



College of Nursing

Office of Student Affairs
5557 Cass Ave
10 Cohn Building
Detroit, MI 48202

DOCTOR OF NURSING PRACTICE

**STUDENT HANDBOOK
FALL 2014**

GENERAL INFORMATION

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

Current 6/25/2014

WAYNE STATE
UNIVERSITY
COLLEGE OF NURSING

Fall 2014

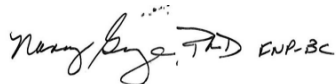
Dear Doctor of Nursing Practice Student:

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

You should be proud of the tradition that you are starting here at the College of Nursing. You are the seventh class in our DNP program. We are extremely proud of the alumni of our DNP programs at Wayne State University. We look forward to watching you take leadership roles to improve outcomes of care, move nursing practice forward with evidence-based practice, and in the education nurses in the clinical environment.

We wish you success in your program of study. If we can be of assistance, please contact Mr. Dennis Beste, Academic Services Officer for the DNP program, at (313) 577-4080 or dennis.beste@wayne.edu or Ms. Tyrhonda Jackson, Doctor of Nursing Practice Secretary, at (313) 577-3144 or ab6274@wayne.edu.

Respectfully,



Nancy M. George, PhD, RN, FNP-BC, FAANP
Associate Professor (Clinical)
Director of Doctor of Nursing Practice

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**WAYNE STATE UNIVERSITY
COLLEGE OF NURSING**

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. Colleges and schools of nursing nationwide have now incorporated this model. 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 program. This was one of the first opportunities for doctoral study in the United States. To date, over 195 PhD degrees in nursing have been awarded.

In 2008, the College established the Doctor of Nursing Practice program.

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: 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 human life.

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

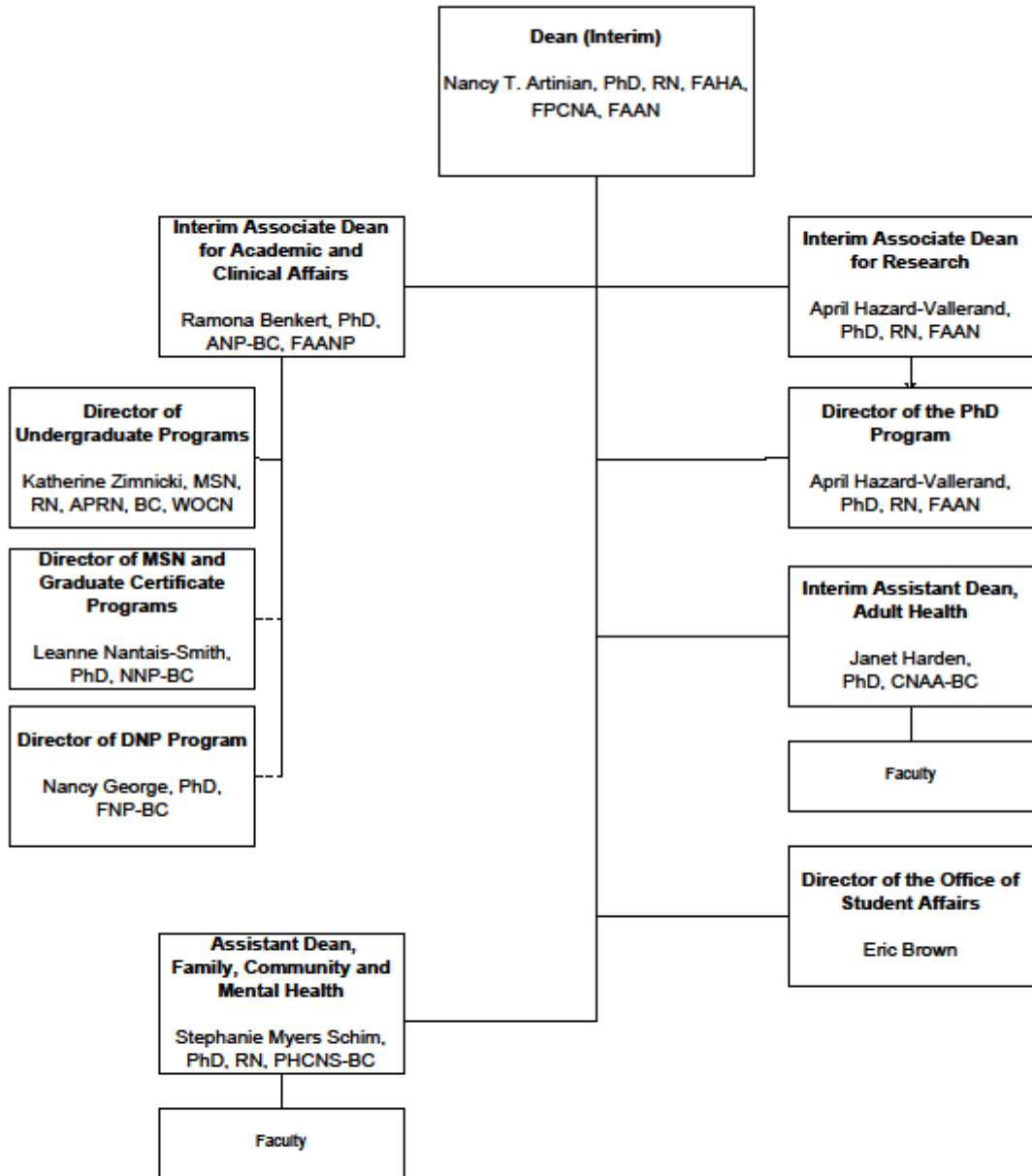
The concepts that order the discipline and profession of nursing are derived from knowledge about human beings, health care, and environment. These concepts give identity to professional nursing practice, direct inquiry, and theory development.

The 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 prepares learners to respond to issues that confront them as professionals. Learners from diverse backgrounds enter the College of Nursing to begin or continue their education within the academic discipline of nursing. Faculty believes that the diverse characteristics of its students add to the richness of the learning experience. The program 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 student's development. Continuing evaluation on the part of the students and faculty is essential to sustain the integrity of the program.

The faculty of the College of Nursing, as members of the academic community, 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



OFFICE OF STUDENT AFFAIRS

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

313 577-4082, toll free 888 837-0847

E-mail: nursinginfo@wayne.edu

FAX: 313 577-6949

website: www.nursing.wayne.edu

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

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

The Doctor of Nursing Practice

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

Established in 2008, the Doctor of Nursing Practice (DNP) is a program designed to prepare the nurse at an advanced level of nursing science. The program emphasizes the development of the student's capacity to impact the clinical setting as leaders and educators and to utilize clinical research to improve and transform health care. This program is based on the understanding that nursing provides services which includes the direct care of individual clients, management of care for populations, administration of nursing systems, and development and implementation of health policy. Advanced practice nurses with practice doctorates will address significant practice issues in a scholarly way, adopt broad system perspectives for health promotion and risk reduction, act as agents of change that transform client/community care, participate in the on-going evaluation of health care outcomes, and assist in the translation of research that leads to positive nursing practice changes.

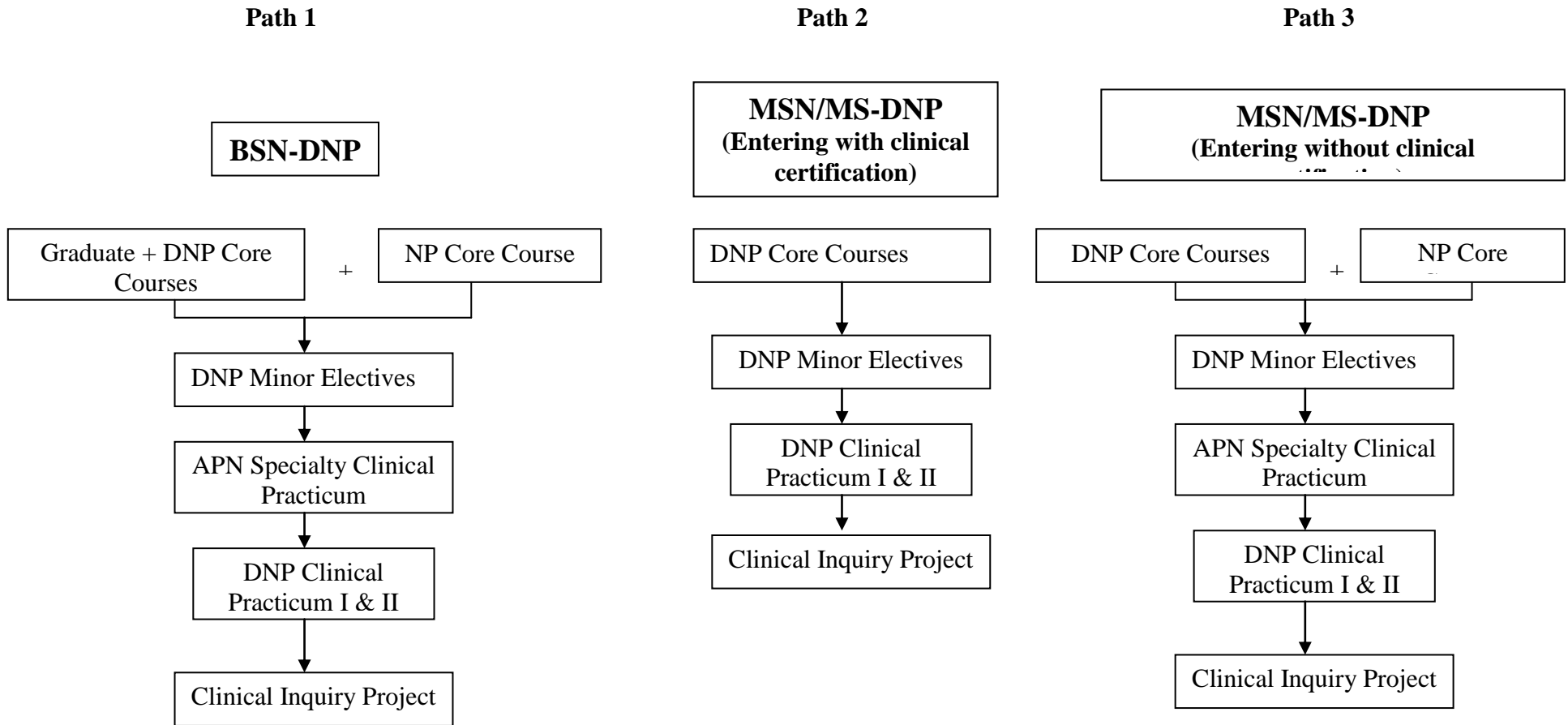
The purposes of the Doctor of Nursing Practice program are:

- To prepare clinically focused advanced practice nurses who are capable of translating knowledge into the clinical setting that contributes to the positive development of individuals, families, communities, society and the discipline of nursing.
- To prepare clinically focused advanced practice nurses who will be capable of addressing the multiple weaknesses in the current health care systems through roles as leaders, educators and agents of change.
- To prepare leaders for the discipline and profession of nursing that will have the skills to address issues of health disparities in an urban environment.

