WAYNE STATE
College of Nursing

DOCTOR OF NURSING PRACTICE STUDENT HANDBOOK | 2018-2019

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

GENERAL INFORMATION

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

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**WAYNE STATE UNIVERSITY
COLLEGE OF NURSING**

HISTORY

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

In 1947 under the leadership of Katherine Faville, the College's first dean, the faculty assumed full responsibility for teaching clinical nursing courses. This was the first time the shifting of clinical teaching from hospital staff to nursing faculty was initiated. This model has now been incorporated by colleges and schools of nursing nationwide. Graduates from the program were eligible to take the 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 is committed to research and scholarly activity to contribute to the discipline of nursing: the body of knowledge of care and the human health experience in diverse environmental contexts.

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

PHILOSOPHY

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

ADMINISTRATIVE STRUCTURE

Dr. Laurie Lauzon Clabo
Dean

Gwendolyn Cotton
Faculty Support
Secretary

Dr. Elizabeth McQuillen
Manager of Faculty
Affairs, Support & Data

Kelly Soave
Assistant to the Dean

Mary Alleyne
Receptionist

Dr. Ramona Benkert
Associate Dean of
Academic & Clinical
Affairs

Vacant
Associate Dean of
Research and Director of
the Office for Health
Research

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Interim Associate
Dean of Faculty
Affairs

Dr. Kristina Aaron
Assistant Dean of
Enrollment and Student
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Director of Major
Gifts

Shelley Clifton
Director of Business
Affairs

Monika Miner
Director of External
Affairs

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Associate Director of
Marketing and
Communications

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Administrative
Assistant

Clinton Loh
Office Assistant

Christine Seaver
Distance Learning
Coordinator

Dr. Felicia Grace
Academic Services
Officer

Regina Sharma
Major Gifts Officer

Tracy Williams
Budget Analyst

Donald Neal
Instructional Training
Grant Manager

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Undergraduate Programs

Vacant
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Research Projects

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Academic Services
Officer

Kathryn Selva
Associate Director of
Technology

Dr. Leanne Nantais-Smith
Director of Advanced
Practice Programs

Penelope Kopka
Grant & Contract
Administrator

Alicia Scheerhorn
Academic Services
Officer

Eric McCormick
Systems Integrator 1

Dr. Kathy Balint
Associate Director of
Clinical Labs

Vacant
Academic Services
Officer

Harvard James
Systems Administrator

Dawn Pauli
Manager, Student &
Alumni Relations &
Special Projects, Clinical
Placement Liaison

Derek Stoops
Multi-Media Specialist

STUDENT SERVICES

College of Nursing - Office of Student Affairs (OSA) –   **10 Cohn**
313-577-4082, toll free 888 837-0847   FAX: 313 577-6949
E-mail: nursinginfo@wayne.edu   website: www.nursing.wayne.edu

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

ADMINISTRATION	Areas of Responsibility
Dr. Kristina Aaron Assistant Dean, Enrollment & Student Services Office of Student Affairs kaaron@wayne.edu	• Administrative responsibility for the Office of Student Affairs
ACADEMIC STAFF	
Gregory Sikora Mowers Academic Services Officer Sikora.mowers@wayne.edu	• Advisor to Traditional BSN students • Admission for Traditional BSN Program
Alicia Scheerhorn Academic Services Officer Alicia.scheerhorn@wayne.edu	• Admission for PhD Program • Admission for DNP Program
Felicia Grace Academic Services Officer IV fgrace@wayne.edu	• Admission for CD2 & RNBSN Programs • Admission for MSN Program • Advisor to BSN for Veterans pathway • Advisor to RN to BSN students
Vacant Academic Services Officer	• Recruitment and admission for the College of Nursing

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 include 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, 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 do not 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 Pathways are shown in Figure 1.

Figure 1: Three Pathways

Path 1	Path 2	Path 3

Path 1

BSN-DNP

DNP Core Courses + NP/NMW Core Courses

↓

APN Specialty Clinical Courses

↓

DNP Clinical Practicum Courses

↓

DNP Project Course

Path 2

MSN/MS-DNP
(Entering with clinical certification)

DNP Core Courses

↓

DNP Clinical Practicum Courses

↓

DNP Project Course

Path 3

MSN/MS-DNP
(Entering without clinical certification)

DNP Core Courses + NP/NMW Core Courses

↓

APN Specialty Clinical Courses

↓

DNP Clinical Practicum Courses

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DNP Project Course

Program pathways comparison

<table>
<tr><td colspan="3" align="center">D.N.P. Program Pathways
Required Courses Comparison Chart</td></tr>
<tr>
<td>B.S.N. to D.N.P.

Leads to D.N.P. degree and clinical certification
Focus: Clinical specialty certification, Clinical Inquiry, leadership development, and translation of research into practice (Michigan RN license required)

PROGRAM TOTAL CREDITS: 78*</td>
<td>M.S.N. (APRN certified)

Leads to D.N.P. degree
Focus: Clinical Inquiry, leadership development, and translation of research into practice (Michigan RN license required, Specialty Certification required)

PROGRAM TOTAL CREDITS: 43</td>
<td>M.S.N. (need certification)

Leads to D.N.P. degree and clinical certification
Focus: Clinical specialty certification, Clinical Inquiry, leadership development, and translation of research into practice (Michigan RN license required)

PROGRAM TOTAL CREDITS: 78</td>
</tr>
<tr><td colspan="3">*Prerequisite: graduate stats course prior to start of DNP Program (CON offers NUR 7000 3 cr in S/S semester).</td></tr>
<tr>
<td>THEORY

NUR 8620 Foundations of Nursing as a Discipline 3 cr.
NUR8625 Evidence Based Nursing Practice: Theoretical and Methodological Issues 3 cr.

Total Credits 6 cr.</td>
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NUR 8620 Foundations of Nursing as a Discipline 3 cr.
NUR8625 Evidence Based Nursing Practice: Theoretical and Methodological Issues 3 cr.

Total Credits 6 cr.</td>
<td>THEORY

NUR 8620 Foundations of Nursing as a Discipline 3 cr.
NUR8625 Evidence Based Nursing Practice: Theoretical and Methodological Issues 3 cr.

Total Credits 6 cr.</td>
</tr>
<tr>
<td>DOMAIN OF KNOWLEDGE

NUR 8210 Determinants of Health 3 cr.
NUR 8650 Advanced Professional leadership 3 cr.
NUR 8615 Informatics in Nursing 3 cr.
NUR 8630 Conceptual Methodologies in Health Policy Leadership and Ethics 3 cr.
NUR 8635 Benchmarking/Clinical Practice Evaluation 3 cr.

NUR 8065 Health Economics/ Policy Evaluation/Vulnerable Populations 3 cr

Total 18 cr.</td>
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Total 18 cr.</td>
</tr>
<tr>
<td>RESEARCH AND STATISTICS

NUR 8604 Health Analytics and Data Management 4 cr.
NUR 8895 Population Health in Nursing 3 cr.

Total 7 cr.</td>
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<td>DNP Project Practicum Courses</td>
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</tr>
</table>

D.N.P. Program Pathways **Required Courses Comparison Chart**		
NUR 9500 DNP Project Practicum I 2 cr. **NUR 9505** DNP Project Practicum II 2 cr. **NUR 9510** DNP Project Practicum III 2 cr. **NUR 9520** DNP Project 6 cr. **Total 12 cr.**	**NUR 9500** DNP Project Practicum I 2 cr. **NUR 9505** DNP Project Practicum II 2 cr. **NUR 9510** DNP Project Practicum III 2 cr. **NUR 9520** DNP Project 6 cr. **Total 12 cr.**	**NUR 9500** DNP Project Practicum I 2 cr. **NUR 9505** DNP Project Practicum II 2 cr. **NUR 9510** DNP Project Practicum III 2 cr. **NUR 9520** DNP Project 6 cr. **Total 12 cr.**
ADVANCED PRACTICE NURSING **NUR 7444 Advanced Phys/Patho across Lifespan 4 cr.** **NUR 7555** Pharmacotherapeutics for Advanced Practice or **NUR 7200** Advanced Neonatal Pharmacology or **NUR 7207 Advanced Pediatric** Pharmacology 3 cr. **NUR 7030** Advanced Nursing Assessment 4 cr. **NUR 8670** Foundations of APN Specialty I and **NUR 8675** Foundations of APN Specialty Clinical I (total 8 cr.) **NUR 8680** Intermediate APN Specialty II and **NUR 8685** Intermediate APN Specialty Clinical II (total 8 cr.) **NUR 8690** Advanced APN Specialty III and **NUR 8695** Advanced APN Specialty Clinical III (total 8 cr.) **Total: 35 cr.**** **FNP Specialty requires NUR 7035 Family-Centered Health Promotion and Risk Reduction 3 cr. **The Psychiatric Mental Health NP Specialty requires NUR 7605 Psychopharmacology for Advanced Practice Nursing 5 cr.	**ADVANCED PRACTICE NURSING** None required for this option since already certified.	**ADVANCED PRACTICE NURSING** **NUR 7444 Advanced Phys/Patho across Lifespan 4 cr.** **NUR 7555** Pharmacotherapeutics for AP or **NUR 7200** Advanced Neonatal Pharm or **NUR 7207 Adv.ced Pediatric** Pharmacology 3 cr. **NUR 7030** Advanced Nursing Assessment 4 cr. **NUR 8670** Foundations of APN Specialty I and **NUR 8675** Foundations of APN Specialty Clinical I (total 8 cr.) **NUR 8680** Intermediate APN Specialty II and **NUR 8685** Intermediate APN Specialty Clinical II (total 8 cr.) **NUR 8690** Advanced APN Specialty III and **NUR 8695** Advanced APN Specialty Clinical III (total 8 cr.) **Total: 35 cr.**** **FNP Specialty requires NUR 7035 Family-Centered Health Promotion and Risk Reduction 3 cr. **The PMH NP Specialty requires NUR 7605 Psychopharmacology for Advanced Practice Nursing 5 cr.

DNP Program Terminal Objectives

1. The student will provide advance practice nursing care to individuals, families, and/or populations that is ethical and science-based.

2. The student will develop and initiate new innovative practice approaches based on theories from nursing and other disciplines.

3. The student will analyze, synthesize and evaluate accessibility and quality of care across diverse, underserved and vulnerable populations.

4. The student will utilize the determinants of health for individuals and/or aggregates/communities for diverse, underserved and vulnerable populations.

5. The student will critically appraise, disseminate and translate science to advance the quality and accessibility of care.

6. The student will demonstrate advanced clinical investigative competencies to evaluate clinical outcomes and systems of care.

7. The student will use information technology in design, selection, use and evaluation of programs to advance the accessibility of care.

8. The student will critically appraise, disseminate and translate innovative technological advancement to improve the quality and accessibility of care.

9. The student will demonstrate leadership in communication and collaborative skills as agents of change that improves accessibility to quality healthcare for diverse, underserved and vulnerable populations.

10. The student will analyze emerging clinical patterns and develop delivery approaches to care that deals with complex problems within the practice settings, healthcare organizations, and communities.

