



WAYNE STATE

College of Nursing

DOCTOR OF PHILOSOPHY 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 provision or requirement at any time without notice. This material supplements the Wayne State University *Graduate Bulletin* and the *Schedule of Classes* and is not intended to replace these documents. Additional sources of information are through the University website www.wayne.edu, the Graduate School website gradschool.wayne.edu, and the College of Nursing website www.nursing.wayne.edu.



WAYNE STATE
College of Nursing

Dear PhD Student:

Welcome to the PhD program at Wayne State University College of Nursing. We are proud that you have selected our program to pursue your graduate studies. We hope the doctoral study will be an enlightening and productive experience for you. This handbook is intended to provide you with the necessary information and facilitate progression in your program of study.

A PhD prepares researchers and scholars to lead the profession and discipline of nursing, emphasizing the development of the student's capacity to make significant, original contributions to nursing knowledge. The program is driven by the understanding that nursing provides vital services that help individuals, families, and communities achieve health.

We are extremely proud of the alumni of our PhD program in Nursing at Wayne State University. Over 250 researchers and scholars have graduated from the program since its inception in 1975, and they lead research, education, practice, and administration throughout the United States, Canada, and worldwide. Our graduates' contributions to the discipline and profession of nursing are recognized nationally and internationally.

We wish you success in your program of study. If we can be of assistance, please contact me or Dana Johns, Academic Services Officer, Office of Student Affairs, at fb8981@wayne.edu or 313 577-4080.

Sincerely,

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PhD Program Director
Wayne State University College of Nursing
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HISTORY

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

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

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

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

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

MISSION STATEMENT

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

VISION

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

VALUES

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

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

PHILOSOPHY

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

Nursing is an academic discipline and profession. As a discipline, nursing develops its body of knowledge using research as the major mode of discovery and validation. The scholarly environment of the university enhances the research and theory development endeavors of the College of Nursing. As a profession, nursing uses knowledge creatively in response to the health care needs of society. Experience in a variety of clinical settings is the primary method 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 give identity to professional nursing practice, direct inquiry, and theory development.

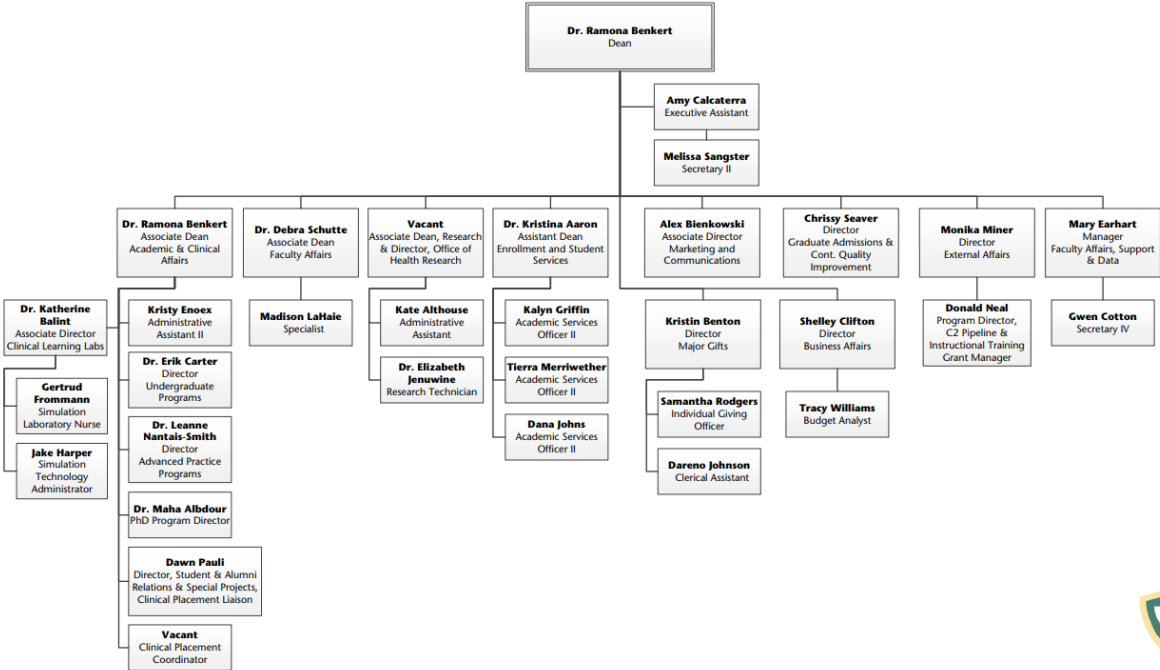
The faculty believe that learners are self-directed and actively participate in the learning process. Self-direction encourages the development of personal goals and values significant to the profession of nursing. Knowledge acquisition, capacity for critical inquiry, reflection and decision-making prepares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

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

ADMINISTRATIVE STRUCTURE



College of Nursing May 2024



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	<ul style="list-style-type: none"> • Administrative responsibility for the Office of Student Affairs
ACADEMIC STAFF	
Kalyn Griffin Academic Services Officer II gv2342@wayne.edu	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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.

THE DOCTOR OF PHILOSOPHY IN NURSING



The College of Nursing, located in the culturally rich city of Detroit, draws its strength from the vivid tapestry of the urban experience. The Doctor of Philosophy in Nursing program began in 1975. Designed to prepare researchers and scholars who will provide leadership to the profession and discipline of nursing, the program emphasizes the development of the student's capacity to make significant, original contributions to nursing knowledge.

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

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

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

Vision – Mission – and Objectives for the PhD Program



Vision

The PhD program will be a leader in preparing nurse scientists in urban health.

Mission

The PhD program prepares nurse scholars who create new knowledge to advance the science of nursing.

Terminal Objectives

At the end of the program, PhD graduates will be able to:

Develop the Science:

1. Demonstrate advanced knowledge and skills in the design, conduct, and analysis of studies in nursing and urban health.
2. Create knowledge within an area important to the science of nursing and urban health.
3. Disseminate scholarly work to professional and lay audiences.
4. Conduct original research with an urban health focus.

Steward the Profession

5. Advance nursing science by formulating theories and conducting research that informs health policy and practice.
6. Lead in advancing the discipline of nursing.
7. Provide professional and research mentorship to others.

Educate the next Generation

8. Contribute to the formal and informal education of future nurses and nurse leaders.

The PhD Program is designed to meet the American Association of Colleges of Nursing's (AACN) criteria for excellence in a research-focused doctoral program. Specifically, the program recognizes that the Doctor of Philosophy (PhD) represents the highest level of formal education for a career in research and the scholarship of discovery. It prepares nurse scholars for the expression and communication of the knowledge base in the profession. Our PhD graduates are expected to develop the science, steward the profession, educate the next generation of nurses, define the discipline's uniqueness, and maintain its professional integrity. (AACN, 2010).



UNIVERSITY DEGREE REQUIREMENTS

A minimum of 90 graduate semester hours beyond the baccalaureate degree is required for the completion of a PhD degree.

Credits are divided as follows:

1. A minimum of twelve credits is required in coursework in the major.
2. A minimum of nine (DNP-PhD) and (MSN-PhD) or fifteen (BSN-PhD) credits in coursework in a concentration/cognate area, three of which must be an Advanced Methods course, is required.
3. Thirty credits of dissertation direction in four consecutive candidate status semesters of dissertation research and direction are required after candidacy has been approved.
4. At least 30 credits of graduate course work in the total program must be at the "graduate only" level, i.e., courses numbered 7000 and above.
5. At least 30 credits of graduate coursework, exclusive of dissertation credits, must be elected at WSU.
6. The Ph.D. requirement of one year of residence is met by the completion of at least six graduate credits in coursework, exclusive of dissertation or other research in each of two successive semesters. The Spring-Summer semester may be excluded from the definition of successive semesters. Failure to meet the residency requirement will result in exclusion from the program.

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

PHD PROGRAM OPTIONS

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

There are three paths to achieve a PhD that offer options to applicants based on their present educational level. Opportunities are available for full-time and part-time study although full-time study is strongly encouraged. The Paths are shown on the PhD Program website: <https://nursing.wayne.edu/phd/index.php>

DNP – PhD | Designed for applicants entering the program with a Doctor of Nursing Practice degree whose major focus is research and the development of nursing knowledge.
MSN - PhD | Designed for applicants entering the program with a Master’s degree in nursing and a focus on research and the generation of nursing knowledge.
BSN – PhD | Designed as an option intended for an applicant with a baccalaureate degree in nursing whose major focus is research and the development of nursing knowledge.

PH.D. PROGRAM CONTENT AND PATHWAYS

Wayne State University PhD in Nursing		
BSN-PhD	MSN-PhD	DNP-PhD
	<u>Nursing Transfer Courses</u> Advisor approved <div style="text-align: right;">Total 24 cr.</div>	<u>Nursing Transfer Courses</u> Advisor approved WSU DNP (32 cr) Non-WSU DNP (30 cr) <div style="text-align: right;">Total 30-32 cr.</div>
<u>Concentration courses</u> To support the student's research interest. Nine of the twelve credits of concentration must be taken outside of the College of Nursing. <div style="text-align: right;">Total 12 cr.</div>	<u>Concentration courses</u> To support the student's research interest. Six credits of concentration must be taken outside of the College of Nursing. <div style="text-align: right;">Total 6 cr.</div>	<u>Concentration courses</u> To support the student's research interest. Six credits of concentration must be taken outside of the College of Nursing. <div style="text-align: right;">Total 6 cr.</div>
<u>Domain of Knowledge</u> NUR 7105 Theoretical Foundations of Nursing 3 cr. NUR 8625 Evidence-based Nursing Practice: Theoretical and Methodological Issues 3 cr. NUR 8011 Scientific Writing in Nursing 1 cr. NUR 8012 Philosophical Basis of Nursing 3 cr. NUR 8020 Theory Guided Nursing Inquiry 3 cr NUR 8210 Health and Health Disparities 3 cr. NUR 8014 Health Interventions 3 cr. NUR 7222 Leadership in Health Policy, Ethics, and Change 3 cr <div style="text-align: right;">Total 22 cr.</div>	<u>Domain of Knowledge</u> NUR 8011 Scientific Writing in Nursing 1 cr. NUR 8012 Philosophical Basis of Nursing 3 cr. NUR 8020 Theoretically Based Nursing Inquiry 3 cr NUR 8210 Health and Health Disparities 3 cr. NUR 8014 Health Interventions 3 cr. NUR 7222 or 8630 Policy course 3 cr. if needed <div style="text-align: right;">Total 13-16 cr.</div>	<u>Domain of Knowledge</u> NUR 8020 Theoretically Based Nursing Inquiry 3 cr NUR 8014 Health Interventions 3 cr. NUR 8210 Health and Health Disparities 3 cr. if needed NUR 7222 or 8630 Policy course 3 cr. if needed <div style="text-align: right;">Total 9-12 cr.</div>
<u>Research and Statistics</u> GS 0900 - Responsible Conduct of Research 0 cr NUR 7000 Statistics in Nursing 3 cr. NUR 8040 Research Methods: Quantitative 3 cr. NUR 8060 Research Methods: Qualitative 3 cr. NUR 8610 Statistical Analysis I 3 cr. NUR 8612 Statistical Analysis II 3 cr. NUR 8335 Grant Writing 3 cr. NUR 8085 Pilot Research Study I 3 cr. NUR 8185 Pilot Research Study II 3 cr. Advanced Research Methods Elective 3 cr. <div style="text-align: right;">Total 27 cr.</div>	<u>Research and Statistics</u> GS 0900 - Responsible Conduct of Research 0 cr NUR 8040 Research Methods: Quantitative 3 cr. NUR 8060 Research Methods: Qualitative 3 cr. NUR 8610 Statistical Analysis I 3 cr. NUR 8612 Statistical Analysis II 3 cr. NUR 8335 Grant writing 3 cr. Advanced Research Methods Elective 3 <div style="text-align: right;">Total 18 cr.</div>	<u>Research and Statistics</u> GS 0900 - Responsible Conduct of Research 0 cr NUR 8040 Research Methods: Quantitative 3 cr. NUR 8060 Research Methods: Qualitative 3 cr. NUR 8610 Statistical Analysis I 3 cr. NUR 8612 Statistical Analysis II 3 cr. NUR 8335 Grant Writing 3 cr. Advanced Research Methods Elective 3 cr. <div style="text-align: right;">Total 18 cr.</div>
NUR 9991 - NUR 9994 Total 30 cr.	NUR 9991 - NUR 9994 Total 30 cr.	NUR 9991 - NUR 9994 Total 30 cr.
<u>Credits taken during PhD Program</u> <div style="text-align: right;">Total 91 cr.</div>	<u>Credits taken during PhD Program</u> <div style="text-align: right;">Total 67 cr.</div>	<u>Credits taken during PhD Program</u> <div style="text-align: right;">Total 63-66 cr.</div>
Residency (PhD requirement of 1 yr. of residence = six graduate credits in course work, not dissertation, over two successive semesters. Spring/Summer Semester may be excluded.) Research Residency (2 semesters for MSN & DNP, 1 semester BSN) - Teaching Residency (1 semester) for BSN, MSN, DNP Qualifying Examination (Completion of at least 50 credits of graduate level courses, Candidacy (Qualifying Examination passed & Dissertation Committee approved). Proposal defense (Students will need to complete all coursework as well as the research residencies and BSN pilot study before defending the proposal.) Dissertation Colloquia (2 semesters)		
Program Minimum Total is 90 credits.		
BSN-PhD Credits Program Total 91 cr.	MSN-PhD Credits Program Total 91-94 cr.	DNP-PhD Credits Program Total 93-96 cr.

DNP TO PH.D. PROGRAM – FULL-TIME STUDY

Maximum MSN Transfer Credits = 30-32*

PhD Required Courses = 37 - 40

Dissertation = 30

Total = *Minimum* of 90 credits

Year	Fall	Cr.	Winter	Cr.	Spring /Summer	Cr.
0	Transfer 32 Graduate Credits (30 if from outside WSU)					
1	8610 Applied Statistical Analysis I	3	8040 Quantitative Methods	3	8335 Grant Writing	3
	8060 Qualitative Methods Concentration 1**	3	8612 Applied Statistical Analysis II	3	<i>Research Residency 1‡</i>	0
GS 0900 - Responsible Conduct of Research	0	8210 Determinants of Health & Health Disparities	3			
			Final POW must be filed			
		9		9		3
2	8014 Health Interventions Concentration 2**	3	8020 Theory Guided Nursing Inquiry Advanced Methods Elective**	3	9991 Dissertation <i>Qualifying Examination after 50 graduate hours completed.</i>	7.5
	<i>Research Residency 2‡</i>	0	If needed 7222 Leadership in Health Policy, Ethics, & Change*	3		
		6		6-9*		7.5
3	9992 Dissertation Dissertation Colloquia	7.5	9993 Dissertation Dissertation Colloquia	7.5	9994 Dissertation	7.5
	<i>Teaching Residency‡‡</i>	0		0		
		7.5		7.5		7.5
4	9995 Dissertation Maintenance <i>if needed</i>	0				

*DNP Transfer credits: 6000 level or above. Each content area has min-max requirements for transfer

Theory: 3 - 6 cr

Research & Statistics: 6 -15 cr

Policy: 2- 6 cr Transcript analysis required, if needed, register for NUR 7222 Leadership in Health Policy, Ethics & Change (offered Winter)

Nursing: 6-12 cr

**Sequencing of concentration courses, advanced methods elective, and residencies will be flexible depending on students' needs, courses offered and faculty availability. The advanced methods course is not considered a concentration course. Concentration courses may be taken at consortium institutions (University of Michigan, Michigan State University; see "Courses Requiring Written Approval" section in the handbook).