Applicants can enter the DNP program as a post-BSN student or as a student who has attained a master's of science in nursing (MSN) degree with a clinical specialty or as a student who has attained a master's of science in nursing (MSN) degree without a clinical specialty. Post-BSN students will complete training in a clinical specialty as part of their DNP degree, which will qualify them to sit for clinical specialty certification. Post-MSN students who don't currently have a clinical specialty will take classes as part of the DNP that qualify them to sit for clinical specialty certification.

There are three paths for students to accomplish the requirements for the DNP degree in Nursing. These paths offer options to applicants based on their present educational level and professional career pathway: One path is for students entering the program post-BSN and two paths are for those entering post-MSN. Opportunities are available for full-time and part-time study. **The Three Paths are shown in Figure 1.**

Figure 1: Three Pathways



ACADEMICS

Program Options

Candidates for the Doctor of Nursing Practice degree must complete a minimum of 78 graduate credits beyond the baccalaureate degree. All course work must be completed in accordance with the academic procedures of the College and the Graduate School governing graduate scholarship and degrees.

The three paths toward the DNP degree reflect the diverse needs of nurse applicants who differ in their backgrounds, their special interests, and their professional career pathways. The three paths offer options to applicants based on their present educational level and on the extent of clinical specialization they desire. The options are consistent with the DNP program guidelines developed by accrediting bodies of nursing to prepare advanced practice nursing clinicians and educators.

PROGRAM TOTAL CREDITS: Path One is designed for applicants having a BSN degree which leads to a DNP degree with clinical specialty certification, a clinical inquiry project, leadership development, and translation of research into practice (Michigan RN license required). Path Two is a post-Master's option with a clinical specialty that leads to DNP degree with a focus on clinical inquiry, leadership development, and translation of research into practice (Michigan RN license eligibility required and specialty Certification). Path Three is an option intended for an applicant with a Master's degree without a clinical specialty, which leads to a DNP degree with clinical certification, a clinical inquiry project, leadership development, and translation of research into practice (Michigan RN license required).

Wayne State University offers the clinical specialties in adult (acute and primary care) NP, community health, certified nurse midwifery, family NP, neonatal NP, psychiatric/mental health family NP, pediatric (acute and primary care) NP. Those individuals admitted in Path Two and Three must select a clinical specialty no later than three (3) semesters before the start of their clinical specialty clinical courses. Permission from the clinical specialties and DNP program Director of Doctor of Nursing Practice Program must be obtained before and switch in specialties is allowed.

Human Investigation Committee (HIC) Training & Submission Requirements

All students must complete the online HIC training requirement available at www.research.wayne.edu/training. Also, the Wayne State University Institutional Review Board (IRB) must approve all clinical inquiry projects being done by students. WSU IRB forms and information are on the website <http://www.hic.wayne.edu/>. When projects are being completed by students, they need a letter from their faculty advisor and Director of Doctor of Nursing Practice Program that their clinical inquiry project has been reviewed and is consistent with the WSU policies. If the research will not be conducted at WSU, a WSU consent form isn't required as long as WSU is included in the disclaimer of the other institution. For assistance in completing Human Investigation Committee (HIC) forms required for IRB approval, contact the HIC education coordinator (313) 577-9534. Complete the HIC submission checklist found on the OSA DNP Blackboard site when preparing HIC applications.

Specialty Clinical Practicum

All post-baccalaureate and post-master's without clinical specialty are required to select an area of clinical specialization. The choices of clinical specialty are: Adult Acute Care Nurse Practitioner (NP); Adult-Gerontology NP; Community and Public Health; Family NP; Nurse Midwife; Neonatal; Pediatric Primary Care NP; Pediatric Acute Care NP; Psychiatric and Mental Health Nurse Practitioner. The selection of a clinical specialty must be made at least one (1) year before the start of clinical specialty courses (NUR 8670 and 8675). All changes in clinical specialty can be made by completing the clinical specialty change form at least three (3) semesters before the start of the clinical specialty courses (NUR 8670 and 8675).

Each clinical specialty has a program director that will assist with movement through the clinical specialty courses. Participation in clinical specialty has requirements that must be met in order to progress that is outlined below.

Switching Clinical Specialties. To change clinical specialties requires you first meet with the program director of the specialty you are currently enrolled and discuss your intentions to make a switch. Then you must meet with the program director of the clinical specialty you believe you may want to be enrolled. You then should speak with your Academic advisor and discuss your intentions to switch clinical specialty. You then complete the Clinical Specialty Change form, which must be approved by program director of the specialty being switched “out of” and “in to” and Director of the DNP program. Changes of specialty that occur during the clinical specialty practicum will result in a one-year delay to the start of the clinical specialty practicum. The forms for changes of the specialty change can be found on Blackboard under the DNP Program tab.

REQUIREMENTS FOR THE CLINICAL EXPERIENCE

REQUIREMENTS FOR THE CLINICAL EXPERIENCE

The following requirements are essential for all students involved in clinical courses. The College of Nursing has contracts with each agency, which require Health Clearance, BCLS Certification, and Liability Insurance, Current licensure. **Failure to comply with these requirements will result in exclusion from clinical experiences.** The forms must be submitted to OSA by August 15 for Fall semester. *Effective dates for required documents must coincide with the start of a semester.*

*****Students will not be allowed to attend a clinical without a valid clinical permit. If students attend clinical without a valid clinical permit, those clinical hours will not count towards the total number of hours required for the course.**

Requirements

Health Clearance

All students must have a physical examination and show evidence of disease immunity prior to the start of the *first* clinical course. A WSU College of Nursing Health Clearance form must also be on file in the Office of Student Affairs before the start of the first clinical course. The examination may be completed by the student's primary care provider (nurse practitioner or physician).

Basic Cardiac Life Support - BCLS-Level C or ACLS

Students entering the College of Nursing must demonstrate evidence of completion of a Basic Cardiac Life Support course (one & two person, adult & child) of approximately 8- 12 hours or some majors may require the completion of an Advance Cardiac Life Support (ACLS). This course may be taken at several agencies in the community. Annually, students must verify

renewal of the BCLS-Level C or ACLS certification. Original dated certification documents are to be presented to the Office of Student Affairs prior to classes in each year.

Hepatitis Inoculations

In order to meet OSHA requirements you must provide proof that you have received Hepatitis B vaccine.

Liability Insurance

Prior to registering for clinical courses involving field practice, students are to provide a copy of their professional liability insurance policy to the Office of Student Affairs. Minimum amount of coverage allowed is \$1,000,000 per incident and \$3,000,000 aggregate. Purchase the policy to cover at least one year while in the program.

Maintaining Licensure

The student must show proof of being a currently licensed RN in the United States when admitted to the program and show proof of Michigan RN licensure prior to being eligible to enroll in clinical courses. The student must maintain current licensure for the duration of the program. Should the license expire or be revoked for any reason, it is the student's responsibility to report this to the Office of Student Affairs. The student may not continue in the program until current licensure is restored. If licensure was revoked and reinstated, the student must report any conditions attached for future practice.

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:

1. A felony or an attempt or conspiracy to commit a felony within the 15 years preceding the date of application.
2. 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 the student give consent for the WSU Police/Department of State Police to conduct a criminal history check to have clinical privileges at the various agencies used by WSU-CON during the course of the student's education. The College of Nursing uses a certain company that all students must use to complete the Criminal Background Investigation (www.certifiedbackground.com).

Urine Drug Screen Testing

In addition to the Criminal Background Investigation, some 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, Methodone, Phencycline, THC (Marijuana), Barbiturates, Cocaine, Opiates, Propoxyphene. Results of this test must be submitted to OSA and will become part of your health information file.

Clinical Attire

Graduate students registered in clinical courses must wear a uniform or lab coat appropriate for the agency in which the clinical experience occurs.

ID Badge

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

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

	<i>Date Submitted</i>
<input type="checkbox"/> Health Clearance Form with Immunization record	_____
<input type="checkbox"/> Hepatitis B Virus Inoculation (Verification of Inoculations)	_____
<input type="checkbox"/> CPR for the Professional Rescuer (Annual verification)	_____
<input type="checkbox"/> TB Skin Test or Chest X-ray (Annual verification)	_____
<input type="checkbox"/> Professional Liability Insurance (Annual verification)	_____
<input type="checkbox"/> Criminal Background Investigation	_____
<input type="checkbox"/> Updated Copy of Michigan Nursing License	_____
<input type="checkbox"/> Urine Drug Screen	_____

Statistics Requirement

The statistics requirement for doctoral study is met by the completion of NUR 8610, Applied Statistical Analysis for Health I. A prerequisite statistics course is recommended for those who have not completed a graduate statistics course within 5 years. Courses that will satisfy that prerequisite requirement include: PSY 5100* (offered by WSU Department of Psychology), Data Analysis I* and Data Analysis II* (offered by the University of Michigan’s Summer Institute for Social Research), EER 7630 (offered by WSU College of Education), NUR 7000 or equivalent courses. (*Preferred courses due to the depth and breadth of content). Variations to these suggestions in course sequence requirements are to be discussed and approved by the academic advisor and Director of Doctor of Nursing Practice Program.

Elective (Minor) Requirement

Six credits minimum of an elective (minor) are required to complete degree requirements. An elective course is a class in the elective tracks offered. Elective courses are intended to support coursework in a student's major area of study. Elective courses may also come from outside the College of Nursing with the approval of the students Academic Advisor.

Graduate School Doctoral Residence Requirement

The DNP requirement of one year of residence is met by completion of at least six graduate credits in course work, exclusive of the clinical inquiry project, in each of two consecutive semesters. The Spring/Summer semester may be excluded from the definition of successive semesters.

In addition, the DNP residence requirements stipulate that the student must elect at least thirty credits in graduate work, exclusive of the clinical inquiry project, at the University.

Academic Program Planning and Advising

Benchmarks For Progression Through The Program

1. Advisors and students are expected to meet each semester and submit a written annual review to the Director of Doctor of Nursing Practice Program of DNP Program by April 1st. The review is required for the purpose of assessing student progress and stipulating goals for the upcoming year. The Annual Review form can be found on Blackboard: OSA DNP Program and on the ePOW screen available to the graduate faculty advisor.
2. An Interim Plan of Work should be developed the first semester and must be submitted to the Director of Doctor of Nursing Practice Program before the student has completed 12 credits, including transfer credits.
3. A Final Plan of Work must be submitted before the student completes 20 credits, including transfer credits. Interim Plans of Work are to be included with the Final Plan of Work when it is submitted to the Director of Doctor of Nursing Practice Program.
4. Preliminary exams should be completed between 28-31 credits of coursework.
5. Clinical Inquiry Practicum I & II should be accomplished by the end of the second regular semester following completion of course work.
6. Completion of all degree requirements is to be accomplished by the end of year seven.

Degree Requirements

- A minimum of 78 graduate semester hours beyond the baccalaureate degree is required for the completion of a DNP degree.
- A minimum of six credits in coursework in a minor/elective area is required.

- Minimum of twelve credits of clinical inquiry practicum and project are required.
- At least 30 credits of graduate course work in the total program must be at the "graduate only" level, i.e. courses numbered 7000 and above.
- At least 30 credits of graduate coursework must be elected at WSU.
- The DNP requirement of one year of residence is met by the completion of at least six graduate credits in coursework, exclusive of dissertation or other research, in each of two successive semesters. The Spring-Summer semester may be excluded from the definition of successive semesters.

