time they register for courses. Deferrals are generally granted for unanticipated circumstances (i.e., illness or pregnancy). Deferrals are usually not granted for financial reasons, inability to complete prerequisite courses, or other non-health-related reasons.

A written request for deferral is required. Applicants must explain the reason for the deferral and send a detailed letter addressed to the Wayne State University College of Nursing's Scholastic Policy and Admission (SPA) Committee to the Office of Student Affairs (nursinginfo@wayne.edu). If a student has already registered for a course in the College of Nursing (CON), deferment is not an option. If the request is denied, the offer of admission will be rescinded. Financial aid and tuition support are not automatically deferred, and fees already paid are typically not subject to refund.

A **valid clinical permit** is required for all students involved in any clinical course. Students who are not registered by the first day of clinical and do not have a valid clinical permit by the deadline are **NOT** allowed to attend any clinical site (including on-campus labs) and may be dropped from clinical courses. Clinical permits invalid after the deadline will result in a clinical penalty, **a cumulative 5% grade reduction each week the clinical permit is invalid. As part of their professional nursing development, students must keep their clinical permit current and valid.**

Scholarship

Once admitted to the College of Nursing, all professional courses must be taken at Wayne State University.

1. All students must maintain a satisfactory (2.00) grade point average (GPA) in both (a) cumulative grades (general education and nursing) and (b) professional courses.

2. A grade below "C" (2.00) in a professional nursing course is unsatisfactory for progression. Students must achieve a 2.00 GPA in each professional nursing course. A student may not continue in subsequent courses for which the failed course is a prerequisite until a minimum of 2.00 has been achieved. NUR 2010, 2030, 2060, and 2995 are pre (or co) requisites for 2050. NUR 2050 is a prerequisite for all other clinical-based courses. NUR 3010 and 3020 are prerequisites for NUR 4050.

3. A maximum of one nursing course within the program may be repeated.

4. Nursing courses for which a student has received a passing grade may be repeated with written approval of the Associate Dean for Academic and Clinical Affairs.

5. A student receiving a "C-" (1.67) grade or less in either the theory or the clinical

portion of any nursing course will have recorded no higher than a "C-" (1.67) for the total course and will be required to complete the re-entry process to repeat the course before progressing to the next clinical course successfully.

6. The mark "I" is appropriate if the student encounters a catastrophic situation that prevents completion of the final requirements of a course. The mark "I" is not appropriate for unsatisfactory scholastic performance. If the mark of "I" is given, the time limit for completion will be determined by the instructor but may not exceed one year. After one year, if the incomplete is not completed, the grade will automatically change to a mark of an "F" (failure) and be treated as a failing grade.

Probation

Probation status is a warning to a student to improve his/her academic performance to remain in the program.

1. A student is placed on professional probation if they do not maintain a *minimum* grade point average of 2.00 in professional nursing courses.

2. To remove the probationary status, the professional nursing course grade must be returned to a minimum of 2.00. Probationary status must be removed within one calendar year, and students on probation are not eligible to represent the College in any student activity.

Exclusion

A student will be excluded from the College if any of the following conditions occur:

1. Failure to satisfactorily complete a nursing course after two attempts.

2. Failure of more than one professional nursing course.

3. Failure to remove probationary status within one calendar year.

4. Failure to meet any special conditions required by the College Scholastic Policy and Admissions (SPA) Committee for the student's continuation in the program.

5. Failure to complete the program within the time limitations outlined in the following sections unless granted an extension by the SPA Committee.

6. Unsafe or unprofessional behavior. (See policy on page 53.)

Appeal Rights

Any student who has been excluded from the College of Nursing due to one of the preceding reasons has a right to appeal that exclusion according to the same procedures set forth in the Academic Appeals process.

Attendance

Attendance in classes and clinical practice is not just a requirement; it's a serious commitment. Students are expected to maintain an exemplary attendance record, demonstrating their dedication to their studies and future profession. Tardiness or failure to report to class may result in a reduction of the final course grade or even dismissal from the course, underlining the importance of punctuality and regular attendance If a student is removed from a class due to non-attendance, clinical space in the subsequent class offering is not guaranteed.

Regular, punctual attendance in classes and clinical practice is expected. Students should promptly notify the instructor if they cannot attend class or clinical. Students must maintain a perfect or near-perfect attendance record for both classes and clinical. Tardiness and/or failure to report to class/clinical can result in lowering the final course grade or exclusion from the course. Students who feel that their absence is related to extenuating circumstances must discuss this with the faculty of record for the course before class/clinical shift. If a student has a medical issue, they are not required to reveal medical information; however, they may be asked to provide a doctor's note indicating the necessity of the absence.

Travel Requirements | It is the responsibility of the student to make all travel arrangements necessary to complete degree requirements. This includes travel arrangements required by clinical agencies. Please be mindful of traffic issues that might impede the arrival of clinical site timeliness.

EXAMINATIONS

75% Mean Exam Scores

The CON requires students enrolled in all undergraduate courses where the use of exams is a part of the course's overall evaluation plan to achieve a minimum average of 75% on applied UG course exams. Additionally, this average of exams includes the post-remediation exam scores of any HESI exam assigned to the undergraduate course. If this 75% threshold is not reached, the final course grade will reflect only the average exam achievement. Clinical grades and any other course grades will be included in calculating the student's final grade only if the 75% threshold is reached.

Extra Credit

Extra credit is an academic concept whereby students are offered the opportunity to complete work to gain additional credit that would boost their overall course grades. Extra credit can take many forms, including additional assignments, adding points to exams, allowing students to retake exams for additional points, and "curving" exams based on scores rather than an analysis of the exam quality.
The use of extra credit in the WSU UG nursing program is discouraged as it can lead to grade inflation and allow for student progress who may not have the necessary skills/knowledge and become an expectation for students.

If extra credit is provided, the following guidelines will be followed:

- Extra credit may **NOT** be used to elevate a student's overall grade to above 75% required for successful course completion.
- In courses with a minimum score required for exams and quizzes, extra credit cannot be used to increase overall test scores to a passing level for exams and quizzes.
- Extra credit cannot account for over **2%** of the total assignment or course grade.
- Opportunities over credit must be listed in the syllabus at the **start** of the semester and provided equally to all students at risk for non- progression but not just those at risk for non-progression.

Final Examinations

Final Examinations for courses are offered on two occasions: the day the University sets as the final examination date and 2) the Wednesday immediately following this date. The College will **not** make any other arrangements for final examinations. If students miss both examination opportunities due to circumstances covered by one of the Special Circumstances (see below), they will receive an incomplete (I) grade for the course. Students will have **twelve months** to convert the "I" grade into a passing grade (A to C). If the course is a clinical course, the College will make every effort to enable the student to take the next course offering, subject to space availability. However, the College cannot guarantee when a place will become available.

OTHER EXAMINATIONS OR ASSESSMENTS (E.G., MID-TERMS)

The regulations for other exams will be outlined in the specific course syllabus. However, the rules for informing the College about missing an exam and the requirements for meeting the Special Circumstances Rule (detailed below) to take a makeup exam will still be in effect.

Evolve Learning System

The Evolve Learning System is an educational software package integrated into the Nursing curriculum. It consists of tutorials, reviews, and nursing specialty assessments that could be included in specific clinical courses. If required as part of course assignments and are not completed as outlined in the syllabi, the student will receive a zero grade for that assignment unless stated otherwise in the course syllabus. In the event that the student has been given an (I) grade, the student will have 12 months to convert the (I)-grade into a passing grade (A to C). While carrying an (I)-grade, students will not be permitted to progress in their studies.

eValue Platform

eValue is a robust, web-based platform that provides access to various course evaluation tools. Here, you will find clinical evaluations for mid-term and final clinical evaluations. These are populated automatically at mid-term and final in your clinical courses and must be completed promptly. Additionally, other elements of eValue include clinical time-tracking, case logging, and scheduling (used exclusively in NUR 4060), which will be used in various clinical courses. Access to eValue is based only on your WSU email. https://www.e-value.net/login.cfm

Missing an Examination

Students must initiate contact with their course coordinator or faculty of record before any missed examination to arrange alternative examination arrangements. This communication should occur at least 24 hours before the scheduled exam unless unforeseen circumstances prevent such notice.

Eligibility for Make-Up Examinations (in a course or specific to mid-term/final)

Students are not automatically entitled to sit for the make-up examination. To be eligible, the student must have contacted the faculty of record within the specified timeframe, and the reason for missing the examination should be listed (below) as a Special Circumstance rule. The College of Nursing and/or the faculty of record/course coordinator will establish the date and time of the make-up examination.