*** University Residency requirement met (two successive semesters of at least six graduate credits).

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

‡**Research residency** is to be done over two semesters and must be completed before the Dissertation Proposal Defense. Satisfactory completion requires that students meet the core research competencies as outlined in the student handbook. Sequencing is based on availability of research mentor.

‡‡**Teaching residency** is to be done during one semester and must be completed before a student can graduate from the program. Successful completion requires that students meet the teaching competencies as outlined in the student handbook.

The program may be completed in less time if concentration, electives, or residencies are completed in the Spring/Summer semester or students elect more credits each term.

NUR 9990 is not required but students may register for 9990 if time is needed to prepare for the qualifying exam or full-time status is needed. NUR 9991 is taken the semester the Qualifying Exam is written.

Students have a seven-year time limit to complete all requirements for the Ph.D. **The time limit does not stop with a Leave of Absence.** A student whose Ph.D. time limit has expired is regarded by the Graduate School as automatically terminated from the program unless the student submits an appropriately justified request for a time extension and the Graduate School approves that request.

<https://gradschool.wayne.edu/phd/time-extension>

<https://gradschool.wayne.edu/students/phd/forms>

90 graduate credits beyond the baccalaureate degree are required — 60 in coursework and 30 in dissertation research and preparation. Transferred credits may not be used to reduce the minimum requirement of 30 credits of coursework, excluding dissertation, which must be earned at WSU.

DNP TO PH.D. PROGRAM – PART-TIME STUDY

Maximum MSN Transfer Credits = 30-32*

PhD Required Courses = 37 - 40

Dissertation = 30

Total = *Minimum* of 90 credits

Year	Fall	Cr.	Winter	Cr.	Spring /Summer	Cr.
0	Transfer 32 Graduate Credits (30 if from outside WSU)					
1	8610 Applied Statistical Analysis I	3	8040 Quantitative Methods	3	8335 Grant Writing Concentration 1**	3
	8060 Qualitative Methods	3	8612 Applied Statistical Analysis II	3	<i>Research Residency 1‡</i>	0
	GS 0900 - Responsible Conduct of Research	3	8210 Determinants of Health & Health Disparities (if not already taken)	3		
		0	Final POW must be filed			
		9		6		3
2	8014 Health Interventions Concentration 2**	3	8020 Theory Guided Nursing Inquiry Advanced Methods Elective**	3	9991 Dissertation <i>Qualifying Examination after 50 graduate hours completed</i>	7.5
	<i>Research Residency 2‡</i>	3		3		
		0	If needed 7222 Leadership in Health Policy, Ethics, & Change*	3		
		6		6-9*		7.5
3	9992 Dissertation	7.5	9993 Dissertation	7.5	9994 Dissertation	7.5
	Dissertation Colloquia	0	Dissertation Colloquia	0		
	<i>Teaching Residency‡‡</i>					
		7.5		7.5		7.5
4	9995 Dissertation	0				
	<i>Maintenance if needed</i>					

*DNP Transfer credits: 6000 level or above. Each content area has min-max requirements for transfer

Theory: 3 - 6 cr

Research & Statistics: 6 -15 cr

Policy: 2- 6 cr Transcript analysis required, if needed, register for NUR 7222 Leadership in Health Policy, Ethics & Change (offered Winter)

Nursing: 6-12 cr

**Sequencing of concentration courses, advanced methods elective, and residencies will be flexible depending on students' needs, courses offered and faculty availability. The advanced methods course is not considered a concentration course. Concentration courses may be taken at consortium institutions (University of Michigan, Michigan State University; see "Courses Requiring Written Approval" section in the handbook).

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The program may be completed in less time if concentration, electives, or residencies are completed in the Spring/Summer semester or students elect more credits each term.

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Students have a seven-year time limit to complete all requirements for the Ph.D. **The time limit does not stop with a Leave of Absence.** A student whose Ph.D. time limit has expired is regarded by the Graduate School as automatically terminated from the program unless the student submits an appropriately justified request for a time extension and the Graduate School approves that request.

<https://gradschool.wayne.edu/phd/time-extension>

<https://gradschool.wayne.edu/students/phd/forms>

90 graduate credits beyond the baccalaureate degree are required — 60 in coursework and 30 in dissertation research and preparation. Transferred credits may not be used to reduce the minimum requirement of 30 credits of coursework, excluding dissertation, which must be earned at WSU.

MSN TO PH.D. PROGRAM – FULL-TIME STUDY

Maximum MSN Transfer Credits = 24*

PhD Required Courses = 37 - 40

Dissertation = 30

Total = *Minimum* of 91 credits

Year	Fall	Cr.	Winter	Cr.	Spring /Summer	Cr.
0	Transfer 24 Graduate Credits					
1	8011 Scientific Writing in Nursing	1	8040 Quantitative Methods	3	8335 Grant Writing	3
	8012 Philosophical Basis of Nursing	3	8612 Applied Statistical Analysis II	3	<i>Research Residency 1‡</i>	0
8610 Applied Statistical Analysis I	3	8210 Determinants of Health & Health Disparities	3			
8060 Qualitative Methods	3	Final POW must be filed				
GS 0900 - Responsible Conduct of Research						
		0				
		10		9		3
2	8014 Health Interventions Concentration 1**	3	8020 Theory Guided Nursing Inquiry	3	9991 Dissertation <i>Qualifying Examination after 50 graduate hours completed.</i>	7.5
	Concentration 2**	3	Advanced Methods Elective**	3		
<i>Research Residency 2‡</i>	0	If needed 7222 Leadership in Health Policy, Ethics, & Change*	3			
			0			
		9		9*		7.5
3	9992 Dissertation	7.5	9993 Dissertation	7.5	9994 Dissertation	7.5
	Dissertation Colloquia	0	Dissertation Colloquia	0		
	<i>Teaching Residency‡‡</i>					
		7.5		7.5		7.5
	9995 Dissertation	0				
	<i>Maintenance if needed</i>					

*MSN Transfer credits: 6000 level or above. Each content area has min-max requirements for transfer

Theory: 3 - 6 cr

Research & Statistics: 6 -15 cr

Policy: 2- 6 cr or must register for NUR 7222 Leadership in Heath Policy, Ethics & Change (offered Winter)

Nursing: 6-12 cr

**Sequencing of concentration courses, advanced methods elective, and residencies will be flexible depending on students' needs, courses offered and faculty availability. The advanced methods course is not considered a concentration course. Concentration courses may be taken at consortium institutions (University of Michigan, Michigan State University; see "Courses Requiring Written Approval" section in the handbook).

*** University Residency requirement met (two successive semesters of at least six graduate credits).

NFLP - All PhD students who elect to participate in the Nurse Faculty Loan Program (NFLP) and accept NFLP award monies for even one semester must complete all of the Graduate Certificate in Nursing Education (GCNE) courses (3 semesters/9 credits) prior to graduation, unless 1) you already have a Master's degree in Nursing Education, OR 2) you have taught the equivalent of a full-time year (equivalent of a WSU workload, e.g. lead 2 didactic courses per semester or 3 clinical groups in each semester). Students are required to provide documentation that they taught at an accredited nursing school with both didactic and clinical teaching experiences. The PI of the NFLP Program will review the documentation for determination of GCNE exemption. Failure to fulfill the obligations of the GCNE courses for NFLP may delay PhD graduation.

‡*Research residency* is to be done over two semesters and must be completed before the Dissertation Proposal Defense. Satisfactory completion requires that students meet the core research competencies as outlined in the student handbook. Sequencing is based on availability of research mentor.

‡‡*Teaching residency* is to be done during one semester and must be completed before a student can graduate from the program. Successful completion requires that students meet the teaching competencies as outlined in the student handbook.

Program may be completed in less time if concentration, electives, or residencies are completed in the Spring/Summer semester or students elect more credits each term.

NUR 9990 is not required but students may register for 9990 if time is needed to prepare for qualifying exam or full-time status is needed. NUR 9991 is taken the semester the Qualifying Exam is written.

Students have a seven-year time limit to complete all requirements for the Ph.D. ***The time limit does not stop with a Leave of Absence.*** A student whose Ph.D. time limit has expired is regarded by the Graduate School as automatically terminated from the program unless the student submits an appropriately justified request for a time extension and the Graduate School approves that request.

<https://gradschool.wayne.edu/phd/time-extension>

<https://gradschool.wayne.edu/students/phd/forms>

90 graduate credits beyond the baccalaureate degree are required — 60 in coursework and 30 in dissertation research and preparation. Transferred credits may not be used to reduce the minimum requirement of 30 credits of coursework, excluding dissertation, which must be earned at WSU.

MSN TO PH.D. PROGRAM – PART-TIME STUDY

MSN Transfer Credits = 24*

PhD Required Courses = 37 – 40

Dissertation = 30

Total = *Minimum* of 91 credits

Year	Fall	Cr.	Winter	Cr.	Spring /Summer	Cr.
0	Transfer 24 Graduate Credits					
1	8011 Scientific Writing in Nursing	1	8040 Quantitative Research Methods	3	<i>Research Residency 1</i> ‡	0
	8012 Philosophical Basis of Nursing	3	8210 Health Determinants & Health Disparities	3		
	8060 Qualitative Research Methods	3	If needed 7222 Leadership in Health Policy, Ethics, & Change			
	GS 0900 – Responsible Conduct of Research	0				
		7		6-9*		0
2	8610 Applied Statistical Analysis I	3	8612 Applied Statistical Analysis II	3	<i>8335 Grant Writing Research Residency 2</i> ‡	3
	Concentration 1**	3	Concentration 2**	3		
		6		6		3
3	8014 Health Interventions	3	8020 Theory Guided Nursing Inquiry	3	<i>9991 Dissertation Qualifying Examination after 50 graduate hours completed</i>	7.5
	Advanced Methods Elective**	3				
	<i>Teaching Residency</i> ‡‡	0				
		6		3		7.5
4	9992 Dissertation	7.5	9993 Dissertation	7.5	9994 Dissertation	7.5
	Dissertation Colloquia	0	Dissertation Colloquia	0		
		7.5		7.5		7.5
	9995 Dissertation Maintenance <i>if needed</i>	0				

*MSN Transfer credits: 6000 level or above. Each content area has min-max requirements for transfer:

Theory: 3 - 6 cr

Research & Statistics: 6 -15 cr

Policy: 2- 6 cr or must register for NUR 7222 Leadership in Health Policy, Ethics & Change (offered Winter)

Nursing: 6-12 cr

** Sequencing of concentration courses, advanced methods elective, and residencies will be flexible depending on students' needs, courses offered and faculty availability. The advanced methods course is not considered a concentration course. Concentration courses may be taken at consortium institutions (University of Michigan, Michigan State University; see "Courses Requiring Written Approval" section in the handbook).

*** University Residency requirement met (two successive semesters of at least six graduate credits).

NFLP - All PhD students who elect to participate in the Nurse Faculty Loan Program (NFLP) and accept NFLP award monies for even one semester must complete all of the Graduate Certificate in Nursing Education (GCNE) courses (3 semesters/9 credits) GCNE courses prior to graduation, unless 1) you already have a Master's degree in Nursing Education, OR 2) you have taught the equivalent of a full-time year (equivalent of a WSU workload, e.g. lead 2 didactic courses per semester or 3 clinical groups in each semester). Students are required to provide documentation that they taught at an accredited nursing school with both didactic and clinical teaching experiences. The PI of the NFLP Program will review the documentation for determination of GCNE exemption. Failure to fulfill the obligations of the GCNE courses for NFLP may delay PhD graduation.

‡*Research residency* is to be done over two semesters and must be completed before the Dissertation Proposal Defense. Satisfactory completion requires that students meet the core research competencies as outlined in the student handbook. Sequencing is based on availability of research mentor.

‡‡*Teaching residency* is to be done during one semester and must be completed before a student can graduate from the program. Successful completion requires that students meet the teaching competencies as outlined in the student handbook.

Program may be completed in less time if concentration, electives, or residencies are completed in the Spring/Summer semester or students elect more credits each term.

NUR 9990 is not required but students may register for 9990 if time is needed to prepare for qualifying exam or full-time status is needed. 9991 is taken the semester the Qualifying Exam is written.

Students have a seven-year time limit to complete all requirements for the Ph.D. ***The time limit does not stop with a Leave of Absence.*** A student whose Ph.D. time limit has expired is regarded by the Graduate School as automatically terminated from the program unless the student submits an appropriately justified request for a time extension and the Graduate School approves that request.

<https://gradschool.wayne.edu/phd/time-extension>

<https://gradschool.wayne.edu/students/phd/forms>

90 graduate credits beyond the baccalaureate degree are required — 60 in coursework and 30 in dissertation research and preparation. Transferred credits may not be used to reduce the minimum requirement of 30 credits of coursework, excluding dissertation, which must be earned at WSU.

BSN TO PH.D. PROGRAM – FULL-TIME STUDY

PhD Required Courses = 61-62

Dissertation credits = 30

Total = *Minimum* of 91 credits

Year	Fall	Cr.	Winter	Cr.	Spring /Summer	Cr.
1	7000 Statistics in Nursing	3	7105 Theoretical Foundations of Nursing	3	8625 Evidence-based Nursing Practice: Theoretical and Methodological Issues	3
	8011 Scientific Writing in Nursing	1	7222 Leadership in Health Policy, Ethics, & Change	3	<i>Research Residency 2‡</i>	0
	8012 Philosophical Basis of Nursing	3	8040 Quantitative Methods	3		
	8060 Qualitative Methods	3	<i>Research Residency 1‡</i>	0		
	GS 0900 - Responsible Conduct of Research	0				
		10		9***		3
2	8610 Applied Statistical Analysis I	3	8185 Pilot Research Study Part 2‡‡	3	8335 Grant Writing	3
	Concentration 1**	3	8612 Applied Statistical Analysis II	3		
	8085 Pilot Research Study Part 1‡‡	3	8210 Determinants of Health Determinants & Disparities	3		
			Final POW must be filed			
		9**		9		3
3	8014 Health Interventions	3	8020 Theory Guided Nursing Inquiry	3	9991 Dissertation	7.5
	Advanced Methods	3	Concentration 3**	3	Qualifying Exam	
	Elective**	3	Concentration 4**	3	<i>after 50 graduate hours</i>	
	Concentration 2**	0				
		9		9		7.5
4	9992 Dissertation	7.5	9993 Dissertation	7.5	9994 Dissertation	7.5
	Dissertation Colloquia	0	Dissertation Colloquia	0		
	<i>Teaching Residency‡‡‡</i>	7.5		7.5		7.5
5	9995 Dissertation	0				
	<i>Maintenance if needed</i>					

** Sequencing of concentration courses, advanced methods, and residencies are flexible depending on students' needs, resource availability). *Note there are 4 concentration courses in addition to an advanced methods course.* Concentration courses may be taken in S/S. Concentration courses may be taken at consortium institutions (University of Michigan, Michigan State University; see "Courses Requiring Written Approval" section in the handbook).