11. The student will shape the healthcare policy debate.

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 backgrounds, special interests, and 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 DNP Project, leadership development, and translation of research into practice (minimum of 78 credits; Michigan RN license required, required graduate-level statistics course prerequisite). Path Two is a post-Master's option for those who have a clinical specialty that leads to DNP degree with a focus on clinical inquiry, leadership development, and translation of research into practice (minimum of 43 credits; Michigan RN license 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 specialty, a DNP project, leadership development, and translation of research into practice (minimum of 78 credits; Michigan RN license required).

Specialty Clinical Courses

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

Each clinical specialty has a coordinator who will assist with progression through the clinical specialty courses. Participation in a clinical specialty may have requirements that must be met in order to progress (i.e., a required number of years of staff nurse experience in specific population settings prior to the start of NUR 8670 and 8675). Students must complete clinical hours in the state of Michigan (and limited placements in Toledo, Ohio for some specialties).

Clinical Experience Prior to Clinicals

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

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

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

Nurse-Midwife - one-year of Labor and Delivery experience

PMHNP - the equivalent of one-year of experience in a psych-mental health setting.

Failure to complete this requirement may result in a delay in progression.

Changing Clinical Specialties. To change clinical specialties, you first meet with the coordinator of the specialty in which you are currently enrolled and discuss your intentions to make a change. Then you must meet with the coordinator of the clinical specialty in which you believe you may way 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 the coordinator of your new specialty and the Director of Advanced Practice and Graduate Certificate Programs. Changes of specialty that occur during the clinical specialty courses will result in a one-year delay to the start of the new clinical specialty courses. The forms for change of the specialty can be found on the nursing website.

Program Statistics Requirement

The program statistics requirement for doctoral study is met by the completion of NUR 8604 Health Analytics and Data Management. A prerequisite graduate-level statistics course is required for those who have not completed a graduate statistics course within 5 years. Students may take NUR 7000 offered by the College of Nursing in the S/S semester or an equivalent course. A course other than NUR 7000 must be discussed and approved by the Director of Advanced Practice and Graduate Certificate Programs.

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 DNP 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 DNP project, at the University.

Michigan License

Out-of-state and international students must submit a Michigan nursing license to Office of Student Affairs before the end of the second semester after starting the DNP Program. Failure to do so may result in delay of progression in the program.

ACADEMIC REGULATIONS AND PROGRESSION POLICIES

Academic Regulations

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

Scholarship

Regulation Topic	DNP
Enrollment Regulations	During course work, students must be enrolled each semester during the academic year (i.e., Fall/Winter) while in a DNP program, unless they have an approved leave of absence on file. Students may request a leave of absence with their academic advisor and must complete the appropriate paperwork. a. *DNP students who fail to enroll in both Fall OR Winter semester of a given academic year and who do not have a leave of absence form on file will be reviewed by the DNP Program Committee and may be excluded from the program.* b. *A leave of absence does not stop the time allowed for completing the degree.*
Progression in Non-clinical courses	DNP students must maintain an overall GPA in doctoral coursework of B (3.00) in order to progress in the program. a. *B- is an acceptable grade (except in clinical courses) as long as the student maintains a GPA in DNP course work of B (3.00).* b. *The GPA cannot be below a 3.00 for more than a semester* c. *There is no limit in the number of B- grades the student receives, as long as, the student maintains a 3.00 average.*

Progression in Clinical Course	The following academic regulations are related to:
	NUR 7030: Advanced Nursing Assessment
	a. NUR 7030 is comprised of two components, didactic and clinical. Students must achieve a B (83%) or higher in both components to satisfactorily pass a clinical course.
	b. In calculating the final score, if both the didactic and clinical components are above 83%, the grades are weighted according to the course syllabus, then combined, and a final letter grade is assigned in accordance with the graduate grading scale.
	c. In calculating the final score, if either the didactic or clinical components of the course are below 83% the grades are weighted according to the course syllabus and combined as follows:
	    i. *If the combined course grade is above 83%, the highest course grade that can be assigned is B minus.*
	    ii. *If the combined course grade is below 83%, the actual calculated grade is assigned.*
	d. In calculating the final score, if both the didactic and clinical component of the course are below 83% the grades are weighted according to the course syllabus, then combined, and a final letter grade is assigned.
	
	e. A grade of less than 83% in a clinical nursing course is unsatisfactory for progression in the clinical sequence.
	f. A student is allowed to retake an "unsatisfactory" clinical course one time. If the student does not achieve a B in the repeated course the student will be excluded from the Program.

	Specialty Clinical Courses: *a. Students must achieve a B (83%) or higher in both the didactic and clinical specialty courses (i.e., 8670 and 8675) to satisfactorily pass the clinical courses and progress to the next clinical course sequence (i.e., NUR 8680 and 8685).* *b. A grade of less than 83% in a specialty clinical nursing course is unsatisfactory for progression in the clinical sequence.* *c. A student is allowed to retake an "unsatisfactory" clinical course one time. If the student does not achieve a B in the repeated course(s), the student will be excluded from the Program.*
Course Repeating	• A student must repeat a graduate course in which a grade of C+, C, or F is earned in a non-clinical course or a B- in a clinical course. • An individual course may be repeated only once. • No more than two courses may be repeated. • The original grade for the course will remain on the student's transcript, but only the grade received in repetition of the course will be used in computation of the student's honor point average. • Students will receive University financial aid for one repeat of a course. • A student must complete a "Request to Repeat a Graduate Course" form, which is available on the Graduate school website at www.nursing.wayne.edu. The completed form should be signed by their advisor, and submitted to the Director of Advanced Practice and Graduate Certificate Programs for approval.
WF or F grades	Students who earn a WF or F (74% or below) grade are at risk for exclusion from the program. a. Although a grade of WF or F does not result in an automatic exclusion from the program, the student's overall performance in the program (e.g., grades, attainment of benchmarks) to date will be reviewed by the DNP Program Committee.
Exclusion Policies	DNP students will be excluded from the program for one of the following reasons: a. Failure to enroll for Fall OR Winter semester during an academic year. Students must enroll in one of the two semesters during an academic year unless a leave of absence form is on file. b. Failure to maintain an overall GPA of 3.0 for more than one semester. c. Students who receive a third unsatisfactory d. Academic or nonacademic misconduct as defined by WSU. e. Unsafe or unethical practice behavior.

Grade/Exclusion Appeals	Grade Appeal
	Only the manner in which the grade was assigned can be appealed. The student assumes the burden of proof in the appeals process. Three grounds for grade appeals exist:
	    1. the application of non-academic criteria in the grading process, as listed in the university's non-discrimination/affirmative action statute: race, color, sex (including gender identity), national origin, religion, age, sexual orientation, familial status, marital status, height, weight, disability, or veteran status;
	    2. Sexual harassment or discrimination; or
	    3. Evaluation of student work by criteria not directly reflective of performance relative to course requirements.
	A student who disputes the final grade awarded for any of the above reasons should follow the steps outlined in the grade appeal process.
	
	Unsafe Practice and Exclusion Appeal:
	Students must contact the College of Nursing,

	Assistant Dean of Enrollment and Student Affairs for the steps in the appeal process for unsafe practice or program exclusion within ten (10) days of oral notice or postmark of written notice of unsafe practice.
	Academic and Non-Academic Misconduct Appeals: All reports and student appeals for academic and non-academic misconduct should follow the university code of conduct policies.
Progression to Candidacy Requirements	Requirement for Progression to Candidacy. • Plan of Work approved by the Director of Advanced Practice and Graduate Certificate Programs. • Completion of didactic course work, or approximately 26 credits. • Satisfactory completion of the Preliminary Examination (written and oral). • The Candidacy form is signed by the student's DNP committee at the same time as the Report on Oral Examination and then goes to the Director of the APRN programs for final signature. • Establishment of the DNP Project Committee -- its membership may be changed up to the beginning of NUR 9510. o Two DNP committee members must be from the College of Nursing.
Timeline	• DNP Students have a seven (7) year time limit to complete all requirements for the DNP. • The seven-year period begins with the end of the semester during which the student has taken work which applies toward meeting the requirements of the degree. • Students whose seven (7) year time limit is expiring may be considered for an extension. Students must submit a request for extension, along with a letter of support from their DNP committee chair, to the DNP Program committee 6 months prior to their expiration date. • Students may be considered for a time extension provided that the Preliminary Examination has been successfully completed and the student has begun working on the DNP Project • Subsequent extensions will not be considered in the absence of substantial progress during the previous year. • A student whose time limit has expired is regarded by the requisite committee as automatically terminated from the program unless the department submits an appropriately justified request for a time extension and the DNP committee approves that request.
Revalidation of Courses	• The DNP committee reserves the right of revalidation of over-age (10 years) credits. • Credits earned at other institutions may require revalidation at the time of WSU admission. • In revalidation cases, the advisor and the student must set a terminal date for completion of all degree requirements, including such additional requirements as may be prescribed to revalidate the over-age credits.
Residency requirements	• A minimum of twenty-four (24) semester hours of the degree <u>must</u> be earned at WSU.
Graduation requirements	Degree Granting Requirements • Candidates for the DNP must complete 43 to 78 credits of study with a cumulative honor point average of 3.0 or better. • All course work must be completed in accordance with the academic procedures of the College and the Graduate School governing graduate scholarship and degrees.

Scholarship Guidelines:

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

See Graduate Bulletin for policies re: "Obligations of Faculty and Students to the Instructional Process", "Student Ethics", "Drop/Add-Adjusting your Schedule".

Course Grading Scale:

A	=	94% - 100%	= 4.0
A-	=	92% - 93%	= 3.67
B+	=	89% - 91%	= 3.33
B	=	83% - 88%	= 3.0 **
B-	=	81% - 82%	= 2.67
C+	=	80% - 79%	= 2.33
C	=	75% - 78	= 2.0
F	=	74% and below	= 0.0

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

Time Limitation

Students have a seven-year time limit to complete all requirements for the DNP. The seven-year period begins with the end of the semester during which the student has taken work which applies toward meeting the requirements of the degree. The College reserves the right of revalidation of over-age credits. Students are not permitted to revalidate credits earned at other institutions. In revalidation cases, the advisor and the student must set a terminal date for completion of all degree requirements, including such additional requirements as may be prescribed to revalidate the over-age credits. Time extensions beyond these conditions are authorized only for conditions clearly beyond the student's control. Guidelines for DNP Program Extension Request may be obtained from the Office of Student Affairs.

Mark of "I" - Incomplete

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

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

Withdrawal from Nursing Courses

A student requesting a withdrawal will be assigned a Withdrawal Passing (WP), Withdrawal Failing (WF), or Withdrawal Non-Attendance (WN). The faculty of the College of Nursing supports the University policy which stipulates that the use of an "I" or "W" to mask unsuccessful performance is inappropriate.

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

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

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

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

2. The student considering a request for an authorized Leave of Absence should contact the Office of Student Affairs for an explanation of the process regarding the leave of absence and to determine if she or he is eligible.

3. A Leave of Absence is approved for a maximum of 1 year. A student who receives an authorized Leave of Absence and returns before the Leave of Absence expires is guaranteed a space in the program. An authorized Leave of Absence is not considered a withdrawal from the program.

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

5. A student who withdraws from any nursing program for any reason must reapply to the College of Nursing as a new applicant. A student who takes an unauthorized leave of absence, or fails to register during each academic year will be considered to have voluntarily withdrawn from the program and must apply for admission to the College of Nursing as a new applicant.