Special Circumstances

Below are examples of events that are considered ***Special Circumstances*** for missing examinations. Students must provide **documentation** when claiming these circumstances.

- Illness on the examination day or receiving health treatment: A healthcare provider note must be provided upon return to campus.
- Death in the "immediate" family only: Valid obituary information or a Death Certificate is required.
- Jury Duty or Court Summons: A Jury duty notification or Court notice of summons is necessary.
- Incarceration: A “court notice” is required.
- Military Service: A “service notice” is required.
- Natural Disasters: verified by the university through a posting on the university website.

If students are in any of these circumstances, they must immediately notify the course coordinator/faculty of record. Such students must provide the necessary documentation as evidence of their need to take the make-up examination. Documents must be submitted to the instructor within **forty-eight hours** of missing the examination.

Documentation of Special Circumstances

Students must supply appropriate original documentation to support their request for permission to take the make-up examination.

Documents can include:

- Healthcare providers note
- Court notice of summons
- Jury duty notification
- Death Certificates (of individual listed above)
- Military orders

Documents must be presented to faculty within **48 hours of missing the examination.*

Time Limitations

The Traditional Program (including B.S.N. Direct Admit for Freshmen students) is ideally completed within three calendar years of program admission unless the UG Scholastic Policy and Admissions (SPA) Committee grants an extension.

The Second Career/Second Degree Program (including B.S.N. for Veterans students) Ideally, the program should be completed within **five consecutive semesters** from program admission unless the Scholastic Policy and Admissions (SPA) Committee grants an extension.

Students who experience delays in their programmatic progress due to academic failure or extended leaves of absence may need to retake courses or complete additional coursework to ensure they are adequately prepared for professional nursing practice upon graduation. The Scholastic Policy and Admissions (SPA) Committee will decide whether to repeat or take additional coursework.

RESIDENCY REQUIREMENT

The last **30 credits** of the Bachelor of Science in Nursing must be taken at Wayne State University.

GRADUATION WITH DISTINCTION

A candidate eligible for the bachelor's degree may receive a special diploma with Magna Cum Laude, or Summa Cum Laude, or Cum Laude as indicated. For the University guidelines regarding these distinctions, see the Undergraduate Bulletin.

DEAN'S LIST AND HONORS LIST

Students completing twelve semesters of credits in study at Wayne State University are eligible for appointment to the Dean's List each semester. The semester grade point average at Wayne State must be 3.75 or above to qualify for the Dean's List, or a 4.0 GPA. for students registered for six to 11 credits. Lists of students on the Dean's List will be posted in the College of Nursing (lower level, near OSA). Students who receive marks of "I" or "W" and grades of "N" or "U" are not eligible.

STUDENTS' RIGHTS AND RESPONSIBILITIES

Continuance in the College is contingent upon compliance with officials' rules, regulations, requirements, and procedures of the University and the College of Nursing. The student is fully responsible for reading the contents of this handbook, the Undergraduate Bulletin pertinent to the College of Nursing, and the Student Code of Conduct, which discusses all forms of academic and non-academic misconduct for which discipline may be imposed. The Student Code of Conduct is outlined in full using the link. Students must fulfill all courses and degree requirements in the proper sequence and perform satisfactorily. In case of doubt regarding any matter affecting his or her standing as a student, the student should consult with his/her academic advisor. The faculty reserves the right to amend or revise the policies and requirements outlined in the College of Nursing.

(see Exclusion, page 53) (See "Professional Conduct" under the Essential Requirements section).

Also, refer to Student Rights and Responsibilities for the University in the Undergraduate Bulletin.

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 the University's policy to respect the faith and religious obligations of the individual. Students with classes or examinations that conflict with their religious observances must notify their instructors well in advance to work out mutually agreeable alternatives. The burden of responsibility lies with the student communicating conflicts with their faculty.

A student may be excluded from the College when, in the academic judgment of the faculty, the student's professional behavior demonstrates that the student is unsuited for nursing.

Time Limitation

The BSN Direct Admit for First Year & Traditional Pathways must be completed within **six years** of admission to professional coursework, unless the Scholastic Policy and Admissions (SPA) Committee grants an extension.

The Second Career/Degree (CD2) Pathway must be completed within **six years** following admission to the program.

The RNBSN Pathway does not have a time limitation for completion.

All students whose progress is delayed because of academic failure and leaves of absence beyond the program's time limitation may be required to repeat and take additional courses in order to graduate with appropriate preparation for current professional nursing practice. The SPA Committee will make such a determination.

Authorized Leave of Absence

A student may request a *leave of absence* when personal circumstances impede their ability to allocate sufficient time to academic pursuits, jeopardizing the reasonable expectation of success in a specific program. Such requests are processed by the Associate Dean for Academic and Clinical Affairs in conjunction with the UG Scholastic Policy and Admissions Committee. Students are advised to liaise with the Office of Student Affairs for the requisite documentation and pertinent deadlines for leave of absence requests. Leaves of absence are exclusively granted to students in **good** academic standing. Students approved for a leave of absence may only resume their studies if space is available in their designated program of study. Any student undertaking an unauthorized leave of absence will be deemed to have voluntarily withdrawn from the program and must reapply for admission to the College.

1. Currently enrolled students will be granted a Leave of Absence only if they pass all nursing courses at 75% or better and are therefore eligible for a "W" (W).

2. Students considering requesting an authorized Leave of Absence should contact the Office of Student Affairs for an explanation of the process and to determine if they are eligible.

3. A Leave of Absence is approved for a maximum of **one 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.

4. A student who does not re-enter the program by the end of the authorized period will be considered a voluntary withdrawal.

5. A student who withdraws from the 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 will be considered to have voluntarily withdrawn from the program and must apply for admission to the College of Nursing as a new applicant.
6. A Withdrawal (W) grade is not the same as an authorized leave of absence.

Mark of "I" Incomplete

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

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

1. "The mark of I' (Incomplete) is given to an undergraduate student when they have not completed all required course work, tests, and assignments and when there is, in the judgment of the instructor, a reasonable probability that the student will complete the course successfully without again attending regular class sessions. The student should be passing said course when the grade of "I" is issued. A written contract specifying the work to be completed should be signed by the student and instructor. Responsibility for completing all coursework within the agreed-upon timeframe rests with the student.

2. The "I "mark will be changed to a letter grade when the student completes the coursework as arranged with the instructor or, if the instructor has left the University, with the Undergraduate Program Director or chairperson of the department in other instructional units. Work must be completed within one calendar year. There are NO extensions to the "I" rule.

3. The "I" mark will not be awarded if, in the instructor's judgment, the student must attend subsequent sessions of the class. If regular attendance is necessary to complete coursework, the student must register for the class for the semester in which attendance is planned. The student will be assessed tuition and applicable fees for the second registration. If the student decides to register for the course after the assignment of an "I", then the mark of "I" for the original election will be changed to a Withdrawal/Passing ("WP"), and the student will be responsible for tuition and applicable fees for the second registration. Students are responsible for notifying their department and the department offering the course that they have reregistered for so

that the I' is not converted to an F grade.'

4. Any unchanged mark of I' will, within one calendar year from the time it was received, be changed to a grade of F for failure. This will not be changed after the I' is replaced.

Withdrawal From Nursing Courses

A student requesting a withdrawal will be assigned a Withdrawal (W) grade. A student is excluded if they have a failure in more than one professional nursing course.

After the fourth week of the course, the instructor should notify the Assistant Dean, Enrollment and Student Services, and the Associate Dean for Academic and Clinical Affairs of the withdrawal.

Students must show diligence and are normally expected to complete the courses they elect. Irresponsible attendance is a waste of both student and University resources. Students who consistently receive excessive Incompletes and Withdrawals may be refused the privilege of further registration by the College's Dean or Dean's designee. Students experiencing attendance difficulties should seek counseling from appropriate college or university offices, e.g., OSA.

Expiration of professional nursing courses

Prelicensure nursing courses from institutions other than WSU will **NOT** be accepted as transfer credits. Students who leave the program for any reason, excluding an approved LOA, and are then re-admitted to any of the pre-licensure tracks are subject to the following restriction: any professional nursing course older than two years is subject to review by the SPA Committee to determine the need for competency check-offs and/or remediation. Requirements may include a demonstration of specific clinical and/or critical thinking skills, proficiency of theoretical content, or require the student to repeat the course.

