

Wayne State University
College of Nursing
Office of Student Affairs
5557 Cass Ave
Cohn Bldg., Room 10
Detroit, MI 48202

**MASTER OF SCIENCE
IN NURSING**

STUDENT HANDBOOK

2015-2016

GENERAL INFORMATION

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

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

Current until revised: Last revised 1/19/2016

TABLE OF CONTENTS

OVERVIEW

History.....	i
Mission Statement	i
Philosophy.....	ii
College of Nursing Administrative Structurei.....	ii
Office of Student Affairs.....	iv

ACADEMICS

Academic Regulations.....	1
Scholarship.....	1
Probation.....	2
Exclusion.....	2
Attendance.....	3
Residency Requirements.....	3
Transfer of Graduate Credit.....	3
Extension Credits.....	3
Graduate Course Repeat Policy.....	3
Withdrawal from Nursing Courses.....	4
Authorized Leave of Absence Policy.....	5
Scholarship Guidelines.....	6
Course Grading Scale.....	6
Distance Learning Policies and Procedures.....	6
Examination Policy.....	6
CMA-D Qualifications and Exceptions.....	6
Distance Course Scheduling and Admissions.....	7
Distance Program Class Size, Locations and Cohort Numbers.....	7
MSN Curricular Designs.....	9
Psychiatric-Mental Health Nurse Practitioner.....	9
Nurse-Midwife.....	9
Neonatal Nurse Practitioner.....	10
Pediatric Acute Care Nurse Practitioner.....	11
Pediatric Primary Care Nurse Practitioner.....	11
Advanced Public Health Nursing.....	12
Graduate Certificate Programs.....	13
Nursing Education.....	13
Nurse-Midwife.....	13
Pediatric Primary Care Nurse Practitioner.....	14
Pediatric Acute Care Nurse Practitioner.....	14
Academic Program Planning.....	15
Requirements for the Clinical Experience.....	16
ACEMAPP.....	16
Health Clearance.....	16
BCLS – Level C or ACLS.....	16
Flu Vaccine.....	17
Liability Insurance.....	17
Maintaining Licensure.....	17

Criminal Background Investigation	17
Urine Drug Screen.....	18
Clinical Attire.....	18
ID Badge.....	18
Check List for Clinical Requirements.....	19
Resources.....	20
Skill Laboratory.....	20
Physical Assessment Learning Laboratory.....	20
Office of Health Research.....	20
Simulation Lab.....	20
Faculty and Student Responsibilities.....	21
Professional Integrity Policy.....	21
Responsibilities of Faculty Members.....	21
Responsibilities of Students.....	23
University guidelines assisting persons with behavioral problems	23

College of Nursing

Academic Appeal Policy.....	24
Basic Principles of the Appeals Process.....	24
Grade Appeal	
Grounds for Appeals.....	24
Initiating a Formal Appeal.....	25
University Level Academic Appeal Procedure.....	26
Unsafe Practice.....	27
Student Code of Conduct.....	30
Preamble.....	30
Definitions.....	30
Proscribed Conduct.....	32
Prohibited Conduct.....	32
Disciplinary Sanctions.....	34
Communication of Notice.....	35
Interim Suspension.....	36
Hearing Committee Panels.....	37
Student Conduct Officer.....	37
Preliminary Procedure.....	38
Procedure in Non-Academic Misbehavior Cases.....	42
Procedure in Academic Misbehavior Cases.....	42
Informal Disciplinary Conference	44
Hearing Procedures	44
Hearing by Committee.....	46
Student Organizations.....	47
Appeal Process.....	48
Inherent Authority	48
Graduation.....	49
Degree Requirements.....	49
Application for Degree.....	49