Advising

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

Currently there is only one academic advisor so it would be difficult to change academic advisors. It is the student's responsibility to submit a written request to change advisors to the Director of Doctor of Nursing Practice Program.

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

Expectations of Advisor

1. Meet with the student each semester to review course selections before student registers for the coming semester.
2. Conduct an annual written review. Each graduate student should have the experience of at least an annual one-on-one discussion with a faculty advisor at which the student's academic progress and goals are discussed. The Annual Review ensures that every student benefits from regular monitoring of his or her progress toward the degree. The College of Nursing requires written feedback to students and this is completed through the Annual Review of Progress form and the electronic Plan of Work (ePOW). This review is signed by the student and the advisor and forwarded to the Director of Doctor of Nursing Practice Program for signature and filing in the student's file in OSA.
3. Assist the student in preparation of the Interim Plan of Work. In developing the Plan of Work, consideration should be given to the sequencing of courses, keeping in mind course pre-requisites, and the residency requirement of two successive semesters (Spring/Summer may be excluded) of six graduate credits of course work, not including the clinical inquiry project.

4. Assist the student with the Final Plan of Work. Changes to the approved Plan of Work must be submitted through a Change In Plan of Work form (www.gradschool.wayne.edu).
5. Encourage student to submit his/her scholarship for presentation at conferences and for publication. The doctoral student should be helped to understand the culture of publishing in scholarly journals and scholarly presses.
6. Facilitate the doctoral student in the preparation of grant proposals, abstracts and posters.
7. Give academic and personal encouragement to the student and be an academic role model for the student.
8. Provide information to the student about University services and scholarship opportunities. Offer guidance to the student in applying for external and University fellowships.
9. Serve as Convener of the student's Preliminary Examination Committee.
10. Assist the student in defining a clinical inquiry project topic and selecting a Clinical inquiry project Chair.

Expectations of Students

1. Students develop as a clinical scholar by participating in the Doctoral Student Forum (DSF), preparing abstracts and posters for the College of Nursing Research Day, attending and presenting clinical inquiry papers at professional meetings, such as the Midwest Nursing Research Society (MNRS) annual meeting, and other scholarly opportunities.
2. Students who receive financial aid assistance are expected to participate in a minimum of two (2) brown bag scholarly presentations.
3. Students who receive Nurse Faculty Loan Program (NFLP) funding will be expected to attend at least two (2) teaching techniques brown bag presentations each semester to meet the requirements of funding.
4. Initiate meeting with their academic advisor each semester to discuss progress on satisfying the requirements of the Plan of Work (POW).
5. Identify elective area and elective advisor with the assistance of nursing advisor.
6. Develop yearly goals for scholarship, in consultation with advisor.
7. Be responsible for preparing forms required for progress throughout the program.).

A. The Interim Plan of Work

What is the purpose?

- Serves as a planning document. See course progression and Prototypes in Blackboard: OSA DNP Program.
- Annual updates encourage review of progress and allow for changes in objectives.

What is included?

- A listing of all didactic and research-related course work.
- Non-course objectives, such as conference participation, journal clubs, teaching objectives, publishing and grant writing objectives, etc.
- The Final Plan of Work (POW) form may be used as the Interim POW by inserting “Interim” in the heading.

When is it prepared?

- Within the first semester of the program to cover an academic year
- The student and adviser prepare updates annually

Who signs the Interim Plans of Work?

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

What is the filing procedure?

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

B. The Final Plan of Work

What is included?

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

When is it prepared?

- As early as possible, but must be filed by the time the student has accumulated 20 credits.
- Submission of the Final Plan of Work is a requirement for attaining degree candidacy.

Who signs the Final Plan of Work?

- The student, the advisor, and the Director of Doctor of Nursing Practice Program sign the Final Plan of Work.

What is the filing procedure?

- The Interim Plans of Work should be attached to the Final Plan of Work.
- Final POW with all signatures is submitted to OSA.
- OSA must have final POW before the first clinical inquiry practicum can begin.
- An approved Final Plan of Work is required for attaining doctoral degree candidacy.
- For students receiving General Fund support, (i.e. an assistantship whereby the Graduate School pays the tuition rather than an account that might be for a grant or some other source), tuition payment will be made only for courses on the Plan of Work.

C. Change in Plan of Work

- Any subsequent changes in the Plan of Work must be approved by the advisor and submitted to the Director of Doctor of Nursing Practice Program for approval. A new Plan of Work may need to be filed if there are many changes. A Change of Plan of Work is not needed if the student is taking a course at a different time.

D. Transfer of Credit

A student wishing to transfer graduate credit, earned at other institutions, toward the DNP degree should first consult with their academic advisor. A Transfer of Credit form is to be used and is available at <http://www.gradschool.wayne.edu/forms/TransferOfCredit.PDF>. Transfer credit must be appropriate to the student's degree program and may not be used to reduce the minimum requirement of thirty credits that must be earned at WSU.

When to file the Transfer of Credit form

- The Transfer of Credit form is filed along with the Final Plan of Work.

Eligibility of Credits

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

College of Nursing Academic Progression Policies

1. Students must be enrolled each academic year while in the doctoral program.
 - a. Doctoral students who fail to enroll in either Fall or Winter semester of a given academic year will be considered not in good standing.
 - b. Doctoral students who fail to enroll in two (2) consecutive semesters (i.e. Winter/Fall) will be subject to exclusion from the program.
2. Doctoral students must maintain a GPA in doctoral coursework of B (3.00) in order to progress in the doctoral program.
3. B- is an acceptable grade as long as the student maintains a GPA in doctoral course work of B (3.00). The following criteria are in effect:
 - a. The GPA cannot be below a 3.00 for more than a semester
 - b. A grade of C will require a retake of the course.
 - c. There is no limit in the number of B- grades the student receives as long as the 3.00 average is maintained.
 - d. The advisor should counsel students who receive a B- as to the ramifications of this grade.

Students may petition to retake a graduate course once and no more than a total of two courses may be retaken. A Request to Repeat a Graduate Course form, available on the Graduate School website at www.gradschool.wayne.edu is used to make this request.

The Petition must be approved by the Director of Doctor of Nursing Practice Program and then submitted to the DNP Committee for approval **before** the student may register for the course.

The original grade for the course will remain on the student's transcript, but only the grade received in repetition of the course will be used in computation of the student's honor point average.

Students will not receive University financial aid for repetition of courses.

COLLEGE OF NURSING LEVEL STUDENT GRADE APPEALS POLICY

Basic Principles of the Grade Appeals Process

- I. **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

- II. **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.

- III. **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).

- IV. **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.

- V. **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.

- VI. **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 for 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 for 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.

Revised 7/2/2010

4. Time Limit to Complete DNP Requirements

Students in all paths have a seven-year time limit to complete all requirements for the DNP degree. The seven-year period begins with the end of the semester during which the student was admitted to doctoral study and was taking work toward meeting the requirements for the degree. Students whose seven (7) year time limit has expired may be considered for an extension, provided that the Preliminary Examinations have been successfully completed. Subsequent extensions will not be considered in the absence of substantial progress during the previous year.

Request for a time extension

- To allow a student to continue in the DNP program past the seven-year time limit, the student must request a time extension from the DNP Committee. The student's academic advisor must also provide a letter of support. The request must first be submitted to the Director of Doctor of Nursing Practice Program before the student's seven-year time limit has expired. The Director of Doctor of Nursing Practice Program presents the request to the DNP committee for a recommendation.
- The maximum for time extensions is three years.
- The request must present compelling evidence that the student's clinical inquiry project is in progress, provide a plan and timeline for completion of the clinical inquiry project and explain how the student has remained current his/her field. The "Request for Time Extension to Complete Doctoral Requirements" form, available from the College of Nursing web site, is to be used to transmit the request.
- Copies of the student's annual progress reports and a letter of support from the student's academic advisor must be submitted along with the extension request.

Time extension limits

Approval past 7 years requires revalidation of credentials within one year.

- The Oral/Written Preliminary Exam in the major area must be retaken.
- Additional coursework might be required.
- Revalidation must be completed within one year. The clinical inquiry project must be completed within two years before the 10-year mark.
- If the time elapsed between the requested completion date and the preliminary exam is more than two years, information on the currency of the student's academic credentials needs to be provided. The currency of credentials may be evidenced by publishing and presenting papers, using academically related skills on the job, teaching courses, repeating coursework, repeating preliminary exams, and carrying out other academic or professional activities.

Appeal Process

If the advisor, Director of Doctor of Nursing Practice Program, or the DNP Committee does not approve an extension, the student has the right to appeal the decision. The student should follow the appeal process as outlined.

1. If the student request for a time extension is denied by the academic advisor then the student appeals to the Director of Doctor of Nursing Practice Program who then presents her/his appeal decision to the DNP committee.
2. If both the academic advisor and the Director of Doctor of Nursing Practice Program deny the request for extension, the student may appeal directly to the DNP committee for a final decision.
3. If the DNP committee denies the request for extension the student may appeal to the Dean. If the Dean does not approve the request, a student may appeal to the provost.

CLINICAL INQUIRY COMMITTEE MEMBER ROLES

The Role of the Clinical Inquiry Advisor

The Clinical Inquiry Advisor helps the student plan initial coursework and assists in choosing the preliminary exam committee and the Clinical Inquiry consultant.

The Clinical Inquiry Advisor is selected by the student and approved by the Director of Doctor of Nursing Practice Program. Every effort is made to "match" the student with an advisor whose research and clinical interests are similar to those of the student.

An effort is also made to consider faculty workload, so that the advisement load is evenly distributed. Should a student desire to change advisors, the Director of Doctor of Nursing Practice Program must be notified. The request to change advisors should be submitted in writing and should provide an explanation and appropriate justification for the requested change.

The Clinical Inquiry Project Reader

The Clinical Inquiry reader is a doctoral prepared College of Nursing faculty member who agrees to evaluate student progress and grade the clinical inquiry project. The student in consultation with her or his clinical inquiry advisor will select the reader.

The readers' role is to ensure level of scholarship that is consistent with a clinical doctorate. The reader may or may not have congruent clinical or research interest with the project's focus.

The Clinical Inquiry Consultant

The clinical inquiry consultant is a representative from the organization in which the student is doing her/his clinical inquiry project. Selection of a clinical inquiry consultant is made in consultation with the clinical inquiry advisor. The Director of Doctor of Nursing Practice Program makes final approval of the clinical advisory consultant. The consultant will participate in formulating the project, evaluating student progress, and grading of final project. This person acts as the liaison between the student and the clinical organization.

Changes in Committee

The clinical inquiry project committee established with the candidacy form may change before the final committee is established and the clinical inquiry practicum has begun. The Director of Doctor of Nursing Practice Program requires no written approval for changes in committee members between the preliminary exam and beginning of candidacy. However, the College of Nursing requires approval of a change in committee after beginning the clinical inquiry

practicum. A written request for approval must be submitted to the Director of Doctor of Nursing Practice Program for consideration.