*** University Residency requirement met (two successive semesters of at least six graduate credits).

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

‡ *Research residency* is to be done over one semester and must be completed before Dissertation Proposal Defense. Satisfactory completion requires that students meet the core research competencies as outlined in the student handbook. Sequencing is based on availability of research mentor.

‡‡ *Pilot study* must be done prior to Dissertation Proposal Defense. NOTE: there is one pilot study conducted over two semesters and separate from the Research residency.

‡‡‡ *Teaching residency* is to be done during one semester and must be completed before a student can graduate from the program. Successful completion requires that students meet the teaching competencies as outlined in the student handbook.

Program may be completed in less time if concentration, electives, or residencies are completed in the Spring/Summer semester or students elect more credits each term.

NUR 9990 is not required but students may register for 9990 if time is needed to prepare for qualifying exam or if full time status is needed. 9991 is taken the semester the Qualifying Exam is written.

Students have a seven-year time limit to complete all requirements for the Ph.D. ***The time limit does not stop with a Leave of Absence.*** A student whose Ph.D. time limit has expired is regarded by the Graduate School as automatically terminated from the program unless the student submits an appropriately justified request for a time extension and the Graduate School approves that request.
<https://gradschool.wayne.edu/phd/time-extension>
<https://gradschool.wayne.edu/students/phd/forms>

90 graduate credits beyond the baccalaureate degree are required — 60 in coursework and 30 in dissertation research and preparation. Transferred credits may not be used to reduce the minimum requirement of 30 credits of coursework, excluding dissertation, which must be earned at WSU.

BSN TO PH.D. PROGRAM – PART-TIME STUDY

PhD Required Courses =61- 62

Dissertation credits = 30

Total = *Minimum* of 90 credits

Year	Fall	Cr.	Winter	Cr.	Spring /Summer	Cr.
1	8011 Scientific Writing in Nursing	1	7105 Theoretical Foundations of Nursing	3	8625 Evidence-based Nursing Practice: Theoretical and Methodological Issues	3
	7000 Statistics in Nursing* GS 0900 - Responsible Conduct of Research	3 0	7222 Leadership in Health Policy, Ethics, & Change 8210 Determinants of Health & Health Disparities	3 3		
		4	9		3	
2	8012 Philosophical Basis of Nursing	3	8040 Quantitative Research Methods	3	Concentration 1 8085 Pilot Research Study Part 1††	3 3
	8610 Applied Statistical Analysis I	3	8612 Applied Statistical Analysis II <i>Research Residency ‡</i>	3 0		
		6	6		3	
3	8060 Qualitative Research Methods	3	Concentration 2 Concentration 3	3 3	8335 Grant Writing	3
	8185 Pilot Research Study Part 2††	3	Final POW must be filed			
		6	6		3	
4	8014 Health Interventions Advanced Methods Elective	3 3	8020 Theoretically Guided Nursing Inquiry Concentration 4	3 3	9991 Dissertation <i>Qualifying Examination after 50 graduate hours</i>	7.5
			6			
		6	6		7.5	
5	9992 Dissertation Dissertation Colloquia <i>Teaching Residency†††</i>	7.5 0	9993 Dissertation Dissertation Colloquia	7.5 0	9994 Dissertation	7.5
			7.5			
		7.5	7.5		7.5	
6	9995 – Maintenance <i>if needed</i>	0				
		0				

** Sequencing of concentration courses, advanced methods, and residencies are flexible depending on students' needs, resource availability. *Note there are 4 concentration courses in addition to an advanced methods course.* Concentration courses may be taken in S/S. Concentration courses may be taken at consortium institutions (University of Michigan, Michigan State University; see "Courses Requiring Written Approval" section in the handbook).

*** University Residency requirement met (two successive semesters of at least six graduate credits).

NFLP -

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

‡*Research residency* is to be done over one semester and must be completed before the Dissertation Proposal Defense. Satisfactory completion requires that students meet the core research competencies as outlined in the student handbook. Sequencing is based on availability of research mentor.

‡‡ *Pilot study* must be done prior to Dissertation Proposal Defense. NOTE: there is one pilot study conducted over two semesters and separate from the Research residency.

‡‡‡*Teaching residency* is to be done during one semester and must be completed before a student can graduate from the program. Successful completion requires that students meet the teaching competencies as outlined in the student handbook.

Program may be completed in less time if concentration, electives, or residencies are completed in the Spring/Summer semester or students elect more credits each term.

NUR 9990 is not required but students may register for 9990 if time is needed to prepare for qualifying exam or if full-time status is needed. 9991 is taken the semester the Qualifying Exam is written.

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<https://gradschool.wayne.edu/students/phd/forms>

90 graduate credits beyond the baccalaureate degree are required — 60 in coursework and 30 in dissertation research and preparation. Transferred credits may not be used to reduce the minimum requirement of 30 credits of coursework, excluding dissertation, which must be earned at WSU.

PRE-DISSERTATION RESEARCH EXPERIENCES



Prior to Dissertation Proposal Defense, all students are required to successfully complete all course work including the Graduate School's course on responsible conduct of research, and a 2-semester Research Residency as stated below. BSN-PhD students are required to complete a 1-semester Research Residency and both Part 1 and Part 2 of a Pilot Study.

INSTITUTIONAL REVIEW BOARD (IRB) TRAINING & SUBMISSION REQUIREMENTS

During the first semester of the PhD Program, PhD students are required to complete GS 0900: Essential Research Practices: Responsible Conduct of Research, a zero-credit, daylong course. Prerequisite to GS0900, all students must complete the online WSU IRB training requirement available at <https://research.wayne.edu/irb/pdf/citi-training-for-all-key-personnel.pdf>. Also, all research being done by students must be approved by the Wayne State University Institutional Review Board (IRB). WSU IRB forms and information are on the website <http://www.irb.wayne.edu/>.

When researchers are students, they need a signed form from their faculty advisor that their research has been reviewed and is consistent with the WSU policies. If the research will not be conducted at WSU, a WSU consent form is not required as long as WSU is included in the disclaimer of the other institution. For assistance in completing Institutional Review Board (IRB) forms required for IRB approval, contact the IRB education coordinator (313) 577-1628.

PH.D. PROGRAM RESEARCH RESIDENCY

Description

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

Learning Outcomes

At the end of the research residencies, MSN students are expected to document in the Doctoral Research Experience Conclusion/Evaluation form successful completion of four (4) out of the 6 research activities as outlined in the Research Residency Agreement form.

BSN to PhD students are expected to complete two (2) of the 6 research requirements as outlined in the Research Residency Agreement form. In addition, BSN students will meet the Research Residency requirements listed below by completing a small study during their two semesters of Pilot study work.

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

Specifications of the Research Residency

1. The student must complete the Doctoral Research Experience Agreement Form <http://nursing.wayne.edu/students/phd-research-experience-agreement.pdf> prior to starting the research experience. The completed form must be signed by the student's advisor, the research mentor, and the PhD Program Director. The agreement form will delineate expectations of each semester of the research residency. The Agreement Form will be reevaluated each semester and revised as needed to ensure students have the opportunity to meet all requirements. Once signed, the form is sent to the Program Director for inclusion in the student's permanent file. The student will work with his/her advisor and the PhD Program Director to identify faculty mentors within nursing and other disciplines, who are conducting research in an area of interest to the student.
2. The research residency must be spread over at least two semesters, but semesters do not have to be consecutive.
3. Students are expected to work an average of 5 to 8 hours per week in research-related activities in each of two semesters of the residency.
4. Students in the DNP to PhD and MSN to PhD programs will successfully complete at least 4 of the 6 learning outcomes. Students in the BSN to PhD program will successfully complete at least 2 of the 6 learning outcomes. To ensure that the minimal requirements are addressed the student, student's advisor, and faculty mentors will develop a research contract in advance to delineate expectations of each semester of the research residency.
5. For DNP and MSN students, a new contract is required for the second semester of research residency, and the student may work with a different faculty mentor for each semester.
6. At the end of each semester of the Research Residency, the Research Residency Evaluation Form must be completed and signed by the student, mentor, and student's advisor. <https://nursing.wayne.edu/students/phd-research-residency-evaluation.pdf> Once signed, the form is sent to the Program Director for inclusion in the student's permanent file.

NOTE: This formalizes the former research practicum to ensure students get experience in a variety of research activities prior to starting their dissertation work.

PILOT STUDY (BSN TO PH.D. STUDENTS ONLY)

The *pilot research project* must be in or related to the student's major field. In conference with their research advisor, the student will consider the general area and nature of the study, its importance, the need for it, and the methods to be employed in conducting the study.

DESCRIPTION

Prior to going to proposal defense, all BSN to PhD students are expected to complete one, two-part, six (6) credit hour structured, mentored Pilot Study. The purpose of the pilot study is to provide BSN-PhD students with additional opportunity to gain experience in applying all aspects of the research process. The Pilot study is separate from, and may *not* replace, the one semester of required Research Residency.

PROCEDURE

1. Students are expected to register for three (3) credits of each NUR 8085 Pilot Study I and 8185 Pilot Study 2. These hours should be spread over two semesters of three (3) credits each. The semesters do not have to be sequential.
2. Grading for the first semester is a "Y" grade, indicating that the grade is deferred until the second semester is completed.
3. Grading for the second semester is determined as to whether the student has completed *all* aspects of the pilot study. If all aspects have been completed, then the faculty advisor enters the appropriate grade based on the quality of the student's work.
 - a. The faculty then submits a "grade change" to convert the first semester "Y" grade to the same grade as determined for the second semester.
 - b. If the Pilot study is not completed by the end of the second semester, then an "I" (incomplete) grade is recorded. Per University Policy the student has one year to complete the project and have a grade recorded. If the pilot study is not done in one year, an "F" will automatically be recorded.

SPECIFICATIONS OF THE PILOT STUDY:

Pilot Study 1 - It is expected that in Pilot Study 1 the student does all the background and preliminary work necessary to implement a small study. Components to be expected in Part 1 include:

1. Development of the research proposal including
 - a. Introduction
 - i. Literature Review
 - ii. Clear Statement of the Problem
 - iii. Framework to guide the study
 1. Concepts/Variables and their definitions
 - iv. Objectives:
 1. Purpose of the Study
 2. Significance of the Investigation
 3. Aims or Hypothesis
 - b. Methods
 - i. Design
 - ii. Sampling plan, sample size, setting
 - iii. Variables and their measurement

- iv. Data collection procedures
 - v. Ethical considerations
 - vi. Data analysis plan
2. Development and submission of IRB application

Pilot Study 2 - It is expected that in Pilot Study 2 that the student will implement the actual study, conduct data analysis, and write the research report. Although not required, students are encouraged to submit an abstract and manuscript detailing the results of their study.

NOTE: The pilot study is done by registering for a NUR 8085 and NUR 8185, which requires written approval (see Courses Requiring Written Approval later in the handbook).

The following Learner Outcomes may be used by faculty to complete the directed study form.

At the end of the **Pilot Study Part 1** the student will be able to:

1. Describe the purpose and steps of the research process.
2. Synthesize relevant literature to establish a gap in knowledge that needs to be addressed.
3. Discuss human subject's considerations.
4. Develop a cogent research proposal detailing the studies: purpose/aims, design, sampling plan, sample size, data collection procedures, and data analysis strategy.
5. Develop IRB forms for submission.

At the end of the **Pilot Study Part 2** the student will be able to:

1. Collect relevant study data.
2. Critically analyze and interpret data collected.
3. Compare and contrast results with relevant literature.
4. Write results in the format of a scholarly manuscript suitable for journal submission.
5. Submit results as an abstract to a research conference.

QUALIFYING EXAMINATION



Purpose and Overview

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

The exam will include the:

1. Student's demonstration of mastery of core knowledge and integration of concepts from the domain of knowledge nursing theory, concentrations, statistics, quantitative and/or qualitative methods.
2. Student's demonstration of depth and breadth of substantive knowledge in an identified research area.
3. Student's conceptualization of a research problem using different methodological approaches.
4. Student's demonstration of the ability to approach a new problem in ways appropriate for an independent scientist that articulates with Nursing's unique perspective/contribution. This ability is central to the expectation that passing the qualifying exam qualifies one to prepare the PhD dissertation proposal.

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

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

Requirements to take the Exam: To take the exam, the student must have:

1. A Final Plan of Work on file with the Graduate School,
2. Completed 50 credits of the plan of work (including transfer credits),
3. A tentative research dissertation topic, and
4. A Qualifying Exam Committee consisting of at least four members:
 - a. Three (3) PhD-prepared CON faculty
 - i. Two must have Graduate Faculty status.
 - ii. At least one must be a PhD-prepared nurse.
 - iii. The Chair must have Graduate Faculty status.
 - b. One (1) doctorly prepared member *external* to the CON who will represent a different perspective by virtue of their field, location, or knowledge application, and is familiar with the standards for doctoral research.
 - c. A fifth doctorly prepared member *may* be added if needed to meet the student's needs but is not required.

Application Procedure

1. Two to three months before the beginning of the semester that the Qualifying Examination will be taken, the student will meet with their Committee Chair to discuss potential research committee members and possible dissertation research topics.
2. A month before the beginning of the semester that the Qualifying Examination will be taken, the student must submit the following items to Director of the PhD program:
 - a. A letter requesting to take the Qualifying Exam.
 - b. The letter will identify a brief selection rationale for each member of the potential Qualifying Exam committee. This letter should clearly indicate the proposed concentration area of the PhD thesis topic.
 - c. A Committee Chair for the student's research must be specified. Both the Committee Chair and student are required to sign the letter that is submitted to the Director of the PhD Program.
 - d. The Qualifying Examination cannot begin until approval from the Director of the PhD Program is received. Failure to meet this deadline may require a rescheduling of the examination.

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

Written Qualifying Exam

Exam Components: The Written Qualifying Exam component is the production of three (3) papers that address the examination questions developed by the Qualifying Exam Committee. The papers will demonstrate original thinking, organization, logical progression of ideas, sound critical synthesis of the literature, and evidence of depth and breadth of knowledge related to the phenomenon of interest.