Failure to complete the program within the time limitations outlined in the BSN student handbook, unless granted an extension by the SPA Committee, results in the inability to graduate from the UG program.

Grading Scale - Undergraduate

Letter Grade	Percentage (%)	Honor Points
A	94 – 100	4.00
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
C-	71 – 74.99	1.67
D+	69 – 70.99	1.33
D	64 – 68.99	1.00
D-	62 – 63.99	0.67
F	61.99 and below	0.00

Re-Entry Into the College of Nursing After First Failure

Any failure will affect the student's plan of work and projected graduation date. An override for registration will **NOT** be granted until the student has met with their College of Nursing Academic Services Officer and OSA has completed a revised Plan of Work.

Readmission after an Absence of More Than One Academic Year

Nursing students whose attendance in the nursing curriculum has been interrupted for more than one academic year, unless an exception to the leave policy has been granted by the Scholastic Policy and Admissions (SPA) Committee, must apply for readmission to the College of Nursing. Students must apply for readmission at least one semester before the desired readmission term. The SPA Committee must review applications for readmission. Readmission decisions are based on the student's academic record with consideration given to grades in prerequisite and nursing courses, length of time of absence from the program, and potential for successful completion of the program. Readmission into the College of Nursing and the student's original program option (Traditional or Second Career/Second degree) is not guaranteed. Readmission decisions may include competency-based testing (e.g., HESI exam) and/or completion of a written exam related to course content. Readmission into the College of Nursing will **NOT** occur until approved by the SPA committee and the student has met with their CON ASO officer and completed a revised Plan of Work.

SENIOR YEAR AUDIT

All students should meet with their Academic Services Officer in the Office of Student Affairs in the semester before senior year for a degree audit to ensure compliance with all requirements in preparation for graduation. Failure to do so may result in a delay in awarding the degree. The student is responsible for meeting and satisfying all University, College, and program requirements. Before graduating, students must complete an Application for Degree. This form is available online via Academica and must be submitted no later than the fourth week of classes in the term you expect to graduate. See www.commencement.wayne.edu/graduation.php for instructions.

LICENSURE PREPARATION

All students entering the undergraduate program in Fall 2002 and thereafter (who are not already RNs) must complete nationally normed tests throughout their undergraduate program of study. Individual course syllabi will indicate how this requirement is applied and what part of the course grade will be assigned to these tests. Successful completion of these course requirements is integral to successfully passing the courses. See the HESI Section in the handbook for more information.

To begin a professional nursing career, successful writing of the National Council Licensure Examination for Registered Nurses (NCLEX-RN) is required. State boards of nursing administer the NCLEX-RN as part of the process used to determine whether registered nurse candidates meet licensure requirements. The National Council of State Boards of Nursing developed the examination to measure the candidate's ability to practice safely and effectively as a registered nurse in an entry-level position. It is designed to test the practical application of knowledge and healthcare situations that occur frequently in entry-level nursing practice. Graduates must complete the licensing examination satisfactorily (pass) before practicing legally, using the professional credentials [RN] in the clinical realm.

STUDENT CONSENT TO RECORDING

The College of Nursing may record classes for purposes including, but not limited to, online section viewing, video podcasting to students enrolled in the course for review, student illness, and absences associated with religious holidays and disability accommodations. Class recordings will be available to students through their password-protected Canvas site. Recording devices are prohibited in the classroom except with the instructor's implicit permission.

HESI EXIT EXAM

All new undergraduate students entering the program from Fall 2002 onwards who do not hold Registered Nurse (RN) status must undertake nationally normed tests at various points throughout their undergraduate program, e.g., the HESI examinations. The course syllabi will specify the application of this requirement and the weightage of the test scores in the course grading based on the CON UG HESI Testing policy. The successful completion of these test requirements is fundamental to the successful completion of the respective courses. Furthermore, passing the HESI Comprehensive Exit Exam, administered during the senior year, is an essential program requirement for degree certification by the Office of Student Affairs (OSA). Although this HESI Exit exam requirement is currently in the NUR 4060 course, this remains a **CON programmatic graduation requirement.**

Students are permitted **three** opportunities to complete the HESI Comprehensive Exit Exam. The initial attempt is scheduled for the second week of NUR 4060 during the senior year, and subsequent exit exams will occur starting week 14 of NUR 4060. If students score 900 or higher on their first attempt on the HESI Exit exam, they have met the criteria and are not required to take subsequent HESI Exit scheduled exams. The students' fees cover all expenses related to the HESI Exit exam. If a student does not attain a score of 900 after three attempts, a grade of "C" will be assigned for NUR 4060 only if all coursework has been duly fulfilled; otherwise, an "I" grade will be issued until all coursework is completed. Non-compliance with this criterion may impact their degree certification and NCLEX exam eligibility. Moreover, failing to meet the established metric will prompt counseling by the ASO regarding its repercussions on NCLEX success. Fulfilling these CON program requisites is mandatory before the certification of a student's completion of degree requirements with the State of Michigan Licensing Board.

To successfully fulfill the requirements of the HESI Comprehensive Exit Exam, students must attain a **minimum** score of 900, e.g., “C” on their testing attempt. Suppose a score below 900 is achieved on the first try. In that case, non-registered nurse graduating students must complete an approved NCLEX Review course in preparation for the NCLEX licensure examination as an integral component of the program and degree certification (see below).

NCLEX REVIEW

Students who obtain a score of 900 or higher on the initial HESI Comprehensive Exit Exam are ***exempt*** from the requisite NCLEX Review course, although they retain the option to partake in the review. The financial responsibility for the NCLEX Review course rests with the individual student, with the current average cost typically amounting to ~ $90.00. All program requirements must be met before a student can be officially certified as having fulfilled their degree requirements with the State of Michigan Licensing Board. This includes all coursework in your senior year courses.

If the student still fails to achieve a final score of 900 on any of the three HESI Exit exam opportunities, the student will receive a grade of “C” in NUR 4060 and be counseled by the ASO regarding the possible implications of the score on successful completion of the NCLEX exam. This is a **CON programmatic graduation requirement.**

BSN DIRECT ADMIT FOR FIRST-YEAR PATHWAY

The following curriculum outlines the Bachelor of Science in Nursing – Direct Admit for Freshmen pathway requirements. Students must achieve a "C" or higher in all prerequisite courses. An overall minimum prerequisite GPA of 3.0 or higher is required upon completion of all prerequisite courses to maintain good academic standing in the College of Nursing. Failure to adhere to these policies will result in exclusion from the Direct Admit BSN Pathway. The College of Nursing will allow up to one prerequisite course at a community college. Students are allowed to repeat no more than one prerequisite course. Repeating a course may delay the completion of the program.

Students who do not place into BIO 1510 based on their ACT/SAT or WSU Placement Exam score are required to take BIO 1050. Placing into BIO 1050 may delay your program completion if a Spring/Summer course is not taken. A CLEP exam will count as a repeat if it is used to replace a prerequisite course.

The following curriculum outlines the Bachelor of Science in Nursing requirements for students enrolled in the Direct Admit pathway. Students must achieve a "C" or higher in all professional nursing courses. These courses may not be taken for Passed/Not Passed grades. A cumulative University GPA of 2.00 or above must be maintained.

If excluded from the College of Nursing for any academic reasons, the student can follow the College of Nursing Exclusion Appeal Policy.