6. A grade of Withdrawal Pass (WP) is not the same as an authorized leave of absence.

7. All approved leave of absence requests will require notification of the student's academic advisor, Director of Advanced Practice and Graduate Certificate Programs, Office of Student Affairs, and specialty coordinators as applicable.

A student is considered withdrawn from the DNP program if he or she fails to register for any of the required two consecutive semesters (summers not included). To return to the program after withdrawal for non-registration, the student must seek reinstatement from the Director of

Advanced Practice and Graduate Certificate Programs and DNP Program Committee and register for the remaining requirements for the degree. Additional registration may be required.

Distance Learning Program

Synchronous distance learning is offered to students who meet eligibility requirements. A limited number of distance learning students are accepted in each Fall DNP Program cohort. Residency requirements must be met and students are required to be in Michigan for the clinical experiences (e.g. NUR 7030). Information about the distance learning program is available on the website at http://nursing.wayne.edu/programs/distance-learning.php and in the DNP Student Handbook.

<center>**Distance Learning Policies**</center>

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

I. <u>Distance Course Scheduling and Admissions:</u>

 A. Scheduling: All distance sections within a specific course will connect to one designated on-campus section. For example, (and hypothetically) all distance sections for NUR 7015 Research for Evidence Based Nursing will connect to NUR 7015 section 001 instead of choosing between sections 001, 002, or 003. If the number of distance locations (number of dial-in squares) exceeds the maximum number allowed, a second section will be designated for distance.
All distance students must plan for on-site course delivery in Detroit for NUR 7030 Advanced Nursing Assessment.

 B. Admissions: Distance Learning students must agree to adhere to the distance policies prior to the start of each semester. Distance Learning Policies are available on the College of Nursing IT Canvas Site and College of Nursing website.

 C. Canvas: In order to assist with posting, exams, and other distance issues, the Distance Learning Coordinator will be added to the Canvas site of every distance learning course.

 D. Maximum Class Size: The combined total number of students enrolled in a course that has distance sections will be determined by the Associate Dean, Faculty Affairs based upon teaching workload. The combined total includes students on campus, at the distance classroom site(s), and offsite.

 E. Total Number of Distance Students per program: At any given time and across cohorts, there will be no more than twenty (20) DNP distance students and fifty (50) MSN or Graduate Certificate program distance students. For the MSN and Graduate Certificate programs, the number per program will be determined by the MSN Specialty Coordinators, Graduate Certificate Program Coordinators, and Graduate Program Director. Graduate Coordinators will report the number of new admissions to the Distance Learning Coordinator, and the Distance Learning Coordinator will send an updated report to Program Directors every semester.

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

G. **Attendance Requirements:** Distance Students may be expected to come to campus a maximum of 3 times per course. Dates will be outlined in the course syllabus and available before the start of the semester

II. Distance Learning Professional Responsibilities and Behaviors:

A. **Technical Requirements:** To minimize technical issues, students and faculty must use the video conferencing technology that meets the technical requirements listed below:
1. Hardwire Capable Computer
2. Ethernet Cable
3. Webcam
4. Headset
5. High-Speed Internet Connection

B. All users must perform a successful test connection with the College of Nursing IT Department. The user must schedule the test connection well in advance by calling 313-577-8604.

C. When troubleshooting issues, be patient with everyone. Most issues cannot be foreseen and working remotely has its challenges.

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

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

III. Examination Policy:

A. **Examinations:** In order to maintain the integrity of the academic programs in the College of Nursing, all examinations within a course must be given using the same method. For example, if proctored paper and pencil tests are given to students on campus, all students at distance sites will also be given proctored paper and pencil tests. If tests are proctored and given by Respondus™ on campus, all students at distance sites will be given examinations via Respondus Monitor™ and proctored by the Distance Learning Coordinator or faculty.

All examinations designated as "proctored exams" must be proctored. College of Nursing proctored course examinations must be taken either on campus or at a proctored distance site. Offsite students must make arrangements with the Distance Learning Coordinator to take any proctored examination either on campus or at the nearest distance proctored site. If unwilling to travel to the nearest "proctored exam site", the student will be responsible for fees related to proctored exams.

B. **Accommodations for Exams**

1. If a student has a documented disability that requires accommodations for examinations, longer time for examinations, etc.; the student will need to register with Student Disability Services for coordination of academic accommodations. The Student Disability Services (SDS) office is located at 1600 David Adamany Undergraduate Library in the Student Academic Success Services department. SDS telephone numbers are 313-577-1851 or 313-577-3365 (TDD only).
2. Distance students with disabilities must contact the Distance Learning Coordinator at 313-577-1363 to finalize arrangements.

IV. Off-Site Qualifications and Exceptions:

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

B. **Exceptions to the Off Site Qualification:**

1. **Long Term Exception:**

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

    a. The student completes an exception form and submits it to the Distance Learning Coordinator.

    b. The Distance Learning Coordinator submits the exception request to the Associate Dean, Academic and Clinical Affairs.

    c. The final decision to grant an exception is determined by the Associate Dean, Academic and Clinical Affairs.

    d. The Associate Dean, Academic and Clinical Affairs notifies the Distance Learning Coordinator and the Assistant Dean of Enrollment Management and Student Services.

2. **Short Term Off-Site Exceptions:**

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

a. The student completes an exception form and submits it to the Distance Learning Coordinator and faculty of record for the course.

b. The Distance Learning Coordinator submits the exception request to the Associate Dean of Academic and Clinical Affairs.

c. The final decision to grant an exception is determined by the Associate Dean of Academic and Clinical Affairs after consultation with faculty of record. If the faculty of record and Associate Dean of Academic and Clinical Affairs denies the request, there is no additional recourse.

d. The Associate Dean, Academic and Clinical Affairs notifies the Distance Learning Coordinator.

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

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

(Approved by Administrative Council May 4, 2018)

REQUIREMENTS FOR APRN CLINICAL AND DNP PRACTICUM COURSES

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

Students will incur a one-week penalty for start of clinicals if the deadline date is missed. For each subsequent week the permit is not valid, additional one-week penalties will be added. Students will not be allowed to start clinicals until faculty and students receive a clearance and start date from the Director of Advanced Practice and Graduate Certificate Programs.

Students are not allowed to attend clinical without a valid Clinical Permit. If students attend clinical without a valid Clinical Permit, those clinical hours will not count toward the total number of hours required for the course and students may be subject to disciplinary action.

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

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

ACEMAPP
If attending an ACE site, students must complete the requirements for ACE, the Alliance for the Clinical Experience. Requirements include successful completion of on-line classes and exams in HIPAA, OSHA, and BBP.

Health Clearance
The examination may be completed by the student's nurse practitioner or physician and the required form filled out and submitted. The TB skin test must be in effect for the entire semester. Vaccinations and/or evidence of immunity are required for Tdap, measles, mumps, rubella, varicella, Hepatitis B and influenza. Students must provide copies of the actual laboratory reports for all antibody titers.

Basic Cardiac Life Support - BCLS-Level C

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

Flu Vaccine

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

Liability Insurance

Wayne State University College of Nursing will provide professional liability insurance through Nursing Practice Corporation, at a cost of approximately $13.38 per student. Students must submit this fee online and the link is found on nursing.wayne.edu. (Nurse-Midwife students are required to purchase an individual student policy.) The policy is valid August 15 – August 14, and is not prorated.

Maintaining Licensure

The student must show proof of being a currently licensed RN in the United States when admitted to the program [See admission requirements for non-domestic students). Out-of-state domestic students have two semesters to submit a Michigan RN licensure; international students have two semesters to pass the NCLEX exam and submit a Michigan RN license. If a student fails to submit a Michigan RN license by the end of two semesters, the student cannot progress in the program until the license is submitted. The student must maintain current licensure for the duration of the program. Should the license expire or be revoked for any reason, it is the student's responsibility to report this to the Office of Student Affairs. The student may not continue in the program until current licensure is restored. If licensure was revoked and reinstated, the student must report any conditions attached for future practice. Submission of the renewed Michigan RN license is due by March 31st.

Criminal Background Investigation

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

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

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

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

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

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

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

The Doctor of Nursing Practice
Check List for Clinical Requirements
Effective date must coincide with semester start

Date Submitted

☐   Create CastleBranch Immunization Tracker Account   __

☐   Health Clearance Form with Immunization record   __

☐   TDAP (Tetanus, Diptheria, Pertussis)   __

☐   Measles, Mumps, Rubella, Varicella, Influenza   __
      Titers (mandatory) and immunization record (optional)

☐   Hepatitis B Virus Inoculation   __
      Titers and immunizations (mandatory)

☐   CPR for the Professional Rescuer   __
      (Annual verification)

☐   TB Skin Test or documentation of no active TB   __
      (Annual verification)

☐   Pay fee for Professional Liability Insurance   __
      (Annual verification)

☐   Criminal Background Investigation   __

☐   Urine Drug Screen   __

☐   ACE requirements (classes)   __
      (Annual)

NUR 7030 PRETEST PROCESS

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

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

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

Distance students who live 6*0 miles* or more from campus can demonstrate a physical examination from a remote location or they can demonstrate the exam on campus. Students are provided a systematic process for demonstrating the exam from a remote location. Ms. Seaver, the distance learning coordinator, will work with each student to facilitate the process.

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

In summary, the pre-assessment process is as follows:
1. Take and pass the written exam with a score of 75%
2. Schedule a time to demonstrate a Basic Physical Assessment
3. Demonstrate a Physical Assessment in front of a clinical lab staff and pass the exam;
4. Contact your ASO to receive your override for NUR 7030 for the Spring Summer semester.

STUDENT INJURY POLICY

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

Emergency issues:
Detroit Receiving Hospital – ER
Henry Ford Hospital- Detroit ER

Non-emergency Issues:
University Health Center
Henry Ford Medical Center- Harbortown

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

PROCEDURE
Responsibility
Student: Action

1. Notify Instructor/Administrator or Department of Public Safety of injury or illness immediately.

2. Report to the appropriate University-authorized medical facility for initial treatment, as noted above.

3. Complete the top portion of the Report of Injury (http://idrm.wayne.edu/risk/student-forms.php) form and sign bottom portion.

4. If the student receives an invoice for initial service, student shall forward the invoice to the Office of Risk Management for payment review. For services/treatment beyond the initial visit, the student shall either self-pay directly to the provider or forward the invoice to the personal health insurance carrier

It is important to note that <u>only the initial treatment for the actual injury</u> is covered by the University. Any diagnostic testing, prescriptions or subsequent visits are the responsibility of the student.

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

Bloodborne Pathogen Exposure Plan

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

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

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

ACADEMIC ADVISING AND PROGRAM PLANNING

NOTE: All forms for the DNP Program are available on the nursing website at nursing.wayne.edu under FORMS AND HANDBOOKS: All students and/or DNP Students.

Benchmarks For Progression Through The Program

1. A benchmarking document is available to all DNP students. This is used to track your progress through the DNP program.

2. Advisors and students are expected to meet each semester to discuss progression. Additionally, a **written annual review** and updated plan of work must be submitted to the Director of Advanced Practice and Graduate Certificate Programs by June 1st. The review is required for the purpose of assessing student progress and stipulating goals for the upcoming year.