THE PRELIMINARY EXAMINATIONS

The purpose of the preliminary examination is to determine the student's readiness to undertake the clinical inquiry practicum and project. Passing constitutes formal admission to Candidacy. The examination serves as the last major step toward the DNP degree except for the completion of the two Clinical Inquiry Practicum and presentation of the final clinical inquiry project.

The examination has a written and oral component. Students must pass these examinations. During the term in which the student takes preliminary examinations, the student must be enrolled for a minimum of 3 credits.

ELIGIBILITY TO SIT FOR PRELIMINARY EXAM

To be eligible to write preliminary examinations, the student must have completed the following seven (7) courses:

- NUR 8620: Foundations of Nursing as a Discipline
- NUR 8615: Informatics Innovations in Nursing
- NUR 8210: Health Determinants: Focus on Urban Environments
- NUR 8625: Evidence Based Nursing Practice: Theoretical and Methodological Issues
- NUR 8610: Applied Statistical Analysis for Health Care Research I
- NUR 8630: Conceptual Methodologies in Health Policy Leadership and Ethics
- NUR 8650: Advanced Professional Leadership

Any deficiencies or grades of Incomplete (I) or Deferred (Y) in required courses will have been eliminated before the student takes preliminary examinations. (I or Y grades are acceptable if they are in courses not prerequisite to the Preliminary Examination).

Established Dates of Preliminary Exam

Preliminary examinations will be offered two (2) to three (3) times per year depending upon the number of students needing the examination: in January, May and August on the Friday nearest the 15th of the month.

These dates are the only dates that the exam will be offered. There are no extensions on the written exam. If a student is unprepared to take the exam on the date applied for than the student will be eligible to sit for the exam the next time it is offered.

THE WRITTEN COMPONENT OF THE PRELIMINARY EXAM

The written portion of the preliminary examinations is in the form of an exam on DNP Essentials concepts.

The Preliminary Examination will consist of questions selected by the DNP Committee from a bank of questions supplied by faculty teaching the seven foundational courses.

Students will respond in writing to the questions during one (1) four hour day. Students who complete the examination prior to the end of the 4 hours will be dismissed after turning in the completed examination. The responses should be a clear argument, logically developed and supported. The exam may be computerized.

Students may not bring written resources and/or electronic devices into the room.

PROCEDURES for WRITTEN PRELIMINARY EXAM:

- Students and Advisors are responsible for completing the “Intent to take Preliminary Examinations” form and submit to the Director of Doctor of Nursing Practice Program.
- The Director of the DNP program and/or DNP committee faculty members will evaluate the responses, which will be graded blind to the individual students' identities. Two positive faculty evaluations on each question and overall are needed to pass the examination.

Guidelines for the Evaluation of the Doctoral Preliminary Examination

- Exams will be graded online through Blackboard or its equivalent.
- A grade of 83% or better is a satisfactory passing exam. Grades of 82.5% or better will be rounded up to 83%.
- Notification of Written Examination Outcome is as follows:
 - Official notification of the examination outcome will be conveyed to the student through Blackboard grade book.
 - After students have received their scores, they may review their exams with their Advisor. Students will not be allowed to copy or keep their exams. Review of the exam is especially recommended in the case of scores less than 82.5%.
 - DNP students who receive a score of less than 82.5% on the first take of the written preliminary examination may continue progression (i.e. registration in courses) with permission of the Director of Doctor of Nursing Practice Program in the semester following when the exam was taken. Continued progression is dependent on satisfactory ($\geq 82.5\%$) completion of the preliminary examination at the next offering.
 - A student receiving a score $< 82.5\%$ on the preliminary exam must re-take the preliminary exam the next time it is offered; students who do not adhere this policy may not continue to register for courses.
 - A failed repeat of the preliminary examination by receiving a score of $< 82.5\%$ is grounds for dismissal.

THE ORAL COMPONENT OF THE PRELIMINARY EXAM

The oral component is scheduled for approximately two hours. Preparation of the oral preliminary exam gives the student an opportunity to consolidate their knowledge and understanding of the course work in developing the Clinical Inquiry Project proposal. The Clinical Inquiry Project Proposal will be presented as the oral component of the preliminary exam. The oral component of the preliminary exam must be completed within three months of completing the written exam.

An outline for the CIP proposal is available to students on Blackboard under the DNP Program tab. A committee may direct students regarding what aspects of the outline they should concentrate on based on the type of CIP the student is proposing.

GOALS OF THE ORAL PRELIMINARY EXAM:

- To determine if the student can think independently through a clinical inquiry project.
- Can the student identify the evidence, theory and methodology necessary for the development of a successful clinical inquiry project?
- Can the student see possible pitfalls in the long range planning of a clinical inquiry project?
- Can the student present the proposal with clarity in oral presentation?
- Can the student present the proposal successfully?
- Can the student defend the papers and think on his/her feet?

PROCEDURES for ORAL PRELIMINARY EXAM:

- The student has successfully completed the Written preliminary exam.
- The student has a Clinical Inquiry Project committee formed and approved, with all the appropriate forms completed with appropriate signatures.
- The student meets with the Clinical Inquiry Project Advisor to formulate a CIP proposal presentation.
 - The CIP Advisor will assist the student to formulate a coherent presentation.
 - The CIP Advisor can guide the students on what aspects of the proposal outline the student should focus.
 - The CIP Advisor will not provide evaluative feedback regarding the content of the proposal (i.e. this is passing or this is not passing work etc...)

AT THE ORAL PRELIMINARY EXAM:

- The student presents a brief oral presentation describing their clinical inquiry project proposal (approximately 30-40 minutes).
- After the presentation, the student responds to questions by the Committee. The questions correspond to the proposal itself and any related material.
- Once all questions have been satisfactorily answered the student is excused.
- Committee will discuss whether the student satisfactorily met the requirements. Once a determination is made the student is brought back into the room to discuss the disposition of the oral preliminary exam.
- Finally the Clinical Inquiry Advisor or Academic Advisor will obtain decisions and signatures of Preliminary Committee members on the Oral Prelim Exam Form. Which is then turned in to the Director of the Doctor of Nursing Practice Program.

EVALUATION OF ORAL PRELIMINARY EXAM

The criteria for evaluation include:

- a. relevance of the content as a response to the CIP or PICOT question
- b. accuracy of the content
- c. clarity of expression
- d. evidence of logical thinking
- e. evidence of knowledge integration
- f. use of appropriate references

PASS

- Provide a copy of the signed Oral Preliminary Exam form to the Director of Doctor of Nursing Practice Program for signature and filing in student file.

FAIL -REPEAT OF ORAL DEFENSE

Discuss results and recommendations with the Academic/Clinical Inquiry Advisor and CIP Committee

- Turn in the Oral Preliminary Exam form to the Director of Doctor of Nursing Practice Program and inform them of the committee's recommendation

- Turn in a copy of the original Oral Preliminary Exam Form to the Director of Doctor of Nursing Practice Program with a new decision indicated by all committee members signing off on the new form
- Complete recommended revisions, reschedule and complete the repeat oral defense within 6 weeks.
- If a failing grade is received the students case will be brought to the DNP Committee for consideration. The DNP Committee will determine if the student will be allowed to repeat the entire Preliminary Exam process (both written and oral).
- If passing grade is received:
 - Provide a copy of the signed the New Preliminary Exam Form, and the original Clinical Inquiry Project Proposal with revisions to the proposal to the Director of Doctor of Nursing Practice Program.

Shortly after turning in a signed preliminary exam form to the Director of Doctor of Nursing Practice Program the students should expect to receive an E-mail from the Director of Doctor of Nursing Practice Program confirming admission to candidacy for the DNP degree.

College of Nursing DNP committee determines the format and content of preliminary examinations, as well as the procedures for administering them.

After successful completion of the preliminary exam the candidate will complete formulation of the clinical inquiry committee (if not already done), discuss and plan for clinical inquiry practicum sites and continue to develop clinical inquiry project.

DNP DEGREE CANDIDACY

Candidacy status indicates a student has nearly completed the requirements for a degree. After passing the Preliminary Examination, The College of Nursing will advance a DNP student to candidacy. Applicant will be granted degree to Candidacy upon the completion of the requirements outlined below. The committee usually signs the Candidacy form at the same time as the Report on Preliminary Examination Form.

Candidacy requirements

- Approval of the Plan of Work by the Director of Doctor of Nursing Practice Program of DNP Program.
- Completion of didactic course work, or approximately 31 credits, as required on the Plan of Work.
- Satisfactory completion of the Preliminary Examination. (See Preliminary Exam section.).
- Establishment of the clinical inquiry project committee. Membership may be changed prior to submission of an approved prospectus to the Director of Doctor of Nursing Practice Program.
- Requests for a change in committee membership are to be submitted in writing and must be approved by the Director of Doctor of Nursing Practice Program.

Form required

- The Recommendation for Doctor of Nursing Practice Candidacy Status form is prepared by the student and approved by the Director of Doctor of Nursing Practice Program.
- A current transcript must be attached to the form to verify completion of course work requirements.

Procedure

- The Preliminary Exam convener (either Academic Advisor or CIP Advisor) submits the Candidacy recommendation form and attachments to the Director of Doctor of Nursing Practice Program.
- When all requirements have been verified, the Director of Doctor of Nursing Practice Program will advance the Applicant to DNP degree Candidate Status.

CLINICAL INQUIRY PROJECT

To be awarded the DNP degree, a student must conduct a piece of original scholarly clinical inquiry that is proposed to and approved by the clinical inquiry project committee and presented publically.

The Clinical Inquiry Committee

The DNP program provides advance practice nurses with the skills to be leaders in translation and dissemination of research and evidence-based practice at the clinical level. To ensure the quality of graduates and their projects, a clinical inquiry committee will work with the students. The clinical inquiry committee consists of three members: clinical inquiry advisor, clinical advisory reader and clinical inquiry consultant, who assist the student to develop, implement, evaluate and present a clinical inquiry project.

A CIP is an evidenced-based practice project. The project is faculty-guided scholarly experience that provides evidence of the student's ability to think critically and ability to translate research into practice through problem identification, proposal development, implementation, and evaluation of a clinical problem. To demonstration of attainment of skills necessary to complete the CIP the student will first undergo a preliminary exam. Successful attainment of the preliminary exam will enable the student to begin work on the CIP.

The clinical inquiry project is based on course work and the scholarly clinical inquiry practicum that provides Doctorate of Nursing Practice students with the opportunity to demonstrate their ability to analyze, synthesize, and apply clinical inquiry knowledge and competencies in their area of clinical expertise. A scholarly clinical inquiry project product should demonstrate the student's knowledge and clinical competencies in his or her specified area of clinical expertise.

Clinical Inquiry Project Proposal Meeting

After passing the Preliminary Examination(s), the student should meet with his/her clinical inquiry committee to complete a clinical inquiry project proposal. The outline of the project, and literature/evidentiary support for the project must be presented in the proposal.