Conduct of the Written Exam:

Note: This is an examination; therefore, there will be no feedback or assistance from faculty, other students, and other outside sources once the exam has begun. *Use of outside editors or consultants will be considered a failure on the written portion of the exam.*

Preparation:

1. The Qualifying Examination committee meets with the student, either in person or online. The student presents a brief overview of the work they have done to date and their research interests and possible dissertation focus. The student is excused, and the faculty discuss and select the three exam questions.
2. A date is set for when the student will receive the written exam questions and the expected due date.
3. A tentative date is set for the oral qualifying exam.

Questions

4. The questions are selected by the Qualifying Examination Committee
 - a. Written questions are usually designed to address broad content areas that evaluate:
 - i. student's current knowledge in their area of research focus (e.g., current state-of-the science, statement of the problems, gaps in current knowledge, integration of relevant concepts)
 - ii. theoretical frameworks or philosophical perspectives from which to frame future research (e.g., compare/contrast available theories)

- with rationale for selection of one as major focus; compare contrast philosophical perspective for qualitative studies)
 - iii. methodological considerations (e.g., design, sample, sampling, recruitment, measurement, protocol, analysis plan)
 - iv. ethical considerations (e.g., studying vulnerable populations)
 - b. Questions should
 - i. be pertinent to the student's dissertation topic.
 - ii. fit selected faculty member's area of expertise.
 - iii. challenge the student to demonstrate depth and breadth of substantive knowledge, integration of concepts and synthesis of literature.
 - c. Written questions *should not* be developed to expand or broaden a student's perspective by having them explore new areas of literature.
 - d. Questions also should not repeat work a student has already done for courses, as part of their research residency, or part of another learning opportunity (e.g., manuscript development)
5. The student will answer the questions developed by writing one paper for each question.
 - a. The maximum length of each paper is 20 pages excluding the title page and references.
 - b. Papers will be formatted according to APA Manual latest edition.
 - c. Students will have 6 weeks to complete the written portion of the exam.
 - d. Students may not use the assistance of other faculty, students, consultants, or any outside help with this examination.
 6. Once the three papers are completed, the student will email the papers to the faculty using WSU email.
 - a. If circumstance permit, and faculty desire one, a hard copy of each of the three papers will be given to the committee members.
 7. Qualifying Exam Committee members have up to three (3) working weeks to read all three papers and evaluate whether the papers are a graded "Pass/Not Pass"
 - a. Committee members can use email to notify fellow members of the committee of their "vote" on each of the papers.
 - b. Face-to-face or online meetings are encouraged if there are problems to work out.
 8. The final Qualifying Exam grade (Pass/Not Pass) for the written portion will be determined by a majority vote of the Qualifying Exam Committee members. The student must pass all three papers. (See Grading below)
 9. The Qualifying Exam Committee chair will complete the "Qualifying Examination: Approval of Written Component" and all committee members will sign the form and return to the PhD Program Director.
 10. The student will be notified by the committee chair of their grade within 24 hours of the committee vote. This may be done through email.
 11. If the written portion is passed, the oral examination is scheduled to take place within the following two weeks.
 - a. It is suggested that this date is tentatively planned in advance to expedite the meeting process.

Exam Grading: Written Qualifying Examination papers are graded as Pass/Not Pass

Individual Paper grading:

- *Each member* of the Qualifying Examination Committee will make a pass/not pass determination for *each* paper using the Grading Rubric attached below.
- "Pass" for each paper certifies that the work is basically sound, has more strengths than weaknesses, overall meets the required criteria at an acceptable standard for doctoral-level work.
- "Not Pass" certifies that the work has more weaknesses than strengths, or lacks quality and/or quantity, or does not meet the majority of required criteria and overall does not meet acceptable standards for doctoral-level work. The Committee believes the student would benefit from additional time and instruction in the content area.

Overall Written Examination Grading

- "Pass" on the written portion of the Qualifying Examination requires that *all* three papers are voted as a 'pass' by the majority of the committee. In case of a 'tie' vote, the Chair will convene a meeting of the committee to discuss members' concerns and differences in voting. If a tie status remains after that discussion, the Chair will make the final determination as to whether the overall grade should be a Pass/Not Pass.
- "Not Pass" on the written portion of the Qualifying Examination means that at least one of the papers did not meet acceptable doctoral level standards and that the student could benefit from additional time and instruction.
 - If a Not Pass occurs the following conditions apply:
 - The student is unable to take the Oral examination.
 - The student may retake the Written Qualifying Examination one time.
 - Before re-taking the Qualifying Examination the student and committee members (also including the advisor if the student's advisor is not a member of his/her Qualifying Examination Committee) will decide on a plan to assist the student to acquire the skills and/or content the student will need to successfully complete the exam.
 - The student must remediate for a minimum of at least four months, but not more than 1 year, following the semester that they failed their written examination before being allowed to retake the Written Qualifying Examination.
 - The student must complete the qualifying examination retake within one calendar year following the first Written Qualifying Examination.
 - The same examining committee must preside over both examinations. However, if the committee member retires or leaves the university, adjunct status may be considered until the retake exam is completed.
 - The results of the second Written Qualifying Examination shall be considered final. If the student fails the Written Qualifying Examination twice, the student will be dismissed from the PhD program.

Oral Qualifying Exam

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

Conduct of the Oral Exam:

1. The Oral Qualifying Examination is scheduled within two (2) working weeks of the successful completion of the written examination. The Qualifying Examination Committee members should have an opportunity to discuss/share their perspectives and concerns before questioning the student. This can be done by e-mail, phone conversation, or meeting before the oral examination starts.
2. Before the examination begins, the Committee must select a moderator for the proceedings.
3. The student will not be allowed any formal presentation, written faculty responses or notes.
4. A clean copy of the written exam will be provided by the committee chair to refer to if necessary.
5. A "Pass" on the oral exam certifies that the student has an adequate command of the knowledge in the field of study and can organize, apply, and convey that knowledge.
6. The student who receives a "Pass" in the oral exam will have demonstrated:
 - a. a comprehensive knowledge of the literature related to a selected phenomenon of interest,
 - b. a critical, analytic approach to the phenomenon of interest,
 - c. knowledge of the relationships among basic and social sciences and the phenomenon of interest,
 - d. an ability to synthesize and apply theory and research,
 - e. application of synthesized material to research in the student's phenomenon of interest,
 - f. creative responses to questions that include support from theoretical and empirical literature,
 - g. his or her own opinion and the ability to support, defend, compare that opinion with the literature,
 - h. an ability to deal with ambiguity in areas that have no clear solutions,
 - i. present a logical organization of material.
7. At the completion of the oral exam, the student will leave the room and the Qualifying Examination grade (Pass or Not Pass) for the oral portion will be determined by a majority vote of the Qualifying Examination Committee members.
8. A student may be passed in the examination if there is not more than one negative vote. Abstentions shall be considered negative votes.
9. The Examination Committee Moderator has three options at the conclusion of the examination:
 - a. To certify that the student passed the examination,
 - b. To certify that the student failed the examination,
 - c. To defer a decision for a period not to exceed thirty days.

- i. The moderator of the Examination Committee may defer a decision when the conduct of the examination is questionable or when the student disagrees with the decision of the Committee. After deferring a decision, the moderator may meet with the Graduate School Dean for resolution of the problem.
10. The student will be notified by the committee chair of the committee's decision as pass/not pass or defer, within 24 hours of the committee's final vote. This may be done through email.
11. After the grade is determined, the student will complete the top portion of the "Report on Doctor of Philosophy Oral Examination Form" from the Grad School website <https://gradschool.wayne.edu/students/phd/forms>
The form will then be automatically circulated to the members of the Qualifying Exam committee for signature and then to the PhD Program Director for signature, then returned to the Grad School.
12. A Not Pass grade indicates that the student's oral presentation does not meet expected quality and rigor.
 - a. If this occurs the student will be given feedback regarding the problematic areas.
 - b. The student will meet with his/her academic advisor to develop a remediation plan and a retake schedule.
 - c. The student must remediate for a minimum of at least four months, but not more than 1 year, following the semester that they failed their oral examination before being allowed to retake the Oral Qualifying Examination.
 - d. The same examining committee must preside over both examinations.
 - e. The Oral Qualifying Examination can only be retaken once.
 - f. The results of the second Oral Qualifying Examination shall be considered final and a failure will result in the student being dismissed from the PhD program.



ADVANCEMENT TO CANDIDACY

With the achievement of candidacy, the student begins registration in the dissertation research courses: 9991, 9992, 9993 and 9994 (Doctoral Research and Direction I, II, III and IV, respectively). After passing the Qualifying Examination, The Graduate School will advance a PhD applicant to Candidacy upon the completion of the requirements outlined below.

Candidacy requirements

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

Forms required:

- The Recommendation for Doctor of Philosophy Candidacy Status form can be found on the Grad School website. The form is prepared by the student and automatically circulated to the student's Dissertation Advisory Committee, the PhD Program Director and then to the Grad School. <https://gradschool.wayne.edu/students/phd/forms>

Procedure

- When all requirements have been verified, the Graduate School will advance the applicant to PhD degree Candidate Status. Students must have candidacy status to enroll in the 9992-9995 research courses.



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

DISSERTATION ADVISORY COMMITTEE

The Dissertation Committee shall consist minimally of four (4) full-time doctorally prepared faculty; three (3) shall be doctorally prepared College of Nursing Faculty members, and two (2) must have Regular Graduate Faculty Status. The Chair must have Graduate Faculty Status. The Fourth member, external to nursing, will have expertise appropriate to the student's dissertation work and an earned doctorate.

In the case of nursing co-advisors, the number of nursing members is increased to five. The external member attends all meetings of the Dissertation Advisory Committee, including the Defense, as a voting member.

Changes in Committee

The dissertation committee established with the candidacy form may change before the final committee is established at the Prospectus (Proposal) approval. No written approval is required by the Graduate School for changes in committee members between the beginning of candidacy and the approval of the Prospectus (Proposal). However, the College of Nursing requires approval of a change in advisor or a change in committee. A Change of Committee form on the Nursing PhD Program website: https://nursing.wayne.edu/students/phd_change_of_advisor_fillable_form2.pdf and must be submitted to the Director of the PhD Program for consideration.

After Graduate School approval of the committee via signing the Doctoral Dissertation Prospectus and Record of Approval form, <https://gradschool.wayne.edu/students/phd/forms> any change in the committee requires written approval by the Graduate School.

TRADITIONAL DISSERTATION PROPOSAL AND PROPOSAL DEFENSE

- A. After passing the Qualifying Examination, the student should meet with his/her Dissertation Advisory committee to prepare a dissertation proposal consisting of the first three chapters of the dissertation.

Procedures

When the committee and the student agree that the proposal is ready to be defended, the Chair and student arrange the scheduling of date, time and place of the proposal defense and notify the Director of the PhD Program, in writing, via the Proposal Defense Posting Form: https://nursing.wayne.edu/students/phd_defense_dissertation_posting_form.pdf. The date given for the Proposal Defense must be posted at least (10) working days in advance. The proposal defense is open to the general University community. Within 48 hours prior to the proposal defense, the student sends a reminder to all committee members with date, day, time, and location of the defense.

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

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

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

MANUSCRIPT DISSERTATION

1. Formatting of the dissertation should follow requirements detailed on the Wayne State University Graduate School website <https://gradschool.wayne.edu/> and the Wayne State Dissertation and Thesis Format Guidelines. These are found on the Graduate School website <https://gradschool.wayne.edu/students/phd/requirements>. The three publishable manuscript dissertation consists of a Title page, Copyright page, Dedication, Acknowledgments, Preface or Foreword (if appropriate), Table of Contents, List of Tables (if appropriate), List of Figures, Maps, Charts, Diagrams, and Schemes (if appropriate).

Text includes:

- a. Chapter 1 introducing the study, aims, methods, an updated literature review that builds on the review developed as part of the dissertation proposal, and the logical connections among the three manuscripts.
 - b. Chapters 2, 3, and 4, are the three manuscripts formatted according to the planned journal requirements.
 - c. Chapter 5, final integrative summary, and synthesis chapter summarizing the conclusions and implications of the study.
 - d. Appendix (if appropriate), Bibliography or References, Abstract, and Autobiographical Statement.
2. The introduction chapter should weave the three papers together and briefly describe their combined contribution to the field. Components of the introduction chapter will normally include:
 - a. A definition or statement of the problem
 - b. The importance of the problem (Significance)
 - c. The theoretical foundation(s) supporting the problem/issue or the study.
 - d. An overview of the important literature (overview, as each paper will have its own unique literature review).
 - e. The study aims, hypotheses, or research questions in each paper.
 - f. The methodology to be used to answer each question in each paper.

3. The literature review for each paper is distinct and highlights a unique aspect within a topic area. That said, a certain amount of overlap is acceptable. For example, portions of the literature review may need to be cited in the various papers because it delineates the entire historical background of the study's focal topic. Redundancy can be carefully reduced by citing one's own work. However, self-plagiarism – reusing one's own previously written work or data in a 'new' written product without letting the reader know that this material has appeared elsewhere – is prohibited.
4. The publishable manuscripts will meet the following requirements:
 - a. The documents must be full length manuscripts that are in publishable form (i.e., formatted, and ready to be submitted to a peer-reviewed journal) resulting from the dissertation research. Abstracts, monographs, or short summaries will not be accepted.
 - b. At least two of the manuscripts must be data-based (e.g., reporting results of the dissertation). One of the three may be either a scholarly review of the literature, a methods manuscript, or have a theoretical focus. One of the three papers can be a new grant proposal such as a post-doctoral fellowship application (e.g., F32 or K99).
 - c. The three manuscripts must be cohesive and demonstrate a logical building of the dissertation research. There must be a logical connection between all components of the dissertation, and the manuscripts will be presented in a rational and coherent fashion.
 - d. The rationale, methods and findings of the dissertation will be described within the published/publishable papers. Each paper should be presented as a separate chapter of the dissertation and should be clearly linked to one or more of the overarching study aims/questions. If key aspects of the dissertation's methods and/or results are not described in the papers, they should be included as an additional chapter to assure that methods and results related to all study aims/questions are fully addressed in the dissertation.
 - e. All manuscripts, whether data-based or not, must be prepared from start to finish under the supervision of at least two members of the Dissertation Committee. Planned content for the three manuscripts, including titles, authorship, and potential journals for submission, must be agreed upon by the Dissertation Committee. Dissertation committee members will be available to the student for guidance while dissertation research is in progress.
 - f. The student must be the primary author of these manuscripts and must be able to defend how they are based on the student's own work.
 - g. Evidence of manuscript submission for at least one paper is required prior to final dissertation sign off.
 - h. The remaining manuscripts must be ready to be submitted to refereed journals either in nursing or other disciplines at the time of the dissertation defense.
5. A final discussion chapter should synthesize dissertation findings for all aims/questions, describe and interpret the significance of the overall dissertation results, and identify implications for research and practice that stem from the entire dissertation. It is important that this chapter shows how separate findings presented in distinct papers contribute to an integrated body of knowledge that addresses the overall purpose of the dissertation research. The student also should present and discuss linkages (i.e., similarities and differences) among the three papers, striving as much as possible to present the document as representative of a coherent body of work. The conclusion chapter will normally include:
 - a. Brief summary of the dissertation's major findings
 - b. Discussion

- c. Limitations
 - d. Conclusions
 - e. Implications for clinical practice and for future research.
6. Potential content, authorship, journals for submission, and anticipated dates for submission of each paper will be addressed by the student and dissertation committee when the committee meets to approve the student's dissertation proposal. With agreement of the committee, planned content of the papers may change based upon findings from the dissertation or other factors. Publication titles, authorship and other details should be finalized for each publication when an initial draft of the dissertation is submitted by the student as evidence of readiness for graduation.
 7. Papers submitted for publication prior to the final defense of the dissertation need to have approval of all dissertation committee members if they are to be included in the dissertation.
 8. Papers not yet submitted at the time of the final defense should be approved by all committee members as ready for publication. The committee's assessment of readiness should consider:
 - a. coherence and substantive quality of the content,
 - b. congruence with the guidelines and format of the journal to which a paper is being submitted, and
 - c. an agreed upon date for submission.
 9. If the three-paper format is selected, permission to reprint will be required from the copyright holder if one or more papers are already published and the student desires to copyright the dissertation. If one or more manuscripts are still in the review process, the copyright issues will have to be resolved at time of publication.
 10. References should remain self-contained within each article, as they appear in the original published document. It is acceptable that, because journal articles from more than one journal may be included, more than one referencing style will also be included within the 3-paper dissertation. References for the new material in the dissertation, e.g. the first and last chapters, should be listed in the main reference list at the end of the dissertation, in APA format, as in the traditional dissertation. A reference in one or more of the reproduced articles or manuscripts should only be included in the main reference list if it is also cited in the new material.