BSN Direct Admit for First-Year Pathway Curriculum

	Fall I – 15/16 Credits	Credits
Freshmen Year	BIO 1510/11 - Basic Life Mechanisms	4
	CHM 1060 – General, Organic and Biochemistry	5
	PSY 1020 - Elements of Psychology or PSY 1010 - Introduction to Psychology	3/4
	Quantitative Experience	3
	Wayne Experience (WE) – suspended but the CON recommends FYS 1010	1
	Winter I - 15 credits	
	BIO 2870 - Anatomy & Physiology	5
	PSY 2410 - Health Psychology or PSY 2400 Developmental Psychology	4
	ENG 1020 - Basic Composition	3
	NFS 2030 - Nutrition and Health	3

	Fall II - 15 credits	Credits
Sophomore Year	NUR 2010 - Health Assessment: History Taking and Physical Examination	3
	NUR 2030 - Pathophysiology Related to Nursing Practice	3
	NUR 2060 - Nursing Implications of Drug Administration	3
	ENG 3010 - Intermediate Composition or ENG 3020	3
	Oral Communication (OC)	3
	Winter II - 16 credits	
	NUR 2050 - Supportive Measures for Basic Care Needs	5
	NUR 2995 - Special Topics in Foundations of Professional Nursing	3
	NUR 3405 - Introduction to Research and Evidence Based Practice	3
	BIO 2270/71 - Microbiology (may be taken at a community college)	5

	Fall III - 16 credits	Credits
Junior Year	NUR 3010 - Restorative Care of Adults and Elderly with Acute Illness	5
	NUR 3015 - Restorative Care: Psychiatric Mental Health Nursing Across Life Span	5
	NUR 4800 - Transcultural Health through the Life Cycle	3
	Cultural Inquiry (CI)	3
	Winter III - 16 credits	
	NUR 3020 - Restorative Care of Adults and Elderly with Chronic Illness	5
	NUR 4010 - Integrative Care of Children and Their Families	5
	NUR 4300 - Nursing Informatics	3
	Diversity, Equity, and Inclusion (DEI)	3

	Fall IV - 15 credits	Credits
Senior Year	NUR 4020 - Integrative Care of the Perinatal Family	5
	NUR 4040 - Leadership and Management in Nursing Practice	4
	Social Inquiry (SI)	3
	Civic Literacy (CIV)	3
	Winter IV - 13 credits	
	NUR 4050 - Theory of Caring for Complex, Critically Ill Patients	3
	NUR 4060 - Synthesis of Core Nursing Knowledge	5
	NUR 4120 - Community Focused Nursing Practice	5

Total Nursing Credit Hours	68
Total General Credits	53/54
Total BSN Credit Hours	120

Some competencies may be satisfied by examination. Elective credits may be needed to meet the 120 total credits required for the degree. Students should consult with their Academic Services Officer regarding their own requirements. The curriculum design is for informational purposes and

is subject to change by the College of Nursing. Contact your Academic Services Officer to develop an individualized Plan of Work.

TRADITIONAL BSN PATHWAY

Applicants are eligible to apply to the Traditional BSN program if they are entering professional nursing for the first time and meet the following criteria:

- Completed a minimum of 30-semester credits and all prerequisites by the end of the semester of the year you intend to apply.
- Complete all prerequisites with a grade of "C" or better.
- Have a minimum of 3.0 grade point average in all prerequisite courses*.
- Grades earned in professional nursing courses will be taken into account.
- If the TOEFL (Test of English as a Foreign Language) is required, a minimum total score of 101 must be received (25 Listening, 25 Reading, 25 Writing, and 26 Speaking). To be exempt from the TOEFL requirement for the CON, the applicant must possess at least one of the following exemptions: Your native language is English, or you have completed all secondary or postsecondary education in the United States, Canada, or other English-speaking countries.

Prerequisite Courses	Credits
▪ BIO 1510/11 – Basic Life Mechanisms	4
▪ BIO 2870 – Anatomy & Physiology	5
▪ CHM 1060 – General, Organic, and Biochemistry	5
▪ ENG 1020 – Basic Composition	3
▪ PSY 1020 – Elements of Psychology or PSY 1010 – Intro to Psychology	3/4
▪ PSY 2410 – Health Psychology or PSY 2400 Developmental Psychology *	4
▪ NFS 2030 – Nutrition and Health	3
▪ Quantitative Experience	3

*Current Wayne State University students are highly encouraged to take PSY 2410 – Health Psychology.

Prerequisite courses for the UG CON Traditional BSN must be less than 10 years old by the application deadline. The ENG 1020, PSY 1010/1020, and QE requirements will not expire. Exceptions to this requirement must be approved by the Scholastic, Progression, and Admission Committee (SPA).

The following curriculum outlines the Bachelor of Science in Nursing requirements for students enrolled in the Traditional Program. All science courses must have a laboratory. Students must achieve a "C" or better in all professional nursing courses. These courses may not be taken for Passed/Not Passed grades. A cumulative University GPA of 2.00 or above must be maintained.

Traditional BSN Pathway Curriculum

Year I	**Fall I** - 12/13 credits	Credits
	NUR 2010 - Health Assessment: History Taking and Physical Examination	3
	NUR 2030 - Pathophysiology Related to Nursing Practice	3
	NUR 2060 - Nursing Implications of Drug Administration	3
	ENG 3010 - Intermediate Composition or ENG 3020	3
	Wayne Experience (WE) - – suspended but the CON recommends FYS 1010	1
	Winter I - 16 credits	
	NUR 2050 - Supportive Measures for Basic Care Needs	5
	NUR 2995 - Special Topics in Foundations of Professional Nursing	3
	NUR 3405 - Introduction to Research and Evidence Based Practice	3
	BIO 2270/71 - Microbiology (may be taken at a community college)	5

Year II	**Fall II** - 13 credits	Credits
	NUR 3010 - Restorative Care of Adults and Elderly with Acute Illness	5
	NUR 3015 - Restorative Care: Psychiatric Mental Health Nursing Across Life Span	5
	NUR 4800 - Transcultural Health through the Life Cycle	3
	Winter II - 13 credits	
	NUR 3020 - Restorative Care of Adults and Elderly with Chronic Illness	5
	NUR 4010 - Integrative Care of Children and Their Families	5
	NUR 4300 - Nursing Informatics	3

Year III	**Fall III** - 9 credits	Credits
	NUR 4020 - Integrative Care of the Perinatal Family	5
	NUR 4040 - Leadership and Management in Nursing Practice	4
	Winter III - 13 credits	
	NUR 4050 - Theory of Caring for Complex, Critically Ill Patients	3
	NUR 4060 - Synthesis of Core Nursing Knowledge	5
	NUR 4120 - Community Focused Nursing Practice	5

Total Nursing Credit Hours	68
Total General Credits	53/54
Total BSN Credit Hours	120

Students are required to meet the University's General Education course requirements to meet the qualifications to graduate. Some General Education requirements may be satisfied by examination. Elective credits may be needed to meet the 120 total credits required for the degree.

Students should consult with their Academic Services Officer regarding their own requirements. The curriculum design is for informational purposes and is subject to change by the College of Nursing. Contact your advisor to develop an individualized Plan of Work.

<u>The last thirty credits in BSN coursework must be taken at Wayne State University.</u>

BSN SECOND CAREER/SECOND DEGREE (CD2) PATHWAY

Applicants are eligible to apply to the Second Career/Second Degree (CD2) pathway if they are entering professional nursing for the first time and meet the following criteria:

- Completed a bachelor's degree from an accredited institution or equivalent.
- Complete all prerequisites with a grade of "C" or better.
- Have a minimum of 3.0 grade point average in all prerequisite courses.
- Prerequisite courses may not be taken for Passed/Not Passed grades.
- If the TOEFL (Test of English as a Foreign Language) is required, a minimum total score of 101 must be received (25 Listening, 25 Reading, 25 Writing, and 26 Speaking). To be exempt from the TOEFL requirement for the CON, the applicant must possess at least one of the following exemptions: Your native language is English, or you have completed all secondary or postsecondary education in the United States, Canada, or other English-speaking country.

Prerequisite Courses	Credits
▪ BIO 2270/71 – Microbiology	5
▪ BIO 2870 – Anatomy & Physiology	5
▪ CHM 1020 – General Chemistry I or CHM 1060 General, Org, Biochm	4
▪ NUR 2030 – Pathophysiology in Nursing	3
▪ PSY 2410 – Health Psychology or PSY 2400 Developmental Psychology	4
▪ NFS 2030 – Nutrition and Health	3
▪ Any Social Inquiry (SI) course	
▪ Any Cultural Inquiry (CI) general education course	

Prerequisite courses for the UG CON BSN CD2 may not be older than 10 years by the application deadline. SI and CI requirements will not expire. Exceptions to this requirement must be approved by the Scholastic, Progression and Admission Committee (SPA).

The following curriculum outlines the Bachelor of Science in Nursing requirements for students enrolled in the CD2 pathway. Students must achieve a "C" or better in all professional nursing courses. These courses may not be taken for Passed/Not Passed grades. A cumulative University GPA of 2.00 or above must be maintained.