The Purpose of Clinical Inquiry Project

Research and research utilization is the key to improving healthcare outcomes for clients. Nurses prepared at the DNP level are agents of change, provide leadership and policy development. DNP prepared nurses will be expected to disseminate and integrate new knowledge. These doctorally nurses will be expected to participate as members of a research team or conduct translational research or research utilization projects.

The clinical inquiry project is scholarly experience used to address a theoretically and clinically relevant problem in nursing. This requires competence in theoretical thinking, translation research into practice, the evaluation of clinical practice and practice environments aimed at improvement of health care outcomes. Ultimately the DNP prepared nurse will collaborate with PhD prepared researchers to improve health care outcomes, access and cost for patients and health care systems.

Types of Clinical Inquiry Projects

For all projects, the student first identifies a clinical area of concern or evidence-based research problem, reviews and summarizes the literature dealing with this problem area, and refines a problem statement. The student then investigates the problem. Students may:

- Collect appropriate and accurate data to translate the evidence for nursing practice.
- Analyze data from clinical practice to implement change.
- Design evidence-based interventions.
- Predict and analyze outcomes.
- Examine evidence for clinical benchmarking parameters (structure, process and or outcome).
- Examine patterns of behavior and outcomes.
- Evaluate project to determine and implement best practices.

See appendix for a more complete list and description of Clinical Inquiry Project.

Identifying a Topic for the Evidence-based Clinical Inquiry Project

The earlier the student identifies the topic for the Clinical Inquiry Project, the easier it will be to complete the project on the schedule chosen.

There are several different ways to identify a project advisor and a topic:

- Discuss project ideas with your academic advisor.
- This faculty may be willing to work with you on a project arising from your own clinical interests.
- Your faculty academic advisor may recommend a particular faculty member who shares your interests.
- Lists of faculty research interests can be found on the College of Nursing website and Doctoral Student website. You may contact any of these faculty to discuss your project ideas.

The Process of Writing the Clinical Inquiry Project

Proposals must be scholarly, succinct, direct, and free of jargon. Proposals are written in the future tense. A writing style that does not include a personal identification (“I”, “we”) or a given name (“Jane Doe”) should be used. If absolutely necessary, an appropriate third person term such as “this researcher” should be used.

- During progression through course work you will begin to identify a general area of interest for your clinical inquiry project.
- It is important to note that you are basing your project on the evidence you can find in the literature not on the gaps in the literature.

- Once you have identified a general area of interest and a faculty to act as clinical inquiry project advisor (someone who has expertise in this area who agrees to work with you).
- Identify a CIP advisor and identify the type of project and a research question with your advisor.
 - Develop a timeline and identify which semester you will sit your preliminary exam through your final Clinical Inquiry Project course (9520).
- In consultation with your CIP advisor, identify minimally two other committee members and ask them to be on the Preliminary exam committee. Write the Preliminary Exam (CIP proposal) and give a successful oral defense.
 - Members of the CIP preliminary exam can all be from WSU CON or have two members from WSU CON and member from the organization.
- After successful defense of the preliminary exam review your CIP proposal with your CIP advisor, CIP Reader and CIP Clinical representative and revise as recommended.
- Submit the CIP Proposal Form to your advisor. This may be obtained from the Blackboard website under .
- Complete the first Clinical Inquiry Practicum, make further revisions to the proposal, and then provide all your committee members with the revised proposal.
- Committee members will either approve your final CIP proposal or request a meeting to discuss the proposal before approving it. If your committee decides to meet, you will need to schedule the meeting and reserve a room.
- If HIC approval is needed, submit the appropriate forms to the Human Research Participation Protection Program. Do not proceed with any type of recruitment, data collection, or analysis until you receive written approval.
- Implementation and evaluation of the approved clinical inquiry project is part of the second Clinical Inquiry Practicum clinical activities.
- Write a complete draft of your implemented project, submitting completed sections for review by your advisor according to the schedule you have agreed upon.
- Once your CIP advisor approves your submitted draft submit to rest of committee members and schedule a meeting to discuss the project.
- Submit your revised project draft; make any requested revisions; meet again if necessary.
- Once your project is approved you are ready to present the project to the University
- Submit your completed project for Director of Doctor of Nursing Practice Program approval and signature.
- Have the project bound.
- Submit minimally four (4) completed bound projects, one to each of your committee members, and one to the Director of Doctor of Nursing Practice Program.
- Consider opportunities to disseminate project findings (e.g. podium presentation, poster presentation, journal article etc...).

Additional Considerations:

- Attend to the University guidelines for graduation. At the beginning of the semester you anticipate graduating ensure that you understand all the requirements for graduation.
- Find out the date that the final written project needs to be submitted in order to meet graduation deadlines.

Clinical Inquiry Project

The culmination of the student's doctoral studies is to submit a written document describing the Clinical Inquiry Project and orally present the project to the University community. *What you've already written in your proposal forms the basis for your final project, incorporating the*

revisions and changes your CIP advisor or committee suggests. The written project should not be left to the last minute, the student should be working on refinement of the first three chapters and begin analyzing the data as the project is being completed. The final report describes what was done, the findings, and the conclusions.

Completed Clinical Inquiry Project Written Components

Your final written work will be two articles with commentary as described. These two articles must be submitted for publication before conference of degree is awarded. Below you find the outline for the outlines for the final written components of the Clinical Inquiry Project.

Two Article Clinical Inquiry Project

This is the format for writing up the Clinical Inquiry Project.

The publishable articles should be of normal journal article length (5,000 and 10,000 words). The two articles are each free standing (in the sense that each can be read and understand independently) but should be on related themes. The two articles are normally preceded in the project by a short introduction to the overall topic, which may contain essential background information. There may also be general literature review, but this is not necessary.

The Clinical Inquiry Project must be the student's original idea and based on the translational clinical inquiry project completed. It must be a unified work and include two articles of publishable quality around a theme, with a comprehensive review of the literature that demonstrates an in-depth understanding of the unifying framework.

For each article developed, the student must be the first author, or equivalent, as defined by the committee.

1. All articles must be submitted to a journal prior to the CIP presentation; the CIP committee must approve any exception to this rule. Articles may have been published before the presentation; however, if so the student must obtain copyright permission from the publishing journal to include the article in his/her CIP. U.S law requires doing so. When asking for permission to include the article in the Clinical Inquiry Project, students should notify the journal editor that the Clinical Inquiry Project will be made available on-line.

Students must secure all copyright permissions before finalizing the proposal and formatting the CIP. Some journals might have copyright peculiarities that make it not worth the trouble to include that specific article in the Clinical Inquiry Project. All of these issues should be considered early on in the process. The student should make sure that this entire process is compliant with WSU CIP format guidelines.

2. Both of the articles should be based on data that are analyzed by the student. If the second article is conceptual in nature, or based on a synthesis of the literature, it must be connected to the theme or themes of the CIP without overlapping heavily with the contents of either article. The student's CIP committee will determine whether the extent of any overlap is excessive.
3. A certain amount of overlap is acceptable. For example, portions of the literature review may need to be cited in the various articles because it delineates the entire historical background of the study's focal topic. Citing one's own work can carefully reduce redundancy. However, self-plagiarism - reusing one's own previously written work or data in a 'new' written

product without letting the reader know that this material has appeared elsewhere - is prohibited.

4. The CIP committee must approve journals to which articles are being submitted. Serving as an “editorial board” for the student, the committee will help select journals that will challenge the student and offer a reasonable chance of publication success.
5. Students must be first author on all articles. As first authors, students are responsible for development and articulation of a concept or idea for research, development of a proposal to pursue this idea, development of a research design, conducting research and analysis, writing major portions of a manuscript, designing an intervention or assessment (if relevant), and interpreting results. No other students can be co-authors on any of the articles. Co-authors must be identified at the student’s project proposal. The article and the role of the coauthors must be presented and approved by all members of the Clinical Inquiry Project committee. The student’s committee must approve any changes in co-authorship.

If an article is rejected by a journal during the CIP process, the student may submit to another journal approved by the Clinical Inquiry Project committee. In the case of a revise and resubmit during the Clinical Inquiry Project process, the Clinical Inquiry Project committee must approve any changes to the article. Co-authorship will not be changed for a revision and resubmit.

6. If an article is rejected by a journal after the successful completion and defense of the Clinical Inquiry Project, co-authorship decisions that were made during the Clinical Inquiry Project process will no longer be in effect. Submission to a new journal will be at the sole discretion of the DNP graduate. Also after the successful CIP presentation, any new submission or re-submission, including changes in the authorship or article content, will be at the discretion of the DNP graduate.
7. The CIP must follow the outline for the final bound CIP project.
8. The final copy of the CIP articles should be formatted and bound consistent with WSU guidelines for the written Clinical Inquiry Project. At The Wayne State University Detroit, CIP must be “coherent and consistent in appearance throughout, which means that previously published material must be printed using the same font and format as the rest of the CIP write-up.” (copyrights, Copyright Registration, And Permission Letters, Side Two: Use of Published Papers That You have Written)
9. Copyright issues frequently arise with previously published material. The students need to obtain permission to duplicate copyrighted material (and, possible, multiple author releases).
10. Students must submit their manuscripts at least 2-3 weeks prior to the presentation for a preliminary review.
11. If the journal reviewers suggest modifications to any of the submitted manuscripts prior to the CIP final presentation, your plan for addressing those suggestions should be shared with your Clinical Inquiry Project committee members and approved by all of them before you enact the changes. Changes can be made to any of the 2 manuscripts provided that the Clinical Inquiry Project committee members are aware of and agree to the changes being made and their rationale. Students may opt to defer changes requested by a journal to which they have submitted.

Therefore, the ‘two publishable article’ Clinical Inquiry Project final written and bound copies will look like this:

1. Preliminary Pages

Copyright Information

The inclusion of any articles that are previously published or accepted for publication requires permission from the copyright holder. The sections not copyrighted by another party may be covered under the publication of the new manuscript.

Abbreviations

List all abbreviations as one complete list in the preliminary section of the Clinical Inquiry Project. Do not include them with the individual articles.

Acknowledgments

Follow the same layout and format as for a regular Clinical Inquiry Project.

Table of Contents

Each article included should be identified in the Table of Contents as a separate section by giving the complete title as it appears on each manuscript. Do not list subheadings that occur within the individual manuscripts; do list subheadings from the introductory and summary sections.

List of Tables and List of Figures

Tables and figures shall be listed for the whole document. Numbering of tables and figures will be in accordance with the chosen style and formatting guide for the document as a whole.

2. Main Body:

a. Introduction and background to the general topic area.

- i. Should include a clear statement of the student’s purpose of the Clinical Inquiry Project. It provides necessary background information and a broad statement summarizing the findings of the project. This section also will include a statement of the relationship between and among the various articles and parts of the project.

b. First article

- i. e.g. Sections: Introduction, Review of Literature, Method, Results, and Conclusions. Reference list (for Article 1) Appendices (for Article 1)

c. Second article

- i. e.g. Sections: Introduction, Review of Literature, Method, Results, and Conclusions. Reference list (for Article 2) Appendices (for Article 2)

d. Overall conclusion and implications for policy and/or further research.

3. References: All general references from the introduction, overall conclusion, and any supplementary sections should be included here and should conform to the same style and format as the articles.