3. An Interim Plan of Work must be developed the first semester and must be submitted to the Director of Advanced Practice and Graduate Certificates Programs before the student has completed 12 credits, including transfer credits.

4. 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 Advanced Practice and Graduate Certificate Programs.

5. You are eligible to sit for the written preliminary exam when you have completed the seven (7) required core courses and NUR 9500. In addition, completion of, or concurrent enrollment in, NUR 9505 is required.

6. Preliminary Exams must be completed before NUR 9510 and 9520 can be taken.

7. 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 12 DNP Project practicum and DNP Project credits 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.

- A minimum of 1000 hours of APRN/Practicum hours is required (and must be documented in Typhon) for completion of the DNP degree

- The DNP requirement of one year of residence is met by the completion of at least six graduate credits in coursework, exclusive of DNP Project, in each of two successive semesters. The Spring-Summer semester may be excluded from the definition of successive semesters.

Advising

The Director of Advanced Practice and Graduate Certificates appoints an Academic Advisor for each new DNP 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 are five academic advisors. If the student wishes to change academic advisors, it is the student's responsibility to submit a written request to change advisors to the Director of Advanced Practice and Graduate Certificate Programs. Although all students have an assigned advisor, students are encouraged to become acquainted with specialty coordinators and 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.

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

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. Non-course objectives, such as conference participation, journal clubs, teaching objectives, publishing and grant writing objectives, etc. are included on the Annual Review. 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 and plan of work is signed by the student and the advisor and forwarded to the Director of Advanced Practice and Graduate Certificate Programs for signature and filing in the student's file in OSA. The student should also receive copies of these signed documents.

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 DNP project.

4. Assist the student with the Final Plan of Work. The Final Plan of Work must be submitted to the Director of Advanced Practice and Graduate Certificate Programs for approval.

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. Assist the student in defining a DNP project topic and selecting a DNP Project Chair and/or Committee.

Expectations of Students

1. Develop as clinical scholars through collegiality with other DNP students, preparing abstracts and posters for the College of Nursing Research Day, attending and presenting DNP Project papers at professional meetings, such as the Midwest Nursing Research Society (MNRS) annual meeting, and other scholarly opportunities.

2. Initiate meeting with their academic advisor each semester to discuss progress on satisfying the requirements of the Plan of Work (POW).

3. Develop yearly goals for scholarship, in consultation with advisor.

4. Be responsible for preparing forms required for progress throughout the program.

5. Choose one of three options to meet the requirements of receiving the Nurse Faculty Loan Program (NFLP) funding.

6. Register for the correct number of credits in the NUR 9500 series courses and APRN didactic/clinical courses (8670/75, 8680/85, 8690/95). These courses are listed for variable credits. Be careful during registration for these courses that the credits are entered correctly for your specialty. Failure to register for the correct number of credits will result in delay in certification of graduation.

   Specialties: Credit splits for didactic/clinical APRN courses
   Family Nurse Practitioner: 4/4, 3/5, 3/5
   Adult-Gero Primary Care NP: 4/4, 4/4, 4/4
   Adult-Gero Acute Care & Psych-Mental Health NP: 3/5, 3/5, 3/5
   Neonatal and Pediatric PC/AC NP & Nurse-Midwife: 4/4, 3/5, 2/6

A. **The Interim Plan of Work**
   What is the purpose?
   - Serves as a planning document.
   - Annual updates encourage review of progress and allow for changes in objectives.

What is included?

- A listing of all didactic and DNP project-related course work; clinical specialty courses depending on curriculum path.
- 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 advisor update the POW 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 Advanced Practice and Graduate Certificate Programs 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 DNP project-related course work taken or to be taken; clinical specialty courses depending on curriculum path.

When is it prepared?

- As early as possible (preferably at the first Annual Review), 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 Advanced Practice and Graduate Certificate Programs 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.
- 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. A new Plan of Work may need to be filed if there are many changes. An updated plan of work should be filed minimally at the annual review and submitted to the Director of Advanced Practice and Graduate Certificate Programs for approval.

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. Transfer credit must be approved and the transfer request form submitted to the Director of Advanced Practice and Graduate Certificate Programs and submitted to Office of Student Affairs before the transfer credit can be posted to the transcript.

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.

DOCTOR OF NURSING PRACTICE PROJECT COMMITTEE MEMBER ROLES

The Role of the DNP Project Chair

The DNP Project Chair is selected by the student and approved by the Director of Advanced Practice and Graduate Certificate Programs. Every effort is made to "match" the student with a project Chair whose research and clinical interests are similar to those of the student.

The student's Academic Advisor can assist the student with starting the process of selecting a DNP Project Committee. Along with the Academic Advisor, the DNP Project Committee Chair can also help the student choose the DNP Project Reader and the DNP Project consultant.

An effort is also made to consider faculty workload, so that the advisement load is evenly distributed. Should a student desire to change their Project Chair, the request to change project Chair must be submitted in writing and should provide an explanation and appropriate justification for the requested change. The form is submitted to the Director of Advanced Practice and Graduate Certificate Programs for approval.

The DNP Project Reader

The DNP Project reader is a doctorally-prepared College of Nursing faculty member who agrees to evaluate student progress and grade the DNP project. The reader will be selected by the student in consultation with her or his DNP Project Chair. The reader's 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 DNP Project Consultant

The DNP Project consultant is a representative from the organization in which the student is doing her/his DNP project and must be minimally master's prepared. Selection of a DNP Project consultant is made in consultation with the DNP Project Chair. Final approval of the DNP Project consultant is made by the Director of Advanced Practice and Graduate Certificates Programs. 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. The student is responsible for completing the DNP Project Consultant Form, getting the Academic Advisor's signature, and submitting it to the Director of Advanced Practice and Graduate Certificate Programs for final approval.

Change in Committee Members
Requests for a change in DNP Project Committee membership after initial approval requires a written request on the DNP Project Committee Change Form. This form is submitted to the Director of Advanced Practice and Graduate Certificate Programs for approval.

DNP Project and the IRB Process

The DNP student must read the document: Human Participant Research vs. Quality Improvement to guide understanding of research vs. QI. This form is provided only for your knowledge, not as paperwork for IRB. Then, complete the Human Participant Research Determination Tool. Review this form <u>with the Chair</u> of your DNP Project Committee to determine whether or not any IRB submission is required. Have the Chair of your DNP Committee sign the Faculty Attestation Form after a review of the Tool. Distribute copies as indicated.

Students must also complete any IRB documents required by the institution in which they are implementing the DNP Project. Prior to submission of any documents to the institution, the student <u>must have approval</u> of the DNP Project from the DNP Project Committee and the documents must be <u>reviewed and approved by the Chair</u> to make sure appropriate language has been used.

<u>No</u> IRB paperwork can be submitted until after the student has successfully completed the written and oral preliminary exams.

THE PRELIMINARY EXAMINATIONS

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

ELIGIBILITY TO SIT FOR PRELIMINARY EXAMS

To be eligible to sit for 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 8604: Health Analytics and Data Management
- NUR 8630: Conceptual Methodologies in Health Policy Leadership and Ethics
- NUR 8650: Advanced Professional Leadership

Any deficiencies or grades of Incomplete (I) in required courses must be eliminated before the student takes preliminary examinations. (I grades are acceptable if they are in courses that are <u>not</u> prerequisite to the Preliminary Examination).

The student must have the two doctorally-prepared College of Nursing members of the DNP Project Committee approved by the Director of Advanced Practice and Graduate Certificate Programs <u>before sitting for the written preliminary exam</u>. The oral Preliminary Exam must be completed within six weeks of the written preliminary exam. Failure to complete the Oral Preliminary exam in the required time may result in delay in progression and/or repeat of the preliminary exam process.

During the term in which the student takes preliminary examinations, the student must be enrolled in a nursing course/directed study.

<u>DNP Preliminary Exam (Written and Oral) Process</u>
Introduction

There are *two* DNP Preliminary Examinations, 1) the written preliminary exam in the format of a DNP Project Proposal followed by 2) the oral preliminary exam. The student participates in the preliminary exam process with the DNP chairperson and the reader, prior to approval of the clinical consultant.

THE WRITTEN PRELIMINARY EXAM
The written portion of the preliminary examinations is in the form of a DNP Project Proposal in which the student articulates in writing what their project is going to be.
- **GOALS: To determine if the student is able to:**
  - Independently think through a DNP Project and articulate that in written form.

  o Identify the evidence, theory and methodology necessary for the development of a successful DNP Project
  o Identify possible pitfalls in the long range planning of a DNP Project

Steps for the Written Preliminary Exam
1. The student first submits the *Intention to take the new Written Preliminary Exam* form to the Director of Advanced Practice and Graduate Certificate Programs (DirAP) after an initial consultation meeting with the DNP Project Chair and Reader.
2. The written DNP Project Proposal will be 8-10 pages long, double-spaced, 11-12 Times Roman font with 1" margins, not including title page and reference pages. Outline descriptions for two different types of project proposals, quality improvement/intervention-based projects and a policy analysis, are provided below.
3. Upon submission of the written DNP Project Proposal to the Chair, Reader (and possibly the consultant), the DNP Project Committee *will be provided 14 working days** to review and grade the written preliminary.
4. The DNP Project committee will provide a Pass/Fail grade *within 14 working days** of submission. In the event of a split vote (when only two faculty are reading the proposal), the DirAP will read the proposal and provide the final decision within one week. The committee members will provide the student with feedback regarding project content that requires elaboration.
5. Once the student passes the written exam, the Chair will submit the *DNP Written Preliminary Exam Completion Approval* form to the DirAP.
6. In the event of an unsuccessful attempt at the written exam, please refer to the DNP Handbook.
7. Following successful completion of the written preliminary exam, the student and DNP Project Committee will agree on the date of the DNP Oral Preliminary Exam. The student must complete the DNP Oral Preliminary exam *within six (6) weeks* after passing the written exam..
8. The student will complete the *Intent to take the Oral Preliminary Exam* form and submit this form to the DirAP.

*Working days are normal workdays: Monday through Friday excluding University holidays and faculty approved vacation days.

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THE ORAL PRELIMNARY EXAM
</div>

GOALS: To determine if the student is able to:
  o Formally present the proposal with clarity in oral presentation?
  o Present the proposal successfully, incorporating changes that were suggested from the written work
  o Respond to questions about the DNP Project proposal and think on his/her feet?

Steps for the Oral Preliminary Exam
1. Pass written preliminary exam.
2. The student will prepare a 20-minute PowerPoint presentation that includes:
   • A review of the DNP Project proposal
   • Elaboration on areas of required content that need more depth based on feedback from the written exam provided by committee members.

3. The student will provide a pdf or printed copy of the PowerPoint presentation to the committee minimally 48 hours before the scheduled oral preliminary exam. (Committee preference). Please make sure the slides are readable.
4. The DNP Project Committee will determine the Pass/Fail for the Oral Preliminary Exam at the time of the oral exam and the Chair will submit the *DNP Oral Preliminary Exam Completion Approval* form to the DirAP.
5. In the event of an unsuccessful attempt of the oral examination, please refer to the DNP Handbook.