BSN Second Career/Second Degree (CD2) Pathway Curriculum

Semester I (Spring/Summer) - 9 credits	Credits
NUR 2010 - Health Assessment: History Taking and Physical Examination	3
NUR 2060 - Nursing Implications of Drug Administration	3
NUR 4800 – Transcultural Health Through the Life Cycle	3
Semester II (Fall) - 11 credits	
NUR 2050 - Supportive Measures for Basic Care Needs	5
NUR 2995 - Special Topics in Foundations of Professional Nursing	3
NUR 3405 - Introduction to Research and Evidence Based Practice	3
NUR 4300 - Nursing Informatics	3
Semester III (Winter) - 15 credits	Credits
NUR 3010 - Restorative Care of Adults and Elderly with Acute Illness	5
NUR 3015 - Restorative Care: Psychiatric Mental Health Nursing Across Life Span	5
NUR 4020 - Integrative Care of the Perinatal Family	5
Semester IV (Spring/Summer) - 14 credits	Credits
NUR 3020 - Restorative Care of Adults and Elders with Chronic Illness	5
NUR 4010 - Integrative Care of Children and their Families	5
NUR 4040 - Leadership and Management in Nursing Practice	4
Semester V (Fall) - 13 credits	Credits
NUR 4050 - Theory of Caring for Complex, Critically Ill Patients	3
NUR 4060 - Synthesis of Core Nursing Knowledge	5
NUR 4120 - Community-Focused Nursing Practice	5

Total Nursing Credit Hours	65
Total BSN Credit Hours	121

The curriculum design is for informational purposes and is subject to change by the College of Nursing.

BSN FOR VETERANS (VBSN) PATHWAY

Applicants are eligible to apply to the BSN for Veterans (VBSN) pathway if they are a United States military veteran entering professional nursing for the first time and meet the following criteria:

- Complete all prerequisites with a grade of "C" or better.
- Have a minimum of 3.0 grade point average in all prerequisite courses.
- Prerequisite courses may not be taken for Passed/Not Passed grades.
- If the TOEFL (Test of English as a Foreign Language) is required, a minimum total score of 101 must be received (25 Listening, 25 Reading, 25 Writing, and 26 Speaking). To be exempt from the TOEFL requirement for the CON, the applicant must possess at least one of the following exemptions: Your native language is English, or you have completed all secondary or postsecondary education in the United States, Canada, or other English-speaking countries.

Prerequisite Courses	Credits
▪ BIO 2270/71 – Microbiology	5
▪ BIO 2870 – Anatomy & Physiology	5
▪ CHM 1020 – General Chemistry I	4
▪ NUR 2030 – Pathophysiology in Nursing	3
▪ PSY 2410 – Health Psychology or PSY 2400 Developmental Psychology	4
▪ NFS 2030 – Nutrition and Health	3
▪ Any Social Inquiry (SI) course	
▪ Any Cultural Inquiry (CI) general education course	

Prerequisite courses for the UG CON VBSN may not be older than 14 years by the application deadline. SI and CI requirements will not expire. Exceptions to this requirement must be approved by the Scholastic, Progression and Admission Committee (SPA).

The following curriculum outlines the Bachelor of Science in Nursing requirements for students enrolled in the VBSN pathway. Students must achieve a "C" or better in all professional nursing courses. These courses may not be taken for Passed/Not Passed grades. A cumulative University GPA of 2.00 or above must be maintained.

BSN for Veterans Pathway Curriculum

Semester I (Spring/Summer) - 9 credits	Credits
NUR 2010 - Health Assessment: History Taking and Physical Examination	3
NUR 2060 - Nursing Implications of Drug Administration	3
NUR 4800 – Transcultural Health Through the Life Cycle	3
Semester II (Fall) - 11 credits	
NUR 2050 - Supportive Measures for Basic Care Needs	5
NUR 2995 - Special Topics in Foundations of Professional Nursing	3
NUR 3405 - Introduction to Research and Evidence Based Practice	3
NUR 4300 - Nursing Informatics	3
Semester III (Winter) - 15 credits	Credits
NUR 3010 - Restorative Care of Adults and Elderly with Acute Illness	5
NUR 3015 - Restorative Care: Psychiatric Mental Health Nursing Across Life Span	5
NUR 4020 - Integrative Care of the Perinatal Family	5
Semester IV (Spring/Summer) - 14 credits	Credits
NUR 3020 - Restorative Care of Adults and Elders with Chronic Illness	5
NUR 4010 - Integrative Care of Children and their Families	5
NUR 4040 - Leadership and Management in Nursing Practice	4
Semester V (Fall) - 13 credits	Credits
NUR 4050 - Theory of Caring for Complex, Critically Ill Patients	3
NUR 4060 - Synthesis of Core Nursing Knowledge	5
NUR 4120 - Community-Focused Nursing Practice	5

Total Nursing Credit Hours	65
Total BSN Credit Hours	121

The curriculum design is for informational purposes and is subject to change by the College of Nursing.

RN TO BSN (RNBSN) PATHWAY

Applicants are eligible to apply to the RN-BSN pathway if they are licensed RNs with an Associate Degree in Nursing.

- Completed an Associate's degree from an accredited institution or equivalent with a 3.0 or higher
- Unincumbered and current Michigan RN license
- Complete all prerequisites with a grade of "C" or better.

Non-Nursing Courses Required for BSN Graduation

- PSY 2400 – Developmental Psychology
- CHM 1020 – Survey of General Chemistry
- Six (6) Elective Credits

The following curriculum outlines the Bachelor of Science in Nursing requirements for students enrolled in the RNBSN pathway. Students must achieve a "C" or better in all professional nursing courses. These courses may not be taken for Passed/Not Passed grades. A cumulative University GPA of 2.00 or above must be maintained.

RN to BSN (RNBSN) Pathway Curriculum

Semester I (Fall) - 6 credits	Credits
NUR 4505 - Professional Nursing in the Future: Current Issues for Professional Practice	3
NUR 3405 - Introduction to Research and Evidence-based Practice (with CD2)	3
Semester II (Winter) - 8 credits	
NUR 4300 - Nursing Informatics	3
NUR 4995 – Writing in Healthcare	3
Semester III (Spring/Summer) - 5 credits	Credits
NUR 4044 – Leadership and management Lecture (with CD2)	3
Semester IV (Fall) - 14 credits	Credits
NUR 4800 - Transcultural Health through the Life Cycle	3
NUR 4320 – Public Community Health Nursing Lecture (with CD2)	3
Cognate (see Program Director for Options)	3
Semester V (Winter) - 13 credits	Credits
NUR 4135 – Capstone*	3
Cognate***	3

Cognates***
NUR 4400 Disaster Preparedness
NUR 4650 Complementary and Integrative Medicine
NUR 4600 Gerontological Nursing Perspectives in Health and Illness

Total Nursing Credit Hours	30
Total BSN Credit Hours	121

**These courses include a didactic and clinical component.*

The curriculum design is for informational purposes and is subject to change by the College of Nursing.

REQUIREMENTS FOR THE CLINICAL EXPERIENCE

A valid clinical permit is required for all students involved in clinical courses. Students who are not registered by the first day of clinical and who do not have a valid clinical permit by the deadline will not be allowed to attend any clinical site (including on-campus labs) and may be dropped from clinical courses. Clinical permits that are invalid after the deadline will result in a clinical penalty.

These requirements must be met prior to the start of the clinical experience. Documentation of compliance with these requirements must be uploaded to CastleBranch-Immunization Tracker by the deadline (TBA) for Fall enrollment. Students can access Immunization Tracker online at portal.castlebranch.com/WL48. Students who have met all of the requirements will be cleared for clinical and clearance will be transmitted to clinical sites. Students who do not meet requirements will be reported to the Director of the Undergraduate Program. Failure to begin the clinical experience as scheduled can compromise the student's ability to succeed in the course.

Health Clearance Penalty Policy

Students will incur one clinical absence for every week passed the established deadline (see Clinical Attendance Policy). Students will not be allowed to start clinicals until faculty and students receive a clearance and start date from the Undergraduate Program Director. Students are not allowed to attend clinical without a valid Clinical Permit.

GENERAL REQUIREMENTS

ACEMAPP

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 Form

The examination may be completed by the student's nurse practitioner or physician. The TB skin test must be in effect for the entire academic year. Evidence of immunity are required for Tdap, measles, mumps, rubella, varicella, Hepatitis B and influenza. Students must provide copies of the laboratory reports for all antibody titers. Titers for measles, mumps, rubella and varicella must be within five years. Hepatitis B titers do not expire. Tetanus is required every 10 years.

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 prior to expiration.

Professional Liability Insurance

Wayne State University College of Nursing will provide professional liability insurance through Nursing Practice Corporation, at a cost of $10.29 per student. Students must purchase the liability insurance online at www.nursing.wayne.edu.

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.

