



## College of Nursing

Office of Student Affairs  
5557 Cass Ave.  
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Detroit, MI 48202

### **BACHELOR OF SCIENCE IN NURSING**

### **STUDENT HANDBOOK 2014-15**

#### GENERAL INFORMATION

This publication is for informational purposes and is neither a contract nor an offer to contract. The College reserves the right to change any provisions or requirements at any time without notice. This material supplements the *Wayne State University Undergraduate Bulletin* and the *Schedule of Classes* and is not intended to replace these documents.

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

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# OVERVIEW

## History

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

In 1947 under the leadership of Katharine Faville, the College's first dean, the faculty assumed full responsibility for teaching clinical nursing courses. This was the first time the 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 Michigan examination for the registered nurse license.

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

In 1975, the College developed a Doctor of Philosophy in Nursing.

In 2008, the College established the Doctorate in Nursing Practice.

## Mission Statement

The College of Nursing is an integral part of Wayne State University, a major research university with a multicultural urban teaching, research, and service mission.

The College of Nursing is regionally, nationally, and internationally recognized for educating graduate and undergraduate students as practitioners and scholars who provide leadership for the profession and discipline of nursing.

The College of Nursing is committed to research and scholarly activity to contribute to the discipline of nursing: the body of knowledge of care and the human health experience in diverse environmental contexts.

The College of Nursing excels in the development, application, and dissemination of knowledge to promote health and well-being for peoples of communities, the state, the nation, and the world through teaching, research, and public service.

## **Philosophy**

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

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

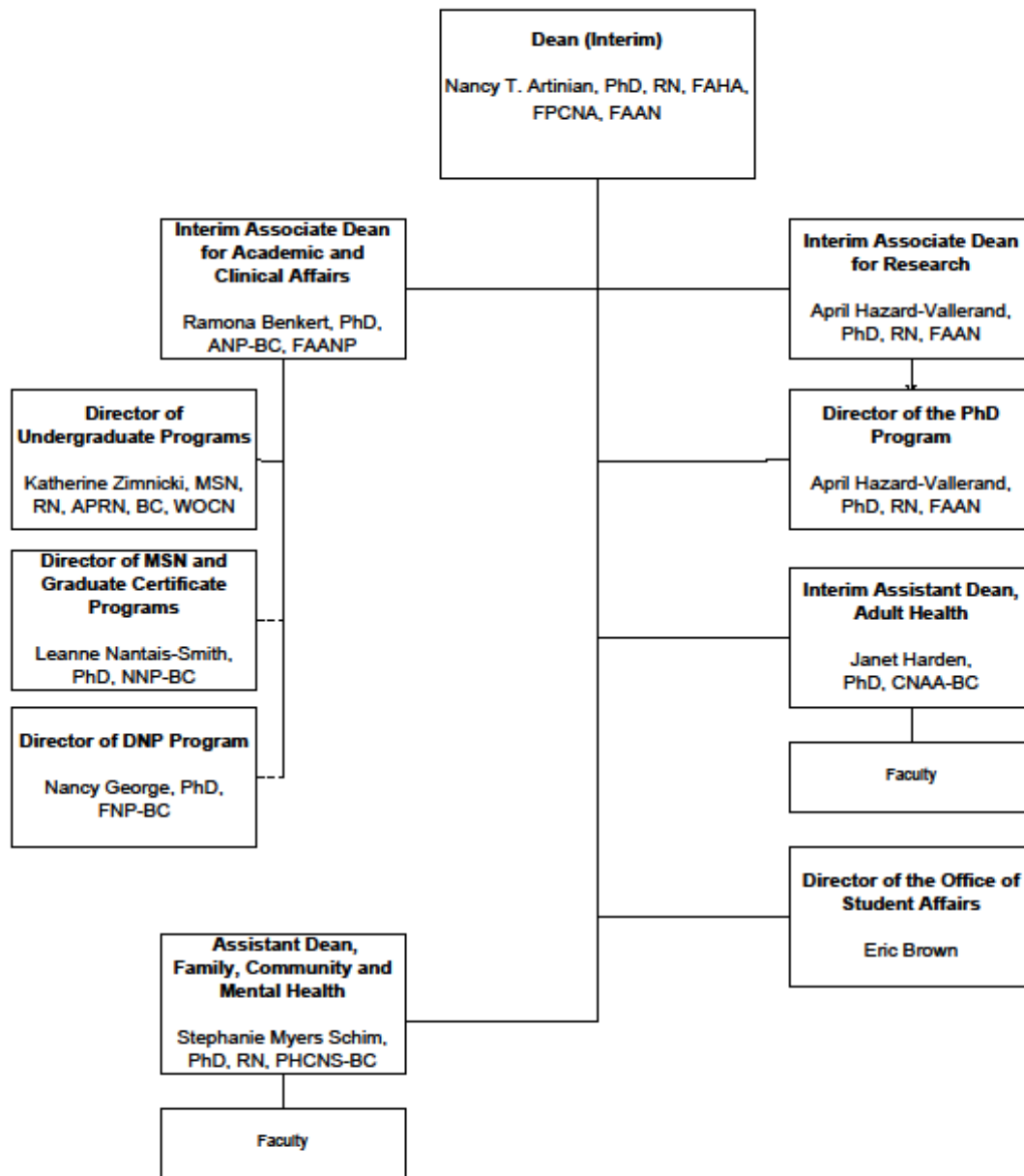
The concepts that order the discipline and profession of nursing are derived from knowledge about human beings, health care, and environment. These concepts give identity to professional nursing practice, direct inquiry, and theory development.

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

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

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

## College of Nursing Administrative Structure



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## OFFICE OF STUDENT AFFAIRS

College of Nursing - Office of Student Affairs (OSA)

10 Cohn

313 577-4082, toll free 888 837-0847

FAX: 313 577-6949

E-mail: [nursinginfo@wayne.edu](mailto:nursinginfo@wayne.edu)

website: [www.nursing.wayne.edu](http://www.nursing.wayne.edu)

The Office of Student Affairs (OSA) is responsible for a variety of activities, including recruitment, application, admission, 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.

| <b>ADMINISTRATION</b>   | <b>Areas of Responsibility</b>   |
|---|--|
| Eric Brown<br>Director<br><br>eric.brown@wayne.edu                              | Administrative responsibility for the Office of Student Affairs  |
| Dawn Pauli<br>Manager, Student Relations<br><br>dawn.pauli@wayne.edu            | Administrative responsibility including communications, student activities, outreach, admissions and graduation activities.  |
| <b>ACADEMIC STAFF</b>   |  |
| Dennis Beste<br>Academic Services Officer<br><br>dennis.beste@wayne.edu         | <ul style="list-style-type: none"> <li>• Admission to DNP Programs</li> <li>• Advisor to admitted undergraduate students - last names A-L</li> </ul>   |
| Kristen Carney<br>Academic Services Officer<br><br>kristen.carney@wayne.edu     | <ul style="list-style-type: none"> <li>• Admission to PhD Programs</li> <li>• Advisor to admitted undergraduate students - last names M-Z</li> </ul>   |
| Felicia Grace<br>Academic Services Officer IV<br><br>fgrace@wayne.edu           | <ul style="list-style-type: none"> <li>• Director of Special Programs, Learning Communities and Student Educational Support Services</li> <li>• Advisor to admitted MSN</li> </ul>               |
| Alton James<br>Academic Services Officer<br><br>alton.james@wayne.edu           | <ul style="list-style-type: none"> <li>• Advisor to Future Nurse Professionals students</li> </ul>   |
| Holly Toggweiler<br>Academic Services Officer<br><br>holly.toggweiler@wayne.edu | <ul style="list-style-type: none"> <li>• Recruitment for ADN to BSN program at the Wayne – Oakland Center</li> <li>• Advisor to admitted undergraduate students in the Oakland Center</li> </ul> |
| <b>SUPPORT STAFF</b>  |  |
| Ryan Doss<br>Student Assistant<br><br>ryan.doss@wayne.edu                       | <ul style="list-style-type: none"> <li>• Servicing students, front counter and telephone assistance</li> </ul>   |
| Tiffany Baldrige<br>Student Assistant<br><br>tiffany.baldrige@wayne.edu         | <ul style="list-style-type: none"> <li>• Servicing students, front counter and telephone assistance</li> </ul>   |



# ACADEMICS

## Academic Regulations

The College has high standards for academic achievement and professionalism. Students are expected to meet these standards of excellence. The following policies must be adhered to for students to progress toward degree completion.

### Definition of Terms

*Professional course* means any course required in the professional nursing curriculum.

*Satisfactory grade* means a grade of "C" (2.00) or better.

*Unsatisfactory grade* means a grade below "C" (2.00), or a mark of "WF".

*Probation* means a restricted status in the nursing program

*Exclusion* from the program means that the student may not register in the program. (To continue taking courses at Wayne State University the student must complete a change of college form with Undergraduate Advising.)

### Scholarship

1. All students must maintain a satisfactory (2.00) honor point average (h.p.a) in both (a) cumulative grades (general education and nursing); and (b) professional courses.
2. A grade below "C" (2.00) in a professional nursing course is unsatisfactory for progression. Students must achieve a 2.00 g.p.a. in each professional nursing course. A student may not continue in subsequent courses for which the failed course is a prerequisite until a minimum of 2.00 has been achieved. NUR 2010, 2030, 2060, and 2995 are pre (or co) requisites for 2050. NUR 2050 is a pre (or co) requisite for all other clinical based courses. NUR 3010 and 3020 are prerequisites for NUR 4050  
There are no other absolute stops (i.e. could fail NUR 3010 and take NUR 3020)
3. Traditional students are able to take courses offered to the CD2 students based on available space in the courses. For example, NUR 4010 and NUR 4020 are offered in the summer for the CD2 students but a traditional student can elect to take these courses in the summer as long as there is a slot available. Likewise, a traditional student can elect to retake a failed course with a class of predominantly CD2 students as long as there is a slot available. If there are more applicants than available spots, a lottery will be held to fill available spaces.
4. Students may apply to repeat a nursing course only once to raise the grade to the 2.00 level or above.
5. A maximum of one nursing course within the program may be repeated.
6. No nursing course for which a student has received a passing grade may be repeated without written approval of the Associate Dean for Academic and Clinical Affairs.