4. Appendices: Include here only any additional appendices that relate to the manuscript as a whole.

Other Procedural Issues Related to Completion of the Project.

Human Investigation Committee (HIC)

The Institutional Review Board (IRB) approval (The administrative office of the HIC) is located in the University Health Center, 6-G, 4201 St. Antoine, Detroit, MI 48201. All documents and procedural inquiries may be directed to this office or they may be contacted by phone at 313 577-

1628. Students should visit the website or contact the HIC administrative office for current regulations and forms at <http://www.hic.wayne.edu>). The HIC Submission Checklist for approval by the Associate Dean for Research, College of Nursing, can be found on the OSA DNP Blackboard site, under Documents.

Procedures

When the clinical inquiry project advisor and the student agree that the clinical inquiry project proposal is ready, the clinical inquiry project advisor and student notify the Director of Doctor of Nursing Practice Program, in writing, submitted to the Doctoral Program Secretary.

The student completes the Clinical Inquiry Project Approval form, briefly outlining the clinical problem, scope, and methods that will be employed in the clinical inquiry project.

At the Clinical Inquiry Project Proposal meeting the student will present a synopsis of the clinical issue, scope of issue, plan for addressing issue, implementation plan and evaluation plan for determining the success of the project's outcome. Discussion will follow.

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

Written Clinical Inquiry Project Report

The clinical inquiry project report should reflect the scholarly nature of the project. The format should be consistent with APA format and reference rules for scholarly papers. Reports that do not meet the correct formatting will be returned to the student for remediation. The DNP degree will not be granted until the format meets the DNP Committee guidelines for scholarly written work.

The Final Clinical Inquiry Project Public Presentation

When the clinical inquiry project advisor believes the student's project is complete, the student schedules a final committee meeting to assure that all members agree that it is ready for presentation. When all members agree, the Final Public Presentation form will be completed and turned in to the Director of the DNP committee by the appropriate semester deadlines. All DNP Clinical Inquiry Projects that are completed will be presented in a Doctor of Nursing Practice CEU Day each semester. Therefore, students will need to prepare objectives for their presentation at least four (4) months before they would like to present their findings. These objectives are used to apply for the CEU's necessary for the application. Students will also have to have the final written project completed and ready for binding at least two(2) weeks before the final presentation day.

A CEU Day will occur at the end of each Fall, Winter and Summer semester if there are enough DNP candidates to present. The Director of the DNP Program will notify Students and faculty of the date of the presentations once an Academic Calendar is finalized for the semester.

This final public presentation is open to the general University community and public and will be publicized to the entire College of Nursing and surrounding community.

The student and their CIP Advisor is responsible for notifying the Director of the DNP program that the student will be presenting their final product to the community within six (6) weeks before the due date of the final presentation.

Students who are not deemed ready within the time frame for each semester necessitates waiting until the following semester to do the final presentation, there are no exceptions. No one will be allowed to graduate without completion of the final presentation and the CON receiving a bound copy of the DNP students work.

Public Presentation

In the Public Presentation, the candidate formally presents the clinical issue, scope of problem, project design, outcomes of project and results for the institution involved. Once the public lecture portion is completed and the audience has had the opportunity to ask questions.

Procedures for Public Presentation

To prepare for the final project public presentation:

Bring the Clinical Inquiry Project Completion Approval Form that has been signed and dated by the Clinical Inquiry Committee to the Director of Doctor of Nursing Practice Program, with a copy of the clinical inquiry project written report. It is official policy that acceptance of the clinical inquiry project as well as certification of the degree shall not take place unless a report and clinical inquiry project completion form is signed by the committee and the Director of Doctor of Nursing Practice Program and a bound copy of the final product is presented. The DNP office staff is available to assist advisors and students who have format questions or problems.

The final, clinical inquiry project report shall be available at the public presentation.

On the day of the public presentation, the clinical inquiry project report form is brought to the public presentation and signed by the Clinical Inquiry Advisor and all committee members. The Clinical Inquiry Advisor then returns it to the Director of Doctor of Nursing Practice Program.

It is the student's responsibility to register for the required number of credits for their degree, including clinical inquiry practicum and project credits (minimum of twelve [12]). To verify that the proper number of credits has been taken, the candidate should obtain a copy of his/her WSU transcript.

Final Steps to the DNP Degree

Degree Certification

Upon request and for purposes of employment, a Candidate who completes all requirements between the degree-granting periods may request a certificate from the Registrar certifying completion of degree requirements and the date of formal awarding of the degree. A letter may also be requested from the College of Nursing.

GRADUATION

Although students may finish the requirements for the DNP degree at any time during the year, commencement ceremonies are held only twice a year in May and December (subject to change based on University policy). Doctoral students should contact the Office of Student Affairs and/or their advisor to make sure they can participate in the May Commencement Exercises. The College usually holds a Convocation Ceremony in May and December.

Commencement: Information concerning Commencement can be found at

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

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

Convocation

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

UNIVERSITY 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. DEFINITIONS

When used in this code:

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

2.2 “Aggravated violation” means a violation which resulted or foreseeably could have

resulted in significant damage to persons or property, or which otherwise posed a substantial threat to normal University or University sponsored activities.

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

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

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

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

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

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

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

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

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

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

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

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

2.15 “Technology resources” means any and all technologies that produce, manipulate, store, communicate, or disseminate information. These resources include, but are not limited to, wired and wireless data, video and voice networks, computers for processing information, and other devices for storing and archiving information.

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

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

3.0 PROSCRIBED CONDUCT – STANDARDS AND JURISDICTION

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

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

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

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

4.0 PROHIBITED CONDUCT

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

4.1 All forms of academic misbehavior.

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

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

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

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

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

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

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

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

- 4.10 Knowingly possessing stolen property.
- 4.11 Conduct that is a crime under the criminal law of the State of Michigan or the United States.
- 4.12 Unauthorized entrance into, or use of, institutional facilities, including computing and telecommunication facilities and systems.
- 4.13 Knowingly furnishing false information to the institution.
- 4.14 Intentional obstruction or disruption of institutional activities or functions.
- 4.15 Failure to comply with the direction of any authorized institutional representative, acting in the performance of his/her duties.
- 4.16 Maliciously initiating charges pursuant to this procedure when the initiator knows that the charges are baseless.
- 4.17 Misuse or intentional disruption of the University's technological resources.
- 4.18 Any form of sexual misconduct.
- 4.19 Failure to comply with published University regulations or policies. Such regulations or policies include but are not limited to:
 - a) University statutes prohibiting discrimination and sexual harassment;
 - b) Regulations relating to entry and use of University facilities;
 - c) Regulations relating to sale or consumption of alcoholic beverages;
 - d) Regulations relating to use of vehicles and electronic, amplifying equipment;
 - e) Regulations relating to campus demonstrations;
 - f) Regulations relating to misuse of identification or parking cards;
 - g) Regulations relating to residing in the University's residence halls and apartments.
- 4.20 Abuse of the Student Code of Conduct system, including but not limited to:
 - a) Deliberate falsification or misrepresentation of information before a Hearing Committee Panel or before a dean in an informal conference;
 - b) Disruption or interference with the orderly conduct of a Hearing Committee Panel proceeding.

5.0 DISCIPLINARY SANCTIONS

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

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

5.2 **Disciplinary Probation.** A disciplinary status which does not interfere with the student's right to enroll in and attend classes, but which includes specified requirements or restrictions (as,

for example, restrictions upon the students representing the University in any extracurricular activity, or running for or holding office in any student organization) for a specific period of time as determined in the particular case.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

7.0 INTERIM SUSPENSION

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

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

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

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

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

8.0 HEARING COMMITTEE PANELS

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

8.2 Non-Academic Misbehavior Committee Panels: The Academic Senate and the Student Council shall each establish a standing panel for the purpose of processing cases involving individual students or student organizations charged with non-academic misbehavior. Each panel shall contain a minimum of eight and a maximum of 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 that 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.

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

COLLEGE OF NURSING ACADEMIC INTEGRITY POLICY

Philosophy 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 challenging, complex society" (Wayne State University, College of Nursing Philosophy, 1969). Honesty is a value of society and the nursing profession. 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 these goals and ethics. The nursing student and faculty member, therefore, have the responsibility to act in an honest and truthful manner and to protect academic scholarship. They are expected to protect the integrity of scholarship and to take action when there is any violation of academic integrity.

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

Final decision will be determined through collaboration of faculty, Associate Dean for Research, and Dean.

Accepted by Faculty Association 5/9/84

REGISTRATION

Registration and Scheduling Office

<http://sdcl.wayne.edu/RegistrarWeb/RegSch/RegSchhome>

5054 Woodward, Suite 5101, Detroit, Michigan 48202

General Information: 313 577-3541, FAX: 313 993-7758

E-Mail: registration@wayne.edu

Students should participate in Early Registration. In order to register for classes the student will need a Plan of Work (ePOW) and request an override from the Doctoral Student OSA representative. There are three registration periods:

Priority Web Registration/Add/Drop (Several Weeks Before the Semester Begins)

Open Registration/Add/Drop (Before Classes Begin –Additional Fee - \$35)

Late Registration/Add/Drop (After Classes Begin –Additional Fee - \$70)

The Wayne State University Online Schedule of Classes is available through www.classschedule.wayne.edu. The course information is refreshed hourly during periods of active registration. Registration instructions are available at <http://sdcl.wayne.edu/RegistrarWeb/RegSch/reginstruct>.

Registration forms are found at <http://sdcl.wayne.edu/RegistrarWeb/Forms/Forms>.

Registration Services

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

On-Line Schedule of Classes

On-Line Tuition Payment

E-holds – Check your hold on-line.

E-Schedule – Check your class schedule on-line.

DOCTORAL NURSING COURSES REQUIRING WRITTEN CONSENT

Students must obtain written consent for the courses listed below, each term they are registering for them. Each graduate faculty member will have a section number assigned to him/her for NUR 8990 that changes each semester. Register for the appropriate course registration number.

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

An approved *Doctor of Nursing Practice Petition for Directed Study* must be on file in OSA prior to registration. The petition must be approved by the academic advisor and the Graduate Officer of the College before the Office of Student Affairs will authorize registration by the student.

2. ***NUR 9500 Clinical Inquiry Practicum I, Cr. 4***
Prereq: completion of all course work; completion of DNP preliminary exams. Clinical doctoral nursing students demonstrate abilities to analyze, synthesize, and apply clinical inquiry knowledge and competencies.
3. ***NUR 9510 Clinical Inquiry Practicum II, Cr. 4***
Prereq: completion of course work; completion of preliminary exams; NUR 9500, Course builds on the knowledge and skills developed in NUR 9500.
4. ***NUR 9520 Clinical Inquiry Project, Cr. 4***
Prereq: NUR 9500; completion of preliminary exams. Clinical doctoral nursing students are provided with the opportunity to demonstrate their ability to analyze, synthesize, and apply clinical inquiry knowledge and competencies.
5. **Candidate Maintenance Status** The Candidate Maintenance Status is available if a student does not complete the clinical inquiry practicum and project by the end of four semesters of registration. The Maintenance Status allows students access to University resources – libraries, computer systems, laboratories and faculty advising.