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 CertifiedBackground.com. The background check results will be reported to the program. If the program determines that the results adversely affect the student's suitability to be placed at a clinical site, the student will be notified and offered the opportunity to explain the results. If the program determines that disclosing certain information in the background check report to the clinical site would aid its assessment of suitability, the program will ask the student to sign a written consent form authorizing such disclosure. A student's failure to consent may result in the student being deemed ineligible to be placed at the site. After the program has completed its review, the student will be notified of its decision, which is final.

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 must be obtained at the Wayne State University Campus Health Center. The screen must include the following drugs: Amphetamines, Barbituates, 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 University 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 and will become part of your health information file.

Influenza Vaccination

Proof of influenza vaccination must be uploaded to your CastleBranch-Immunization Tracker by October 15. If vaccination is not completed per the given time frame you will be removed from the clinical setting and will not be allowed to return until the vaccination is approved.

Medical Declination Forms

Students who are unable to clinical health requirements due to medical conditions are required to submit the College of Nursing 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.

CHECK LIST FOR CLINICAL REQUIREMENTS

Must be valid for academic year

- ☐ Create Immunization Tracker Account
- ☐ Health Clearance Form with Immunization record
- ☐ TDAP (Tetanus, Diphtheria, Pertussis)
- ☐ Measles, Mumps, Rubella, Varicella, Influenza
  Titers (required) and Vaccinations (optional)
- ☐ Hepatitis B Virus Inoculation
  Titers and Vaccination record (required)
- ☐ BLS for the Professional Rescuer
  (Annual verification)
- ☐ TB Skin Test, TB Blood Test or documentation of no active TB
  (Annual verification)
- ☐ Pay fee for Professional Liability Insurance
  (Annual verification)
- ☐ Criminal Background Investigation
- ☐ Urine Drug Screen
- ☐ ACEMAPP requirements (online modules)

CLINICAL ATTIRE

- Course coordinators, clinical instructors, and faculty are responsible for reviewing applicable healthcare institution policies and procedures with their clinical groups.
- WSU/Institutional identification badges are always worn while on institution premises.
- WSU/Institutional identification badges are always worn above the waistband.
- Students must wear their required student uniform but must adhere to the dress code policy as outlined below. Otherwise, students are asked to leave the clinical area and receive a clinical absence.

Shoes

Acceptable

- Shoes must be clean; white, black, gray, brown.
- Athletic shoes must be a solid color.
- Heel height must not present a safety hazard.
- Shoes appropriate to the nature of their work.
- Shoes must be impermeable to fluids.
- Hosiery/socks must always be worn.
- Footwear must always be worn.

Not Acceptable

- Open-toed shoes and sandals without heel straps
- Flip flops, military combat boots, sandals and slippers
- Rubber clogs with holes (i.e., Crocs)
- Multi-colored/brightly colored athletic shoes and/or displaying overt worded advertisements, e.g., Adidas, Nike, Puma, etc. Logos are permitted if no overt wording is added.

Personal/Oral Hygiene

Acceptable

- Personal and oral hygiene must be maintained.
- Individuals should be fragrance-free; deodorants should be light and non-offensive
- Hair must be clean and neat.
- Long hair must be (**worn in a ponytail**) so styled and/or restrained so as not to interfere with work performance safety and infection control
- Mustaches and beards must be clean and neatly trimmed. Chest hair must be covered.
- Makeup should be appropriate for office daytime wear.
- All clothing worn during clinical must be free of tobacco odor.
- Breath, skin, and hair must also be free from any scent of tobacco tobacco scent.

Not acceptable

- Large, elaborate and exaggerated spiky hairstyles and accessories

Fingernails

Acceptable
- Fingernails must be clean, trimmed, not exceeding ¼ inch, and must not distract or interfere with work performance.
- Nail color and style must be consistent with a professional environment.
- Direct care providers, nail polish is permissible but intact, and there are no chips, decals, or jewelry.

Not Acceptable
- Direct care providers must not wear anything other than nail polish on top of the nails. This would include all artificial fingernails, wraps, extenders, gels, acrylics, or any similar coating or nail appliqués.

Jewelry/Body Piercing/Tattoos

Acceptable
- Jewelry is acceptable in moderation and must not pose a hazard or interfere with work performance
- Visible tattoos must not be offensive in subject matter or placement.
- Small stud earrings in the nose and ears
- Gauges with inserts

Not acceptable
- Some Offensive visible tattoos (e.g., those with profanity, nudity, racial or sexual comments) may be offensive to patients/visitors and therefore need to be covered by clothing, bandage, or makeup.
- No dangling earrings
- Gauges without inserts other than nose with stud

Business/Professional Apparel

Acceptable
- Wayne State scrubs must be worn by all undergraduate students at clinical sites
- Undershirts may be worn under scrubs; consistent with shoe policy, color must be coordinated with uniform/scrub color.
- Clothing that is of appropriate size and fit, permitting freedom of movement
- All clothing must be clean, neat, and with a finished hem.
- Clothes should be free of holes, strains, rips, and tears.
- Lab coats, when worn, are clean and in good repair, with no stains, and should be wrinkle-free.
- Undergarments are always required.

Not Acceptable
- Tight low-cut shirts/blouses, high-cut shirts exposing waistline, tube top, halter-top, tank top, sweatshirts (other than approved logo wear) and sleeveless apparel, unaccompanied by a jacket, sweater or other cover-up.
- Jeans/jean-style pants and other denim clothing.
- Capri pants, tight pants, leggings, and sweatpants.
- Miniskirts or very short hemlines, shorts or skorts
- Sheer, see-through clothing.
- Leather items (other than belts or shoes).

- Spandex.
- Tucking pant legs into socks

Headwear

Acceptable
- Department-issued headwear
- Religious required attire

Not acceptable
- Hats, baseball caps, and visors in the work area

CLINICAL PLACEMENTS

OSA assigns students clinical placements, which are determined by space availability and academic variables. Students are required to register for and attend the clinical sections they have been assigned, or progression in the program may be delayed.

CLINICAL ATTENDANCE POLICY

The need for regular and punctual attendance is enforced by employers and in all of the Wayne State University College of Nursing programs. Students must attend all scheduled clinical days, regardless of the setting, to develop the necessary skills and competencies to function as professional registered nurses. However, it is recognized by the faculty that illnesses and other life events do occur. Students must notify their clinical faculty of any absence to before the beginning of the clinical day. Otherwise, they will be considered a "no call-no show." If a student arrives at clinical with a communicable illness, they will not be allowed to participate in patient care and will be sent home. All absences must be made up per the course coordinator agreed upon assignment for said course.

Exceptions to this policy may only be granted by the Associate Dean of Academic and Clinical Affairs in collaboration with the Director of the Undergraduate Program.

Absences

The first clinical absence will be made up with no deductions in a student's grade. Within one week of the absence, the student must complete an agreed-on make-up assignment with the course coordinator and clinical faculty. While one option for a makeup assignment is the simulation lab, alternate experiences may also be assigned by the Course Coordinator in collaboration with the clinical faculty.

Each additional clinical absence will result in a 5% reduction in the course grade. In addition to course grade reduction, within one week of the absence, the student must make arrangements for an agreed-on make-up assignment with the course coordinator and clinical faculty. If a student misses **two** clinical days, they will be required to meet with the course coordinator, clinical instructor, and their OSA advisor to determine their ability to continue in the course. More than two clinical absences jeopardize the student's ability to successfully complete the course to complete the course successfully.

Two clinical absences that occur secondary due to the same illness/extenuating condition occur in the same week for the same nursing course, will be considered "one clinical absence".

"No-call, No-show"

When a student fails to notify the clinical instructor of an absence before the start of the assigned clinical day, the event will be considered "no call-no show." This will result in a 10% reduction in overall course grade, and the student will be expected to make up the clinical time. In the event of a second "no-call-no show" event, the student will receive a grade of "F" in the course and will not be allowed to participate in any scheduled clinical experiences.

Punctuality

Nursing is a profession that requires punctuality. Students must be on time for clinical placements and all assigned clinical activities. The student MUST allow time for traffic congestion, parking problems, bad weather, and car trouble. Two separate instances of tardiness of less than or equal to 30 minutes will equate to one absence. A single tardy episode of more than 30 minutes equates to an absence, even if the student is allowed to remain in the clinical setting.

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

UNIVERSITY-AUTHORIZED MEDICAL FACILITIES

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

Student Responsibility Action

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 the bottom portion.