Commencement.....	49
Convocation.....	49
University	
Student Services.....	50
Academic Advisors.....	50
Academic Success Center.....	50
Athletics.....	50
Bookstore (Barnes & Noble).....	50
Career Services.....	51
Cashier.....	51
Computer and Information Technology.....	51
Counseling and Psychological Services.....	51
Duplicating.....	51
Educational Accessibility Services.....	52
Office of Equal Opportunity.....	52
Food Services.....	52
Housing Office.....	52
Libraries.....	52
Office of International Students and Scholars.....	53
Ombudsperson.....	54
Parking.....	54
Public Safety-Emergencies.....	54
Recreation and Fitness Center.....	54
Registration/Records.....	55
Religious Centers.....	55
Religious Observances.....	55
Scholarships and Financial Aid, Office of.....	55
The South End.....	56
Student Accounts Receivable.....	56
Student Center.....	56
Student Council.....	56
Student Resource and Assistance Center.....	57
Testing, Evaluation, and Research.....	57
Theatre Main Office.....	57
University Advising Center.....	57
Office of Military and Veterans Educational Benefits.....	57
WSU One Card.....	57
College of Nursing	57
Scholarships and Emergency Loans.....	57
Mailboxes.....	58
Bulletin Boards.....	58
Student Organizations.....	58
Standing Committees with Student Representative Positions.....	59

OVERVIEW OF COLLEGE

History

The 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 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. Graduates from this program were eligible to take the examination for the registered nurse license.

Since 1945, the College has had 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 began offering a program leading to the Doctor of Philosophy in Nursing. The Ph.D. summer option was initiated in 1984.

Our Mission

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

Vision

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

MSN Terminal Objectives

1. Practices advanced nursing from a holistic, evidence-based perspective that is ethically, culturally congruent and economically sound.
2. Develops skills for leadership and quality improvement in complex organizational systems.
3. Analyzes the impact of informatics and technology on the delivery and outcomes of healthcare in diverse settings.
4. Implements healthcare policies and advocates for patients and the nursing profession through interaction with organizational, local, state, and/or federal-level policy makers.

5. In collaboration with interdisciplinary colleagues, practices advanced nursing that focuses on health-promoting and risk-reduction interventions to achieve optimal patient and population health outcomes.

- i.

Philosophy

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

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

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

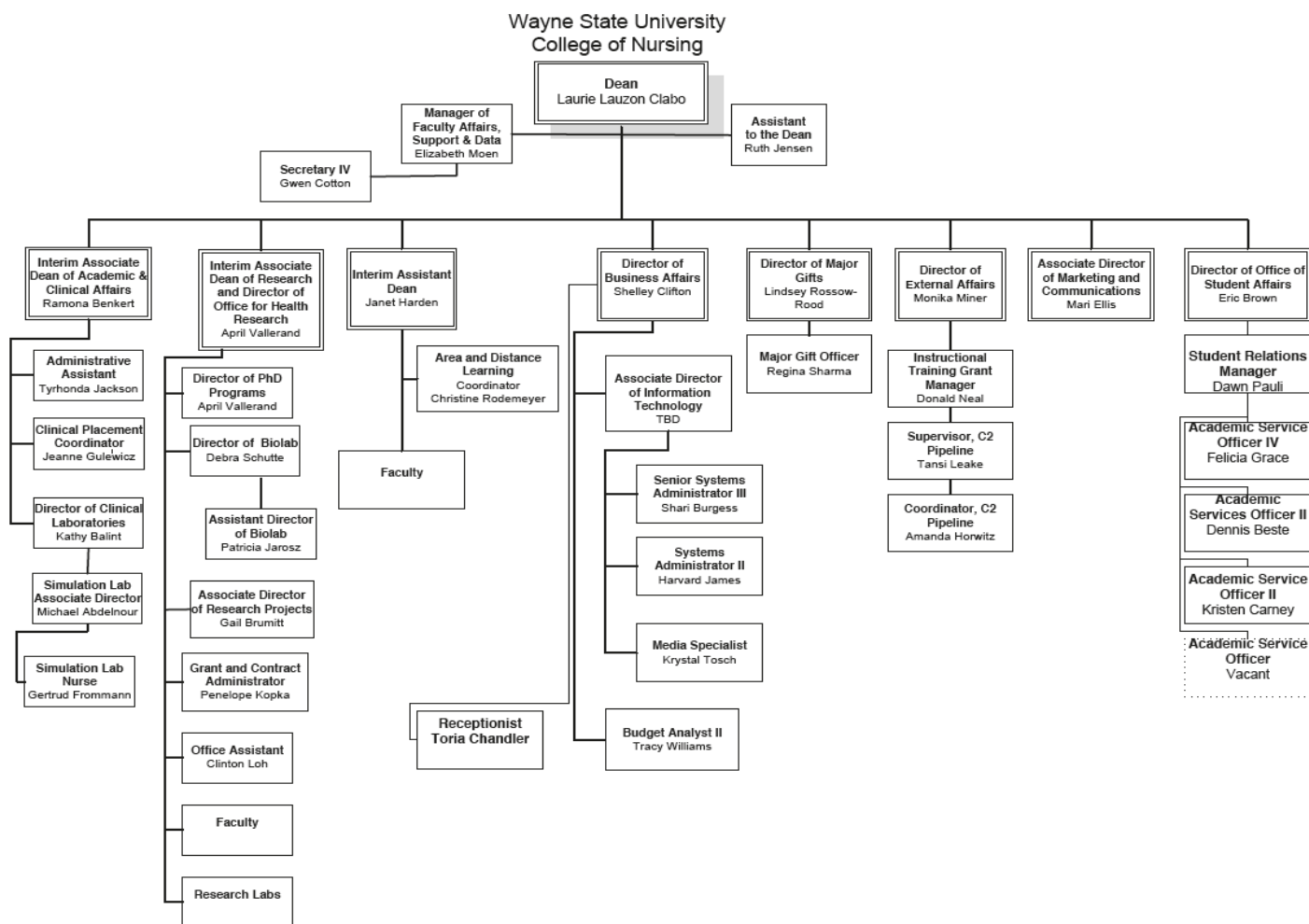
The College of Nursing supports the importance of the liberal arts, the humanities, and sciences in nursing education. The faculty believes that programs designed for the preparation of nurses must be composed of the intellectual, social, and technical components of a liberal and professional education 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. Experience in a variety of clinical settings is the primary mode for the development of practice competencies. 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 for responding to issues that confront them as professionals.