7. A student receiving a "C-" (1.67) grade or less in either the theory or the clinical portion of any nursing course will have recorded no higher than a "C-" (1.67) for the total course and will be required to successfully complete the re-entry process to repeat it before progressing to the next clinical course.
8. The mark of "I" is appropriate if the student encounters a catastrophic situation which prevents completion of the final requirements of a course. The mark of "I" is not appropriate for unsatisfactory scholastic performance. In the event a mark of "I" is given, the time limit for completion will be determined by the instructor, but may not exceed one year. In the event the mark of "I" is received for a prerequisite course, the "I" must be removed prior to enrollment in the subsequent course. After one year, if the incomplete is not completed the grade will automatically change to an "F" (failure) and be treated as a failing grade.

### **Probation**

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

1. A student is placed on professional probation if he/she does not maintain a minimum grade point average of 2.00 in professional nursing courses.
2. The professional nursing course grade must be returned to a minimum of 2.00 to remove probationary status. Probationary status must be removed within one calendar year; and students on probation are not eligible to represent the College in any student activity.

### **Exclusion**

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

1. Failure to satisfactorily complete a nursing course after two attempts;
2. Failure of more than one professional nursing course;
3. Failure to remove probationary status within one calendar year;
4. Irresponsible attendance or irresponsible performance/behavior at any time while enrolled in the program;
5. Failure to meet any special conditions required by the College Scholastic Policy and Admissions (SPA) Committee for the student's continuation in the program.
6. Failure to complete the program within the time limitations outlined in the sections that follow, unless granted an extension by the SPA Committee.
7. A student may be excluded from the College of Nursing for unsafe practice and/or unethical conduct in the program even without having been previously warned.

## **Attendance**

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

## **First Day of Class**

Due to the nature of clinical courses and time requirements, first day class attendance is MANDATORY. Unexcused absences from the first day of any course may result in an administrative withdrawal for the student for that class and could delay progression in the program. If a student is removed from a class for non-attendance, clinical space in the subsequent class offering is not guaranteed.

## **Travel Requirements**

It is the responsibility of the student to make all travel arrangements necessary to complete degree requirements. This includes travel arrangements required by clinical agencies.

## **Examinations**

### **Final Examinations**

Final examinations for courses are offered on two (2) occasions only; the day the University sets as the final, and usually the Wednesday immediately following the final. The College will make no other arrangements for final examinations. If you miss both the examinations due to circumstances covered by the Special Circumstances Rule, you will receive an incomplete (I) grade for the course. You will have 12-months to convert the I-grade into a passing grade (A to C). If the course is a clinical, the College will make every effort to enable the student to take the next offering of the course, subject to availability. However, the College makes no guarantees when a place will become available.

### **Other Examinations or Assessments (e.g. Mid-terms)**

The regulations for other examinations will be specified in your course syllabus. However, the regulations for notifying the College of missing an examination and the need to fulfill the Special Circumstances Rule to take a make-up examination will still apply.

## **Evolve Learning System**

The Evolve Learning System is an educational software package that is integrated into the Nursing curriculum. It consists of tutorials, reviews, and nursing specialty assessments that will be included in certain courses. In the event that required Evolve assessments are not completed as required in your syllabi, you will receive an incomplete (I) grade for that assignment/course unless stated otherwise in your course syllabus. You will have 12-months to convert the I-grade into a passing grade (A to C). While carrying an I-grade you will not be permitted to progress in your studies.

## **Missing an Examination**

It is the students' responsibility to call the following number if unable to be present for an examination: 313-577-0130. Calls must be made before the beginning of the examination if you are to be eligible to sit for the make-up examination. While you may also notify your professor directly, the date and time stamp on the examination hotline is the only acceptable record that you have called in time to miss an examination.

## **Eligibility for Make-Up Examinations**

Students are not automatically entitled to sit for the make-up examination. To be eligible, the student must have called the examination hotline at 313-577-0130 prior to the start of the examination they intend to miss and the reason for missing the examination must be one covered by the Special Circumstances rule.

## **Special Circumstances**

The following are examples of events that qualify as a Special Circumstance for the purposes of missing examinations:

- Your are ill on the day of the examination or receiving health treatment
- Death in your immediate family
- Jury Duty or Court Summons
- Incarceration
- Military Service
- Natural Disasters

In the event that you find yourself in any of these circumstances you must call 313 577-0130 to inform the College. You must also supply the appropriate documentation as evidence of your need to sit for the make-up examination.

## **Documentation of Special Circumstances**

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

- Provider note
- Court notice of summons
- Jury duty notification
- Death Certificates

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

## **Residency Requirement**

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

## **Graduation with Distinction**

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

## **Dean's List and Honors List**

Students completing twelve semesters credits in study at Wayne State University are eligible for appointment to the Dean's and Honors List each semester. The semester grade point average at Wayne State must be 3.75 or above in order to qualify for the Dean's List, or a 4.0 g.p.a. for students registers for six to eleven credits. The Honors List requires a minimum grade point average of 3.50. Lists of students on the Dean's List and Honors List will be posted in the College of Nursing. Students who receive marks of "I" or "WF" and grades of "N" or "U" are not eligible.

## **Students Rights and Responsibilities**

Continuance in the College is contingent upon compliance with officials rules, regulations, requirements, and procedures of the University and the College of Nursing. The student is responsible for reading the contents of this handbook and the Undergraduate Bulletin pertinent to the College of Nursing and otherwise becoming informed and fulfilling all courses and degree requirements in proper sequence with satisfactory scholarship. In case of doubt regarding any matter affecting his or her standing as a student, the student should consult with his/her advisor. The faculty reserves the right to amend or revise the policies and requirements set forth in the College of Nursing.

A student may be required to withdraw from the College when, in the judgment of the faculty, behavior demonstrates that the student is unsuited for nursing (see Exclusion, page 2).

Refer to Student Rights and Responsibilities for the University in the Undergraduate Bulletin.

## **Time Limitation**

**The Traditional Program** must be completed within four calendar years of admission to professional course work, unless an extension is granted by the Scholastic Policy and Admissions (SPA) Committee.

**The Second Career/Second Degree Program** must be completed within four consecutive semesters following admission to the program.

All students whose progress is delayed by reason of academic failure and/or leaves of absence beyond the time limitation for the program may be required to repeat and/or take additional courses in order to assure graduation with appropriate preparation for current professional nursing practice. Such determination will be made by the SPA Committee.

## **Authorized Leave of Absence**

A student may request an Authorized Leave of Absence when personal circumstances interfere with the student's ability to devote sufficient time to academic pursuits to assure a reasonable expectation of success. Authorized Leaves of Absences are requested from and granted by the Associate Dean for Academic and Clinical Affairs, in consultation with the SPA Committee.

1. Currently enrolled students will be granted a Leave of Absence only if they are passing all nursing courses at 75% or better and are therefore eligible for Withdrawal Passing (WP) grades.
2. The student considering a request for an authorized Leave of Absence should contact the Office of Student Affairs for an explanation of the process regarding the leave of absence and to determine if she or he is eligible.
3. A Leave of Absence is approved for a maximum of 1 year. A student who receives an authorized Leave of Absence and returns before the Leave of Absence expires is guaranteed a space in the program. An authorized Leave of Absence is not considered a withdrawal from the program.
4. A student who does not re-enter the program by the end of the authorized period will be considered a voluntary withdrawal.
5. A student who withdraws from the nursing program for any reason must reapply to the College of Nursing as a new applicant. A student who takes an unauthorized leave of absence will be considered to have voluntarily withdrawn from the program and must apply for admission to the College of Nursing as a new applicant.
6. A grade of Withdrawal Pass (WP) is not the same as an authorized leave of absence.

## **Mark of "I" - Incomplete**

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

An "I" is appropriate if the student encounters a catastrophic situation which prevents completion of the final requirements of the course. An "I" is not appropriate for unsatisfactory performance. In the event an "I" is given, the time limit for completion will be determined by the instructor, but may not exceed one year. In the event a grade of "I" is received in a prerequisite course, the "I" must be removed prior to enrollment in the subsequent course. An "I" will automatically change to an "F" (failure) if not completed in one calendar year.

## **Withdrawal From Nursing Courses**

A student requesting a withdrawal will be assigned a Withdrawal Passing (WP), Withdrawal Failing (WF), or Withdrawal Non-Attendance (WN). A WF reflects the same grade as a failure in the College of Nursing. A student is excluded if s/he has a failure or a WF in more than one nursing course (i.e., any NUR course).

After the 4<sup>th</sup> week of the course, the instructor should notify the Director of Student Affairs and the Associate Dean for Academic and Clinical Affairs of the withdrawal.