4. If the student receives an invoice for initial service, the 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 the university covers only the initial treatment for the actual injury. 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 exercise extreme caution in caring for their patients to avoid needle sticks and exposure to bloodborne pathogens. Students will also use strict 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 through needle sticks or human body fluids must report the exposure to their clinical instructor immediately. They should wash off or flush out the 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 to the course coordinator/clinical faculty member as soon as possible.

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 facility's policy 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 (8:00 a.m.-4:30 p.m.*) located on Jefferson just west of Belle Isle or to their 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)

ESSENTIAL QUALIFICATIONS OF CANDIDATES FOR THE UNDERGRADUATE NURSING PROGRAM

REQUIRED SKILLS AND ABILITIES

The Wayne State University College of Nursing Bachelor of Science in Nursing (both traditional and second-degree programs) prepares students to be caring, competent, and active participants in an increasingly diverse, complex, and rapidly changing healthcare environment. The role of a professional nurse requires skills and abilities in the cognitive, affective, psychomotor, physical, and social arenas; mastery of these skills is essential to becoming a competent member of the health care team.

In addition to the standards of academic integrity and overall professional behavior outlined in the Wayne State University College of Nursing (WSU CON) Student Handbook and the acceptable academic and nonacademic behavior outlined in the Student Code of Conduct, the candidate for the WSU CON program must possess the following abilities.

Motor Skills

Although the professional nurse may function in a variety of settings post-graduation, to successfully complete this program, the candidate must have the ability to care for patients in all healthcare settings. For example, the candidate must be able to perform basic life support; provide physical assistance to patients, including repositioning, transfers, and ambulation; and prepare and administer medications, including those requiring the manipulation of syringes, intravenous tubing, and small pills.

Sensory/Observation

The candidate must be able to learn in the classroom, laboratory, and clinical setting using a variety of senses. Changes in a patient's condition are often manifested in physical changes so the candidate must be able, for example, to assess heart and lung sounds, changes in a patient's voice, palpate skin temperature and pulses, and see changes in skin color or other physical characteristics.

Communication

The role of the professional nurse requires the ability to communicate clearly and effectively, both orally and in writing, with peers, faculty, patients and their families, and other members of the health care team. This communication is often time-sensitive, so the candidate must possess the ability to communicate accurately and in a timely manner.

Cognitive

The use of written information is extensive; therefore, the candidate must quickly read and understand the written word and then integrate and synthesize that information into the clinical setting. The student must be able to do math calculations needed in of caring for patients in all health care settings (for example, calculate the correct dose of medications, including intravenous administration).

Behavior/Emotional

The WSU CON program is fast-paced and can be stressful. The candidate must possess the ability to work effectively under stress in a rapidly changing environment while

maintaining mature, empathetic, and effective relationships with peers, faculty, patients, and other professionals.

Professional Conduct

Nursing is a caring profession governed by the American Nurses Association code of conduct, ethics, and professional standards. . Candidates must be willing to abide by these codes and standards in their care provision. This includes providing caring, competent, compassionate, and professional care.

ACCOMMODATIONS FOR DISABILITY

The Wayne State University College of Nursing is committed to giving all students equal program access. The College works closely with the University Student Disability Services (SDS) to provide reasonable accommodations to qualified students. Any change in health during an academic year needs to be reported to OSA. It is important to note that the College is not required to provide and will not provide accommodations that fundamentally alter the program's essential functions or technical standards. 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 or after surgery), 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 communicating with our clinical agencies, can be time-consuming. Therefore, the College of Nursing strongly encourages students and applicants who wish to request accommodations to contact the Student Disability Services Office before starting 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 don't hesitate to get in touch with Student Disability Services. You are also encouraged to speak to your College of Nursing Academic Services Officer to learn more about this process.

Student Disability Services
5155 Gullen Mall – Suite 1600 – Undergraduate Library
studentdisability@wayne.edu
https://studentdisability.wayne.edu/
(313) 577-1851 Office
(313) 202-4216 Videophone
(313) 577-4898 Fax

COLLEGE OF NURSING RESOURCES

NURSING SKILLS LABORATORY (ROOMS 217 & 219 COHN)

The Nursing Skills 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)

This laboratory provides materials, activities, and facilities for students to acquire skills in history-taking and physical assessment. The Physical Assessment Learning Laboratory (PALL) is located on the lower level of the Cohn Building. It is equipped with physical examination spaces and equipment. 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-60s; it became a reality in 1969. It was the first such center in an academic setting devoted to the generation of new knowledge that underpins the discipline and profession of nursing. The research program of the OHR focuses on nursing and health-related research, including interdisciplinary research, for the purpose of advancing nursing knowledge and improving nursing and health (Urban Health and Self-Care & Caregiving). Because the research objectives also target health needs of the urban community, the research agenda also advances the research programs of the University. www.nursing.wayne.edu/faculty/health-research.php

SIMULATION LABORATORY (ROOMS 217 & 222 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.

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. Treat all students with respect and fairness without regard to ancestry, race, color, religion, political belief, country of origin, sex (including gender identity), sexual orientation, age, marital status, familial status, height, weight, disability or veteran status.
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:
    a. course objectives and general outline.
    b. classroom procedures to be followed, expectations concerning class attendance, and proposed dates of major evaluations (including examinations, papers, and other projects).
    c. grading policy.
    d. where appropriate, a schedule of class-related activities, including class meetings and laboratory sessions.
    e. lists of texts and/or other materials needed for the course.
    f. 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:
    a. grade and return written work promptly.

b. submit final grades by the scheduled time.
c. 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 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 clinical appointment orcompleting an assignment.

7. To discuss with the instructor any class-related problem and follow established procedures to resolve these problems.

8. To adhere to the instructor's and general University policies on attendance, withdrawal, or other special procedures.

Faculty and students are expected to fulfill their obligations to the instructional process. If, however, a complaint does arise, the parties should meet 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 Dean of Students Office (DOSO) level or a grievance to the Provost's Office.

Non-Grade Related Concerns

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. The student should email the faculty directly to request an appointment to address the concern. This concern should be addressed in a formal setting (in-person meeting, Zoom meeting, or phone meeting). If the student is not comfortable addressing the concern directly, they should proceed to step 2 in the process.
2. If the issue is unresolved, 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 email the Associate Dean of Faculty Affairs. This concern should be addressed in a formal setting (in-person meeting, Zoom meeting, or phone meeting).
4. After meeting with the Associate Dean of Faculty Affairs, the student will receive an email summary.
5. If the student is not satisfied with the meeting outcome 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 WORKING WITH DISRUPTIVE OR DISTRESSED STUDENTS

All members of the University community are expected to conduct themselves in a manner that 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 disruptive behavior or behavior that shows signs of distress, such as:

1. words or actions that have the effect of intimidating or harassing another.

2. words or actions that threaten harm to themselves or others; Words or actions that severely impair their ability to function within the University environment.

To ensure respect for the legal rights of every person, the University will take immediate steps to deal with disruptive or distressed behavior and provide appropriate resources to those involved.

All students, including those in distress, are accountable for their actions. The University and the College do not tolerate violent, dangerous, or threatening behavior. Such behavior will immediately be reported to the Wayne State Police and the Dean of Students Office.

If a faculty member, staff member or student is concerned about a particular student's disruptive or distressed behavior, they should file a Care report with the Dean of Students Office. The Care report can be accessed at: http://doso.wayne.edu/student-care-report.html

For more information, contact the Dean of Students Office or visit http://doso.wayne.edu/dealing-with-a-disruptive-student.html

COLLEGE OF NURSING ACADEMIC APPEALS POLICY

BASIC PRINCIPLES

1. Assistance | Students and 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 nullify the appeal process (the appeal will not be heard).

3. Process | All steps of the formal grade appeal must be completed 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 the faculty or clinical agency staff identifies an issue that would constitute unsafe practice in the clinical setting and may jeopardize patient safety.

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

APPEAL OF GRADE

What Can Be Appealed

Only how 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 how the grade was assigned was done unfairly and the student can demonstrate that the unfair manner is based on one of the three criteria stated below, then the student may file an appeal according 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 the disputed grade in person with the course instructor within ten days of notification of the grade (final grade posted in Academica). The faculty member will respond in writing with a copy to the student, the Associate Dean of Academic & Clinical Affairs, and the Assistant Dean, Enrollment and Student Services. If the dispute remains unresolved, the student may 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 and supporting documentation to the Associate Dean of Academic & Clinical Affairs with a 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 anytime 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****. You may contact the Ombuds Office at ombudsoffice@wayne.edu for assistance with the appeal process*

4. Only how the final grade was assigned can be appealed. Instructors are expected to evaluate student work according to sound academic standards. If the student believes how the grade was assigned was done unfairly and the student can demonstrate that the unfair manner is based on one of the three criteria stated below, then the student may file an appeal according 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.