Learners from diverse backgrounds enter the College of Nursing to begin or continue their education within the academic discipline of nursing. The faculty believes the diverse characteristics of its students add to the richness of the learning experience. The program seeks to accommodate the special needs, interests, and abilities of the students. The faculty supports the right of students to question, challenge, and debate within the context of inquiry as an essential ingredient in the students' development. Continuing evaluation on the part of students and faculty is essential to sustain the integrity of the program.

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

ADMINISTRATIVE STRUCTURE



OFFICE OF STUDENT AFFAIRS

College of Nursing - Office of Student Affairs (OSA)

10 Cohn

313 577-4082, toll free 888 837-0847

FAX: 313 577-6949

E-mail: nursinginfo@wayne.edu

website: www.nursing.wayne.edu

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

<i>ADMINISTRATION</i>	<i>Areas of Responsibility</i>
Eric Brown Director eric.brown@wayne.edu	Administrative responsibility for the Office of Student Affairs
Dawn Pauli Manager, Student Relations dawn.pauli@wayne.edu	Administrative responsibility including communications, student activities, outreach, admissions and graduation activities.
<i>ACADEMIC STAFF</i>	
Dennis Beste Academic Services Officer dennis.beste@wayne.edu	<ul style="list-style-type: none"> • Admission to DNP Programs • Advisor to admitted undergraduate students - last names A-L
Kristen Carney Academic Services Officer kristen.carney@wayne.edu	<ul style="list-style-type: none"> • Admission to PhD Programs • Advisor to admitted undergraduate students - last names M-Z
Felicia Grace Academic Services Officer IV fgrace@wayne.edu	<ul style="list-style-type: none"> • Admission to MSN Program and Graduate Certificates • Student Educational Support Services
Alton James Academic Services Officer alton.james@wayne.edu	<ul style="list-style-type: none"> • Advisor to Future Nurse Professionals and Veterans BSN students
Christian Little Academic Services Officer Christian.little@wayne.edu	<ul style="list-style-type: none"> • Recruitment and admission for RN to BSN program at the Wayne – Oakland Center • Advisor to admitted undergraduate students in the Oakland Center
<i>SUPPORT STAFF</i>	
Deleanna Allen Student Assistant Ew3755@wayne.edu	<ul style="list-style-type: none"> • Servicing students, front counter and telephone assistance
Samantha Kluz Student Assistant Ev4641@wayne.edu	<ul style="list-style-type: none"> • Servicing students, front counter and telephone assistance