Following a successful proposal defense, the following materials must be provided to the Director of the PhD Program and submitted to the Graduate School.

1. **The Prospectus and Record of Approval form.** The form can be found on the Grad School website. <https://gradschool.wayne.edu/students/phd/forms>
The student completes the top part of the form, then the form is automatically sent to each Dissertation Advisory committee member, then to the PhD Program Direction, and then to the Graduate School.
2. **The Conflict of Interest form.** All doctoral candidates are required to submit a Conflict of Interest form in concurrence with the Prospectus and Record of Approval form. <https://gradschool.wayne.edu/students/phd/forms>
The student completes the top part of the form, then the form is automatically sent to each Dissertation Advisory committee member, then to the PhD Program Direction, and

then to the Grad School. The candidate and each member of the dissertation committee must disclose any potential conflicts and sign the form. Given the length of time required in the dissertation process, students will be required to resubmit the Conflict of Interest form prior to the dissertation defense.

3. **A copy of IRB approval form.**
4. **A copy of the dissertation proposal (prospectus).**

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

FINAL DISSERTATION DEFENSE

Conducted by the candidate's committee and presided over by the Graduate Examiner, usually the dissertation advisor, this final Defense is open to the general University community and must be publicized to the entire academic community in advance by the major department.

When the chairperson believes the student's paper is approaching completion, the student will distribute the paper to all committee members. The Chair will review the dissertation for plagiarism via the Unicheck program on Canvas. Committee members will have 3 weeks to read the paper and make comments. If needed, the student or chair may schedule a final committee meeting to assure that all members agree that it is ready for presentation. When all members agree, the Final Defense of the Dissertation may be scheduled. If arrangements for the Defense must be changed, the advisor should notify the Director of the PhD Program, the Graduate School, the candidate, and the committee members.

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

In the Dissertation Defense, the candidate formally presents the methodology, research, and results of the investigation. In the examination following the Defense, other matters that the committee deems relevant may be introduced. If the student passes the final defense, then all members of the committee must sign the dissertation title page and Final Report Form indicating their approval of the document and defense. Approval includes all academic and professional evaluations and judgments as to originality, adequacy, accuracy, significance, methodology, conclusions, and style.

Procedures

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

1. By the end of the fifth week in their graduation term, a candidate must:
 - a. File an online application for graduation via Academica. A fee is charged for the application.
 - b. Submit electronically to the Graduate School the Dissertation Title and Previous Degrees form. <https://gradschool.wayne.edu/students/phd/dissertation-title>
2. Two weeks before the Final Defense, a candidate must:

- a. Submit the dissertation manuscript electronically to the Graduate School for a format check after adhering to all the formatting instructions.
https://gradschool.wayne.edu/final_requirements/format_guidelines.pdf
 - b. Create an account on the Electronic Thesis/Dissertation (ETD) Administrator website of Proquest/UMI, the publisher of dissertations and theses.
<https://www.etsadmin.com/main/home?siteId=101>
 - c. Receive tentative approval of the dissertation from all members of the dissertation committee by obtaining their signatures on part 1 of the Final Report form <https://gradschool.wayne.edu/students/phd/forms>
Their signatures on the form indicate approval of the content of the dissertation and its readiness for a public lecture presentation (defense). The candidate submits the form to the Graduate School for approval.
 - d. Complete a new Conflict of Interest
<https://gradschool.wayne.edu/students/phd/forms> to be signed by the student and the committee.
 - e. Complete the Public Defense of the Dissertation form
https://nursing.wayne.edu/students/phd_defense_final_announcement.pdf and submit to the PhD Program Director and to the Graduate School.
 - f. The person (either the committee advisor or graduate director) who runs the plagiarism check must check the box and sign their name on the Final Report.
 - g. Complete the permission form on the Libraries website, allowing Wayne State University Libraries to make the dissertation available to the Wayne State community and the general public through Digital Commons@WSU
<https://digitalcommons.wayne.edu/>
Students can control the level of access to their dissertation/thesis through the permission form https://library.wayne.edu/forms/etd_permissions.php
3. The date for the Final Defense must be posted at least ten (10) working days in advance. Within 48 hours prior to the proposal defense, the student sends a reminder to all committee members with date, day, time, and location of the defense.
 4. Candidates are instructed to follow closely the Graduate School regulations governing the format of the dissertation. Before preparing the manuscript, students should read the WSU format guidelines: <https://gradschool.wayne.edu/phd/format>
 5. It is official policy that acceptance of the dissertation as well as certification of the degree shall not take place unless a manuscript is technically correct in style and in a form suitable for publication. The PhD Office staff is available to assist advisors and students who have format questions or problems.
 6. The Dissertation advisor will receive the Final Report form and the Graduate Examiner's evaluation form from the Graduate School prior to the final defense.
 7. On the day of the final defense, the Final Report form is brought to the Public Lecture and is signed by all committee members and the Graduate Examiner (usually the Dissertation Chair). It is then returned to the Graduate School.
 8. After the Dissertation Final Defense, the Dissertation Chair should notify the Director of the PhD Program, in writing, that the student has completed the requirements for the dissertation and successfully defended his/her dissertation.

DISSERTATION CREDITS

It is the student's responsibility to register for the required number of credits for their degree, including dissertation credits (minimum of thirty [30]). To verify that the proper number of credits

has been taken, the candidate should obtain a copy of his/her WSU transcript. A student must be enrolled in the semester of the final defense.

FINAL STEPS TO THE PHD DEGREE

For detailed information on the final steps needed to complete your Ph.D. degree program at Wayne State University, go to: <http://wayne.edu/gradschool/phd/defense/>

The student must submit a copy of the dissertation title page signed by the advisor and all committee members to the Graduate School. Submission of the cover page indicates that the student has made the revisions satisfactorily and the dissertation is ready for publication.

It is critical that students are aware of the deadlines imposed by the Graduate School regarding last day to defend in the current term, which is usually two months prior to Graduation, go to: [Grad School Deadlines](#)

DEGREE CERTIFICATION

Upon request and for purposes of employment, a Candidate who completes all requirements between the degree-granting periods may request a certificate from the Graduate School certifying completion of degree requirements and the date of formal awarding of the degree.



PHD PROGRAM TEACHING RESIDENCY

Description

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

***Note** - PhD students receiving NFLP funding **must** complete the three GCNE courses in place of the Teaching Residency UNLESS 1) they have a Master's degree in Nursing Education OR 2) you have taught the equivalent of a full-time year (equivalent of a WSU workload, e.g., lead 2 didactic courses per semester or 3 clinical groups in each semester). Students are required to provide documentation that they taught at an accredited nursing school.

Learning Outcomes

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

1. Structure and implement teaching strategies appropriate for a minimum of two class/clinical conference learning activities, with documentation (e.g., teaching plans, assigned readings, class/conference objectives, and evaluation strategies).
2. Demonstrate beginning effectiveness in teaching as evidenced by student, mentor, and self-evaluations.
3. Participate in the course throughout the semester.
4. Apply concepts of measurement, analysis, and evaluation to the evaluation processes (e.g., test construction/analysis; assessment of clinical competency; relationship of course objectives to weekly objectives and evaluation).
5. Participate in WSU Office of Teaching and Learning Workshops or webinars.
6. Document a personal teaching/learning philosophy.
7. Explore professional literature and research regarding teaching in nursing.

Specifications of the Teaching Residency

1. The student must complete the *Teaching Residency Agreement Form* prior to the teaching experience. The completed form must be signed by the student's academic advisor, faculty mentor and the PhD Program Director. A copy will remain in the student's file.

2. The student will work with his/her advisor and the PhD Program Director to identify experienced faculty mentors who are teaching in an area of interest to the student.
3. Students are expected to work with the faculty mentor throughout the semester for the duration of the course. The student and faculty mentor develop a teaching contract prior to the start of the course to delineate expectations of the teaching experience and address which aspects of teaching that will have student involvement as appropriate to the students' learning needs.
4. The faculty mentor will observe the student teach (e.g., in the classroom, via online discussion forums, in clinical conference). Following the experience, the student will do a self-evaluation and then meet with the faculty to discuss the student's and faculty's evaluation of the student's performance. They will discuss any classroom/learning problems identified and work together to resolve them.
5. The student will provide a written copy of their teaching/learning philosophy to their advisor with a copy to the PhD Program Director.
6. At the end of the Teaching Residency, Teaching Residency Completion/Evaluation Form is completed and signed by both student and mentor indicating that the student has completed this requirement of the doctoral program. Once signed, the form is then sent to the PhD Program Director for inclusion in the student's permanent file. At the end of the Teaching Residency, the Teaching Residency Evaluation Form is completed and signed by both student and mentor indicating that the student has completed this requirement of the doctoral program. Once signed, the form is then sent to the PhD Program Director for inclusion in the student's permanent file.

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

DISSERTATION COLLOQUIA

Description

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

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

Learning Outcomes

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

1. Describe their 'next steps' in professional development (e.g., consider post-doctoral programs, determining potential funding sources for their next study, negotiating the first professional appointment).
2. Discuss the role of the PhD-prepared nurse in health policy.

3. Examine leadership of PhD-prepared nurses related to policy, professional issues, interdisciplinary research teams, and in academic or clinical positions.
4. Explore potential ethical conflicts that may arise as a PhD-prepared scholar and scientist (e.g., ethics in research, publications, decision-making, organizational politics, and in teacher/learner situations).
5. Discuss issues arising during the dissertation process.
6. Describe elements of cultural competency related to research, leadership, education, and service.

BENCHMARKS FOR PROGRESSION TABLE OF CONTENTS



DNP TO PHD AND MSN TO PHD PROGRAM

Benchmark (Year 1: 24 [transfer] – 43 credit hours)	Yes	No	Notes
Attend doctoral student orientation	<input type="checkbox"/>	<input type="checkbox"/>	
Begin coursework in accordance with plan of work	<input type="checkbox"/>	<input type="checkbox"/>	
Select concentration courses that support area of inquiry	<input type="checkbox"/>	<input type="checkbox"/>	
Submit Interim Plan of Work, signed by advisor, to Doctoral Program Director by the end of the first semester	<input type="checkbox"/>	<input type="checkbox"/>	
Meet with academic advisor (at least monthly)	<input type="checkbox"/>	<input type="checkbox"/>	
Identify / negotiate faculty & student mentors	<input type="checkbox"/>	<input type="checkbox"/>	
Submit individual pre-doctoral fellowship application or grant proposal by the end of the 1 st year of full-time study	<input type="checkbox"/>	<input type="checkbox"/>	
Attend College of Nursing Research Seminars and the Urban Health Conference	<input type="checkbox"/>	<input type="checkbox"/>	
Co-author or author & submit 1 manuscript for publication	<input type="checkbox"/>	<input type="checkbox"/>	
Participate on College of Nursing or University committees	<input type="checkbox"/>	<input type="checkbox"/>	
Attend Midwest Nursing Research Society (MNRS) conference	<input type="checkbox"/>	<input type="checkbox"/>	
Submit a Final Plan of Work and Transfer of Credits forms to the Graduate School, before completing 40 credit hours (including transfer credits) https://gradschool.wayne.edu/students/phd/forms	<input type="checkbox"/>	<input type="checkbox"/>	
Complete Annual Review/Individual Development Plan forms with advisor and submit to Graduate School by May 1st. https://gradschool.wayne.edu/students/phd/forms	<input type="checkbox"/>	<input type="checkbox"/>	

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

Participate on College of Nursing or University committees	<input type="checkbox"/>	<input type="checkbox"/>	
Attend College of Nursing Research Seminars	<input type="checkbox"/>	<input type="checkbox"/>	
Present at College of Nursing Urban Health Conference	<input type="checkbox"/>	<input type="checkbox"/>	
Submit an abstract for a presentation at a regional or national research conference (e.g., MNRS)	<input type="checkbox"/>	<input type="checkbox"/>	
Take Qualifying Exam (≥ 50 credit hours) NUR 9991	<input type="checkbox"/>	<input type="checkbox"/>	
Establish dissertation chair & dissertation committee members	<input type="checkbox"/>	<input type="checkbox"/>	
Apply for PhD Candidacy status	<input type="checkbox"/>	<input type="checkbox"/>	
Co-author or author & submit 2nd manuscript for publication	<input type="checkbox"/>	<input type="checkbox"/>	
Complete Annual Review/Individual Development Plan forms with advisor and submit to Graduate School by May 1st. https://gradschool.wayne.edu/students/phd/forms	<input type="checkbox"/>	<input type="checkbox"/>	