OUTLINE DESCRIPTION FOR DNP PROJECT PROPOSAL FOR <u>QUALITY IMPROVEMENT</u> OR <u>INTERVENTION-BASED</u> PROJECTS
Cover page:
DNP PROJECT WORKING TITLE:
When writing, please use the section headings in the rubric. Subheadings may be used in long sections to facilitate organization. The paper is to be 8-10 pages so concise development of the essential information is very important

Required Content (page allotments are a strong suggestion, but not mandatory)

Goal and Objectives of the DNP Project (suggested 1 page)
• Describe the problem (e.g., need for clinical change/improvement or policy analysis) and why this change or analysis is important.
• State the overall goal of your project.
• State the project objectives (measurable) – no more than three (3)
State Aim (optional), Goals and Objectives:
• **AIM—Broad general purpose for undertaking this translation of research into practice project.**
• **Goal—Statement of specific purpose for project.**
    o **Set the foundation for writing your objectives.**
• **Objectives—State specific and measurable steps or outcomes that lead to the goal:**
    o **Help set program priorities**
    o **Monitor progress toward goal**
    o **Set targets for accountability**
    o **Provide framework for program evaluation**
    o **Sets the foundation for planning activities**
SMART objectives: Objectives should be:
    • **S**pecific: who, what and where. Use action verb.
    • **M**easurable: how much change?
    • **A**chievable: Realistic? Program resources?
    • **R**elevant: relates directly to program activity goals.
    • **T**ime-bound: when objective will be achieved

Significance to Nursing (suggested 1—2 paragraphs) • The "So what" for nursing. Briefly state the significance of the problem/question to nursing, including how this project will improve patient outcomes. • State the impact of the problem i.e., economics, affected numbers etc.

State of the Science (suggested 1.5—2.5 pages)
- State and use the PICO(T) question to review the existing literature relevant to the DNP project objective.
- Summarize your literature review, <u>including a summary statement</u> regarding the evidence for the major aspects of your project.

Theoretical Framework (suggested 1 page)
- Describe the theoretical framework that will guide your DNP Project.
- If this is a not a nursing theory, explain how your theoretical framework fits with the nursing metaparadigm.

Methodological Framework
- If your methodological framework differs from your theoretical framework:
  - Discuss the relationship between the theoretical and methodological frameworks.

Method of DNP Project (suggested 4-6 pages for this section)

Design
- What project design are you using (e.g. quality improvement, practice implementation, or policy analysis etc…)
- Explain why this method is the best for your purposes.

Setting
- Where will you complete your project?
- Why is the site the ideal location?

Organizational Culture
- Briefly describe the organizational culture
- Provide the rationale for use of the identified setting.
- Who are the stakeholders?

Participants
- Who are your participants and why?
- How many participants and why?
- Provide relevant participant data: include age, and language, race/ethnicity and socio-economic information.
- If participants are excluded substantiate your reason for the exclusion.

Indicator Measures
- These should match your objectives.
- Explain how you will evaluate your objectives.
- Describe indicator measures you will use to evaluate/analyze these stated objectives.

Procedure
- Describe the steps about the Who, What, When, and Where of your project with sufficient detail that someone else could implement your project
- How will you collect the data, justify your approach?
- Lay out the _timeline_ for your project start to finish

Evaluation Plan
- How will you evaluate/analyze the results?
- What kind of results would make your project a success?
- What kind of results would indicate that your project might need changes in the future?
- What kinds of results indicate that your project is sustainable?
- Explain how the change will be sustained after completion of your project.

Dissemination
- How will you share your results at the site of your project implementation?

OUTLINE DSCRIPTION FOR DNP PROJECT PROPOSAL FOR <u>POLICY ANALYSIS</u> PROJECTS

Cover page:

DNP PROJECT WORKING TITLE:

When writing, please use the section headings in the rubric. Subheadings may be used in long sections to facilitate organization. The paper is to be 8-10 pages so concise development of the essential information is very important

Required Content **(page allotments are a strong suggestion, but not mandatory)**

Goal and Objectives of the DNP Project (suggested 1 page)
• Describe the problem (e.g., need for clinical change/improvement or policy analysis) and why this change or analysis is important.
• State the overall goal of your project.
• State the project objectives (measurable) – no more than three (3)
State Aim (optional), Goals and Objectives:
• **AIM—Broad general purpose for undertaking this translation of research into practice project.**
• **Goal—Statement of specific purpose for project.**
    o **Set the foundation for writing your objectives.**
• **Objectives—State specific and measurable steps or outcomes that lead to the goal:**
    o **Help set program priorities**
    o **Monitor progress toward goal**
    o **Set targets for accountability**
    o **Provide framework for program evaluation**
    o **Sets the foundation for planning activities**
    SMART objectives: Objectives should be:
    • **S**pecific: who, what and where. Use action verb.
    • **M**easurable: how much change?
    • **A**chievable: Realistic? Program resources?
    • **R**elevant: relates directly to program activity goals.
    • **T**ime-bound: when objective will be achieved
•

Significance to Nursing (suggested 1-2 paragraphs) • The "So what" for nursing. Briefly state the significance of the problem/question to nursing, including how this project will improve patient outcomes. • State the impact of the problem i.e., economics, affected numbers etc.
State of the Science (suggested 1.5 pages) • State and use the PICO(T) question to review the existing literature relevant to the DNP project objective. • Summarize your literature review and <u>include a summary statement</u> regarding the evidence for the major aspects of your project.

Policy Analysis Framework (suggested 1 page)
- Describe the policy analysis framework that will guide your DNP Project.
- If this is a not a nursing theory, explain how your theoretical framework melds with the nursing metaparadigm.

Methodological Framework
- Describe the methodological framework, *if it differs* from your policy analysis framework
- Explain how the methodological framework is the best for your purpose.

Relationship between theory and methods
- Discuss the relationship between the theoretical and methodological frameworks, if needed.

Method of DNP Project (suggested 4-6 pages for this section)

Environment for Policy Analysis
- Define the environment of your health policy (i.e. administrative/regulatory feasibility, technical/effectiveness feasibility, political feasibility, and economic feasibility)

Stakeholders
- Describe how you will determine key stakeholders.
- Who is part of your project and why?
- How many stakeholders and why?
- Include background and rationale for the choice of stakeholders.
- Are there any individuals you would exclude? Why, why not?
- How will you collect the data from your stakeholders and why?

Setting to secure stakeholders
- Where will you secure your stakeholders?
- Why is this the ideal source for the project?
- Lay out the *timeline* for your project start to finish

Data for Policy Analysis
- Describe what qualitative information and quantitative data you would use to establish and evaluate your policy.
- Describe any existing legislation, opinions etc. to be reviewed
- What questions will you pose to stakeholders?

Policy Alternatives Selected
- Describe the steps about the Who, What, When, and Where of your project with sufficient detail that someone else could implement your project
- Describe how you plan to generate your policy alternatives.
- Explain how the alternatives fit your goals and objectives.
- Describe how you will determine the criteria for evaluation of your policy alternatives.

Decision makers for the Policy
- Describe who you believe the decision makers could be?
- Describe how you will calculate economic cost of each policy alternative.

Evaluation Plan
- How will you evaluate/analyze the results?
- What kind of results would make your project a success?
- What kind of results would indicate that your project might need changes in the future?

Dissemination
- How will you share your results beyond this project? Who will have access to your analysis?

Revised 05/09/2018

DNP DEGREE CANDIDACY

Candidacy status indicates a student has nearly completed the requirements for the degree. After passing the Preliminary Examinations, 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 completing the Oral Preliminary Exam Completion form.

Candidacy requirements
- Approval of the Plan of Work by the Director of Advanced Practice and Graduate Certificate Programs.
- Completion of didactic course work, minimally 26 credits, as required on the Plan of Work.
- Satisfactory completion of the Preliminary Examinations. (See Preliminary Examinations section.).

Form required
- The Recommendation for Doctor of Nursing Practice Candidacy Status form is prepared by the student and DNP Project Committee Chair and approved by the Director of Advanced Practice and Graduate Certificate Programs.
- A current transcript must be attached to the form to verify completion of course work requirements.

Procedure
- The Preliminary Exam convener (DNP Project Chair) submits the Candidacy recommendation form and attachments to the Director of Advanced Practice and Graduate Certificate Programs.
- When all requirements have been verified, the Director of Advanced Practice and Graduate Certificate Programs will advance the Applicant to DNP degree Candidate Status.

DOCTOR OF NURSING PRACTICE PROJECT

To be awarded the DNP degree, a student must conduct an <u>original</u> scholarly DNP project based on evidence that is proposed to and approved by the DNP Project committee and present the final product publically.

The DNP Project 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 the student's preparation and attainment of graduate terminal objectives, the student will work with their DNP Project committee in changing and improving practice through a well thought out evidence-based project. The DNP Project is the work of the student, who is guided by their DNP Project committee in the implementation and evaluation of the proposed project.

A DNP Project is an evidenced-based practice project. The project is a faculty-guided scholarly experience that provides evidence of the student's ability to think critically and translate research into practice through problem identification, proposal development, implementation, and evaluation of a clinical problem. The DNP student must pass both the written and oral preliminary exam to demonstrate attainment of skills necessary to complete the DNP Project. Successful attainment of the preliminary exams will enable the student to begin work on the DNP Project.

The DNP Project is based on course work and the scholarly DNP Practicum courses that provides Doctor of Nursing Practice students with the opportunity to demonstrate their ability to analyze, synthesize, and apply DNP Project knowledge and competencies in their area of clinical expertise. The final DNP scholarly Project should demonstrate the student's knowledge and clinical competencies in his or her specified area of clinical expertise.

The Purpose of the DNP Project

Research, research utilization and evidence-based practice are the key to improving healthcare outcomes for clients. DNP-prepared nurses will be the future change agents, provide leadership and develop policy in the practice arena. DNP-prepared nurses will be expected to disseminate and integrate new knowledge into the practice of nursing and healthcare.

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

Types of DNP Project

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

- Collect appropriate and accurate data (evidence) to translate 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 a project to determine and implement best practices.
- Evaluated policies and recommend changes to the policy

Identifying a Topic for the Evidence-based DNP Project

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

There are several different ways to identify a Project Chair and a topic:

- Discuss with your employer clinical issues that are amenable to nursing's intervention that could be the start of a project.
- Discuss with your peers the issues of nursing that could become the start of a project.
- Discuss project ideas with your Academic Advisor
  - The Academic Advisor will also assist you to identify faculty who may be willing to work with you on a project arising from your own clinical interest.
  - Your Academic Advisor may recommend a particular faculty member who shares your interests to serve as your DNP Project Chair and other committee members.
  - Your Academic Advisor may be willing to work with you on your DNP Project, if their skill set will assist you in to develop and implement your DNP Project.
  - A list of faculty research interests can be found on the College of Nursing website. You may contact any of faculty to discuss your project ideas.

The Process of Writing the DNP Project

The process of writing the product of the DNP Project begins during the progression of your course work. To begin, you must identify a problem or issue, population, and an idea how to translate evidence into practice to solve the problem or issue. To accomplish this, the DNP student should begin in early course work to hone their potential project through exploration of the literature and writing about the problem or issue and evidence that supports their approach to addressing the problem or issue. To accomplish this you will need to:

- Pass all coursework.
- Remember that you are basing your project on the evidence you can find in the literature not on the knowledge gaps in the literature.
- Work with your Academic Advisor who can assist you to develop a timeline and identify which semester you will sit for the written preliminary exam through your final DNP Project course (NUR 9520). This timeline will be documented in an electronic plan of work (ePOW).
- Interview and select a DNP Project Chair and Committee members in collaboration with your Academic Advisor.
  - The sooner you do this, the better prepared you will be to take the next steps towards completion of your project.