For students supported on General Fund accounts, the Graduate School will pay tuition for one course per semester in addition to their Candidate Status enrollment, provided the course is on the Candidate's Plan of Work.

It is possible for students to attain Candidacy before all course work is completed. In some programs, enrollment in coursework is required during Candidacy.

Students are required to register if they are using University resources during a semester. They must be registered for the semester in which they defend the clinical inquiry project.

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

For all internal and external purposes, students registered in Candidate Status and in Candidate Maintenance Status will be full-time students.

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

A student is considered withdrawn from the DNP program if he or she fails to register for any of the required two consecutive semesters (summers not included) beginning with the term following the advancement to DNP Candidate Status. To return to the program after withdrawal for non-registration, the student must seek reinstatement from the Director of Doctor of Nursing Practice Program of DNP Program and DNP committee and register for the remaining requirements for the degree. Additional registration may be required.

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

The Registrar has indicated that a graduate student who has enrolled for all elections (including essay, thesis, or dissertation) still must register and pay for at least one essay thesis, or dissertation credit until he/she graduates (maintenance status for PhD students). Nursing Note: This includes the clinical inquiry practicum or the clinical inquiry project and maintenance status for DNP students.

Enrollment in Other Graduate Institutions

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

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

Dual Enrollment with the University of Michigan A student enrolled at either Wayne State University or the University of Michigan may elect a course or courses in the other institution if the course fits his/her program but is not available in his/her home institution. The student must have

written approval of the department chairperson in his/her major area at the home college and the approval of his/her Dean. The election must also be approved by the department that offers the course. Students desiring to participate in Wayne State University - University of Michigan dual registration should obtain the necessary forms from the Office of the Registrar and pay the appropriate tuition at their home institution. Additional Information is on the OSA DNP Blackboard site.

RESOURCES

Financial Assistance

Financial aid is determined during the summer of the start of each new academic year. Students who wish to be considered for College of Nursing funding, when available, are required to complete the CON Financial Aid form by the set dates. Failure to complete the form results in the student not being eligible for CON financial aid, however it does not impact outside financial assistance applied for by the student. More information on financial resources can be found on the CON website (<https://www.nursing.wayne.edu/apply/financial-aid.php>)

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

College of Nursing: Fellowships, Scholarships and Emergency Loans

<http://www.nursing.wayne.edu/Students/Financial%20Aid%20and%20Scholarships/index.html>

The College of Nursing administers a number of private scholarships and loans. Scholarship applications are reviewed annually and must be received in the Office of Student Affairs by July 1. Scholarship applications are submitted online. Contact the Office of Student Affairs (OSA), 10 Cohn, 313 577-4082, for further information

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

Nurse Faculty Loan Program (NFLP) The Nurse Faculty Loan Program provides for a loan up to \$35,500 in any academic year. To be eligible applicants must be a full-time graduate student in good standing and have no judgments or liens against them. NFLP loans may be used for tuition, fees, books, lab expenses and other reasonable education expenses. Contact the OSA at 313 577-4082 for information and an application.

Wayne State University Scholarships and Fellowships

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

<http://www.gradschool.wayne.edu/Current/finaid.asp>.

4302 Faculty/Administration Building,
Wayne State University, Detroit, MI 48202
Telephone 313 577-2172. FAX: 313 577-2903

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

<http://www.gradschool.wayne.edu/assistantships.asp>.

Other Awards

Sigma Theta Tau International (National and Local Chapters)

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

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

Michigan Nurses' Association <http://www.minurses.org/>

Canadian Nurses' Associations <http://www.cna-aiic.ca/>

American Heart Association

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

Blue Cross/Blue Shield <http://www.bluecross.com/foundation/index.html>

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

National Research Service Awards (Nurse Fellowship)

<http://grants.nih.gov/training/nrsa.htm>

Doctoral students are strongly encouraged to apply for these Public Health Service research training grants. These grants are provided to individual nurses for predoctoral and postdoctoral research training in specified areas of nursing for periods up to three years.

Awards are contingent upon favorable review and availability of funds. Academic faculty advisors are expected to assist students to prepare NRSA applications. Application kits are available from the Office of Research and Sponsored Programs Services, 4002

Faculty/Administration Building, (FAB) or may be requested from: Nursing Research Branch, Division of Nursing BM, HRA, Center Bldg., Room 3 - 50, 3700 East-West Highway, Hyattsville, MD 20782.

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

Wayne State University
Office of Student Financial Aid
The Welcome Center

42 W. Warren Avenue
P.O. Box 2340
Detroit, MI 48202-0340
313 577-3378
www.financialaid.wayne.edu

- Many professional nursing organizations offer small scholarships for DNP students.

Bulletin Boards

Bulletin boards throughout the College of Nursing are maintained to provide information to all nursing students. Bulletin boards are located outside the Doctoral Student Lounge and the Center for Health Research on the third floor as well as outside the Assessment Learning Laboratory (Room 30) and the area outside OSA (Room 10).

Mailboxes

Mailboxes are provided in the Doctoral Student Lounge, 323 Cohn. Students are responsible to check their mailboxes for important notices. Individual student ID's are coded to allow doctoral students into the Lounge and Study carrels.

Publications

The College publishes a number of informational pieces. These materials include: *The Cohn Report*, the annual report of the College of Nursing; *Nursing Today at Wayne State University*, a publication of the College of Nursing Alumni Association; and *CenterPoint*, a publication of the Center for Health Research highlighting major programs of research of senior faculty and profiling some of the doctoral students who have received external awards.

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. Details are found in the Student Services section of this handbook.

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

- ***The College of Nursing Council*** is composed of elected representatives of students and faculty. Its purpose is to reflect the concerns of the student members to the University and the larger community. All students are members of the College of Nursing Council. Students may serve on the following college committees. These committees are:
 - Curriculum
 - Evaluation
 - Faculty Appointment, Promotion & Tenure
 - Multiculturalism, Race & Gender Relations
 - Scholastic Policy & Admissions
 - Student / Faculty Advisory

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

- ***The Doctoral Student Forum (DSF)*** is an organization of nursing students in the PhD program, officially recognized by the University. The goals and objectives are to provide students with opportunities within the group to air concerns, beliefs, and practices related to their educational experiences. Meetings are held monthly in the Doctoral Student Lounge, 323 Cohn. Students serve on College of Nursing committees; such as, Faculty Search Committee, Doctoral Program Committee, Faculty Appointment, Promotion and Tenure Committee and the Center for Health Research Advisory Committee. Special events, such as Homecoming, receptions for new students, and other social events are sponsored by the group. All doctoral nursing students are members by virtue of admission to the Doctoral program. Members who wish to receive minutes and to be put on the Forum's mailing list are asked to pay yearly dues of \$20.00 (2007). The dues are used to cover expenses and further the goals of the Doctoral Student Forum. Their Blackboard site, through Pipeline, is **NUR DSF 0312: Doctoral Student Forum**.
- ***WSU Chapter of the National Student Nurses' Association*** provides a means of professional development for students and for direct participation by students in the continuing development of nursing. <http://www.nsna.org/>
- ***Chi Eta Phi Sorority, Inc.***, is a national professional nurses' organization with a focus on African American nursing issues. <http://www.chietaphi.com/>
- ***Sigma Theta Tau***, International Honor Society of Nursing, installed Lambda Chapter on the Wayne State University campus in 1953. Its purposes include recognition of superior scholastic achievement and leadership potential. Candidates for membership are elected annually from baccalaureate and graduate programs. <http://www.nursing.wayne.edu/students/organizations/SigmaThetaTau.html>
- ***The Alumni Association of the College of Nursing*** is composed of graduates, faculty and former students of the College. This group is part of the general University Alumni Association, but has its own organization. Its purpose is to keep members in close touch with College activities and with professional developments, and to work for the welfare of the College of Nursing. The College of Nursing Alumni Association invites new graduates to become members. Membership is free for the first year after graduation; dues thereafter are \$30.00 per year (2008). <http://www.nursing.wayne.edu/alumni/index.php>
- The University Alumni Association also has many benefits, such as discounts on car rental service, member loan programs, insurance coverage, and many travel programs. You may contact the Alumni Office at Alumni House 441 Ferry Mall, 313 577-2300 or at www.alumni.wayne.edu for additional information.
- ***Alumni/Student Mentoring Program*** Students interested in participating in a the Mentoring Program for the Future Nurse Professionals, can obtain information from the Office of Student Affairs at 313 577-4382

STUDENT SERVICES

Wayne State University STUDENT SERVICES INFORMATION

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

ACADEMIC SUCCESS CENTER **1600 Undergraduate Library** **577-3165**

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

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

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

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

The Campus Health Center is an on-campus health center managed and staffed by nurse practitioners who are nationally certified in their specialty areas. The Center provides quality, cost-effective health care to Wayne State University students.

Health care services available at the Center include acute illness care (sore throats, infections, rashes, etc.), chronic illness care, routine immunizations, travel health vaccinations and malaria prophylaxis, TB testing, allergy injections, physical exams, pre-participation physicals, medical clearance for Health Profession programs, family planning and STI testing. Appointments are preferred, but walk-ins are accepted on first come, first served basis. The clinic accepts traditional Medicaid, Plan First, Medicare, traditional Blue Cross Blue Shield, and the WSU student health insurance plans, or payment may be made at the time of the visit by cash, credit card, or the student's OneCard. <http://health.wayne.edu/>

CASHIER **1100 Academic Administrative Building** **577-3650**
Welcome Center **577-6052**

The Office accepts registration deposits, tuition payments, loan repayments, fees for copies of transcripts and disburses all University checks, including payroll and financial aid checks. Hours are

9:00 a.m. to 6:00 p.m. Monday through Thursday, 9:00 a.m. to 5:00 p.m. on Friday.
<http://fisops.wayne.edu/bursar/cashier/>

COMMENCEMENT

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

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

COMPUTING & INFORMATION TECHNOLOGY

C&IT Help Desk

577-4778

helpdesk@wayne.edu

Computing & Information Technology (C&IT) <http://computing.wayne.edu/> provides Wayne State students with a variety of computing services.

COUNSELING & PSYCHOLOGICAL SERVICES

552 Student Center Building

577-3398

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

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

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

The Dean of Students Office provides services and affords opportunities to enhance campus life. The Office presents programs and workshops on topics such as cultural understanding, women's issues, and minority programs; coordinates leadership development programs; advises fraternities and sororities; designs service learning opportunities and faculty interaction programs; and promotes student involvement in co-curricular life at Wayne State. The student due process code of conduct and the university-student judicial affairs process are administered by the Dean of Students Office www.doso.wayne.edu.

There are approximately 190 active student organizations including such diverse categories as academic/professional, social action, political, sororities/fraternities, honoraries, ethnic and religious groups, as well as student governments. The South End, the official student newspaper, is published daily during the academic year. The Dean of Students Office staff is available to assist students who want to organize new student groups. The staff coordinates various campus events including, Homecoming, Student Organizations Day, Commencement Corps, yearbook, Finals Frenzy, Wayne Winter Week, and leadership recognition programs.