Benchmark (Year 3: 61 – 91 credit hours)	Yes	No	Notes
Register for NUR 9991 - 9994 Dissertation credits according to Plan of Work	<input type="checkbox"/>	<input type="checkbox"/>	
Complete two terms of <i>Research Residency</i> , if not already done	<input type="checkbox"/>	<input type="checkbox"/>	
Complete <i>Teaching Residency</i>	<input type="checkbox"/>	<input type="checkbox"/>	
Meet with dissertation advisor as often as negotiated	<input type="checkbox"/>	<input type="checkbox"/>	
Attend College of Nursing Research Seminars	<input type="checkbox"/>	<input type="checkbox"/>	
Present at College of Nursing Urban Health Conference	<input type="checkbox"/>	<input type="checkbox"/>	
Participate on College of Nursing or University committees	<input type="checkbox"/>	<input type="checkbox"/>	
Present at a regional, national, or international research conference	<input type="checkbox"/>	<input type="checkbox"/>	
Co-author or author & submit 3rd manuscript for publication	<input type="checkbox"/>	<input type="checkbox"/>	
Complete / submit proposal draft(s) for dissertation committee review	<input type="checkbox"/>	<input type="checkbox"/>	
Schedule dissertation proposal defense (must complete Research Residencies prior to defense)	<input type="checkbox"/>	<input type="checkbox"/>	
Defend dissertation proposal	<input type="checkbox"/>	<input type="checkbox"/>	
Obtain IRB approval for dissertation research	<input type="checkbox"/>	<input type="checkbox"/>	
Attend bi-weekly Dissertation Colloquia	<input type="checkbox"/>	<input type="checkbox"/>	
Collect dissertation data	<input type="checkbox"/>	<input type="checkbox"/>	

Complete / submit dissertation draft(s) for dissertation committee review	<input type="checkbox"/>	<input type="checkbox"/>	
Explore post-doctoral study options & apply	<input type="checkbox"/>	<input type="checkbox"/>	
Schedule dissertation defense	<input type="checkbox"/>	<input type="checkbox"/>	
Present public defense of dissertation	<input type="checkbox"/>	<input type="checkbox"/>	
EAT CAKE and Celebrate!	<input type="checkbox"/>	<input type="checkbox"/>	

Benchmark (Year >4: Up to and beyond 91 credits)	Yes	No	Notes
Register for NUR 9991 - 9994 Dissertation credits according to Plan of Work if not already done	<input type="checkbox"/>	<input type="checkbox"/>	
Complete two semesters of <i>Research Residency</i> , if not already done	<input type="checkbox"/>	<input type="checkbox"/>	
Complete <i>Teaching Residency</i> if not already done	<input type="checkbox"/>	<input type="checkbox"/>	
Meet with dissertation advisor as often as negotiated	<input type="checkbox"/>	<input type="checkbox"/>	
Attend College of Nursing Research Seminars	<input type="checkbox"/>	<input type="checkbox"/>	
Present at the College of Nursing Urban Health Conference if not already done	<input type="checkbox"/>	<input type="checkbox"/>	
Participate in College of Nursing or University committees	<input type="checkbox"/>	<input type="checkbox"/>	
Present at a regional, national, or international research conference if not already done	<input type="checkbox"/>	<input type="checkbox"/>	
Co-author or author & submit 3rd manuscript for publication if not already done	<input type="checkbox"/>	<input type="checkbox"/>	
Complete / submit proposal draft(s) for dissertation committee review if not already done	<input type="checkbox"/>	<input type="checkbox"/>	
Schedule dissertation proposal defense (must complete Research Residencies prior to defense) if not already done	<input type="checkbox"/>	<input type="checkbox"/>	
Defend dissertation proposal if not already done	<input type="checkbox"/>	<input type="checkbox"/>	
Obtain IRB approval for dissertation research if not already done	<input type="checkbox"/>	<input type="checkbox"/>	
Attend bi-weekly Dissertation Colloquia	<input type="checkbox"/>	<input type="checkbox"/>	
Collect dissertation data if not already done	<input type="checkbox"/>	<input type="checkbox"/>	
Complete / submit dissertation draft(s) for dissertation committee review if not already done	<input type="checkbox"/>	<input type="checkbox"/>	
Explore post-doctoral study options & apply if not already done	<input type="checkbox"/>	<input type="checkbox"/>	
Schedule dissertation defense if not already done	<input type="checkbox"/>	<input type="checkbox"/>	
Present public defense of dissertation if not already done	<input type="checkbox"/>	<input type="checkbox"/>	
EAT CAKE and Celebrate!	<input type="checkbox"/>	<input type="checkbox"/>	

BSN TO PHD PROGRAM

Benchmark (Year 1: 0- 20 credit hours)	Yes	No	Notes
Attended doctoral student orientation	<input type="checkbox"/>	<input type="checkbox"/>	
Begin coursework in accordance with plan of work.	<input type="checkbox"/>	<input type="checkbox"/>	
Submit Interim Plan of Work, signed by advisor, to Doctoral Program Director < 12 credit hours (including transfer credits)	<input type="checkbox"/>	<input type="checkbox"/>	
Meet with academic advisor (at least monthly)	<input type="checkbox"/>	<input type="checkbox"/>	
Identify/negotiate faculty & student mentors	<input type="checkbox"/>	<input type="checkbox"/>	
Attend College of Nursing Research Seminars and the Urban Health Conference	<input type="checkbox"/>	<input type="checkbox"/>	
Participate in College of Nursing or University Committees	<input type="checkbox"/>	<input type="checkbox"/>	
Complete Annual Review/Individual Development Plan forms with advisor and submit to Graduate School by May 1st: https://gradschool.wayne.edu/students/phd/forms	<input type="checkbox"/>	<input type="checkbox"/>	

Benchmark (Year 2: 20 – 39 credit hours)	Yes	No	Notes
Make continued progress in coursework	<input type="checkbox"/>	<input type="checkbox"/>	
Select concentration courses that support area of inquiry	<input type="checkbox"/>	<input type="checkbox"/>	
Submit individual pre-doctoral fellowship application / grant proposal / other funding source by the end of the 2 nd year of full-time study	<input type="checkbox"/>	<input type="checkbox"/>	
Attend Midwest Nursing Research Society (MNRS) conference	<input type="checkbox"/>	<input type="checkbox"/>	
Work with a faculty mentor in focused research as a member of a research team as part of one semester of Research Residency.	<input type="checkbox"/>	<input type="checkbox"/>	
Meet with academic advisor (at least monthly)	<input type="checkbox"/>	<input type="checkbox"/>	
Submit a Final Plan of Work and Transfer of Credits forms to the Graduate School, before completing 40 credit hours (including transfer credits) https://gradschool.wayne.edu/students/phd/forms	<input type="checkbox"/>	<input type="checkbox"/>	
Identify qualifying exam committee members with advisor	<input type="checkbox"/>	<input type="checkbox"/>	
Participate on College of Nursing or University committees	<input type="checkbox"/>	<input type="checkbox"/>	
Attend College of Nursing Research Seminars	<input type="checkbox"/>	<input type="checkbox"/>	
Present at College of Nursing Urban Health Conference	<input type="checkbox"/>	<input type="checkbox"/>	
Submit and abstract for a presentation at regional or national research conference (e.g., MNRS)	<input type="checkbox"/>	<input type="checkbox"/>	
Co-author or author & submit 1 manuscript for publication	<input type="checkbox"/>	<input type="checkbox"/>	

Complete Annual Review/Individual Development Plan forms with advisor and submit to Graduate School by May 1st. https://gradschool.wayne.edu/students/phd/forms	<input type="checkbox"/>	<input type="checkbox"/>	
Benchmark (Year 3: 40 – 59 credit hours)	Yes	No	Notes
Complete or continue with coursework	<input type="checkbox"/>	<input type="checkbox"/>	
Complete one semesters of research residency, if not already done.	<input type="checkbox"/>	<input type="checkbox"/>	
Begin work on Pilot Study	<input type="checkbox"/>	<input type="checkbox"/>	
Resubmit individual pre-doctoral fellowship application/grant proposal/or other funding source if appropriate	<input type="checkbox"/>	<input type="checkbox"/>	
Take Qualifying Exam (≥ 50 credit hours) NUR 9991	<input type="checkbox"/>	<input type="checkbox"/>	
Attend College of Nursing Research Seminars	<input type="checkbox"/>	<input type="checkbox"/>	
Present at College of Nursing Urban Health Conference	<input type="checkbox"/>	<input type="checkbox"/>	
Participate in College of Nursing or University committees	<input type="checkbox"/>	<input type="checkbox"/>	
Present at regional or national research conference (e.g., MNRS)	<input type="checkbox"/>	<input type="checkbox"/>	
Co-author or author & submit 1 additional manuscript for publication	<input type="checkbox"/>	<input type="checkbox"/>	
Complete Annual Review/Individual Development Plan forms with advisor and submit to Graduate School by May 1st. https://gradschool.wayne.edu/students/phd/forms	<input type="checkbox"/>	<input type="checkbox"/>	

Benchmark (Year 4: 60 – 70 credit hours)	Yes	No	Notes
Complete pilot study if not already done	<input type="checkbox"/>	<input type="checkbox"/>	
Complete teaching residency, if not already done.	<input type="checkbox"/>	<input type="checkbox"/>	
Establish dissertation chair & dissertation committee members	<input type="checkbox"/>	<input type="checkbox"/>	
Apply for PhD Candidacy status	<input type="checkbox"/>	<input type="checkbox"/>	
Meet with dissertation advisor as often as negotiated	<input type="checkbox"/>	<input type="checkbox"/>	
Complete/ submit proposal draft(s) for dissertation committee review	<input type="checkbox"/>	<input type="checkbox"/>	
Schedule dissertation proposal defense (must complete Research Residencies prior to defense)	<input type="checkbox"/>	<input type="checkbox"/>	
Register for NUR 9992 according to Plan of Work	<input type="checkbox"/>	<input type="checkbox"/>	
Attend bi-weekly Dissertation Colloquia upon successful completion of coursework	<input type="checkbox"/>	<input type="checkbox"/>	
Attend College of Nursing Research Seminars	<input type="checkbox"/>	<input type="checkbox"/>	

Present at College of Nursing Urban Health Conference	<input type="checkbox"/>	<input type="checkbox"/>	
Participate on College of Nursing or University committees	<input type="checkbox"/>	<input type="checkbox"/>	
Present at a regional, national, or international research conference	<input type="checkbox"/>	<input type="checkbox"/>	
Co-author or author & submit 3 rd manuscript for publication	<input type="checkbox"/>	<input type="checkbox"/>	
Complete Annual Review/Individual Development Plan forms with advisor and submit to Graduate School by May 1st. https://gradschool.wayne.edu/students/phd/forms	<input type="checkbox"/>	<input type="checkbox"/>	
Benchmark (Year 5: 71 – 91 credit hours)	Yes	No	Notes
Complete or continue with coursework	<input type="checkbox"/>	<input type="checkbox"/>	
Complete pilot study if not already done	<input type="checkbox"/>	<input type="checkbox"/>	
Complete teaching residency, if not already done.	<input type="checkbox"/>	<input type="checkbox"/>	
Defend dissertation proposal	<input type="checkbox"/>	<input type="checkbox"/>	
Obtain IRB approval for dissertation research	<input type="checkbox"/>	<input type="checkbox"/>	
Register for NUR 9992-9994 Dissertation credits according to Plan of Work	<input type="checkbox"/>	<input type="checkbox"/>	
Collect dissertation data	<input type="checkbox"/>	<input type="checkbox"/>	
Complete/ submit dissertation drafts(s) for dissertation committee review	<input type="checkbox"/>	<input type="checkbox"/>	
Explore post-doctoral study options & apply	<input type="checkbox"/>	<input type="checkbox"/>	
Schedule dissertation defense	<input type="checkbox"/>	<input type="checkbox"/>	
Present public defense of dissertation	<input type="checkbox"/>	<input type="checkbox"/>	
EAT CAKE and CELEBRATE!	<input type="checkbox"/>	<input type="checkbox"/>	

ADVISING EXPECTATIONS



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

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

CHANGE OF ADVISOR OR COMMITTEE MEMBERS

Prior to defense and approval of the prospectus/proposal, changing advisors and/or committee members is handled within the College of Nursing. Students are expected to meet with their current advisor to discuss the rationale for the change, then meet with the new advisor. Once the change is agreed upon, the Director of the PhD Program must approve changes in advisor. It is the student's responsibility to submit the Change of Advisor form or the Change of Committee form to the Director of the PhD Program. If there is a change in the Dissertation Committee or Advisor after approval of the prospectus, the Change in Committee form on the Graduate School website must be completed and submitted to the PhD Program Director and the Graduate School.

<https://gradschool.wayne.edu/students/phd/forms>

EXPECTATIONS OF ADVISOR

1. Meet with student each semester to review course selections and update Plan of Work (if necessary) before student registers for the coming semester. Students who do not have an updated Plan of Work will not be granted overrides to register for the next semester. Meet with the student twice monthly or monthly to provide direction for research ideas, potential publications, and encouragement. These meetings are essential to help the student remain motivated and to prevent confusion and feeling overwhelmed.
2. Develop a plan of work in Degree Works (Academica). This plan of work is used each semester by the Office of Student Affairs to grant overrides for all classes prior to the 999 sequence. Although moving courses to another semester does not need to be addressed on the Plan of Work submitted to the Graduate School, the Degree Works plan of work must be up to date each semester so the student can register.
3. Encourage the student to complete the Annual Review/Individual Development Plan and submit it to the Graduate School by May 1st; and the Benchmarks for Progression form and submit to the Director of the PhD Program by May 1st. Each graduate student should have the experience of at least an annual one-on-one discussion with a faculty advisor at which the student's academic progress and goals are discussed. The Annual Review/Individual Development Plan ensures that every student benefits from regular monitoring of his or her progress toward the degree. The Graduate School requires written feedback from students, and this is done by the Annual Review/Individual Development Plan and Benchmarks forms. The Annual Review/Individual Development Plan is dynamic, completed by the student and automatically sent to the advisor for comments and signature and forwarded to

the Director of the PhD Program for signature. The Annual Review/Individual Development Plan form can be found on <https://gradschool.wayne.edu/students/phd/forms> The Benchmarks for Progression form can be found on <https://nursing.wayne.edu/students/forms.php> Please select the relevant form based on your PhD pathway (BSN to PhD or MSN to PhD).

4. Assist the student in preparation of the *Plan of Work*. In developing the Plan of Work, consideration should be given to the sequencing of courses, keeping in mind course prerequisites, the residency requirement of two successive semesters (Spring/Summer may be excluded) of six graduate credits of course work, not dissertation, the Research and Teaching Residency requirements, and the Qualifying Examination process.
5. The *Plan of Work*, must be submitted to the Graduate School before the student completes 40 credits, including transfer credits. Students will not be granted overrides for NUR 9990 or NUR 9991 without a Plan of Work on file with the Graduate School. The Plan of Work is a dynamic form, completed by the student, then automatically sent to the advisor and the PhD Program Director for signatures. <https://gradschool.wayne.edu/students/phd/forms>
6. Serve as Convener of the student's Qualifying Examination Committee. Qualifying exams should be completed after 50 credits of coursework. The semester the student will take the Qualifying Exam the student should notify the PhD Program Director to receive an override to register for NUR 9991.
7. Encourage the student to submit his/her scholarship for presentation at conferences and for publication. PhD students should be helped to understand the culture of publishing in scholarly journals and scholarly presentations.
8. Facilitate the PhD student in the preparation of NRSA and other grant proposals, abstracts, and posters.
9. Give academic and personal encouragement to the student and be an academic role model for the student.
10. Provide information to the student about university services and scholarship opportunities. Offer guidance to the student in applying for external and University fellowships.
11. Assist the student in defining a dissertation topic and selecting a Dissertation Chair.