- You are eligible to sit for the written preliminary exam when you have completed the seven (7) required courses and NUR 9500. In addition, completion of, or concurrent enrollment, in NUR 9505 is required.
- At this point you <u>must</u> have selected your DNP Project CON Committee members. Your Academic Advisor will assist you with this process. Members of the DNP Project Committee must include the DNP Project Chair and one faculty member from WSU CON. The third person is a consultant from the external organization and can be approved after the Preliminary Examinations are completed.
- When you have passed the written preliminary exam, you will then take the Oral Preliminary Examination.
- You will take the oral preliminary exam as described in the handbook.
- When you have successfully completed the written and oral preliminary examinations, you will complete the DNP Candidacy Form with your advisor and submit the form to the Director of Advanced Practice and Graduate Certificate Programs for approval.

- The **<u>final written product</u>** for your DNP will include two written manuscripts appropriate for publishing in peer-reviewed journals.
    - o Writing publishable manuscript takes time so you cannot wait until you are in your final DNP practicums to begin writing. Discuss with your DNP Project Chair what your first manuscript will be.
        - ▪ Most likely this first manuscript will be one of two things: a literature review or a theory paper.
        - ▪ Keep in mind that you should be presenting your work at WSU CON Research day, MNRS, and/or clinical state conferences. Presenting your work is one method of dissemination.
- Your DNP Project proposal will be used to direct your project. *Your proposal forms the basis for your DNP Project,* incorporating the revisions and changes suggested by your DNP Project Chair and committee. Proposals must be scholarly, succinct, direct and free of jargon. Proposals are written in the future tense. The writing style should be from third person. If absolutely necessary, an appropriate third person term such as "this author" should be used.
    - o The purpose of your first DNP Project Practicum (NUR 9500) is to develop your perspective of your project and identify a problem or issue. Students must document a minimum of 90 practicum hours in Typhon.
    - o The purpose of your second DNP Project Practicum (NUR 9505) is to assist you to develop your project proposal and establish relationships with the institutional leadership who will assist in getting the project implemented. You should also be meeting regularly with your DNP Project Committee Chair. Students must document a minimum of 90 practicum hours in Typhon.
    - o Working directly under the supervision of your DNP Project Chair during the third DNP Project Practicum (NUR 9510), you will implement, gather data and evaluate the DNP Project success. You will also begin work on Manuscript #1. You must register in the section of your Project committee Chair. You must have successfully completed the written and oral preliminary exam. Students must document a minimum of 90 practicum hours in Typhon.
        - ▪ All DNP Projects must be reviewed by the Chair to determine if the project requires IRB review. The Project Chair must review the IB determination document and complete the attestation form confirming that

the project does not require IRB review. If IRB review is required, the Chair must review all documents prior to IRB submission.

- All students must complete the required IRB process of the outside institution. Be aware that this IRB process takes time and you need to account for this in your timeline. The Project Chair must review all IRB documents <u>before</u> they are submitted to the institution's IRB.
- Implementation of the project must be completed in order to successfully complete the NUR 9510 course.

- In your final DNP Project practicum course (NUR 9520), you will work directly with your DNP Project Chair and committee to work on Manuscript #2 and produce the final written product. NUR 9520 is offered in the Fall and Winter semesters.
  - Discuss with your DNP Project Chair how your work will be submitted to the committee.
  - As you begin to plan the writing of your final product, it is essential that you discuss issues of authorship and acknowledgement with your DNP Project Chair.
  - Your DNP Project Chair and committee members will guide your final DNP Project written product. Therefore, it is important to negotiate regular meeting times with your DNP Project Chair to ensure your forward progression.
    - It is NOT the responsibility of your Academic Advisor or DNP Project Chair to monitor your progress; you need to negotiate the type and frequency of input you need from your Chair.
  - Once your DNP Project Chair approves the draft of your first and second manuscripts, you will send the draft to rest of the committee members.
    - Be aware that you will make several revisions of the final product. The only good writer is a re-writer.
  - In NUR 9520 students must document a minimum of 270 hours in Typhon.
- At the end of Fall and Winter semesters there is a **DNP Project Presentation Day** that is open to the University community. The day is determined at the start of each semester. Once your project is approved by **ALL** members of the DNP Project Committee members, you are ready to present the project to the University community.
  - You must submit your final written mansucript drafts to your committee for final approval at least two (2) weeks prior to the presentation deadline for the DNP Project Committee to have sufficient time to review and approve the student for DNP Project Presentation Day.
    - The DNP Project Committee must give final approval for your public presentation at the determined dedline date (usually about 2-3 weeks before the Presentation Day) in order for the student to be eligible to present that semester. Students will be informed for Project Presentation Dates at the beginning of the semester.
- Ensure that all of your committee members have signed the final paperwork for your project. The form is titled "DNP PROJECT COMPLETION APPROVAL FORM. Make sure you have completed the Permission to Copy Form.
- Submit your completed project forms: Completion Approval Form, Permissiont to Copy Form, Safe Assign, and the Bohemio Bookbindery receipt to the Director of Doctor of Advanced Practice and Graduate Certificate Programs for approval **<u>ONE WEEK PRIOR</u>** to DNP Project Presentation Day.
- Have the completed project/product bound in the format outlined. Information on binding of the final product can be found on the nursing website and in the Handbook.

- o You must submit one (1) bound copy with all committee member signatures to the Director of Advanced Practice and Graduate Certificate Programs for the CON.
- o The bound copy of your DNP Project must be submitted to the Director of Advanced Practice and Graduate Certificate Programs <u>before your graduation will be certified.</u>
- Make plans for opportunities to disseminate your project findings (e.g. podium presentation, poster presentation, journal article etc…).

<u>Additional Considerations</u>:
- 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.

DNP Project
The culmination of the student's doctoral studies is to submit a written document describing the DNP Project and to orally present the project to the University community. What you have already written in your proposal forms the basis for your final project, incorporating the revisions and changes your DNP Project committee suggests.

The written project should not be left to the last minute. The student should be working on the first manuscript <u>with DNP Project committee members</u> during progression through the program and during NUR 9510. The second manuscript will be developed with DNP Project committee and will need to be completed for the student to participate in the final DNP Project presentation day. The final product describes what was done, the findings, and the conclusions. The final Product must be completed and bound in sufficient time for certification of the degree. This date will be determined each semester and the students are notified by the Director of Advanced Practice and Graduate Certificate Programs.

The Final Written DNP Project Product
The final written DNP Project product should reflect the scholarly nature of the project. The format should be consistent with APA format and reference rules for scholarly papers. Final written products 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.

 Completed DNP Project Product
Your final written product will be two manuscripts with commentary as described. These two manuscripts must be <u>ready</u> for submission for publication (but not submitted) before your degree is awarded. Below you will find the outline for the final product of the DNP Project.

Two Article DNP Project Product
This is the format for writing up the DNP Project Product.

The publishable articles should be of normal journal article length (5,000 to10,000 words). The two articles are each free standing (in the sense that each can be read and understand independently) but should be on themes related to your DNP Project. The two articles are

normally preceded in the project by a short introduction to the overall topic, which may contain essential background information.

The DNP Project must be the student's original idea and based on the translational DNP Project completed. It must be a unified work and include two manuscripts 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 manuscript developed, the student must be the first author, as defined by the committee.

1. The articles topic and topical outline must be approved by the DNP Project Committee.

2. One of the manuscripts should be based on data that are analyzed by the student. If the first article is conceptual in nature, or based on a synthesis of the literature, it must be connected to the theme or themes of the DNP Project without overlapping heavily with the contents of either article. The student's DNP Project 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. Carefully citing one's own work can 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 DNP Project committee must approve the journals to which manuscripts will be 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 manuscripts. As first authors, students are responsible for development and articulation of a concept or idea for the DNP Project, development of a proposal to pursue this idea, development of an evaluation design, conducting data collection 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 DNP Project committee. The student's committee must approve any changes in co-authorship.

6. NOTE: Manuscripts <u>may</u> be published before the presentation. However, if so, the student <u>must</u> obtain copyright permission from the publishing journal to include the article in his/her DNP Project. When asking for permission to include the article in bound final DNP Product, students should notify the journal editor that the DNP Project will be bound and made available in the College of Nursing. Students must comply with the United States of America copyright laws and regulations. Copyright issues frequently arise with previously published material. The students need to obtain permission to duplicate copyrighted material (and possible multiple author releases). Students must secure all copyright permissions before finalizing the proposal and formatting the DNP Project. Some journals might have copyright peculiarities that make it not worth the trouble to include that specific article in the DNP 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 DNP Project format guidelines.

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

If the journal reviewers suggest modifications to any of the submitted manuscripts prior to the DNP final presentation, your plan for addressing those suggestions should be shared with your DNP Project Committee members and approved by all members before you enact the changes. Changes can be made to any of the two (2) manuscripts if the DNP Project committee members approve the changes and their rationale. Students may opt to defer changes requested by a journal to which they have submitted until after they have completed the requirements for matriculation.

7. The bound DNP Project Product must follow required outline and format.

8. The final copies of the DNP Project manuscripts should be formatted and bound consistent with WSU guidelines for the written DNP Project. At Wayne State University, the DNP Project 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 DNP Project write-up." (Copyrights, Copyright Registration, and Permission Letters, Side Two: Use of Published Papers That You have written)

9. The final bound 'two publishable manuscripts' DNP Project final Product will look like this:
    1. Preliminary Pages (numbered i, ii, iii, etc.)
        Cover Page: (double spaced and centered)

        <div align="center">

        Title of DNP project

        By

        Student's name

        Submitted to the College of Nursing of Wayne State University

        Detroit, Michigan

        in partial fulfillment of the requirements

        for the degree

        DOCTOR OF NURSING PRACTICE

        Year
        </div>

        Chair _____
        <div align="right">name</div>
        Reader_____
        <div align="right">name</div>
        Consultant_____

(Obtain all member signatures)   name

     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 DNP Project Product. Do not include them with the individual articles.

Acknowledgments
Follow the same layout and format as for DNP Project final Product. These can be found on the CON website and Blackboard DNP Program under My Courses. ⟦SEP⟧

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: (page numbers 1, 2, 3 etc.)
    a. Introduction and background to the general topic area.
        i. Should include a clear statement of the student's purpose of the DNP 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: Type determined by the student and DNP Project Chairperson. (e.g. Literature Reviews, theory based article, overview of clinical significance of identified issue)
        i. <u>Example</u>: Literature Review APA Outline:
            - Introduction:
                o Exposition of topic
                o Theoretical reasoning leading to a question or topic you are attempting to answer.
            - Literature Review:
                o Review and synthesis (integration) of relevant research
                o Summary of relevant arguments (what did others study, why, what did they find, what were the implications of their findings; make sure to tie this with the topic you are addressing)
                o Coherence (not long winded), clarity (express ideas clearly, defining major concepts), and organization (easy to follow sequential flow; "outline" of paper presented early in the paper and the order is followed)
            - Methods and results
            - Conclusion
            - Reference list (for Article 1)
            - Appendices (for Article 1)
    c. Second article: Type determined by the student and DNP Project Chairperson. (This must be an article that discusses the implementation and final results of the students DNP Project)
        i. <u>Example</u>: Using SQUIRE Sections: Introduction, Background

Knowledge, Local Problem, Intended Improvement, Question, METHODS: Ethical issues, settings, planning of the intervention, methods of evaluation, analysis, RESULTS: outcomes, DISCUSSION: summary, relation to other evidence, limitation, interpretation, and Conclusions. Reference list (for Article 2) Appendices (for Article 2)

    d. Summary Section: Overall conclusion based on the two manuscripts and implications for policy and/or further research.