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

### Grading Scale - Undergraduate

| Letter Grade | Percentage    | Honor Points |
|--------------|---------------|--------------|
| A            | 94% - 100%    | 4.00         |
| A-           | 92% - 93%     | 3.67         |
| B+           | 89% - 91%     | 3.33         |
| B            | 83% - 88%     | 3.00         |
| B-           | 81% - 82%     | 2.67         |
| C+           | 79% - 80%     | 2.33         |
| C            | 75% - 78%     | 2.00         |
| C-           | 71% - 74%     | 1.67         |
| D+           | 69% - 70%     | 1.33         |
| D            | 64% - 68%     | 1.00         |
| D-           | 62% - 63%     | 0.67         |
| E            | 61% and below | 0.00         |

### Re-Entry Into the Clinical Sequence of the Nursing Curriculum

Students whose progression in the clinical sequence of the program is interrupted due to unsatisfactory completion of course work that is prerequisite to a clinical course or to interruption in attendance in the program must apply for re-entry into the clinical sequence. Contact the Office of Student Affairs for re-entry application materials. **Students must file this application at least one full semester prior to the re-entry term. Applications for Re-Entry will be reviewed by the College's Scholastic Policy and Admissions (SPA) Committee. Re-entry decisions are based on the student's academic record. Consideration is given to grades in prerequisite and nursing courses, length of time of absence from the program, and potential for successful completion of the program. Re-entry into the clinical sequence and into the program option (Traditional or Second Career/Second degree) in which the student was previously enrolled is not guaranteed.**

### Readmission

Nursing students whose attendance in the nursing clinical sequence of the curriculum has been interrupted for more than one academic year must apply for readmission to the College of Nursing. Contact the Office of Student Affairs for application materials and deadline dates. Readmission decisions are based on the student's academic record. There is no assurance that a student can be readmitted once the student withdraws from the program or does not progress in the program within the specified time limitation. Students may also have to complete the re-entry process (see above).

## Senior Year Audit

All students should meet with their advisor in OSA in the semester prior to senior year for a degree audit to ensure compliance with all requirements in preparation for graduation. Failure to do so may result in a delay in awarding of the degree. It is the responsibility of the student to meet and satisfy all University, College and program requirements. **Before graduating you must complete an Application for Degree. This form is available on WSU Pipeline and must be submitted no later than the 4th week of classes in the term in which you expect to graduate. See [www.commencement.wayne.edu/graduation.php](http://www.commencement.wayne.edu/graduation.php) for instructions.**

## Licensure Preparation

All students graduating from the Traditional and Second Career/Second Degree Programs will meet the following requirements: All students entering the undergraduate program Fall 2002 and thereafter (who are not already RNs) are required to complete nationally normed tests throughout their undergraduate program of study. Individual course syllabi will indicate how this requirement is applied and what part of the course grade will be assigned to these tests. Successfully completing this course requirement is integral to successfully passing the course. **As a requirement of graduation, undergraduate students must earn a satisfactory score on a comprehensive exam in the last semester of the program.** (See next section on HESI Exam.) A satisfactory score is dictated by the comprehensive exam used and will be identified prior to the beginning of the examination. Each student is expected to complete additional hours in the Learning Resource Center in preparation for this exam. **Each graduating student (who is not already a licensed RN) must attend a NCLEX Review course in preparation for the NCLEX licensure examination immediately following the conclusion of the semester as part of the program requirements. All program requirements must be met before a student can be certified as completing their degree requirements with the State of Michigan Licensing Board.**

In order to begin a professional nursing career, successful writing of the National Council Licensure Examination for Registered Nurses (NCLEX-RN) is required. The NCLEX-RN is administered by state boards of nursing as part of the process used to determine whether registered nurse candidates meet licensure requirements. The examination is developed by the National Council of State Boards of Nursing to measure a candidate's ability to practice safely and effectively as a registered nurse in an entry-level position. It is designed to test the practical application of knowledge and skills in health care situations that occur frequently in entry-level nursing practice.

Graduates must satisfactorily complete the licensing examination before practicing as professional registered nurses (RNs). During the final semester of the program, students complete an application to register for the NCLEX - RN provided by the Office of Student Affairs.

## Student Consent to Recording

Classes may be recorded by the College of Nursing for purposes including, but not limited to, online section viewing, video pod casting to students enrolled in the course for review, student illness, and absences associated with religious holidays and disability accommodations. Class



recordings will be available to students through their password protected Blackboard site. Recording devices are prohibited in the classroom except with the instructor’s permission.

**HESI Exit Exam**

NUR 4060 is an integration of knowledge of ethics, standards, and expectations of professional nursing roles with an emphasis on critical thinking, and contains the HESI Exit Exam, the comprehensive exam required for graduation. Prior to graduation, students are evaluated based on a combination of case studies, quizzes and practice exms, as well as their score on the HESI Exit Exam. This exam is heavily weighted in the overall course grade based on its ability to predict success on NCLEX.

|  | Exit Score      | Percentage Conversion |
|--|-----------------|-----------------------|
| On this exam, a score of 900 will translate to a 75% when calculating the overall course grade and be weighted at 85% of the overall course grade. | 865-877         | 65%                   |
|  | 877-899         | 70%                   |
|  | <u>900</u>      | <u>75%</u>            |
|  | 901-912         | 80%                   |
|  | 913-925         | 85%                   |
|  | 926-938         | 90%                   |
|  | 939-949         | 95%                   |
|  | <u>&gt; 950</u> | 100%                  |

Students are allowed three attempts at successfully achieving a passing score on the HESI Exit Exam. The costs associated with the first two attempts are included in the students fees and there is no additional charge. However, if a third exam is required, any and all costs associated with the third exam are the student’s responsibility.

Students who are unsuccessful after the third exam in achieving a minimum course grade of 75% will receive a failing grade in NUR 4060 and must repeat the course. NUR 4060 is however, excluded from the list of courses that can lead to exclusion from the CON. This means that even if this is the student’s second failure in the CON, the student will be allowed to retake NUR 4060.

If, after repeating the course, the student still fails to achieve a passing score on the HESI Exit exam, the student will receive a grade of “C” and counseled as to the possible implications of the score on the successful completion of the NCLEX exam.

**CURRICULAR DESIGNS**

**Traditional Program**

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

**Freshman Year**

Courses

Credits

**Prerequisite Courses:**

**Fall Semester I**

|  |      |
|--|------|
| ENG 1020-(BC) Introductory College Writing.....      | 4    |
| BIO 1510-(LS) Basic Biology I (Laboratory).....      | 4    |
| CHM 1020-(PS) General Chemistry I (Laboratory) ..... | 4    |
| PSY 1010-(LS) Introductory Psychology .....          | 4    |
| Mathematics Competency (MC) Requirement .....        | 0-3* |
| Total: 16-19   |      |

**Winter Semester I**

|  |      |
|--|------|
| PSY 2400-Developmental Psychology .....                    | 4    |
| BIO 2200-(LS) Introductory Microbiology (Laboratory) ..... | 4    |
| BIO 2870-Anatomy and Physiology (Laboratory).....          | 5    |
| CHM 1030-General Chemistry II (Laboratory) .....           | 4    |
| SOC 2000 or ANT 2100.....                                  | 3    |
| Mathematics Competency (MC) Requirement (if needed) .....  | 0-3* |
| Total: 20-23   |      |

**Sophomore Year (once admitted to nursing program)**

Courses Credits

**Fall Semester II**

|  |   |
|--|---|
| NUR 2010 Health Assessment: History Taking and Physical Examination..... | 3 |
| NUR 2030 Pathophysiology Related to Nursing Practice.....                | 3 |
| NUR 2060 Nursing Implications of Drug Administration.....                | 3 |
| NUR 2995 Special Topics in Foundations of Professional Nursing .....     | 3 |
| Philosophy and Letters (PHI 1100 or 2320 recommended) (PL).....          | 3 |
| Total: 12  |   |

**Winter Semester II**

|  |      |
|--|------|
| NUR 2050 Supportive Measures for Basic Care Needs..... | 5    |
| NFS 2030 Nutrition (ST).....                           | 3    |
| Computer Literacy (CL).....                            | 0-3* |
| Oral Communications (OC) .....                         | 0-3* |
| Total: 8-17  |      |

**Junior Year**

Courses Credits

**Fall Semester III**

|  |      |
|--|------|
| NUR 3010 Restorative Care of Adults and Elderly with Acute Illness .....                   | 5    |
| NUR 3015 Restorative Care: Psychiatric Mental Health Nursing<br>Across the Life Span ..... | 5    |
| Intermediate Composition (IC) .....  | 3    |
| Critical Thinking (CT).....  | 0-3* |
| Total: 13-16   |      |

**Winter Semester III**

|  |   |
|--|---|
| NUR 3020 Restorative Care of Adults and Elderly with Chronic Illness (WI)..... | 5 |
| NUR 3400 Nursing Research.....   | 2 |
| Foreign Culture (NUR 4800 recommended) (FC) .....                              | 3 |
| American Society and Institutions (AI).....                                    | 3 |
| Visual and Performing Arts (VP).....   | 3 |
| Total: 16  |   |

## Senior Year

*Courses* *Credits*

---

### Fall Semester IV

|  |    |
|--|----|
| NUR 4010 Integrative Care of Children and Families .....     | 5  |
| NUR 4020 Integrative Care of the Perinatal Family .....      | 5  |
| NUR 4040 Leadership and Management in Nursing Practice ..... | 4  |
| Total:   | 14 |

### Winter Semester IV

|  |    |
|--|----|
| NUR 4050 Transition to Professional Nursing Practice ..... | 5  |
| NUR 4120 Community Focused Nursing Practice (CD) .....     | 6  |
| NUR 4060 Synthesis of Core Nursing Knowledge .....         | 2  |
| Historical Studies (HS).....                               | 3  |
| Total:   | 16 |

Nursing Credits..... 61

Non-Nursing Credits ..... 65

**Total BSN Credits:** .....126

\*Some Competencies may be satisfied by examination. Elective credits may be needed to meet the 126 total credits required for degree.

Students should consult with their academic advisor regarding their own requirements.

The curriculum design is for informational purposes and is subject to change by the College of Nursing. Contact your advisor to develop an individualized Plan of Work.