Approved by Administrative Council on December 12, 2019.

APPEAL OF EXCLUSION FOR UNSAFE OR UNPROFESSIONAL BEHAVIOR

Basic Principles

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

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 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 before 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 result in miscommunications and 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. Expected professional student behaviors are outlined in the WSU Student Code of Conduct and the Nursing Code of Ethics.

   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
   - Cheating
   - 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., the Nurse Practice Act), the guidelines outlined in the course syllabi, the Wayne State University College of Nursing Student Handbook, the WSU Student Code of Conduct and the rules and regulations of the health care agencies 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 outside the nursing scope of practice while in the clinical agency.
   - Violation of clinical permit requirements, e.g., failure to submit appropriate documents timely as instructed by OSA..

5. Ethical

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

   Examples of ***unethical practices*** 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
   - Posting of client pictures or information on social media

- Recording of self in clinical settings for the purpose of posting on social media
- Misrepresentation of information to the public
- Ignoring unethical behavior(s) of other healthcare persons in the clinical setting, which affects client welfare.

Procedure for Unsafe Behaviors in the Clinical Setting

1. When a clinical instructor determines 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 and assigned non-patient care responsibilities until the end of that clinical day (a library assignment is an example of an appropriate alternate assignment). The student will not be sent home at this time but will be told that a corrective course of action will be determined after consultation with the course coordinator. The student will not be able to return to clinical until resolution.

2. Within 24 hours, the clinical faculty will write up the incident, detailing the clinical events that transpired leading up to the student's removal from patient care.
3. The clinical faculty will notify the course coordinator within 24 hours of the incident. The course coordinator will immediately email the Associate Dean of Faculty Affairs and the Assistant Dean of Enrollment and Student Services.

4. The course coordinator, in collaboration with the clinical faculty and Associate Dean for Academic and Clinical Affairs (or designee if necessary), will determine a corrective course of action that may include supervised skill review on campus in skill/SIM lab, 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 lead to 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 of Academic and Clinical Affairs or the Undergraduate Program Director. 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 them. At this meeting, a written summary of the observed clinical behavior, as well as and 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 course coordinator's notification. 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

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to contact the Assistant Dean, Enrollment and Student Services, or designee to learn about the Appeal Policy.

7. If it is determined that remediation is required, a PIP with expected outcomes and timelines will be established. If successful in remediation, the student returns to clinical. If unsuccessful, the student will earn an F grade for the course.

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 two-day deadline will not be heard.

2. Within one or two business days 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. The student will be notified by post marked mail, and/or email.

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****. You may contact the Ombuds Office at ombudsoffice@wayne.edu for assistance with the appeal process*

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 above, e.g., reduction in work hours, hiring a babysitter for childcare, moving back with parents, going to weekly tutoring, joining a study group, etc.
3. The ASO will forward all materials to the Assistant Dean for Enrollment and Student Services, the Associate Dean for Academic and Clinical Affairs, and the Scholastic, Progression and Admission (SPA) Committee Chair.
4. The SPA Committee will meet within 14 business days (excluding holidays and university closure) from the date on the exclusion letter. The 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) 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 reach 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****. You may contact the Ombuds Office at ombudsoffice@wayne.edu for assistance with the appeal process.*
9. Once excluded from the program, students are not eligible for readmission.
10. See the BSN Handbook for the causes of exclusion, as there are separate policies for exclusion for unsafe behavior and grade appeals.

STUDENT CODE OF CONDUCT

Please see the university website for the most up to date information regarding the University Student Code of Conduct

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

GRADUATION

DEGREE REQUIREMENTS

Candidates for the Bachelor of Science in Nursing must complete 121 credits in coursework in accordance with the academic procedures of the University and the College. A student must complete the curriculum and program requirements, remove any marks of "I" or "Y", and be recommended by the faculty for the degree. The student must complete the required minimum number of credits, elect courses in the proper sequence in the appropriate curriculum and satisfy any course prerequisite or corequisite. Degrees are certified by the Office of Student Affairs as soon as possible after final grades have been posted.

Residency: The last thirty credits of the degree must be taken at Wayne State.

Grade Point Average: A student must maintain a grade point average of at least 2.00 in total residence credit and all nursing courses.

APPLICATION FOR DEGREE

Applications for graduation must be submitted online no later than the **fourth** week of classes for the semester in which the students expect to complete the requirements for the degree, accompanied by the appropriate graduation fee. If, for whatever reason, one does not complete the degree requirements, one must submit a new application for a Degree and pay the graduation fee again. For instructions on this process, go to www.commencement.wayne.edu. Degrees are awarded three times each year: May, August, and December. All graduates attend the May or December graduation ceremony. Diplomas are usually sent by the University one to two months after the graduation date.

COMMENCEMENT

The commencement ceremony for all Wayne State University students occurs in May and December of each year. The Commencement Office sends graduates information concerning Commencement 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 baccalaureate experience.

CONVOCATION

Convocation is a time for the College of Nursing to more personally acknowledge the achievements of the graduating students. The program includes a graduate and faculty march, individual introductions, and congratulations.

COLLEGE OF NURSING PINS

Baccalaureate graduates of the College of Nursing may want to purchase a Nursing Pin from the University Bookstore. Convocation will include a pinning ceremony for all graduates with pins.

GRADUATION WITH DISTINCTION

There are three separate designations for scholastic excellence reflected in Wayne State's cumulative grade point average for students completing the baccalaureate degree: summa cum laude, magna cum laude, and cum laude. These designations reflect the top 20% of students in the College and are based on the grade point average distribution of the previous year's senior class.

The criteria for Graduation with Distinction include:

1. A minimum of 60 credits in residence at Wayne State University.

2. A qualifying minimum grade point average (calculated as explained above) in all work at Wayne State University, which must be completed by the end of the semester of graduation. (For notation in the commencement program, the grade point average on all work completed before the semester of graduation will be used.) The grade point average needed for graduation with distinction will be posted by the Office of Student Affairs.

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

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 struggle 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 with 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 to 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 various 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 can 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 computing services, including e-mail, Canvas (course software), Academica (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 lifestyle 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 before 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 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 the University's 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 to work out mutually agreeable alternatives.

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 students' educational, cultural, and social experiences. It collaborates 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 positivelyaddress 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 for providing 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 40 highly trained professionals who hold at least a baccalaureate degree and 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 on their web site. Any suspicious activity, losses, or other incidents deserving police attention are must 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 in the heart of campus. Highlights 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 student's 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 at 351 Student Center, Gullen Mall, offer 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, as religion and 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 many 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 are available in multiple locations across campus, including libraries, labs, residence halls, and apartment lobbies. This service is accessed by using money from a OneCard. Students can securely release documents directly to multifunction devices via built-in touch screens or via the release stations on 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, which 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, and 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 Library
474 Gilmour Mall
577-3925

Purdy/Kresge Library
5265 Cass Ave
577-4042

Reuther Library
5401 Cass Ave
577-4024

Shiffman Medical Library
320 E. Canfield St
577-1088

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 with 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, and food and bookstore purchases.
www.onecard.wayne.edu

COLLEGE OF NURSING SERVICES

Financial Aid Distribution: Scholarships, Loan Repayment Programs, Traineeships, etc.

The College of Nursing administers many private scholarships and grants. Application for CON scholarships is reviewed annually and must be submitted March 1. You can access the university financial aid application online at https://wayne.scholarshipuniverse.com/. 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, the Director of Business Affairs, and the Budget Analyst from the Dean's office. Final decisions are based on of various factors, especially 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 annually at the CON.
2. Accurate and complete information on scholarships, loans, and traineeships will be 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.

Bulletin Boards

Bulletin boards throughout the College of Nursing are maintained to provide information to all nursing students.

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.

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, students, and faculty. Its purpose is to represent 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 Standing Committees

Undergraduate students may serve on the following college committees as student representatives. These committees are:

- Committee on Diversity
- Undergraduate 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 that address cultural, racial, and gender issues. This committee offers two 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 the College of Nursing and University missions and advises the Faculty Association on curricula. The committee also coordinates the evaluation of curricula with the Evaluation Committee. 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

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 the 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 is an advisory to the College of Nursing Council Governing Board. Also makes recommendations to the 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 College of Nursing Council president.

- Chi Eta Phi Sorority, Inc. | A national professional organization focusing 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.