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

    f. 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.

The Final DNP Project Public Presentation

When the DNP Project Chair believes the student's project is complete, the student schedules a final committee meeting to ensure that **all** members agree that the student is ready for presentation. When **all** members agree, the Committee Chair will inform the Director of Advanced Practice and Graduate Certificate Programs by the deadline date that the student is approved for Final Public Presentation. All DNP Projects that are completed will be presented in a Doctor of Nursing Practice Project Presentation Day Fall or Winter semester. Students should also have the final written project completed and ready for binding before the final presentation day if possible.. However, if the signed bound copy is not submitted by the degree certification date, the student's official graduation date will be the next available date and the student will be responsible for paying an additional graduation fee due to the delay.

A DNP Project Presentation Day will occur at the end of Fall and Winter semesters. The Director of Advanced Practice and Graduate Certificate Programs 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 the DNP Project Chair are responsible for notifying the Director of Advanced Practice and Graduate Certificate Programs that the student will be presenting their final product to the community. Email notification of the due dates for students and faculty to submit this intent will be sent to students and faculty each semester by the Director of Advanced Practice and Graduate Certificate Programs.

<u>Students who are not deemed ready to present within the time frame for each semester necessitates waiting until the following semester to do the final presentation; there are no exceptions.</u> No one will be allowed to graduate without completion of the final presentation and submission of a final bound copy of the DNP student's work to the CON.

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. The presentation will be approximately 15 minutes followed by 5-10 minutes for audience questions.

Students will bring minimally 30 printed copies of their PowerPoint presentation formatted as a six slides per page and double-sided handout.

Procedures for Public Presentation
To prepare for the final project public presentation:

Submit the DNP Project Completion Approval Form (original signatures) and other required documents signed and dated by the DNP Project Committee members to the Director of Advanced Practice and Graduate Certificate Programs by the deadline date (one week prior to the DNP Project Presentation date). It is official policy that acceptance of the DNP Project as well as certification of the degree shall not take place unless a bound copy of the final DNP Project and DNP project completion forms are signed by the committee. The DNP degree will not be certified until the Director of Advanced Practice and Graduate Certificate Program receives the final bound copy of the written DNP Project.

It is the student's responsibility to register for the required number of credits for their degree, including DNP practicum and project credits (minimum of twelve [12]). To verify that the correct number of credits have been taken, the candidate should meet with their academic advisor to review the plan of work when registering for the courses and well before the expected semester of graduation. The student should also obtain and review a copy of his/her WSU transcript to ensure that all required courses and number of credits have been taken.

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.
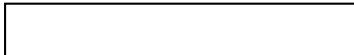
Although students may finish the requirements for the DNP degree at any time during the year, commencement ceremonies are held only twice a year in May and December. Doctoral students should contact the Office of Student Affairs and their academic advisor to make sure they can participate in the May or December 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 semester, 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 are invited and encouraged to attend the May or December 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 acknowledgement 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 and December Convocation dates will be announced by the Office of Student Affairs.

UNIVERSITY STUDENT CODE OF CONDUCT

1.0   <u>PREAMBLE</u>

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.   <u>DEFINITIONS</u>

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 which does not have in place a current, complete panel.

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

10.0   PRELIMINARY PROCEDURE

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

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

10.1   ACADEMIC MISBEHAVIOR – PRELIMINARY PROCEDURE

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

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

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

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

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

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

In the case of academic misbehavior charges against a student, the Student Conduct Officer shall forward a copy of the charges to the Dean of the college in which the student is enrolled. In the case of graduate students, this will be the subject-area college, not the

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

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

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

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

10.2 NON-ACADEMIC MISBEHAVIOR PRELIMINARY PROCEDURE

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

10.3   NON-ACADEMIC MISBEHAVIOR-HOUSING AND RESIDENCE LIFE

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

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

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

10.4   WITHDRAWAL OF CHARGES

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

11.0   FACT-FINDING PROCEDURES

11.1   Upon receipt of the charges, the Student Conduct Officer shall initiate an investigation, which must include an opportunity for the student(s), or representative(s) of the student organization, to participate in a fact-finding conference with the Student Conduct Officer, and may include a conference by the Student Conduct Officer with the person making the charges, in order to determine whether further proceedings are appropriate.

11.2   A notice shall be sent to the student(s) or to representative(s) of the student organization, with a copy to the Dean of Students or the Academic Dean, within ten school days of the Student Conduct Officer's receipt of the charges, and at least five school days prior to the conference. The notice shall contain the following information:

   a) The alleged infraction;

   b) The nature of the evidence submitted;

   c)   The time and place of the conference;

   d) A copy of this code, with a statement that it is the governing policy and that the student should retain it for use throughout the proceeding.

11.3   Should the student(s) or representative of the student organization fail to appear at the fact-finding conference or fail to inform the Student Conduct Officer that he/she is waiving his/her right to the fact-finding conference, the Student Conduct Officer may take action as described in section 11.5.

11.4   Upon request, the student(s), or representative of the student organization, and the charging party, may review the documents, statements, or other material in the Student Conduct Officer's case file.

11.5   Within ten school days following the fact-finding conference, the Student Conduct Officer shall decide:

   a) that no further action will be taken; or

   b) in the case of academic misbehavior, charges made against student(s) or against a student organization that the Student Conduct Officer has determined, pursuant to section 10.1(b), to be an intra-college student organization, that the matter will be referred to the Dean of the college in which the student is enrolled or the student organization is based; or

   c) in the case of academic misbehavior charges made against two or more students (called "related students" in this statute) where the students are enrolled in more that 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   <u>PROCEDURE IN NON-ACADEMIC MISBEHAVIOR CASES</u>

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   <u>PROCEDURE IN ACADEMIC MISBEHAVIOR CASES</u>

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   <u>HEARING PROCEDURES</u>

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   <u>HEARING BY THE COMMITTEE</u>

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

19.0 <u>INHERENT AUTHORITY</u>

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://www.doso.wayne.edu/judicial/index.htm**.

COLLEGE OF NURSING STUDENT GRADE APPEALS POLICY

Basic Principles of the Appeals Process

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, and the student assumes the burden of proof in the appeals process.

Grounds for appeals are: 1) The application of non-academic criteria in the grading process, as listed in the University's non-discrimination and affirmative action statute: race, color, sex, national origin, religion, age, sexual orientation, marital status, or handicap; 2) sexual harassment; or 3) 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 more of the above reasons should follow the steps outlined in the grade appeal 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.

These policy guidelines do not apply to allegations of academic dishonesty. Academic dishonesty matters should be addressed under the Student Code of Conduct.

Student/faculty may contact the Ombudsperson at any time for assistance with any problem associated with a grade decision or grade appeal.

Procedure

Step 1. Informal Review

The student should discuss the disputed grade with the instructor of the course within ten (10) calendar days of notification of the grade.

Step 2. Formal Appeal

Instructor Level
Within thirty (30) calendar 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 Assistant Dean of Faculty Affairs and the Director of the Doctoral and Postdoctoral Programs. Documentation is to show evidence of (1) the application of nonacademic criteria in the grading process; (2) sexual harassment; or (3) evaluation of student work by criteria not directly reflective of performance relative to course requirements.

Within seven (7) calendar days of receiving the formal appeal from the student, the faculty shall meet with the student to review the complaint. The student will be notified in writing of the instructor's decision within seven (7) calendar days of the meeting.

Assistant Dean Level

If the dispute remains unresolved, the student may submit a written statement detailing his or her objections, along with supporting documentation, to the Assistant Dean of Faculty Affairs (with copy to the Director of the Doctoral and Postdoctoral Programs). This statement must be submitted within fourteen (14) calendar days following receipt of the instructor's written response. The Assistant Dean of Faculty Affairs shall meet with the student and faculty member, either jointly or individually, within fourteen (14) calendar days of receiving the appeal to attempt to resolve the issue.

The student shall be notified in writing of the Assistant Dean's decision within seven (7) calendar days.

College Hearing Panel (CHP) Level

If the dispute remains unresolved, the student may submit a written statement detailing his or her objections along with supporting documentation to the Chair of the Doctoral Nursing Practice Committee (DNPC) with a copy to the Director of Doctoral and Postdoctoral Programs. This statement must be submitted within fourteen (14) calendar days of receiving the Area Assistant Dean's decision.

The DNP Committee will select three doctorally prepared graduate faculty who will comprise the College Hearing Panel (CHP) that will meet within fourteen (14) calendar days to review the student's appeal.

The student shall be notified in writing of the CHP's decision within seven (7) calendar days of the Panel meeting.

Dean's Level

If the dispute remains unresolved, the student may submit a written statement detailing his or her objections along with supporting documentation to the Dean within seven (7) calendar days of receiving the decision of the CHP.

The Dean or his/her designee will review the appeal and render a written decision to the student within thirty (30) calendar days. The Dean or the Dean's designee may convene an ad hoc committee or charge an existing committee to advise the Dean on the appeal. The Dean's decision shall be the final decision at the College level.

If the position of the student is upheld, a recommendation to the instructor that a "Change of Grade" be effected may be made. If the instructor refuses and there is, in the opinion of the Dean, evidence that the instructor has been arbitrary or capricious in the grade decision, appropriate administrative procedures may be initiated and an administrative "Change of Grade" may be effected.

University Level Grade Appeals Procedure

The student may request the University's Provost and Vice President for Academic Affairs to review the final decision. Procedures for requesting this review are published in the University Bulletin. (www.bulletins.wayne.edu.)

Approved by the Vice President for Academic Affairs, July 17, 1997
Effective Fall Term, 1997

Definitions:

1. *Day* – Monday through Friday, excluding University holidays.

2. *Area* – 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.

3. Ten (10) days noted in A, begin with posting of an official grade(s).

College of Nursing Level Student Grade Appeals Policy

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

Basic Principles of the Grade Appeals Process

   I. **Ground 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; or
   2. Sexual harassment or discrimination; or
   3. Evaluation of student work by criteria not directly reflective of performance relative to course requirements.

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

   II. **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).

III. **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.

IV. **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.

V. **Assistance.** Student/faculty may contact the College of Nursing, Assistant Dean for Enrollment and Student Services 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 Assistant Dean for Enrollment and Student Services 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 Assistant Dean for Enrollment and Student Services and the Assistant Dean of Faculty Affairs. Documentation must explicitly state on which of the designated grounds this appeal is based. Documentation must provide evidence of (1) the application of nonacademic criteria in the grading process; and/or (2) evidence of sexual harassment or discrimination; and/or (3) evaluation of student work by criteria not directly reflective of performance relative to course requirements.

The Assistant Dean for Enrollment and Student Services will, in consultation with the Assistant Dean of Faculty Affairs, 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 Assistant Dean for Enrollment and Student Services to the student, with copies to the instructor and Assistant Dean of Faculty Affairs.