**The last thirty credits in BSN course work must be taken at Wayne State University.**

## Second Career/Second Degree (CD2) Program

The following curriculum outlines the requirements for the Bachelor of Science in Nursing for students enrolled in the Second Career/Second Degree (CD2) Program. All students must achieve grades of "C" or better in all courses cited below including laboratory courses. All science courses must include a laboratory. These courses may not be taken for Passed/Not Passed grades. A cumulative University GPA of 2.00 or above must be maintained.

*Courses* *Credits*

---

### Prerequisite course requirements:

|  |   |
|--|---|
| BIO 1510-(LS) Basic Biology I (Laboratory) .....           | 4 |
| BIO 2200-(LS) Introductory Microbiology (Laboratory) ..... | 4 |
| BIO 2870-Anatomy and Physiology (Laboratory).....          | 5 |
| CHM 1020-(PS) General Chemistry I (Laboratory) .....       | 4 |
| CHM 1030-General Chemistry II (Laboratory) .....           | 4 |
| PSY 2400-Developmental Psychology .....                    | 4 |
| SOCIOLOGY .....  | 3 |

|   |           |
|---|-----------|
| ANTHROPOLOGY/FOREIGN CULTURE .....      | 3         |
| HUMANITIES (VP/PL).....                 | 3         |
| HUMAN NUTRITION (NFS 2030 or 2210)..... | 3         |
|   | Total: 37 |

**Fall Semester I**

|  |           |
|--|-----------|
| NUR 2010 Health Assessment: History Taking and Physical Examination..... | 3         |
| NUR 2030 Pathophysiology Related to Nursing Practice.....                | 3         |
| NUR 2050 Supportive Measures for Basic Care Needs.....                   | 5         |
| NUR 2060 Nursing Implications of Drug Administration.....                | 3         |
| NUR 2995 Special Topics in Foundations of Professional Nursing .....     | 3         |
|  | Total: 17 |

**Winter Semester I**

|  |           |
|--|-----------|
| NUR 3010 Restorative Care of Adults and Elderly with Acute Illness .....       | 5         |
| NUR 3015 Restorative Care: Psychiatric Mental Health Nursing.....              | 5         |
| NUR 3020 Restorative Care of Adults and Elderly with Chronic Illness (WI)..... | 5         |
|  | Total: 15 |

**Spring/Summer Semester I**

|   |           |
|---|-----------|
| NUR 4010 Integrative Care of Children and Families..... | 5         |
| NUR 4020 Integrative Care of the Perinatal Family ..... | 5         |
| NUR 3400 Nursing Research.....                          | 2         |
|   | Total: 12 |

**Fall Semester II**

|  |           |
|--|-----------|
| NUR 4040 Leadership and Management in Nursing Practice ..... | 4         |
| NUR 4120 Community Focused Nursing Practice.....             | 6         |
| NUR 4050 Transition to Professional Nursing Practice .....   | 5         |
| NUR 4060 Synthesis of Core Nursing Knowledge.....            | 2         |
|  | Total: 17 |

Total Nursing Credits: ..... 61

**Total BSN Credits: ..... 126**

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

**REQUIREMENTS FOR THE CLINICAL EXPERIENCE**

The following are required for all students involved in clinical courses. **Students who do not provide their Health Certification, documentation of vaccines and evident of immunity, and other documentation by the deadline will not be allowed to attend any clinical site (including on-campus labs) and will be dropped from clinical courses. Late paperwork could also result in a 10% reduction in overall clinical grade.**

These requirements must be met prior to the start of the clinical experience. Documentation of compliance with these requirements is due in the Office of Student Affairs (OSA) **on August 15** for Fall enrollment. Students who have met all of the requirements will be issued a Clinical Permit that they will be responsible for presenting to clinical instructors; clearance is also

transmitted to clinical sites. Failure to begin the clinical experience as scheduled can compromise the student's ability to succeed in the course.

Clinical Permits will be issued once each year prior to the start of the semester. Students who ask for a second copy of the Clinical Permit (regardless of the reason) will be charged a \$5.00 processing fee.

### **Requirements**

#### **ACE**

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

#### **Health Clearance Form**

The examination may be completed by the student's nurse practitioner or physician and the required form filled out and submitted. The TB skin test must be in effect for the entire academic year. Vaccinations and/or evidence of immunity are required for Tdap, measles, mumps, rubella, varicella, Hepatitis B and influenza.

#### **CPR for the Professional Rescuer**

Students entering the College of Nursing must demonstrate evidence of completion of a CPR course (Basic Cardiac Life Support for Adult and Infant) of approximately 8-12 hours; certification must be in effect for the entire academic year. The course may be taken at several agencies in the community. Students must verify current status of their CPR for the Professional Rescuer annually.

#### **Professional Liability Insurance**

Students must present a copy of their professional liability insurance policy. Minimum amount of coverage allowed is \$1,000,000 per incident and \$6,000,000 aggregate. Students purchase the policy to cover at least one year at a time while in the program. This policy must be renewed annually and evidence of current coverage submitted to the Wayne State University College of Nursing - Office of Student Affairs.

#### **Health Insurance**

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

#### **Criminal Background Investigation**

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

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

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

**Urine Drug Screen Testing**

In addition to the Criminal Background Investigation, many health care agencies require results of a urine drug screen test (negative result) prior to the beginning of your clinical experience. This can be done at any place of your choosing (cost for this test vary greatly). **The screen must include the following drugs:** Amphetamines, Benzodiazepines, Methadone, Phencycline, THC (Marijuana), Barbiturates, Cocaine, Opiates and Propoxyphene.

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

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

**Check List for Clinical Requirements**

Must be valid for academic year

*Date Submitted*

- Health Clearance Form with Immunization record \_\_\_\_\_
- TDAP (Tetanus, Diptheria, Pertussis) \_\_\_\_\_
- Measles, Mumps, Rubella, Varicella, Influenza  
Vaccinations or documented immunity \_\_\_\_\_
- Hepatitis B Virus Inoculation  
(Verification of Inoculations) \_\_\_\_\_
- CPR for the Professional Rescuer  
(Annual verification) \_\_\_\_\_
- TB Skin Test or Chest X-ray  
(Annual verification) \_\_\_\_\_
- Professional Liability Insurance \_\_\_\_\_

(Annual verification)

- Criminal Background Investigation \_\_\_\_\_
- Urine Drug Screen \_\_\_\_\_
- ACE requirements (fee and classes)  
(Annual) \_\_\_\_\_

## **Clinical Attire**

### ***Uniform***

Approved nursing attire must be worn during the clinical placement. Professional attire standards will be distributed by the Office of Student Affairs (OSA) during Orientation. Style numbers and places to purchase the approved uniforms, shoes, and length lab coats will be available from OSA. Within the healthcare agency, the student is expected to present a clean, well-groomed appearance. The student represents not only him/herself but the College of Nursing and the nursing profession. Students are expected to use good judgment regarding their professional attire, especially when in Community Health Agencies or as senior students in "management" settings.

### ***ID Badge***

All nursing students are required to purchase a College of Nursing photo ID badge from the Office of Student Affairs. Students wear the ID badge while at their clinical site. A lost or stolen badge must be reported to the College of Nursing immediately. There is a \$5.00 replacement for the ID badge. Misuse of the ID badge will result in immediate forfeiture and possible disciplinary action.

## **Clinical Placements**

Students are assigned clinical placements by OSA. Clinical placements are determined by space availability and academic variables.

## **Clinical Absenteeism Policy**

The need for regular and punctual attendance is one enforced by employers, as well as in all of the Wayne State University College of Nursing programs. It is imperative that students attend all clinical days so as to develop the necessary skills to function as a professional registered nurse. However, it is recognized by the faculty that illnesses and other life events do occur. Students must notify their clinical faculty of any absence prior to the beginning of the clinical day, otherwise they will be considered a "no call-no show." If a student arrives to clinical with a communicable illness, he/she will not be allowed to participate in patient care and will be sent home. All absences are required to be made up.

## **Absences**

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

- Each *additional* clinical absence will result in a 5% reduction in the *course* grade. In addition to course grade reduction, within one week of the absence, the student must make arrangements for an agreed on make-up assignment with the course coordinator and clinical faculty. If a student misses 2 clinical days, they will be required to meet with the course coordinator, clinical instructor and his/her OSA advisor to determine his/her ability to continue in the course. More than 2 clinical absences place in jeopardy the student's ability to successfully complete the course.

**“No-call, No-show”**

- When a student fails to notify the clinical instructor of an absence prior to the start of the assigned clinical day, the event will be considered “no call-no show.” This will result in 10% reduction in overall course grade and the student will be expected to make up the clinical time. In the event of a 2<sup>nd</sup> “no-call-no show” event, the student will receive a grade of “F” in the course.

**Punctuality**

Nursing is a profession that requires punctuality. Students are expected to be on time for clinical and all assigned clinical activities. The student **MUST** allow time for traffic congestion, parking problems, bad weather, and car trouble. Two (2) instances of tardiness will count as one absence. A single tardy episode of more than 30 minutes will also be considered an absence.

**ESSENTIAL QUALIFICATIONS OF CANDIDATES FOR THE UNDERGRADUATE NURSING PROGRAM**

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

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

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



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

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

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

**Behavior/Emotional:** The WSU CON program is fast paced and can be stressful. The candidate must possess the ability to work effectively under stress, in a rapidly changing environment, while maintaining mature, empathetic, and effective relationships with peers, faculty, patients, and other professionals.

**Professional Conduct:** Nursing is a caring profession governed by a code of conduct, ethics, and professional standards. Candidates must be willing to abide by these codes and standards in their provision of care. This includes the ability to provide caring, competent, compassionate, and professional care.