ACADEMICS

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

The graduate grading system is intended to reflect high standards of scholarship. The following are policies for academic progression for graduate students:

1. All admitted students are master's applicants until they have completed their first 12 credit hours of graduate study in the College. A student must maintain a grade point average (GPA) of 3.0 or better for advancement from master's applicant status to master's candidate status.
2. A student with "*regular*" admission status achieving less than 3.0 GPA at any point in the program must achieve a GPA of 3.0 or better within the next nine (9) credits. If there is evidence that the goal of 3.0 GPA is not achievable, the student will be excluded.
3. A student with "*qualified*" admission status must receive a grade of "B" or better in all MSN course work within the first twelve (12) credits in order to be eligible for regular status. Failure to meet this requirement will result in exclusion from the College of Nursing.
4. A student may petition to the Graduate Officer of the College of Nursing to repeat a graduate course in which a grade of B-, C+, or C is earned. No more than two courses may be repeated. Before a student can repeat a course, the student must have prior approval from the Director of the MSN program and the Associate Dean for Academic and Clinical Affairs.
5. The following academic regulations are related to **all** nursing courses:
 - a) A student must earn an overall GPA of 3.0 or better to be awarded the MSN degree.
 - b) A student who earns an F (74% or below) in any nursing course will be excluded from the College of Nursing.
 - c) A student who withdraws from any nursing course with a designation of WF (Withdrawal Failing) will be excluded from the College of Nursing.

- d) A student will be excluded from the program if more than six (6) credits of coursework below 2.67 (B-) have been earned, whether or not the courses are repeated and better grades are subsequently received.
 - e) A student will be excluded from the program if a grade of C or below is earned in two nursing courses, whether or not the courses are repeated and better grades are subsequently earned.
 - f) A student may be excluded from the College of Nursing for unsafe and/or unethical conduct in the program without having been previously warned.
 - g) A student has a six-year time limit to complete all requirements for the master's degree. The six 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.
6. The following academic regulations are related to **all core** (i.e., theory, research, policy, pharmacology) nursing courses:
- a. A grade of less than B (<83%) is considered to be below graduate standards.
 - b. A student who earns a B- to C (75-82%) and who was admitted as a 'qualified' admit, and has not taken 12 graduate credit hours, will be excluded from the College of Nursing.
 - c. A grade of F will result in exclusion from the College of Nursing
7. The following academic regulations are related to **all clinical** nursing courses (i.e., advanced assessment [NUR 7030] and all specialty courses) :
- a. Clinical course grades are comprised of two elements: the theoretical/didactic and clinical. Students must achieve a B (83%) or higher in **both** components to satisfactorily pass a clinical course.
 - i. In calculating the final score, the distribution of points or percentages as given in the course syllabus is followed for theory/didactic and clinical grades. If the resulting percentage for each (i.e. theoretical/didactic and clinical) is 83% or above, then the scores are combined as specified in the course syllabus and a final letter grade is assigned in accordance with the graduate grading scale.
 - ii. If the points or percentages for **either** the theoretical/didactic or clinical portion of the course are below 83% then the highest course grade that can be assigned is B- (B minus). When one of the two components is less than 83% (B minus or lower), the grading procedure to be followed is:
 - 1. If the combined grade is 83% or higher the student shall get a grade of B minus.
 - 2. If the combined grade is below 83%, the student shall earn the actual grade, which will be a B -, C+, C or F. Students shall be notified in the course syllabus that should they earn a grade of B

- minus or below, they have a right to know their numerical score for the theoretical/didactic and clinical components separately.
3. A grade of F will result in exclusion from the College of Nursing.
- b. A grade of less than 83% (B-, C+, or C) in a clinical nursing course is ***unsatisfactory for progression*** in the clinical sequence.
- iii. A student may **not** continue in subsequent clinical courses until a minimum of a B has been achieved in the “unsatisfactory course”.
 - iv. 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 College of Nursing. If the student receives a B or higher in the repeated course the student will be allowed to continue in the clinical sequence.