DUPLICATING

Wayne State Towers

833-3876

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

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

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

EQUAL OPPORTUNITY **3660 Academic Administrative Bldg.** **577-2280**
5700 Cass Avenue

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

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

Food service is available in the Student Center. Vending machines are located in the Student Center and are strategically placed around campus. Several non-university-affiliated restaurants in the area provide additional variety. <http://www.studentcenter.wayne.edu/hunger.php>

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

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

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

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

Non-Immigrant Visa Students

All students with temporary visas must pursue their studies on a full-time basis during the Fall and Winter Terms. Otherwise, a request for annual vacation clearance may be presented to an International Student Advisor in OISS. Undergraduate students must successfully complete 12 credit hours each term; graduate students must successfully complete 8 credit hours each term. Graduate students planning to register for less than the minimum stated above must present an explanation (an Exception Form is available at the OISS for this purpose) endorsed by your academic advisor and at the Office of International Students and Scholars office by the end of the

fourth week of classes. The University is obligated under Immigration and Naturalization regulations to report each term the enrollment status of every F-1 non-immigrant WSU student. All international students and scholars must check in with the Office of International Students and Scholars upon their arrival in the United States, and before registration can occur. Students are advised to bring all immigration documentation with them at that time including passport, I-94 (Record of Arrival/Departure) and either an I-20 or an IAP-66.

LIFE AT WAYNE

3100 Academic Administrative Building

577-8155

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

LIBRARIES

<http://www.wayne.edu/libraries.html>.

Ranked 47th 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 Shiffman Medical Library, the Neef Law Library, and the Pharmacy and Allied Health Learning Resources Center. Nonprint collections include music, microfilm, computer software programs and maps. The Adamany Undergraduate Library contains state-of-the-art technology and information resources. Wayne State's academic and administrative computing environment includes open access computer workstations, electronic mail and Director of Doctor of Nursing Practice Program 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 electronically and you must request what you want electronically.

Arthur Neef Law Library

474 Ferry Mall

313 577-3925

<http://www.lib.wayne.edu/lawlibrary/index.php>

Purdy/Kresge Library

5262 Cass Avenue

313 577-4042/4043

<http://www.lib.wayne.edu/info/maps/pk.php>

David Adamany Undergraduate Library

5155 Gullen Mall

313 577-5121

<http://www.lib.wayne.edu/info/maps/ugl.php>

Vera Parshall Schiffman Medical Library

4325 Brush

313 577-1094, 577-1088

<http://www.lib.wayne.edu/shiffman/index.php>

Eugene Applebaum College of Pharmacy and Health Sciences Learning Resource Center

259 Mack @ John R, Suite 330

313 577-1279

<http://guides.lib.wayne.edu/applebaumlrc>

Walter P. Reuther Library of Labor & Urban Affairs

5401 Cass Avenue

313 577-4024

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

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

Detroit Public Library

5201 Woodward Avenue

313 833-1000

<http://www.detroit.lib.mi.us/>

**LIFE/CAREER
DEVELOPMENT
LABORATORY**

1001 Faculty/Administration Building

577-3390

The laboratory is a “stop-in” service, which offers interactive computer career guidance programs, a variety of occupational information resources, referrals to alumni/mentor contacts and to volunteer career experiences, and individual consultations, helping students more realistically determine and accomplish their career and educational goals.

<http://www.careerservices.wayne.edu/New/CareerDevelopment.htm>

LOCKERS

211 Student Center

577-3484

50 Student Center

577-3568

You can rent a locker in State Hall (first four floors) for the academic year (September-May) by registering at the Student Center Service Center, 211 Student Center, each semester. Coin operated lockers in the Student Center are available in the South lobby on the first floor. The Service Center <http://www.studentcenter.wayne.edu/cic.php> manages these lockers. Lockers are located in other buildings on campus and are handled by the individual departments.

Morris Hart Recreation and Fitness Center

5210 Gullen Mall

577-2348

The offer many options for guests when it comes to storing their personal items during their visit to the facility. Individuals may bring their own lock to take advantage of our many day use lockers available or they may purchase a lock from our service center. For those guests who wish to store their items at the Morris Hart Recreation and Fitness Center on a more permanent basis, they may rent a locker at the facility by semester or for an entire year.

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

OMBUDSPERSON

798 Student Center Building

577-3487

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

PARKING

42 W. Warren Ave Rm 257

577-3704

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 \$6.50 or \$7.00

<http://parking.wayne.edu/>. Refer to WSU One Card information for account maintenance and cash value-added machine locations <http://www.onecard.wayne.edu/faq.php>.

PLACEMENT

1001 Faculty/Administration Building

577-3390

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

PUBLIC SAFETY 6050 Cass Avenue

EMERGENCIES 577-2222

Non-Emergencies 577-6057

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

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

WSU police officers, who are required to have college degrees, have full police powers and are not restricted to investigating crimes on campus. The Department also utilizes university students called Cadets who patrol the campus on foot during peak hours. The Department moved into their new headquarters at 6050 Cass Avenue in June 2008. Additional information about the Department of Public Safety is found on their web site at: www.police.wayne.edu.

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

RECREATION AND FITNESS CENTER 5210 Gullen Mall; 577- 2348

The Mort Harris Wayne State University Recreation and Fitness Center (RFC) is a state-of-the-art facility conveniently located in the heart of campus. Highlights of the facility include a 30-foot high climbing wall, leisure pool with giant water slide, water fitness/.recreation area, lazy river, bubble bench, leisure bench and 12-person spa, a full-size gymnasium, and a 3-lane walking track. <http://www.rfc.wayne.edu/>

REGISTRAR

Office of the Registrar 577-3556

FAX 577-3769

Linda Falkiewicz, University Registrar

5057 Woodward, Suite 5101

--Policy & Procedural Matters and

Student Appeals 577-3550

Registration & Scheduling 577-3541

FAX 993-7758

Kurt A. Kruschinska, Associate Registrar

5057 Woodward, Suite 4100

--Registration 577-3541

--Drop/Adds 577-3541

--Residence Classification 577-8193

--Room Changes 577-3500

Student Records

The Records and Registration office can provide assistance in maintaining your academic record, registering for classes, or keeping you up to date with the most current information:

<http://reg.wayne.edu/students/index.php> .

Wayne State University has contracted with the [National Student Clearinghouse](#) for enrollment and degree verifications. All degree verifications must go through the Clearinghouse

Request your transcript using Pipeline (for students who have enrolled since 2006)

Click [here](#) to watch an instructional video.

Application for Degree or Certificate:
<http://commencement.wayne.edu/graduation.php>

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
Hillel Foundation of Metro Detroit	667 SCB.....577-3459
Episcopal/ Lutheran Chaplaincy.....	687 SCB.....577-8305
Newman Catholic Center.....	761 SCB.....577-3462

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. Faculty members who are unable to meet classes for such reasons should follow the procedures outlined under “Absence of the Instructor”. <http://www.bulletins.wayne.edu/fib/fibd.html#19282>

SCHOLARSHIPS AND FINANCIAL AID, OFFICE OF Student Financial Aid (OSFA)

<http://finaid.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

THE SOUTH END

5425 WOODWARD

577-3494

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

SPORTS

Matthaei Physical Education Center

577-4295

The Recreational facilities located at 5101 John Lodge include a swimming pool, gymnasiums, handball, racquetball, squash courts, dance room, wrestling and weightlifting rooms. Outside facilities include 16 tennis courts, a stadium, 1/4-mile track, and a number of intramural fields. The diversified sports schedule provides college students and student athletes a wide choice of

Intercollegiate, Intramural and Club Sports in which to participate. A valid WSU One Card admits students to indoor facilities.

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

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

[http://www.wayne.edu/fisops/index.php?Bursar Office:Student Accounts Receivable](http://www.wayne.edu/fisops/index.php?Bursar%20Office:Student%20Accounts%20Receivable)

STUDENT CENTER **5221 Gullen Mall** **577-3444**

The Student Center and Program Activities Offices, located in 351 Student Center, Gullen Mall offers many services to the campus community as well as opportunities for involvement in student life. There are approximately 200 student organizations including such diverse groups as academic/professional, social action, political, sororities/fraternities, honoraries, ethnic, and religious groups, as well as student governments. The Service Center houses the University Lost and Found, sells SMART and DOT Bus Tickets, International Student ID Cards, and offers typewriter rental by the hour and Photo finishing service. A Postal Contract Station is located in 101 Student Center. The Recreation Room located in the lower level offers billiards, tennis, air hockey, and snooker equipment rentable by the hour. Meeting rooms, fast food services, lounge space and limited NBD and Comerica (automatic teller) banking services are available. Barnes and Noble operate a satellite convenience store on the main level. For operating hours for these services contact 577-3444. <http://www.studentcenter.wayne.edu/>

STUDENT COUNCIL **395 STUDENT CENTER** **577-3416**

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

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

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

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

THEATRE **4841 Cass Avenue, Suite 3225** **577-3508**

The box office is located in the lobby of the Hilberry Theatre (Cass and Hancock) 313 577-2972. One of the nation's best university theatre programs offers you three theatres, presenting plays at reduced prices for students. The Hilberry Theatre is the open stage performance center for the post-graduate repertory company. The historic Bonstelle Theatre is located at 3424 Woodward, and the Studio Theatre and the Black Theatre Program perform downstairs at the Hilberry.

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

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

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

through Thursday and from 8:30 a.m. to 5:00 p.m. on Friday. **APPOINTMENTS** and Walk-In periods, please check our website <http://www.advising.wayne.edu/> for current information. This office is also responsible for the pre-medical credential service and the Study Abroad Resource Center. <http://www.studyabroad.wayne.edu/>

VETERANS (MILITARY AND VETERANS AFFAIRS)

Undergraduate Library, Rm 1600 577-3374

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. <http://omvae.wayne.edu/>

WSU ONECARD

257 Welcome Center, 42 W. Warren 577-2273

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

Graduate School

Students are expected to become familiar with the information available on the Graduate School web site, www.gradschool.wayne.edu, pertaining to their status as doctoral students. Although much of the information pertains to PhD students, DNP students should become familiar with areas pertaining to their status, from the following:

<http://www.bulletins.wayne.edu/gbk-output/index.html>

<http://gradschool.wayne.edu/procedures/office-responsibilities.php>

<http://gradschool.wayne.edu/procedures/academic-guidelines.php>

<http://gradschool.wayne.edu/graduate-resources.php>

<http://www.doso.wayne.edu/assets/codeofconduct.pdf>

<http://gradschool.wayne.edu/procedures/appeals-procedures.php>

<http://research.wayne.edu/misconduct/>

http://bog.wayne.edu/code/2_28_06.php

College of Nursing

The College of Nursing Office of Student Affairs (OSA) and the Doctoral Program Office developed a Blackboard site for the DNP program, accessible through Pipeline at OSA DNP. All doctoral students and graduate faculty have access to this site.

Forms will also be available through your personal page on the College of Nursing web site <https://www1.nursing.wayne.edu/>, as well as, on Blackboard under the DNP Program Tab. In addition, graduate faculty advisors will have the ability to use the OSA database system to create Interim and Final Electronic Plans of Work (ePOWs).