**Accommodations for Disability:** The WSU CON is committed to providing all students equal access to its programs. The CON works closely with the University Student Disability Services to provide reasonable accommodations to students who qualify for same. However, it is important to note that the CON is not required to provide accommodations that fundamentally alter the essential functions or technical standards of the program.

The process for obtaining accommodations, including acquiring the required documentation of the need for accommodations, can be time consuming. Since the accommodations cannot be applied retroactively, students who wish to request accommodations are encouraged to contact the Student Disability Services Office before the actual start of the program.

To learn about the process in detail, including expected time frames for completion of the process, please contact Student Disability Services at:

5155 Gullen Mall/1600 Undergraduate Library  
313-577-1851 Office/313-577-3365 TTY/ 313-577-4898 Fax

## RESOURCES

**Learning Resource Center (Room 115 Cohn):** The need to recognize and utilize instructional technology related to nursing resulted in the establishment of the Learning Resource Center (LRC) in 1969. Here students enrich and/or supplement their learning through a variety of computer assisted programs and simulations as well as activities with emphasis on self-paced and small group learning.

**Nursing Skills Laboratory (Rooms 217 & 219 Cohn)**

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

**Physical Assessment Learning Laboratory (Room 30 Cohn):** This laboratory provides materials, activities, and facilities for students to acquire skills in history-taking and physical assessment. The Physical Assessment Learning Laboratory (PALL) is located on the lower level of the Cohn Building. It is equipped with physical examination spaces and equipment. Students learn physical examination skills through the use of demonstration, media viewing, and practice.

**Office of Health Research (Room 315 Cohn):** The Office of Health Research (OHR), the research arm of the College of Nursing, embodies the commitment of faculty to research. The idea of a center originated with faculty in the mid-60's: it became a reality in 1969. It was the first such center in an academic setting devoted to the generation of new knowledge which underpins the discipline and profession of nursing. The research program of the OHR focuses on nursing and health-related research, including interdisciplinary research, for the purpose of advancing nursing knowledge and improving nursing and health (Urban Health and Self-Care & Caregiving). Because the research objectives also target health needs of the urban community, the research agenda also advances the research programs of the University.  
[nursing.wayne.edu/faculty/health-research.php](http://nursing.wayne.edu/faculty/health-research.php)

**Simulation Laboratory (Rooms 217 & 222 Cohn):** The Simulation laboratory contains state-of-the-art technology (including high fidelity mannequin simulators and audio-visual real-time capture) to provide the student with an immersive and interactive environment which enhances student learning. Students, in conjunction with faculty, are able to practice and blend skills taught in the Nursing Skills Laboratory, Physical Assessment Learning Laboratory and the classroom. Because of the immersive nature of the simulation environment, students are required to behave in a professional manner and wear approved Wayne State University clinical uniforms when in the Simulation Laboratory.

## **FACULTY AND STUDENT RESPONSIBILITIES**

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

### **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, she/he must actively support the ethics and goals of the profession. The faculty as members of the nursing profession must actively support the goals and ethics. The nursing student and faculty member, therefore, have the responsibility to act in an honest and truthful manner and to protect the integrity of scholarship and to take action when there is any violation of academic integrity.

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

Final decision will be determined through collaboration of faculty, Area Assistant Dean, 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 handicap;
4. To encourage differing viewpoints and demonstrate integrity in evaluating their merit;
5. To attend regularly and punctually, adhere to the scheduled class and final examination times, and arrange for notification of absence and coverage of classes;

6. To establish and maintain appropriate office hours;
7. Present, early in the semester, the following course information:
  - (a) course objectives and general outline;
  - (b) classroom procedures to be followed, expectations concerning class attendance, and proposed dates of major evaluations (including examinations, papers, and other projects);
  - (c) grading policy;
  - (d) where appropriate, a schedule of class-related activities, including class meetings and laboratory sessions;
  - (e) lists of texts and/or other materials needed for the course;
  - (f) late enrollment, withdrawal, and other special policies.
8. To provide and adhere, within reasonable limits, to the written syllabus of the course;
9. To know course matter thoroughly and prepare and present the material conscientiously;
10. To be informed of University services and recommend their use to students when advisable;
11. To follow these policies concerning written work and grades:
  - (a) grade and return written work promptly;
  - (b) submit final grades by the scheduled time;
  - (c) retain written materials not returned within the semester (e.g., final examinations, major term papers) for one academic semester in accordance with unit policy and allow students to examine such materials;
12. To implement unit procedures for student evaluation of faculty teaching, with attention to preserving student anonymity;
13. To behave appropriately in dealing with students so as to maintain a scholarly atmosphere.

## **Responsibilities of Students**

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

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

## **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/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.

Note: For additional information and copies of the University Guidelines for Assisting Persons with Behavioral Problems, contact the Office of Student Affairs, Room 10 Cohn.

# COLLEGE OF NURSING

## ACADEMIC APPEALS POLICY

### **Basic Principles of the Appeals Process**

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

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

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

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

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

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

**5) Patient safety.** Students may be removed from a clinical course at any time in which the faculty or clinical agency staff identifies an issue that would constitute unsafe care for a patient. These policy guidelines do not apply to safety issues. Grades assigned for unsafe practice are NOT subject to appeal.

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

## **Procedure**

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

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

**“Area” means the unit of the College of Nursing in which the faculty member is assigned; it is not that unit of the College responsible for teaching the course in which the appeal is made.**

### **Informal Review**

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

### **Initiating a Formal Appeal**

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

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

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

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

Written notification as to whether or not the appeal will proceed will be sent from the Director of Student Affairs to the student, with copies to the instructor and Area Assistant Dean.

### **Instructor Level**

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

### **Area Assistant Dean Level**

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

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

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

### **University Level Academic Appeal Procedure**

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

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

See the Undergraduate Bulletin at [www.bulletins.wayne.edu](http://www.bulletins.wayne.edu).

***Revised 7/2/2010***



# STUDENT CODE OF CONDUCT

## **1.0 PREAMBLE**

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

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

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

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

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

## **2.0 DEFINITIONS**

When used in this code:

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

violation of course rules as contained in the course syllabus or other written information provided to the student.

2.2 “Aggravated violation” means a violation which resulted or foreseeably could have resulted in significant damage to persons or property, or which otherwise posed a substantial threat to normal University or University sponsored activities.

2.3 “Cheating” means intentionally using or attempting to use, or intentionally providing or attempting to provide, unauthorized materials, information or assistance in any academic exercise.

2.4 “Distribution” means sale or exchange with an intent to profit.

2.5 “Fabrication” means intentional and unauthorized falsification or invention of any information or citation.

2.6 “Institution” and “University” mean Wayne State University.

2.7 “Organization” means a number of persons who have complied with University requirements for recognition.

2.8 “Plagiarism” means to take and use another’s words or ideas as one’s own.

2.9 “Student” means a person who has enrolled in or is auditing a course or courses, or who has enrolled in or is taking a special program sponsored by any unit of the University, or who has taken or audited a course or courses at the institution on either a full-time or part-time basis. A person who withdraws from the University after engaging in conduct which may have violated the Student Code of Conduct is considered a “student” for purposes of this Code.

2.10 “Academic obstruction” means any attempt to limit another student’s access to educational resources, or any attempt to alter equipment so as to lead to an incorrect answer for subsequent users.

2.11 “University premises” means buildings or grounds owned, leased, operated, controlled, or supervised by Wayne State University or Wayne Housing Authority.

2.12 “Weapon” means any object or substance designed to cause injury, or incapacity, including, but not limited to, all firearms, pellet guns, switchblade knives, and knives with blades three or more inches in length, and chemicals such as “Mace” or tear-gas.

2.13 “University-sponsored activity” means any activity on or off University premises, which is initiated, aided, authorized, or supervised by the University.

2.14 “Sexual misconduct” means non-consensual sexual touching, including, among other things, non-consensual oral sex.

2.15 “Technology resources” means any and all technologies that produce, manipulate, store, communicate, or disseminate information. These resources include, but are not limited to,

wired and wireless data, video and voice networks, computers for processing information, and other devices for storing and archiving information.

2.16 Unless otherwise noted, “days” means school days and days Wayne State University is open for business and not calendar days.

2.17 “Faculty” applies to full-time, fractional-time, part-time faculty as well as Graduate Teaching Assistants, adjuncts, and Academic Staff with teaching duties.

### **3.0 PROSCRIBED CONDUCT – STANDARDS AND JURISDICTION**

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

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

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

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

### **4.0 PROHIBITED CONDUCT**

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

4.1 All forms of academic misbehavior.

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

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

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

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

4.6 Disorderly behavior that interferes with activities authorized, sponsored, or permitted by

the University such as teaching, research, administration, and including disorderly behavior that interferes with the freedom of expression of others.

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

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

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

4.10 Knowingly possessing stolen property.

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

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

4.13 Knowingly furnishing false information to the institution.

4.14 Intentional obstruction or disruption of institutional activities or functions.

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

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

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

4.18 Any form of sexual misconduct.

4.19 Failure to comply with published University regulations or policies. Such regulations or policies include but are not limited to: a) University statutes prohibiting discrimination and sexual harassment; b) Regulations relating to entry and use of University facilities; c) Regulations relating to sale or consumption of alcoholic beverages; d) Regulations relating to use of vehicles and electronic, amplifying equipment; e) Regulations relating to campus demonstrations; f) Regulations relating to misuse of identification or parking cards; g) Regulations relating to residing in the University's residence halls and apartments.

4.20 Abuse of the Student Code of Conduct system, including but not limited to: a) Deliberate falsification or misrepresentation of information before a Hearing Committee Panel or before a dean in an informal conference; b) Disruption or interference with the orderly conduct of a Hearing Committee Panel proceeding.