Attendance

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

Residency Requirement

A minimum of twenty-four (24) semester credits must be in residence at Wayne State University for completion of the master’s degree.

Transfer of Graduate Credit

In work toward the master’s degree, credit beyond the twenty-four (24) credits which must be earned in residence may be transferred from accredited graduate schools, provided such credit is “B” or better and certified as graduate-level credit on an official transcript. The petition must be supported by an official transcript showing a minimum grade of “B” for the courses to be transferred. “B-minus” credit is not acceptable for transfer. Transfer credits must be appropriate to the student’s degree. Admission to Wayne State University based upon a previously earned master’s degree *does not* guarantee that those credits are applicable to a graduate degree at Wayne State University.

Procedure: Petitions for transfer of graduate credit to be taken at another institution after admission to WSU must be filed prior to the student’s enrollment in the course. Prior advisor’s approval is not binding unless the Graduate Officer of the College of Nursing has also approved the student’s petition. When submitting a petition for transfer of graduate credit, a student and advisor must indicate whether credits to be earned are in the area of cognate, research, or student’s clinical nursing sequence.

Extension Credits

Extension credits earned at other than Michigan institutions cannot be applied toward a graduate degree.

Time Limitation

Students have a six-year time limit to complete all requirements for the master's degree. The six-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 MSN Program Extension Request may be obtained from the Office of Student Affairs.

Graduate Course Repeat Policy and Procedure

A graduate student may repeat up to two courses one time, with prior approval, if a grade of C+ or lower was earned. NOTE: The opportunity to repeat a graduate course is determined by the student's ability to progress in the program as determined by the academic regulations by the college and appropriate approval by the Director of the MSN Program and the Associate Dean of Academic and Clinical Affairs.

Procedure: *Approval to repeat a course must be obtained prior to registration.* The "Request to Repeat a Graduate Course" form can be found here: www.gradschool.wayne.edu/forms/RepeatCourse.pdf. The student is responsible for completing the form and obtaining the proper signatures before registering for the course. Failure to obtain prior approval to repeat a course means that grades earned in the original course and in the repeat course will be used in determining the student's honor point average.

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. Therefore, a "WF" reflects the same grade as a failure in the College of Nursing.

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, or the Director PhD, DNP, or MSN 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, Directors of the MSN, DNP and PhD, Office of Student Affairs, and MSN and DNP specialty coordinators as applicable.

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.

Distance Learning Policies and Procedures

Distance Learning is a privilege. 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.

Examination Policy

Examinations: In order to maintain the integrity of our 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 given by Respondus™ on campus, all students at distance sites will be given examinations via Respondus™.

All examinations designated as “proctored exams” must be proctored. All College of Nursing proctored course examinations must be taken either on campus or at a proctored distance site. Students accessing the course via the CMA-D Bridge 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.

Students with Disabilities

Students with a documented disability requiring accommodation should 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 number is 313-577-1851 or 313-577-3365 (TDD only). Additionally, distance students with disabilities must contact the Distance Learning Coordinator to finalize arrangements.

Distance Learning Qualifications and Exceptions

Qualifications: A permanent distance student is a student who attends the majority of classes from home instead of attending class in Detroit. In order to be considered a permanent distance student, the student's official address must be a minimum of 90 miles from the Detroit campus. Distance sites and at-home status is determined on a course-by-course basis by the Distance Learning Coordinator. In order to insure a strong and adequate connection, all distance students must utilize an Ethernet cable to hardwire connect, as well as a headset while connecting from home for class. A wireless connection cannot be used.

CMA-D Exceptions: Any College of Nursing student can use the CMA-D Bridge for a short period of time on an exception basis provided that the class is being held in a classroom with distance learning technology. Exceptions are granted at the faculty member's discretion using the following procedures.

1. The faculty member grants permission to use the CMA-D Bridge at least two (2) business days prior to requiring distance access.
2. The course faculty of record notifies both IT and the Distance Learning Coordinator that permission has been granted.
3. The student downloads the necessary software.
4. The student tests the connection with IT in advance of the class.