Instructor Level

Within seven (7) days of receiving written notification from the Assistant Dean for Enrollment and Student Services 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 by the instructor in writing of his/her decision within seven (7) days of the meeting. The instructor shall also provide copies of the written response to the Director for Enrollment and Student Services and the Assistant Dean for Faculty Affairs.

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 Assistant Dean of Faculty Affairs with copy to the Assistant Dean for Enrollment and Student Services and the Associate Dean for Academic and Clinical Affairs. This statement must be submitted within fourteen (14) days following receipt of the instructor's written response.

The Assistant Dean of Faculty Affairs *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 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 Assistant Dean of Faculty Affairs shall be the final decision at the College level.

University Level Academic Appeal Procedure

If, after your School/College appeal path is exhausted and you wish to continue with the grade appeal process, per the University Academic policy (https://provost.wayne.edu/academic-policy), you may request a Provost Review within 30 days of this decision. The request should be addressed to Dr. R. Darin Ellis, Associate Provost for Academic Programs and sent electronically to ag6461@wayne.edu. For assistance with the appeal process, you may contact the Ombudsperson Laura Birnie-Lindemann at ombudsoffice@wayne.edu.

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

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. After determining your desired schedule, please register as soon as possible. Registration is available by web or telephone. 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.academica.wayne.edu. From that site you can access the following:

On-Line Schedule of Classes
On-Line Tuition Payment
E-grades – Check your grades before the mail comes.
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.

RESOURCES

Financial Assistance

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 $30,000 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 OSA at 313-577-4082 for information and an application.

Graduate Assistance in Areas in National Need (GAANN) Fellowship GAANN Fellowships support graduate students with excellent academic records who demonstrate financial need and who plan to pursue the highest degree available in their course of study. Contact OSA at 313-577-4082 for information and 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 funding sources are at http://www.gradschool.wayne.edu/Funding.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/ and the
CURN Award **http://www.minurses.org/awards/CURN.shtml**

Canadian Nurses' Associations http://www.cna-nurses.ca/CNA/default_e.aspx

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.

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 Doctoral programs, 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 Academica, 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.html

- 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***

STUDENT SERVICES

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

ACADEMIC ADVISORS

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

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

www.success.wayne.edu

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

ATHLETICS	**Matthaei Physical Education Center**	**577-4295**

www.wsuathletics.com

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

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

www.wayne.bncollege.com

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

CAREER SERVICES	**1001 Faculty/Administration Building**	**577-3390**

Career Services provides a variety of programs and services to assist students in attaining their career goals. Career Development services can assist students with career exploration and the decision-making process. Placement coordinators help students and alumni with their short-term and long-term employment goals. To help finance their education, students are able to find part-time jobs, either on or off campus, and full-time positions. This office also coordinates college

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work-study positions. Alumni may establish credential files or have resumes referred to employers who notify Career Services of job openings.

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

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

COMPUTER & INFORMATION TECHNOLOGY   577-4778

www.computing.wayne.edu

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

577-3398

COUNSELING & PSYCHOLOGICAL SERVICES   552 Student Center Building

www.caps.wayne.edu

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

DUPLICATING   993-6653

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

577-1851

EDUCATIONAL ACCESSIBILITY SERVICES   1600 Undergraduate Library

www.eas.wayne.edu

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

OFFICE OF EQUAL OPPORTUNITY

4324 Faculty/Administrative Building

577-2280

www.oeo.wayne.edu

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

FOOD SERVICES- Reservations

573 Student Center Building

577-4585

http://www.studentcenter.wayne.edu

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

HOUSING OFFICE

5221 Gullen Mall, Suite 598

577-2116

http://www.studentcenter.wayne.eduwww.housing.wayne.edu

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

LIBRARIES
www.lib.wayne.edu

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 Science and Engineering Library, the Shiffman Medical Library, the Neef Law Library, the Walter P. Reuther Library of Labor and Urban Affairs, and the Pharmacy and Allied Health Learning Resources Center. Non print collections include music, microfilm, computer software programs and maps. The Adamany Undergraduate Library contains state-of-the-art technology and information resources and the Reuther Library of Labor and Urban Affairs, the largest archive of its kind. Wayne State's academic and administrative computing environment includes open access computer workstations, electronic mail and directory services for all students and employees, central mainframes and servers, off-campus dial-in access, data and voice networks, high speed Internet connections, and a variety of consulting, training and documentation services. You may use any of the seven University libraries and the Detroit Public Main Library. The nursing collection is housed at the Science & Engineering Library.

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

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

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

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

Science & Engineering Library	**Vera Parshall Schiffman Medical Library**
5048 Gullen Mall	4325 Brush
(313) 577-4066	(313) 577-1088
David Adamany Undergraduate Library	**Detroit Public Library**
5155 Gullen Mall	5201 Woodward Avenue
(313) 577-5121	(313) 833-1000
	www.detroit.lib.mi.us

416 Welcome Center, 42 W. Warren

OFFICE OF INTERNATIONAL STUDENTS AND SCHOLARS (OISS)   577-3422

http://www.wsuoiss.wayne.edu

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

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

OMBUDSPERSON   798 Student Center Building   577-3487

http://www.ombudsman.wayne.edu

The Office of the University Ombudsperson exists to assist students; faculty and staff in solving University related problems. This office can help students by providing information and advice, and by facilitating communication.

577-3704

PARKING   Welcome Center, 42 W. Warren, Rm 257

http://www.parking.wayne.edu

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

PUBLIC SAFETY – EMERGENCIES   6050 Cass   577-2222

www.police.wayne.edu

In case of emergency: dial 7-2222 at any of the many blue lights (mercury vapor) indicating an emergency phone or at any WSU phone. The department employs a force of 40 highly trained professionals who hold at least a baccalaureate degree and who serve the campus area around the clock. The Department also utilizes university

students called Cadets who patrol the campus on foot during peak hours. Additional information about the Department of Public Safety is found on their web site. **Any suspicious activity, losses or other incidents deserving police attention are to be reported to Public Safety at 577-2222.**

RECREATION AND FITNESS CENTER
<div align="center">

Gullen Mall   **577-2348**
</div>

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

REGISTRATION/RECORDS

http://www.classschedule.wayne.edu

Office of the Registrar	577-3556	Student Records	577-3531
	FAX 577-3769		FAX 577-0945
5057 Woodward		5057 Woodward	
School Center Building, 5th Floor		School Center Building, 5th Floor	
--Policy & Procedural Matters and		--Verification of Enrollment	
Student Appeals	577-3550	--Student Grades	
		--Application for Degree or Certificate	
Registration & Scheduling	577-3541	--Certification	
	FAX 993-7758	--Graduation	
5057 Woodward		**--Student Transcripts 577-3536**	
School Center Building, 5th Floor			
--Registration	577-3541		
--Drop/Adds	577-3541		
--Residence Classification	577-8193		

RELIGIOUS CENTERS

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

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

RELIGIOUS OBSERVANCES

Because of the extraordinary variety of religious affiliations of the University student body and staff, the Academic Calendar makes no provisions for religious holidays. However, it is University policy to respect the faith and religious obligations of the individual. Students with classes or examinations that conflict with their religious

observances are expected to notify their instructors well in advance so that mutually agreeable alternatives may be worked out.

SCHOLARSHIPS AND FINANCIAL AID, OFFICE OF (OSFA)

Welcome Center   **577-3378**

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

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

THE SOUTH END   **5425 Woodward**   **577-3494**

http://www.southend.wayne.edu

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

STUDENT ACCOUNTS RECEIVABLE

Welcome Center, 42 W. Warren, 4th floor   **577-3653**

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

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

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

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

STUDENT COUNCIL   **395 Student Center**   **577-3416**

http://www.doso.wayne.edu

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

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

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

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

http://www.testing.wayne.edu

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

THEATRE MAIN OFFICE
577-2972

http://www.theatre.wayne.edu

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

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

http://www.advising.wayne.edu

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

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

http://www.omveb.wayne.edu

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

WSU ONECARD
Welcome Center, 2nd Floor   *577-2273*

http://www.onecard.wayne.edu

The WSU One Card provides students with an all-purpose, easy-to-use key to campus services. These include:
- Parking
- Library services
- Recreation Center access
- Making purchases at venues across campus
- Discounts at area businesses

COLLEGE OF NURSING SERVICES

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

The College of Nursing administers a number of private scholarships and grants. Application for CON scholarships are reviewed annually and must be submitted (on-line) by May 1. Contact the Office of Student affairs for further information regarding scholarships and emergency loan applications.

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

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

Mailboxes

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

Bulletin Boards

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

Student Organizations

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

The College of Nursing offers the following options for student involvement. All students are encouraged to take advantage of these organizations.
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- ♦ ***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. Students may serve on the following college committees. These committees are:

- ♦ ***Student Nurses' Association (SNA)*** provides a means of professional development for students and for direct participation by students in the continuing development of nursing.

- ♦ ***Chi Eta Phi Sorority, Inc***., is a national professional organization with a focus on African American nursing issues.

- ♦ ***Sigma Theta Tau***, International Honor Society of Nursing, installed Lambda Chapter on the Wayne State University campus in 1953. Its purposes include recognition of superior scholastic achievement and leadership potential. Candidates for membership are elected annually from baccalaureate and graduate programs.

- ♦ ***The Alumni Association*** of the College of Nursing is composed of graduates, faculty and former students of the College. This group is part of the general University Alumni Association, but has its own organization. Its purpose is to keep members in close touch with College activities and with professional developments, and to work for the welfare of the College of Nursing.

College of Nursing Standing Committees with Student Representative Positions

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

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

- ♦ ***Curriculum Committee***
The curriculum committee is responsible for the design of the undergraduate curricula in accordance with College of Nursing and University missions, and advises the Faculty Association on curricula. The committee also coordinates evaluation of curricula with the Evaluation Committee. The MSN, DNP, and PhD committees serve as the curriculum committees for the graduate programs. These committees offer student representative

opportunities for undergraduate and graduate students in good standing. For additional information, contact Office of Student Affairs

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

♦ *Scholastics Policy and Admissions Committee (SPA)*
SPA reviews policies relative to admission, progression and graduation of students for undergraduate students, making recommendations for revision as needed to the Faculty Association. SPA responds to requests from undergraduate students for implementation of Academic Appeals Procedure and serves in an advisory capacity to the Associate Dean for Academic and Clinical Affairs and/or Assistant Dean, Enrollment & Student Services concerning individual applicants or students as needed. The MSN, DNP, and PhD Committees serve as the SPA for the graduate programs. These committees offer student representative opportunities for undergraduate and graduate students in good standing. Student representatives may not participate in review of individual applicants, which is an additional function of this committee for the UG program. For additional information, contact Office of Student Affairs.

♦ *Search Committee*
Responds to the Dean's request to initiate and maintain faculty searches and reports the status of those searches to the Faculty Association. Invites input regarding ongoing searches from FA. Serve as the host committee for candidate visits, evaluates the applicants and makes recommendations to the Dean. Evaluate CV's for non-tenure track positions and makes hiring recommendations to the Assistant Dean and Dean. This committee offers a representative opportunity for one graduate student in good standing. For additional information contact Office of Student Affairs.

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