## **5.0 DISCIPLINARY SANCTIONS**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

All written appeals or requests for review must be signed and submitted by the student herself/himself (not by an advisor or an attorney). Sections 15.9 and 14.3 of this statute provide, respectively, that any party may bring an advisor or an attorney to a formal hearing held pursuant to Section 15 of the statute, and that a student, or the representative of an intra-college organization, may bring an advisor or attorney to an Informal Disciplinary Conference. These sections specify the role of the advisor or attorney at the hearing or conference. All appearances by the student except for Section 15 hearings and Section 14.3 conferences shall be by the student herself/himself except that the Student Conduct Officer may, in her/his discretion, permit the student to bring an advisor or attorney if, because of a language impediment, disability, or other special circumstance, the presence of an advisor or attorney would improve the quality of the fact-finding conference, and if the student notifies the Student Conduct Officer of the name of the advisor or attorney, and the reason the student desires the presence of an advisor or attorney, at least 48 hours prior to the conference. The Student Conduct Officer may revoke her/his permission for the presence of an advisor or attorney at any time if, in her/his judgment, it is not improving the quality of the conference.

## **7.0 INTERIM SUSPENSION**

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

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

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

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

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

## **8.0 HEARING COMMITTEE PANELS**

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

8.2 Non-Academic Misbehavior Committee Panels: The Academic Senate and the Student

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

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

#### 9.0 **STUDENT CONDUCT OFFICER**

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

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

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

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

#### 10.0 **PRELIMINARY PROCEDURE**

Any person may initiate charges against one or more students or a student organization believed to have violated this code, by filing charges with, and by providing information pertinent to the case, to the Student Conduct Officer, both in writing. The charge must be made within a



reasonable time after the alleged misconduct has occurred. The Student Conduct Officer will coordinate the adjudication of both academic and non-academic misbehavior violations of the Student Code of Conduct.

#### 10.1 ACADEMIC MISBEHAVIOR – PRELIMINARY PROCEDURE

a) When a faculty member is persuaded that academic misbehavior has occurred, the faculty member may, without filing a charge, adjust the grade downward (including downgrading to a failing grade) for the test, paper, or other course-related activity in question, or for the entire course. In such instances, the faculty member shall either orally notify the student (or each of the students, if more than one student is involved), in the presence of the department or unit head, of the downgrading and the reason(s) for it, or provide the notice by first-class mail as provided in Section 6.0, with a copy to the department or unit head. If the faculty member provides oral notice to the student, the faculty member shall provide the department or unit head with a written statement of the action taken. In any case, the faculty member shall provide the student with a copy of this Section 10.1 and a copy of the memorandum prepared by the Ombudsperson, explaining the Ombudsperson's role, referred to in Section 1.5. In the case of written notice, the copies shall be mailed with the notice. In the case of oral notice, the copies shall be hand-delivered to the student in person, or mailed, within five school days.

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

Where the department or unit head is the faculty member, then, in a departmentalized college where the unit head is not the Academic Dean, the student may appeal directly to the Academic Dean, in writing, within ten school days of the oral notice or postmark of the written notice, from the faculty member.

The Academic Dean shall notify the student of his/her decision within ten school days of the postmark of the student's appeal. The Academic Dean's decision shall be final.

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

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

In the case of academic misbehavior charges against a student, the Student Conduct Officer shall forward a copy of the charges to the Dean of the college in which the student is enrolled. In the case of graduate students, this will be the subject-area college,

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

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

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

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

#### 10.2 NON-ACADEMIC MISBEHAVIOR PRELIMINARY PROCEDURE

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

#### 10.3 NON-ACADEMIC MISBEHAVIOR-HOUSING AND RESIDENCE LIFE

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

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

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

#### 10.4 WITHDRAWAL OF CHARGES

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

#### 11.0 FACT-FINDING PROCEDURES

11.1 Upon receipt of the charges, the Student Conduct Officer shall initiate an investigation, which must include an opportunity for the student(s), or representative(s) of the student organization, to participate in a fact-finding conference with the Student Conduct

Officer, and may include a conference by the Student Conduct Officer with the person making the charges, in order to determine whether further proceedings are appropriate.

- 11.2 A notice shall be sent to the student(s) or to representative(s) of the student organization, with a copy to the Dean of Students or the Academic Dean, within ten school days of the Student Conduct Officer's receipt of the charges, and at least five school days prior to the conference. The notice shall contain the following information:
- a) The alleged infraction;
  - b) The nature of the evidence submitted;
  - c) The time and place of the conference;
  - d) A copy of this code, with a statement that it is the governing policy and that the student should retain it for use throughout the proceeding.
- 11.3 Should the student(s) or representative of the student organization fail to appear at the fact-finding conference or fail to inform the Student Conduct Officer that he/she is waiving his/her right to the fact-finding conference, the Student Conduct Officer may take action as described in section 11.5.
- 11.4 Upon request, the student(s), or representative of the student organization, and the charging party, may review the documents, statements, or other material in the Student Conduct Officer's case file.
- 11.5 Within ten school days following the fact-finding conference, the Student Conduct Officer shall decide:
- a) that no further action will be taken; or
  - b) in the case of academic misbehavior, charges made against student(s) or against a student organization that the Student Conduct Officer has determined, pursuant to section 10.1(b), to be an intra-college student organization, that the matter will be referred to the Dean of the college in which the student is enrolled or the student organization is based; or
  - (c) in the case of academic misbehavior charges made against two or more students (called "related students" in this statute) where the students are enrolled in more than one college, that the matter will be referred to the Dean of the college with primary concern, as determined pursuant to section 10.1(b);
  - d) in the case of non-academic misbehavior charges made against a student(s) or against a student organization that the matter will be referred to the Dean of Students.
- 11.6 The Student Conduct Officer will notify in writing the student or representative of the student organization, the Academic Dean or the Dean of Students and the person bringing the charge, of his/her determination, within the ten school days specified in

Section 11.5. If the Student Conduct Officer determines the case should be referred, the Student Conduct Officer shall, forward the original file to the Academic Dean.

11.7 a) If the Student Conduct officer concludes that there is a sufficient basis to forward a charge for further proceedings, the Student Conduct Officer may, but need not, concurrently propose to the charged party a recommended disposition of the charge. If the Student Conduct Officer does so, he/she will advise the charged party in writing of the recommendation, that he/she has the option to accept or decline the recommendation and the consequence of accepting the recommendation. The recommended disposition will not be forwarded to the Dean of Students, but only to the charged party.

b) The charged party may accept or decline the recommended disposition. If the charged party elects to accept the recommended disposition, he/she must do so in writing within ten school days. If the charged party accepts the recommended disposition, then the Student Conduct Officer will notify the Dean of Students of the disposition, and no further proceedings will be had. If the charged party declines the recommended disposition, then the matter will proceed as if no recommendation had been made.

## **12.0 PROCEDURE IN NON-ACADEMIC MISBEHAVIOR CASES**

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

## **13.0 PROCEDURE IN ACADEMIC MISBEHAVIOR CASES**

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

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

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

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

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

The Academic Dean shall advise the student to contact the Academic Dean's office within ten school days of the postmark of the Academic Dean's notice, in order to schedule the Informal Disciplinary Conference or the opportunity to strike names from the panels, as provided for in Section 15.2 (in hearing procedure cases). The Academic Dean shall forward the charges to the student and shall refer the student or organization to the copy of this code that has previously been provided.

- 13.4 If the student or a representative of the student organization does not respond to the Academic Deans within the time specified in Section 13.3, or if the student or representative fails to schedule the Informal Disciplinary Conference, or the opportunity to strike names from the panels, within fifteen school days of the postmark of the Academic Dean's notice, the Dean may decide the matter on the basis of the information provided by the Student Conduct Officer. If the Academic Dean sustains the charges the Dean shall decide the appropriate sanctions as specified in Section 5. The Academic Dean may take note of previously imposed sanctions when making his/her decision regarding sanctions. The Academic Dean shall notify the student or representative, the charging party, and the Student Conduct Officer of the decision, in writing. The decision of the Academic Dean shall be final. In those cases in which the nature of the sanction requires notice to the Registrar, the Student Conduct Officer shall forward the Academic Dean's notice to the Registrar.
- 13.5 Students referred to the hearing procedure may elect instead to have their case resolved pursuant to the informal disciplinary conference provided for in Section
14. In such cases, the full range of sanctions authorized by this code may be imposed, although the right of appeal specified in Section 16 shall not be applicable.

#### **14.0 INFORMAL DISCIPLINARY CONFERENCE**

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

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

- 14.2 The student or representative of the student organization shall have an opportunity to respond to the evidence and to call appropriate witnesses.
- 14.3 The student or representative shall have the right to be accompanied and assisted by an advisor or attorney only in the manner provided in Section 15.9 of this code.
- 14.4 The Dean shall render a decision within ten school days. If the Dean sustains the charges, the Dean shall decide the appropriate sanctions as specified in Section 5. The Dean shall notify the student or representative, the charging party, and the Student Conduct Officer of the decision, in writing, within ten school days. The decision of the Dean shall be final. The Dean shall, at this time, return the original file to the Student Conduct Officer. In those cases in which the nature of the sanction requires notice to the Registrar, the Student Conduct Officer shall forward the Dean's notice to the Registrar.