THE ROLE OF THE CONCENTRATION ADVISOR

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

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

EXPECTATIONS OF STUDENTS

1. Students develop as a scientist and scholar by participating in the PhD Student Forum, attending College of Nursing Office of Health Research seminars, preparing abstracts and posters for the College of Nursing Urban Health Research conference, attending, and presenting research papers at professional meetings, such as the Midwest Nursing Research Society (MNRS) annual meeting, the Graduate School Graduate and Postdoctoral Research Symposium and participating in other scholarly opportunities.
2. Students who receive financial aid assistance are expected to attend a minimum of two (2) College of Nursing Office of Health Research seminars each semester.

3. Initiate meeting with their academic advisor each semester to discuss progress on satisfying the requirements of the Plan of Work (POW).
4. Identify concentration courses and concentration advisor and complete the Concentration Plan form with the assistance of the academic advisor.
<https://nursing.wayne.edu/students/forms#definition-64056>
5. Develop yearly goals for scholarship in consultation with advisor.
6. Be responsible for preparing forms required for progress throughout the program.
7. Initiate plan for Research Residency and Teaching Residency experiences.
8. Complete all course work by the end of the second year for full-time DNP to PhD and MSN to PhD students and end of third year for part-time MSN to PhD students, by the end of the third year by full-time BSN to PhD students, and by the end of the fourth year by part-time BSN to PhD students.
9. The Proposal Defense should be accomplished by the end of the year following completion of course work.
10. Complete all degree requirements are to be completed by the end of year seven.

THE PLAN OF WORK

What is included?

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

When is it prepared?

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

Who signs the Plan of Work?

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

What is the filing procedure?

- The Plan of Work is completed by the student with the advisor's input.
- The form can be found on the Graduate School website.
<https://gradschool.wayne.edu/students/phd/forms>
- The form is dynamic: once the student completes the form, it automatically forwards to the advisor for signature, then automatically forwards to the Director of the PhD Program for signature, then automatically forwards to the Graduate School for approval. **It is advisable that the student and the advisor click the button to download the pdf, so they will each have a copy on file.**
- Students will be provided with overrides ONLY for courses on the Plan of work.
- An approved Plan of Work is required for attaining doctoral degree candidacy.
- For students receiving General Fund support, (i.e., an assistantship whereby the Graduate School pays the tuition rather than an account that might be for a grant or some other source), tuition payment will be made only for courses on the Plan of Work.

Change in Plan of Work

Any subsequent changes in the Plan must be approved by the advisor and submitted to the Director of the PhD Program for approval. A Change of Plan of Work is not needed if the student is taking a course at a different time. An updated Plan or Work is required for the student to receive overrides for course registration.

Directed Study

- Independent study may be authorized for areas of interest not covered by courses scheduled at the time the student is completing course requirements.
- Before a Ph.D. student may register for a directed study, the student should complete the Doctor of Philosophy Petition and Authorization for Directed Study form at https://gradschool.wayne.edu/phd/phd_coursework_directed_study.pdf.
- The student must obtain the advisor's approval, the signature of the Directed Study Instructor and the Director of the PhD Program. The Office of Student Affairs (OSA), 10 Cohn, 313-577-4119 will authorize registration for the student once approval has been received.

TRANSFER OF CREDITS

A student wishing to transfer graduate credit earned at other institutions toward the PhD degree should first consult with their advisor. A Transfer of Credit form is available on the Graduate School website: <https://gradschool.wayne.edu/students/phd/forms>

Transfer credit must be appropriate to the student's degree program and may not be used to reduce the minimum requirement of thirty credits (outside the dissertation) that must be earned at WSU. Once the Transfer of Credit is approved by the Advisor and the PhD Program Director, the final Transfer of Credit form found on the Grad School website <http://wayne.edu/gradschool/phd/forms>, should be completed and submitted to the Grad School.

Eligibility of Credits

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

ACCOMMODATIONS FOR DISABILITY

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



Professional Integrity Policy

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

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

Honesty is a value of society and the nursing profession, and students are expected to respect this principle.

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

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

A final decision will be determined through collaboration of faculty, Associate Dean for Faculty Affairs, Associate Dean for Academic Affairs, and Dean.

Accepted by Faculty Association
5/9/84

Responsibilities of Faculty Members

1. To contribute to and remain abreast of the latest developments in their fields.
2. To continually pursue teaching excellence.
3. To treat all students with respect and fairness without regard to ancestry, race, religion, political belief, country of origin, sex, sexual preference, age, marital status, or disability.
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 encourage students to complete student evaluations of faculty teaching
 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 appointment or carrying out an assignment.
7. To discuss with the instructor any class-related problem and follow established procedures in the resolution of these problems.
8. To adhere to the instructor's and general University policies on attendance, withdrawal, or other special procedures.

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

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

Non-Grade Related Concerns

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

University Guidelines for Assisting Persons with Behavioral Problems

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

1. Threatens themselves or others; and/or that

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

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

PH.D. ACADEMIC REGULATIONS



ACADEMIC REGULATIONS

Regulation Topic	PhD
Enrollment Regulations	<p>1. During course work, students must be enrolled each semester during the academic year (i.e., Fall and Winter) while in the PhD program, unless they have an approved leave of absence on file. Students may request a leave of absence from their academic advisor and must complete the appropriate paperwork.</p> <p><i>a. PhD students who fail to enroll in both Fall AND Winter semester of a given academic year and who do not have a leave of absence form on file will be reviewed by the PhD Program Committee and may be excluded from the program.</i></p> <p>2. After achieving candidacy (once qualifying examination is passed), students must <u>enroll and register</u> for 9991, 9992, 9993, 9994 in each of the next four academic semesters (excluding Spring/Summer semester).</p> <p><i>a. Students who have not graduated by the end of 9994 must register for 9995, maintenance status, in order to continue in the program.</i></p> <p><i>b. The Graduate School considers registering for 9995 as a “full time” status.</i></p>
Progression in Non-clinical courses	<p>PhD students must maintain an overall GPA average of B (3.00) in order to progress in the program.</p> <p><i>a. B- is an acceptable grade as long as the student maintains a GPA average of B (3.00) in PhD course work.</i></p> <p><i>b. The GPA cannot be below 3.00 for more than one semester.</i></p> <p><i>c. There is no limit in the number of B- grades the student receives, as long as, the student maintains a 3.00 average or above.</i></p>
Progression in Clinical Course	None/Not applicable
Course Repeating	<ul style="list-style-type: none"> • A student must repeat a graduate course in which a grade of C+, C, or F is earned in a non-clinical course. • An individual course may be repeated only once. • No more than two courses may be repeated. • The original grade for the course will remain on the student's transcript, but only the grade received in repetition of the course will be used in computation of the student's grade point average. • Students will receive University financial aid for one repeat of a course. • A student must complete a “Request to Repeat a Graduate Course” form, which is available on the CON website at www.nursing.wayne.edu. The completed form should be signed by their advisor and submitted to the Director of the PhD Program for approval.

F grades	<p>Students who earn an F (74% or below) are at risk of exclusion from the program.</p> <p>a. Although a grade of F does not result in an automatic exclusion from the program, the student's overall performance in the program (e.g., grades, attainment of benchmarks to date) will be reviewed by the PhD Program Committee.</p>
Exclusion Policies	<p>PhD students will be excluded from the program for one of the following reasons:</p> <p>a. Failure to enroll for Fall OR Winter semester during an academic year. Students must enroll in one of the two semesters during an academic year unless a leave of absence form is on file.</p> <p>b. Failure to maintain an overall GPA of 3.0 for more than one semester.</p> <p>c. Students who receive a third C+, C or F in a course.</p> <p>d. Academic or nonacademic misconduct as defined by WSU.</p>
Grade/Exclusion Appeals	<p>Grade Appeal</p> <p>Only the manner in which the grade was assigned can be appealed. The student assumes the burden of proof in the appeals process. Three grounds for grade appeals exist:</p> <ol style="list-style-type: none"> 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. <p>A student who disputes the final grade awarded for any of the above reasons should follow the steps outlined in the grade appeal process.</p> <p>Exclusion Appeal:</p> <p>Students must contact the College of Nursing Assistant Dean of Enrollment and Student Affairs for the steps in the appeal process for program exclusion within ten (10) days of oral notice or postmark of written notice of exclusion.</p> <p>Academic and Non-Academic Misconduct Appeals:</p> <p>All reports and student appeals for academic and non-academic misconduct should follow the university code of conduct policies.</p>

Progression to Candidacy Requirements	<p>Requirements for Progression to Candidacy include the following:</p> <ul style="list-style-type: none"> • The Final Plan of Work approved by the Graduate School • Completion of at least 50 credit hours of didactic coursework. • Satisfactory completion of the Qualifying Exam (written and oral) • The Candidacy form is completed by the student and automatically forwarded to the advisor and committee members for signature, then automatically sent to the Director of the PhD Program for signature, and then automatically forwards to the Graduate School for approval. • Establishment of the dissertation advisory committee — its membership may change until the time the prospectus is submitted. <ul style="list-style-type: none"> ○ Two dissertation committee members must have regular graduate status.
Timeline	<ul style="list-style-type: none"> • PhD Students have a seven (7) year time limit to complete all requirements for the PhD degree. • The seven-year period begins with the end of the semester during which the student was admitted to doctoral study and was taking course work toward meeting the requirements for the degree. • Note: A leave of absence does not stop the time allowed for completing the PhD degree. • Students whose seven (7) year time limit is expiring may be considered for an extension. Students must submit a Time Extension Request signed by the Dissertation Chair and Committee Members and the PhD Program Director. It should be filed during the semester in which a student will reach a time limit, no later than two weeks before the final date (for example, between September and December 15 for a student who will reach a time limit on Dec 31, 2022). Extensions of up to a year can be requested. If additional time is necessary, you may file a new request. https://gradschool.wayne.edu/students/phd/forms • Students may be considered for a time extension provided that the Qualifying Examination has been successfully completed, the proposal has been successfully defended, and paperwork for study approval has been submitted to the IRB for review, and the Prospectus has received Graduate School approval prior to the time extension request. • Subsequent extensions will not be considered in the absence of substantial progress during the previous year. • A student whose time limit has expired is regarded by the requisite committee as automatically terminated from the program unless the department submits an appropriately justified request for a time extension to the Graduate School and that request is approved.
Revalidation of Courses	<ul style="list-style-type: none"> • The PhD committee reserves the right of revalidation of over-age (10 years) credits. • Credits earned at other institutions may require revalidation at the time of WSU admission. • In revalidation cases, the advisor and the student must set a terminal date for completion of all degree requirements, including such additional requirements as may be prescribed to revalidate the over-age credits.

Residency requirements	<ul style="list-style-type: none"> • A minimum of thirty (30) semester hours, excluding dissertation, must be earned at WSU. • One year of residency is required and is met by completing at least six graduate credits in course work in each of two consecutive semesters, exclusive of dissertation credit hours.
Graduation requirements	<p>Degree Granting Requirements</p> <p>Candidates for the PhD in Nursing must complete a minimum of 90 credits beyond the baccalaureate degree with a cumulative grade point average of 3.0 or better.</p> <ul style="list-style-type: none"> • All course work must be completed in accordance with the academic procedures of the College of Nursing as well as those governing the Graduate School graduate scholarships and degrees.

GRADING SCALE

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 – 74.49 (failing)*	1.67
D+	69 – 70.49 (failing)*	1.33
D	64 – 68.49 (failing)*	1.00
D-	62 – 63.49 (failing)*	0.67
F	61.49 and below (failing)*	0.00



BASIC PRINCIPLES

1. Assistance | Student/faculty may contact the College of Nursing, Assistant Dean, Enrollment and Student Services and/or the Wayne State University Ombudsperson at any time for assistance with any problem associated with a grade decision or grade appeal.
2. Timeliness of Appeals Process | Failure of the instructor or any appeal officer to respond within the designated timeframe 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 timeframes specified in the policy will result in the appeal process being nullified (the appeal will not be heard).
3. Process | All steps of the formal grade appeal must be done in written format; no email correspondence is acceptable. Information submitted should be time stamped and dated as it is received.
4. Academic Dishonesty | These policy guidelines do not apply to allegations of academic dishonesty. Academic dishonesty matters are addressed under the Student Code of Conduct.
5. Patient safety | Students may be removed from a clinical course at any time in which the faculty or clinical agency staff identifies an issue that would constitute unsafe practice in the clinical setting that may jeopardize patient safety.

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

APPEAL OF GRADE

What Can be Appealed

Only the manner in which the grade was assigned can be appealed. Instructors are expected to evaluate student work according to sound academic standards. It is the instructor’s prerogative to assign grades in accordance with his/her academic/professional judgment. If the student believes the manner in which the grade was assigned was done in an unfair manner and the student can demonstrate that the unfair manner is based on one of the three criteria stated below, then the student may file an appeal pursuant to the process set forth below. The student assumes the burden of proof in the appeals process.

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

GRADE APPEAL POLICY

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

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

Steps to Initiate a Formal Appeal

1. The student must submit a written statement detailing his or her objections to the faculty response, along with supporting documentation, to the Associate Dean of Academic & Clinical Affairs with copy to the Assistant Dean for Enrollment and Student Services. This statement must be submitted within 30 days following the response of the faculty member who assigned the grade.
2. Upon review of the documentation, the Associate Dean of Academic & Clinical Affairs will notify the student in writing within 21 days of receiving the student's written appeal of the decision. As the Dean's designee, the decision of the Associate Dean of Academic & Clinical Affairs shall be the final decision at the College level.
3. *Provost Review. If, after your School/College appeal path is exhausted and you wish to continue with the grade appeal process, per the University Academic policy, you may request a Provost Review within 30 days of this decision. The request should be submitted via the online form located at <https://provost.wayne.edu/academic-policy>. For assistance with the appeal process, you may contact the Ombuds Office at <https://wayne.edu/ombuds>*

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

Approved by Administrative Council on December 12, 2019.

Steps to Initiate a Formal Appeal for an Exclusion

1. The student must submit a written statement to their Academic Services Officer (ASO) in the Office of Student Affairs (OSA) detailing the basis of the appeal, along with supporting documentation for the rationale that led up to the exclusion, within seven (7) business days (excluding holidays and university closure) following the date listed on the letter of exclusion. This letter of exclusion is sent via the Wayne State student email account.
2. The student should include in the written statement the following:
 - The reason (s) in detail for the rationale that led up to the exclusion
 - A **specific plan** to remedy the reasons outlined above, e.g., reduction in work hours; hiring a babysitter for childcare; moving back with parents; going to weekly tutoring; joining a study group etc.
3. The ASO will then forward all materials to the Assistant Dean for Enrollment and Student Services, the Associate Dean for Academic and Clinical Affairs and the Chair of the PhD Program Committee.