Distance Learning Professional Responsibilities and Behaviors

1. When troubleshooting issues, be patient with everyone. Most issues cannot be foreseen and working remotely has its challenges.
2. 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.
3. Keep your microphone and computer muted when you are not talking. Small noises tend to be amplified.
4. Set up your 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.
5. When you are online with the class, you are in class. Dress appropriately.
6. 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.

If a student violates a Professional Responsibilities and Behavior Policy, the distance connection will be immediately disconnected.

Distance Course Scheduling and Admissions

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 (CMA-D and distance sites) 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 as outlined in Part V, a second section will be designated for distance.

Admissions: Distance Learning students must sign the Distance Learning Policies and Procedures document before each semester. Additionally, an electronic version with updates to the Distance Learning Policies and Procedures will be emailed to all distance students one week prior to each semester.

Distance Program Class Size, Locations, and Cohort Numbers

Maximum Class Size: The combined total number of students enrolled in a course that has distance sections is capped at 25, or it will be considered a course overload for the instructor. The combined total includes students on campus, at the distance classroom site(s), and on the CMA-D Bridge.

Maximum Distance Locations (Number of Squares): The maximum total number of CMA-D and distance classroom sites (number of squares on the screen) will be four for seminar and clinical courses and eight for lecture courses, otherwise it will be considered a course overload for the instructor.

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 thirty (30) MSN or Graduate Certificate program distance students. For the MSN and Graduate Certificate programs, the number per program will be determined by the MSN program directors. Program directors 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.

Synchronous Distance Learning Program: The College will continue to arrange for both the CMA-D Bridge and distance classrooms as needed. If there are two or more students near a site, the faculty may choose to use the distance classroom instead of CMA-D.

MSN Curricular Designs

Psychiatric-Mental Health Nurse Practitioner (P-MHNP)

Fifty-four (54) Credits Required for Nurse Practitioner (NP) Program

All students in the Psychiatric and Mental Health (PMH) concentration gain knowledge in biological, neurological, pharmacological, and physiological domains that prepare them to conduct comprehensive assessments and utilize a range of psychobiological interventions. The PMH clinical nursing course sequence focuses on: Psychiatric assessment, triage, and crisis intervention; Biopsychological models of mental health and illness; Theory and practice with individual interest (e.g., addictions, eating and sleep disorders, gender issues, HIV/AIDS, major psychiatric illnesses, violence) and with clinical populations of interest.

Students planning to assume psychotherapy, consultation, and liaison roles are prepared to take the American Nurses Credentialing Center (ANCC) Adult or Child & Adolescent Psychiatric Clinical Nurse Specialist (CNS) examination. Students planning to assume mental health primary care roles take coursework which prepares them to take the ANCC Adult or Family Psychiatric Nurse Practitioner (NP) examination. Courses that lead to interdisciplinary certificates in addictions, conflict resolution, developmental disabilities, or infant mental health also may be elected.

Master's Core Courses: 13 Credits

NUR 6510	Health Economics, Policy and Professional Issues for APNs	3
NUR 7105	Theoretical Foundations for Advanced Practice	3
NUR 7015	Research for Evidence-Based Advanced Practice I	4
NUR 7018	Research for Evidence-Based Advanced	3

Clinical Nursing Sequence: 22 Credits

NUR 7030	Advanced Nursing Assessment	4
NUR 7840	Advanced Practice Nursing with Individuals/Communities	6
NUR 7855	Advanced Practice Nursing with Groups	6
NUR 7860	Advanced Practice Nursing with Families	6

Cognates: 18 credits

NUR 7444	Advanced Physiology/Pathophysiology across the lifespan	4
NUR 7555	Pharmacotherapeutics for Advanced Practice	3
NUR 7865	Complementary & Alternative Medicine Therapies	3
SW 6540	Effects of Drugs & Alcohol: Social & Physical Function	3
NUR 7605	Psychopharmacology for Advanced Practice Nursing	5

Nurse-Midwife (NMW)

Forty-eight (48) Credits Required

The Master of Science in Nursing with a Nurse-Midwife major prepares nurses for advanced practice in the care of women, neonates, and children. The Nurse-Midwife specialty curriculums combine both broad foundational knowledge essential for the care of women as a vulnerable population and specialty knowledge in nurse midwifery. Attention is given to health promotion, prevention of disease, and disability. The goal of this innovative program is to prepare advanced practice nurses who will promote the health and development of women and newborns as individuals and as population groups encountering changing healthcare systems within urban and global environments. Upon program completion, Nurse-Midwife students take the American Midwifery Certification Board (AMCB) examination.