### **15.0 HEARING PROCEDURES**

- 15.1 In general hearing procedure cases the hearing committee shall be convened either by the Academic Dean or the Dean of the Students. The committee shall consist of three faculty members and two students.
- 15.2 The student or related students may strike a maximum of two names from each panel, before the committee is drawn from the panels. If related students fail to agree as to the names (if any) to be stricken, then no names shall be struck.
- 15.3 In the first case of the year, the Dean shall begin with the first person remaining on each list after the student's opportunity to strike. Thereafter, the Dean shall begin with the first person who did not serve on the previous committee who remains on the lists after the opportunity to strike. The Dean shall proceed alphabetically through the lists until he/she has obtained three faculty and two student panelists who are able to serve. These five persons shall constitute the Committee. They shall elect the Committee Chairperson. The Dean shall brief the Committee regarding its responsibilities and regarding procedure under the statute. The Dean shall provide the Committee with necessary staff.
- 15.4 The Committee shall conduct a fair and impartial hearing.
- 15.5 The student shall be given notice of the hearing date at least five school days in advance of the hearing, and shall be accorded access to the case file, pursuant to Section 11.4, prior to and during the hearing.
- 15.6 The student and the charging party should be present at the hearing. If the student fails to appear, the hearing may proceed without him/her, and if the charging party fails to appear, the hearing may proceed without him/her.
- 15.7 Both the student and the charging party shall have the opportunity to be heard. The student may not be required to testify against herself/himself. Both the student and the charging party shall have the opportunity to question opposing witnesses.
- 15.8 The Dean may subpoena witnesses upon the request of either party or on his/her own

motion. University students and employees are expected to comply with subpoenas issued pursuant to this procedure, unless compliance would result in significant and unavoidable personal hardship or substantial interference with normal University activities.

- 15.9 Any party may bring an advisor or an attorney to the Disciplinary Conference with the Dean or to the Hearing, provided that in order to be permitted to do so, the party must notify the Dean, in writing, of the name of the advisor or attorney at least 48 hours prior to the hearing. The role of the advisor or attorney during the hearing is solely to counsel and assist the party; the advisor or attorney may not participate actively in the conduct of the hearing.
- 15.10 The Chairperson may, in her/his discretion, permit participation by an interpreter or other assistant if, because of a language barrier, or impediment, or disability, or other special circumstance, such participation would improve the quality of the hearing. The Chairperson may revoke his/her permission of the participation by assist or interpreter at any time if, in his/her judgment, it is not improving the quality of the hearing. The party must notify the Academic Dean or the Dean of Students, in writing, of the request for an interpreter or assistant at least 48 hours prior to the hearing.
- 15.11 Hearings will be closed to the public, except that, in the discretion of the Chairperson, an open hearing may be held if requested by the student. In the case of related students, if any student in the group desires a closed hearing, the hearing shall be closed.
- 15.12 The Chairperson shall exercise control over the hearing to avoid needless consumption of time and to prevent the harassment or intimidation of witnesses. Any person, including the student, who disrupts a hearing or who fails to adhere to the rulings of the Chairperson may be excluded from the proceedings.
- 15.13 Hearings will normally be recorded. However, this code does not require that hearings be recorded, and the failure to record all or part of a hearing, or the technical inadequacy or loss of any recording made, does not invalidate the hearing or the procedure. Whether or not a recording is made, the decision must include a summary of the testimony, and shall be sufficiently detailed to permit review by the President or his/her designee.
- 15.14 The Chairperson may exclude witnesses other than the charging party and the charged party from the hearing during the testimony of other witnesses.
- 15.15 Formal rules of evidence shall not apply in disciplinary proceedings conducted pursuant to this code. The Chairperson shall admit all matters into evidence which reasonable persons would accept as having persuasive value in the conduct of their affairs. Unduly repetitious or irrelevant evidence may be excluded.
- 15.16 Affidavits shall not be admitted into evidence unless signed by the affiant and notarized, and shall not be admitted in any case unless the Chairperson finds that there is good cause to accept an affidavit instead of actual testimony.
- 15.17 The Committee may be advised by a representative of the Office of the General Counsel, except that if the Office of the General Counsel shall have acted in the case as

proponent of any party, then the Committee shall be advised by independent, outside counsel.

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

## **16.0 HEARING BY THE COMMITTEE**

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

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

## **17.0 STUDENT ORGANIZATIONS**

- 17.1 Any member of a group of related students can elect to have his or her charges heard separately from the rest of the group by making a written request to the Student Conduct Officer within five school days of receiving notice of the charges filed against the group. If a request is not made within five school days, the ability to have the case heard separately is waived. This section does not apply in cases of charges filed against student organizations.
- 17.2 A student organization and its officers may be held collectively or individually responsible when violations of this code by those associated with the organization have received the tacit or overt consent or encouragement of the organization or of the organization's leaders, officers, or spokespersons.



- 17.3 As a part of the decision in the case, the officers or leaders or any identifiable spokespersons for a student organization may be directed to take appropriate action designed to prevent or end violations of this code by the organization or by any persons associated with the organization who can reasonably be said to be acting in the organization's behalf. Failure to make reasonable efforts to comply with such a directive shall be considered a violation of this code both by the officers, leaders or spokespersons for the organization and by the organization itself.
- 17.4 Sanctions for organization misconduct may include revocation or denial of recognition, as well as other appropriate sanctions pursuant to Section 5 of this code.

## **18.0 APPEAL PROCESS**

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

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

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

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

The President or his/her designee will inform the student and the Dean of his/her decision regarding the Request for Postponement within three school days after receiving the request. Exceptions to this procedure may be granted by the President or his/her designee upon a showing of good and sufficient cause.

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

## **19.0 INHERENT AUTHORITY**

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

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

# GRADUATION

## Degree Requirements

Candidates for the Bachelor of Science in Nursing must complete 126 credits in course work in accordance with the academic procedures of the University and the College. A student must complete the curriculum and program requirements, remove any marks of "I" or "Y", and be recommended by the faculty for the degree. The student must complete the required minimum number of credits, elect courses in the proper sequence in the appropriate curriculum and satisfy any course prerequisite or corequisite. Degrees are certified by the Office of Student Affairs as soon as possible after final grades have been posted.

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

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

## Application For Degree

Applications for graduation must be submitted on-line no later than the 4<sup>th</sup> week of classes for the semester in which the students expect to complete the requirements for the degree, accompanied by the appropriate graduation fee. If, for whatever reason, one does not complete degree requirements, one must submit a new application for Degree and pay the graduation fee again. For instructions on this process go to [www.commencement.wayne.edu](http://www.commencement.wayne.edu). Degrees are awarded three times each year, May, August and December. All graduates attend the May or December graduation ceremony. Diplomas are sent by the University usually 1-2 months after the graduation date.

## Commencement

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

## Convocation

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

## **College Of Nursing Pins**

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

### **Graduation With Distinction**

There are 3 separate designations for scholastic excellence reflected in Wayne State's cumulative grade point average for students completing the baccalaureate degree: summa cum laude, magna cum laude, and cum laude. These designations reflect the top 20% of students in the College and are based on the grade point average distribution of the previous year's senior class.

The criteria for Graduation with Distinction include:

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

## STUDENT SERVICES

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

Depending on your specific needs you will want to contact your college, department or the University Advising Center: [www.advising.wayne.edu](http://www.advising.wayne.edu) or 577-2680.

***ACADEMIC SUCCESS CENTER***    ***1600 Undergraduate Library***    ***577-3165***  
[www.success.wayne.edu](http://www.success.wayne.edu)

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.

***ATHLETICS***    ***Matthaei Physical Education Center***    ***577-4295***  
[www.wsuathletics.com](http://www.wsuathletics.com)

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

***BOOKSTORE (BARNES&NOBLE)***    ***82 W. Warren Ave***    ***577-2436***  
[www.wayne.bncollege.com](http://www.wayne.bncollege.com)

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.

***CAREER SERVICES***    ***1001 Faculty/Administration Building***    ***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.

**CASHIER** *1100 Academic Administrative Building* **577-3650**  
*and 217 Welcome Center*

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.

**COMPUTER & INFORMATION TECHNOLOGY** **577-4778**

[www.computing.wayne.edu](http://www.computing.wayne.edu)

The Computer & Information Technology (C&IT) department provides Wayne State students with a variety of services related to computing, including e-mail, Blackboard (course software), Pipeline (used for registration, financial aid, etc), and more.

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

[www.caps.wayne.edu](http://www.caps.wayne.edu)

**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.**

**DUPLICATING** **993-6653**

**There are Kinko/FedX offices located at University Towers, 5266 Anthony Wayne Drive and 3305 Scott Hall (Medical Campus). Duplicating machines are also available on the second floor of the Student Center and in all University Libraries.**

**EDUCATIONAL ACCESSIBILITY SERVICES** *1600 Undergraduate Library* **577-1851**

[www.eas.wayne.edu](http://www.eas.wayne.edu)

*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.*

**OFFICE OF EQUAL OPPORTUNITY** *4324 Faculty/Administrative Building* **577-2280**

[www.oeo.wayne.edu](http://www.oeo.wayne.edu)

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.

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

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

Food service, including KFC, Pizza Hut, Taco Bell, Subway, and McDonald's, is available in the Student Center area. Vending machines are located in the Student Center and are strategically placed around campus. Several non-university-affiliated restaurants in the area provide additional variety.

**HOUSING OFFICE**      **5221 Gullen Mall, Suite 598**      **577-2116**

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

[www.housing.wayne.edu](http://www.housing.wayne.edu)

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.

**LIBRARIES**      [www.lib.wayne.edu](http://www.lib.wayne.edu)

Ranked 47<sup>th</sup> among the 108 research library systems in the U.S., the Wayne State Library system is comprised of seven individual libraries and learning resource centers: the David Adamany Undergraduate Library, the Purdy/Kresge Library, housing humanities, business, criminal justice, social science and education materials; the Science and Engineering Library, the Shiffman Medical Library, the Neef Law Library, the Walter P. Reuther Library of Labor and Urban Affairs, and the Pharmacy and Allied Health Learning Resources Center. Non print collections include music, microfilm, computer software programs and maps. The Adamany Undergraduate Library contains state-of-the-art technology and information resources and the Reuther Library of Labor and Urban Affairs, the largest archive of its kind. Wayne State's academic and administrative computing environment includes open access computer workstations, electronic mail and directory services for all students and employees, central mainframes and servers, off-campus dial-in access, data and voice networks, high speed Internet connections, and a variety of consulting, training and documentation services. You may use any of the seven University libraries and the Detroit Public Main Library. The nursing collection is housed at the Science & Engineering Library.