4. The PhD Committee will meet within 14 business days (excluding holidays and university closure) from the date on the exclusion letter. The PhD 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 PhD Committee regarding exclusions occurring in the Fall semester may be deferred to the start of the Winter semester.
5. The Associate Dean for Academic and Clinical Affairs must meet with the student within 28-business days (excluding holidays and university closure) letter and after receiving the recommendations from the MSN/GC Committee.
6. Following the meeting with the student, the Associate Dean, Academic and Clinical Affairs may confer with others to arrive at a final decision.
7. The student must be notified in writing of the Associate Dean, Academic and Clinical Affairs' decision within seven (7) business days (excluding holidays and university closure) from the time of meeting with the student. As the Dean's designee, the decision of the Associate Dean for Academic and Clinical Affairs shall be the final decision at the College level.
8. **Provost Review:** *If, after your School/College appeal path is exhausted and you wish to continue with the grade appeal process, per the University Academic policy, you may request a Provost Review within 30 days of this decision. The request should be submitted via the online form located at <https://provost.wayne.edu/academic-policy>. For assistance with the appeal process, you may contact the Ombuds Office at ombudsoffice@wayne.edu.* Once excluded from the program students are not eligible for readmission.
9. See the Student Handbook for the causes for exclusion as there are separate policies for exclusion for unsafe behavior and grade appeals.

NOTE: Also review University Student Code of Conduct (later in the handbook)

DOCTORAL COURSES REQUIRING WRITTEN APPROVAL



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

NUR 8990, DIRECTED STUDY

Cr. 1-8, Pre-req: written consent of instructor and PhD Program Director; consent of advisor. Open only to doctoral students. Individually designed courses in nursing for doctoral students whose needs and interests are not met in scheduled classes.

An approved Doctor of Philosophy Petition and Authorization for Directed Study form (https://gradschool.wayne.edu/phd/phd_coursework_directed_study.pdf) must be on file in OSA prior to registration. The petition must be approved by the academic advisor and the Director of the PhD Program of the College before the Office of Student Affairs will authorize registration by the student.

DOCTORAL DISSERTATION RESEARCH

With the application to take the Qualifying Examination, the student begins registration in the dissertation research courses: 9991, 9992, 9993 and 9994 (Doctoral Research and Direction I, II, III and IV, respectively). Students must enroll in these four courses in consecutive academic year semesters. The semester a student takes their Qualifying Examination, they should register for NUR 9991. Once the qualifying exam is passed, the student can apply for Candidacy. A student is considered withdrawn from the Ph.D. program if the student fails to register for one of the four consecutive semesters (excluding the Spring/Summer semester) beginning with the term following the elevation to Ph.D. candidate.

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

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

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

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

<https://gradschool.wayne.edu/students/phd/forms>

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

If a student finishes the dissertation before registering for all four semesters of Ph.D. Candidate Status, the student must complete payment of the tuition for the remaining semester(s) before his/her degree will be certified. In case of early completion, the student may use the spring/summer as one of the required semesters or may register for 9993 and 9994 in one semester.

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

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

VERIFICATION OF STUDENT STATUS AND STUDENT'S CERTIFICATION FOR LOAN DEFERMENTS

The Registrar has indicated that a graduate student who has enrolled for all elections (including essay, thesis, or dissertation) still must NUR 9995.

ENROLLMENT IN OTHER GRADUATE INSTITUTIONS

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

Michigan Intercollegiate Graduate Studies (MIGS) Program

The Michigan Intercollegiate Graduate Studies (MIGS) Program enables graduate students of Michigan public institutions to take advantage of educational opportunities at other Michigan Public institutions offering graduate degrees. Any graduate student in good standing in a master's, specialist or doctoral program at a member institution is eligible to participate with approval of the appropriate academic unit. Students on a MIGS enrollment pay tuition and other fees at the host institution. All credits earned under a MIGS enrollment

are accepted by a student's home institution as if offered by that institution. This type of enrollment is limited to one term for master's or specialist degree students, or two terms for doctoral degree students. Students interested in this program should contact the Office of University Admissions for further information.

Dual Enrollment with the University of Michigan

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

GRADUATION & CONVOCATION



GRADUATION

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

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

CONVOCATION

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



COLLEGE OF NURSING RESOURCES

Bulletin Boards

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

Publications

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

FINANCIAL ASSISTANCE

Free Application for Federal Student Aid (FAFSA)

FAFSA is the first application to be completed to apply for virtually all types of financial aid outside of the financial aid offered by the College of Nursing for higher education. This form is distributed and processed by the United States Department of Education. It is used in applying for all Federal Title IV student aid programs, including Pell Grants, Stafford Loans, and the campus-based programs. The FAFSA collects the information required to determine need and eligibility for financial aid. Application and information are found at <https://studentaid.gov/h/apply-for-aid/fafsa>

The FAFSA must be completed to be considered for any scholarship or loan.

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

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

Nurse Faculty Loan Program (NFLP) The Nurse Faculty Loan Program provides for a loan up to \$40,000 in any academic year. To be considered all applicants must apply by March 1 and will be interviewed by members of the College of Nursing Financial Aid committee. Eligible applicants must be a full-time graduate student in good standing and have no judgments or liens against them. NFLP loans may be used for tuition, fees, books, lab expenses and other reasonable education expenses. Contact OSA at 313-577-4082 for information and an application.

WAYNE STATE UNIVERSITY SCHOLARSHIPS, FELLOWSHIPS, AND ASSISTANTSHIPS

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

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

Graduate assistant positions are available in three categories: Graduate Teaching Assistants (GTAs), Graduate Student Assistants (GSAs) and Graduate Research Assistants (GRAs). Category definitions are available at the Graduate School Web Site:

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

OTHER AWARDS

F31/National Research Service Awards (NRSA) (Nurse Fellowship)

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

<https://researchtraining.nih.gov/programs/fellowships/F31>

Other organizations that have research awards, scholarships, and fellowships are listed below:

Sigma Theta Tau International (National and Local Chapters)

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

American Nurses Association

<http://www.nursingworld.org/>

Michigan Nurses' Association

<http://www.minurses.org/about/michigan-nurses-foundation>

Midwest Nursing Research Society

<http://mnrs.org>

American Heart Association

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

Blue Cross/Blue Shield of Michigan Foundation

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

The Jonas Foundation

<http://jonasphilanthropies.org/jonas-scholars/>

The University's Office of Scholarships and Financial Aid administers scholarships, grants, loans, and emergency funds available to all University students and funds provided especially for College of Nursing students. <https://wayne.edu/financial-aid/>



STUDENT ORGANIZATIONS

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

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

STUDENT ENGAGEMENT

Bulletin Boards

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

Student Organizations

Nearly 170 groups representing a diversity of academic and professional fields, social and political concerns, recreation and student interests, are active on campus. Membership in a student organization provides an opportunity for self-development not always available in other areas of university life. Members learn leadership and organizational skills, meet new friends, and determine how to operate within the university governance system to effect change. The benefits can be real and long-lasting. What you learn as a participant today may influence your ability to be a responsible citizen in an ever-changing world.

CON Leadership Organizations

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

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

College of Nursing Committees

Curriculum Committees | The UG curriculum committee is responsible for the design of the undergraduate program and the MSN/GC Committee for the Master's and GC curricula in accordance with College of Nursing and University missions and advises the Faculty Association on curricula. The committees also coordinate evaluation of curricula with the Evaluation Committee. This committee offers 1 UG student representative (for UG committee) and 1 GR student (for MSN/GC committee) an opportunity to serve; the student must be in good standing. For additional information contact, the Office of Student Affairs at 313-577-4082.

Scholastic, Policy, and Admissions Committee (SPA) [UG Program] | 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 a student representative opportunity for one undergraduate in good standing. Student representatives may not participate in review of individual applicants, which is an additional function of this committee. There is not a separate SPA for graduate programs but are the purview of the MSN/Grad Cert Program Committee. For additional information contact, the Office of Student Affairs at 313-577-4082.

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

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

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

Additional Organizations

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

- Chi Eta Phi Sorority, Inc. | A national professional organization with a focus on African American nursing issues.
- Sigma Theta Tau, International Honor Society of Nursing – Lambda Chapter | Installed Lambda Chapter on the Wayne State University campus in 1953. Its purposes include recognition of superior scholastic achievement and leadership potential. Candidates for membership are elected annually from baccalaureate and graduate programs.

UNIVERSITY 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>

STUDENT INJURY POLICY



UNIVERSITY-AUTHORIZED MEDICAL FACILITIES

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:

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
5200 Anthony Wayne Dr., Suite 115, Detroit, MI 48202
(313) 577-5041
- 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 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 only the initial treatment for the actual injury is covered by the University. Any diagnostic testing, prescriptions or subsequent visits are the responsibility of the student.

*Walk-ins should be no later than 3:00 p.m. for both clinics.

BLOODBORNE PATHOGEN EXPOSURE PLAN

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

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

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

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

STUDENT RESOURCES



UNIVERSITY RESOURCES

The following is an alphabetical list of services available to Wayne State University students. Unless otherwise noted, these services are provided on a voluntary, non-cost basis. All University phone numbers begin with 577 or 993; from on-campus phones, dial 7 or 3 and the last four digits of the number.

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

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

Athletics | Matthaei Physical Education Center | 577-4295

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

Campus Bookstore (Barnes & Noble) | 82 W. Warren Ave | 577-2436

The WSU bookstore sells new and used textbooks assigned in WSU courses as well as technical and reference books, special order books, school and office products, gift certificates, and university memorabilia. Used books are purchased by the bookstore throughout the term. Hours are 9 a.m.- 5:30 p.m. Monday through Friday except as posted.
www.bookstore.wayne.edu

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

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

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

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

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

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

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

C&IT provides Wayne State students with a variety of services related to computing, including e-mail, Canvas (course software), 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 prior to University enrollment, priority registration, study rooms with adaptive equipment, alternative testing arrangements, scribes, interpreters, and information on community resources.

www.eas.wayne.edu

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

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

www.oeo.wayne.edu

Religious Observances

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

Housing & Residential Life | Room 582 – Student Center | 577-2116

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

www.housing.wayne.edu

Office of International Students and Scholars (OISS) | Room 416 – Welcome Center | 577-3422
OISS supports and enhances student’s educational, cultural and social experiences. They collaborate with colleges, departments and the community to create and maintain an inclusive, global campus.
www.oiss.wayne.edu

Office of Multicultural Student Engagement (OMSE) | Room 791 – Student Center | 577-2312
The Office of Multicultural Student Engagement (OMSE) seeks to cultivate a safe campus environment where we value, promote, and celebrate identities among all student who engage with our office, while intentionally offering initiatives that positively address and impact retention and graduation rates of students that arrive at WSU underrepresented and at risk.
www.omse.wayne.edu

Ombuds Office | Room 790 – Student Center Bldg. | 577-3487
The Office of the University Ombudsperson exists to assist students; faculty and staff in solving University related problems. This office can help students by providing information and advice, and by facilitating communication.
www.wayne.edu/ombuds

Parking and Transportation Services | Room 257 – Welcome Center | 577-2273
Responsible to provide well-maintained, safe parking facilities and transportation for employees, students and visitors. The present parking system is comprised of eight structures and 44 surface lots. The current capacity of parking spaces at Wayne State University is approximately 13,000.
www.parking.wayne.edu

Public Safety – Wayne State Police Department | 6050 Cass Ave | 577-2222
In case of emergency: dial 7-2222 at any of the many blue lights (mercury vapor) indicating an emergency phone or at any WSU phone. The department employs a force of 40 highly trained professionals who hold at least a baccalaureate degree and who serve the campus area around the clock. The Department also utilizes university students called Cadets who patrol the campus on foot during peak hours. Additional information about the Department of Public Safety is found on their web site. Any suspicious activity, losses or other incidents deserving police attention are to be reported to Public Safety at 577-2222.
www.police.wayne.edu

Recreation and Fitness Center, Mort Harris (RFC) | 5210 Gullen Mall | 577-2348
The Mort Harris Recreation and Fitness Center is a state-of-the-art facility conveniently located in the heart of campus. Highlights of the facility include a 30-foot-high climbing wall, two basketball/volleyball courts, and a 3-lane running/walking track. The center offers a variety of classes and programs. All currently registered students have a membership to the recreation center.
www.rfc.wayne.edu

Office of the Registrar | Welcome Center | 577-3541
Provide assistance in maintaining your academic record, registering for classes, or keeping you up to date with the most current information. You can also request official transcripts.
www.reg.wayne.edu | www.classschedule.wayne.edu

The South End – Student Newspaper | Room 369 – Student Center
The South End is WSU’s official student-run campus newspaper. It accepts classified and display advertising as well as inserts. It provides news, sports, entertainment and special science and commentary sections in its daily publication. The paper is available free at over 40 locations on or near campus.
www.thesouthend.wayne.edu

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

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

www.finaid.wayne.edu

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

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

www.wayne.edu/bursar/accounts-receivable

Student Center | 5221 Gullen Mall | 577-3444

The Student Center and Program Activities Offices, located in 351 Student Center, Gullen Mall offers many services to the campus community as well as opportunities for involvement in student life. There are approximately 200 student organizations including groups related to academics/professions, social action, politics, sororities/fraternities, ethnicity, and religion, as well as student governments. The Service Center houses the university Lost and Found, rents lockers, sells bus tickets and International Student ID Cards, and more. The lower level hosts a number of activities. Meeting rooms, fast food services, lounge space and ATM/banking services are available. Barnes and Noble operate a satellite convenience store on the main level.

www.studentcenter.wayne.edu

Student Printing/Copying/Scanning

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

www.contractservices.wayne.edu/print-services/students

Testing, Evaluation, and Research Services | Room 686 – Student Center | 577-3400

Testing is provided to students for qualifying examinations for WSU course selection, proficiency examinations, test-out options for the University General Education Requirements, credit by examinations via the College Level Examination Program, and more.

www.testing.wayne.edu

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

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

www.theatreanddanceatwayne.com

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

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

www.wayne.edu/transfer

University Advising Center (UAC) | Suite 1600 – Undergraduate Library | 577-2680

The University Advising Center provides academic advising to students in the College of Liberal Arts, the College of Science, the College of Fine, Performing & Communication Arts, the College of Urban, Labor and Metropolitan Affairs, as well as students in many pre-majors, including Pre-Nursing. Call for an appointment or walk-in hours.

www.advising.wayne.edu

University Library System |

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

www.library.wayne.edu

Arthur Neef Law 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 access to a wide variety of campus services in a convenient, easy-to-use card. An OneCard offers safety, convenience and flexibility. Cardholders can add money to their account, turning their OneCard into a campus-wide debit card. The card can be used for parking, door access, copying and printing services, as well as food and bookstore purchases.

www.onecard.wayne.edu