**Arthur Neef Law Library**  
74 Ferry Mall  
(313) 577-3925

**Eugene Applebaum College of Pharmacy  
& Health Sciences Learning Resource  
Center**  
259 Mack Ste 330  
(313) 577-1279

**Purdy / Kresge Library**  
5262 Cass Ave  
(313) 577-4042

**Walter P. Reuther Library of Labor &  
Urban Affairs**  
5401 Cass  
(313) 577-4024

**Science & Engineering Library**  
5048 Gullen Mall  
(313) 577-4066

**Vera Parshall Schiffman Medical Library**  
4325 Brush  
(313) 577-1088

**David Adamany Undergraduate Library**  
5155 Gullen Mall  
(313) 577-5121

**Detroit Public Library**  
5201 Woodward Avenue  
(313) 833-1000  
[www.detroit.lib.mi.us](http://www.detroit.lib.mi.us)

**OFFICE OF INTERNATIONAL STUDENTS AND SCHOLARS (OISS)**     *416 Welcome Center, 42 W. Warren*     *577-3422*

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

The Office of International Students and Scholars strives to support and enhance the educational, cultural, and social experiences of international students and visiting scholars at Wayne State University. This is accomplished by providing quality service, facilitating important linkages to the campus and community, offering cross-cultural educational programs and activities, and assisting in important matters related primarily to immigration regulation compliance. New international students and scholars receive an OISS welcome booklet with their visa document prepared by the Admissions Office. The booklet provides information on a wide variety of important topics to these individuals before they leave their home country. Among the subjects covered in the booklet are housing, health insurance, expenses, immigration status, and local climate and airport transportation.

New students and scholars report to the OISS soon after their arrival and participate in a comprehensive orientation program. This program is designed to meet their immediate needs in terms of housing information and university registration procedures; introduce them to U.S. culture and the educational system at WSU; and provide information on banking, health insurance, safety and immigration regulations. In addition, a number of social and recreational programs and activities are planned to assist students and scholars in making a smooth transition to their new environment.

**OMBUDSPERSON**     *798 Student Center Building*     *577-3487*

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

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.

**PARKING**     *Welcome Center, 42 W. Warren, Rm 257*     *577-3704*

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

Locations are outlined on the campus map. Parking areas and structures are patrolled by both public safety and parking attendants. Cost for entry into parking sites is \$2.25 by WSU One Card ID or \$3.50 cash. Refer to WSU One Card information for account maintenance and cash value-added machine locations.



**PUBLIC SAFETY – EMERGENCIES**

**6050 Cass**

**577-2222**

[www.police.wayne.edu](http://www.police.wayne.edu)

In case of emergency: dial 7-2222 at any of the many blue lights (mercury vapor) indicating an emergency phone or at any WSU phone. 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.**

**RECREATION AND FITNESS Gullen Mall CENTER**

**577-2348**

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

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.

**REGISTRATION/RECORDS**

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

Office of the Registrar                      577-3556  
FAX 577-3769

5057 Woodward  
School Center Building, 5<sup>th</sup> Floor  
--Policy & Procedural Matters and  
Student Appeals                      577-3550

Registration & Scheduling                      577-3541  
FAX 993-7758

5057 Woodward  
School Center Building, 5<sup>th</sup> Floor  
--Registration                      577-3541  
--Drop/Add                      577-3541  
--Residence Classification                      577-8193

Student Records                      577-3531  
FAX 577-0945

5057 Woodward  
School Center Building, 5<sup>th</sup> Floor  
--Verification of Enrollment  
--Student Grades  
--Application for Degree or Certificate  
--Certification  
--Graduation  
--Student Transcripts 577-3536

**RELIGIOUS CENTERS**

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

|  |                  |          |
|--|------------------|----------|
| Baptist Student Union.....             | 780 SCB.....     | 577-3467 |
| B'Nai B'Rith Hillel Foundation.....    | 667 SCB.....     | 577-3459 |
| Episcopal/ Lutheran Chaplaincy.....    | 687 SCB.....     | 577-8306 |
| InterVarsity Christian Fellowship..... | SCB Box 118..... | 577-8781 |
| Newman Catholic Center.....            | 761 SCB.....     | 577-3462 |
| United Campus Christian Ministry.....  | 687 SCB.....     | 577-3454 |
| Wesley Foundation.....                 | 798 SCB.....     | 577-6090 |

***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.

***SCHOLARSHIPS AND Welcome Center 577-3378***  
***FINANCIAL AID, OFFICE OF***  
***(OSFA)***

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

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.

***THE SOUTH END 5425 Woodward 577-3494***  
<http://www.southend.wayne.edu>

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.

***STUDENT ACCOUNTS Welcome Center, 42 W. Warren, 4<sup>th</sup> floor 577-3653***  
***RECEIVABLE***

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.

***STUDENT CENTER 5221 Gullen Mall 577-3444***  
<http://www.studentcenter.wayne.edu>  
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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.

***STUDENT COUNCIL 395 Student Center 577-3416***  
<http://www.doso.wayne.edu>

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

**STUDENT RESOURCE AND ASSISTANCE CENTER** *135 Student Center* **577-3568**

The Student Resource and Assistance Center is the central information and referral center on campus. Information available in the Center includes university and academic programs; student services; off-campus housing information; campus activities; travel information, job postings, SMART and DOT bus schedules, community information and resources, daily and monthly calendars, and carpool Ride Share Program. Staffed by students, the Center is open from 9:30 a.m. - 4:00 p.m. Monday through Thursday; 9:30 a.m. - 3:30 p.m. on Friday.

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

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

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.

**THEATRE MAIN OFFICE** **577-2972**

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

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

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

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

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.

**OFFICE OF MILITARY AND VETERANS EDUCATION BENEFITS** *Undergraduate Library, Rm 1600* **577-3374**

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

This office assists veterans, eligible dependents/survivors, reservists and national guard members in obtaining educational benefits. Specifically, students are aided in applying for Federal benefits outlined under Title 38, U.S.C., including: the Montgomery G.I. Bill (chapter 30), the Reserve G.I. Bill (chapter 1606), V.E.A.P.(chapter 32), Vocational rehabilitation (chapter 31), and the Survivors'/Dependents' Educational Assistance (chapter 35). All eligible students must officially request to use their educational benefits each semester.

**WSU ONECARD** *Welcome Center, 2<sup>nd</sup> Floor* **577-2273**

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

The WSU One Card provides students with an all-purpose, easy-to-use key to campus services. These include:

- Parking
- Library services
- Recreation Center access
- Making purchases at venues across campus
- Discounts at area businesses

## **COLLEGE OF NURSING SERVICES**

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

The College of Nursing administers a number of private scholarships and grants. Application for CON scholarships are reviewed annually and must be submitted (on-line) by July 15. 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 Directors of the Office of Student Affairs, the PhD, DNP, MSN, and Undergraduate programs, the Development Director and the Budget Analyst from the Dean's office. Final decisions are based on a variety of factors, specially the student's scholastic progression, financial need and the relevant requirements of the funding mechanism. Guidelines specific to this policy are listed below:

1. Scholarships and loans are awarded to qualified incoming and continuing Nursing students on an annual basis at the CON.
2. Accurate and complete information on scholarships, loans and traineeships will be made available to all incoming and continuing Nursing students by May 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.

### ***Mailboxes***

Mailboxes are provided in the Office of Student Affairs for MSN, Traditional, Second Degree students and student organizations of the College. Students are responsible for checking their mailboxes weekly for important notices.

### ***Bulletin Boards***

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

### ***Student Organizations***

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

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

- ◆ ***The College of Nursing Council*** 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.

Students may serve on the following college committees. These committees are:

### **CON Standing Committees with Undergraduate Student Representative Positions**

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

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#### **Committee on Diversity**

This committee works closely with the Office of the Dean, Office of Student Affairs, and Curriculum Committee to support and maintain University goals related to culturally diverse faculty, student body, and educational content within the College of Nursing. This committee also supports the larger work of other groups and university committees which address cultural, racial, and gender issues. This committee offers 2 student representative opportunities: one graduate and one undergraduate student in good standing. For additional information contact, the Office of Student Affairs at 313-577-4082

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#### **Curriculum Committee**

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

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

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#### **Scholastics Policy and Admissions Committee (SPA)**

Reviews policies relative to admission, progression and graduation of students for undergraduate and master's students, making recommendations for revision as needed to the

Faculty Association. Responds to requests from undergraduate or master's students for implementation of Academic Appeals Procedure. Serves in an advisory capacity to the Associate Dean for Academic and Clinical Affairs and/or Director of Office of Student Affairs 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

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### **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, AD RN-MSN, 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

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

- ◆ ***Student Nurses' Association (SNA)*** provides a means of professional development for students and for direct participation by students in the continuing development of nursing.
- ◆ ***Chi Eta Phi Sorority, Inc.***, is a national professional organization with a focus on African American nursing issues.
- ◆ ***Sigma Theta Tau***, International Honor Society of Nursing, installed Lambda Chapter on the Wayne State University campus in 1953. Its purposes include recognition of superior scholastic achievement and leadership potential. Candidates for membership are elected annually from baccalaureate and graduate programs.
- ◆ ***The Alumni Association*** of the College of Nursing is composed of graduates, faculty and former students of the College. This group is part of the general University Alumni Association, but has its own organization. Its purpose is to keep members in close touch with College activities and with professional developments, and to work for the welfare of the College of Nursing.

All students are encouraged to take advantage of these organizations.