Master's Core Courses: 13 credits		Credits
NUR 6510	Health Economics, Policy and Professional Issues for APNs	3
NUR 7015	Research for Evidence-Based Advanced Practice I	4
NUR 7018	Research for Evidence-Based Advanced Practice II	3
NUR 7105	Theoretical Foundations for Advanced Practice	3
Cognates: 7 credits		
NUR 7444	Adv. Physiology and Pathophysiology across the lifespan	4
NUR 7555	Pharmacotherapeutics for Advanced Practice	3
Clinical Course Sequence: 28 credits		
NUR 7030	Advanced Nursing Assessment	4
NUR 7225	Pathophysiology, Clinical Care and Management I	8
NUR 7226	Pathophysiology, Clinical Care and Management II	8
NUR 7227	Pathophysiology, Clinical Care and Management III	8

Neonatal Nurse Practitioner (NNP)

Forty-eight (48) Credits Required

The Master of Science in Nursing with a Neonatal Nurse Practitioner major prepares nurses for advanced practice in the care of high risk neonates. The curriculum combines both broad foundational knowledge essential for the care of neonates as a vulnerable population, as well as specialty knowledge in high-risk neonatal care. Attention is given to health promotion, prevention of disease and disability, disease process, clinical management, and family-centered care. The goal of this innovative program is to prepare advanced practice nurses who will promote the health and development of neonates as individuals and as population groups encountering changing healthcare systems within urban and global environments. Upon program completion, students are eligible to take a certification examination through the National Certification Corporation (NCC).

Master's Core Courses: 13 credits		Credits
NUR 6510	Health Economics, Policy and Professional Issues for APNs	3
NUR 7015	Research for Evidence-Based Advanced Practice I	4
NUR 7018	Research for Evidence-Based Advanced Practice II	3
NUR 7105	Theoretical Foundations for Advanced Practice	3
Cognates: 7 credits		
NUR 7444	Advanced Physiology and Pathophysiology across the lifespan	4
NUR 7200	Advanced Neonatal Pharmacology for the APN	3
Clinical Course Sequence: 24 credits		
NUR 7030	Advanced Nursing Assessment	4
NUR 7225	Pathophysiology, Clinical Care and Management I	8
NUR 7226	Pathophysiology, Clinical Care and Management II	8
NUR 7227	Pathophysiology, Clinical Care and Management III	8

Pediatric Acute Care Nurse Practitioner (PNP-AC)

Forty-eight (48) Credits Required

The Master of Science in Nursing with Pediatric Nurse Practitioner – Acute Care major prepares nurses for advanced practice in the care of acutely and critically ill children and adolescents. The goal of this innovative program is to prepare advanced practice nurses who will promote the health and development of children and adolescents as individuals and as population groups encountering changing healthcare systems within urban and global environments. Graduates of the PNP-AC program are prepared to provide expert clinical care to meet the specialized physiological and psychological needs of children and adolescents with complex acute, critical, and chronic health conditions and/or urgent, emergent, and life-threatening conditions. The curriculum combines both broad foundational knowledge essential for the care of children as a vulnerable population, as well as specialty knowledge in pediatrics. Attention is given to health promotion, prevention of disease and disability, disease process, treatment, clinical management, and family-centered care provided in a variety of acute and critical care settings including hospitals, intensive care units, emergency departments, and clinics. Upon program completion, students are eligible to take a certification examination through the Pediatric Nursing Certification Board (PNCB).

Master's Core Courses: 13 credits

		<u>Credits</u>
NUR 6510	Health Economics, Policy and Professional Issues for APNs	3
NUR 7015	Research for Evidence-Based Advanced Practice I	4
NUR 7018	Research for Evidence-Based Advanced Practice II	3
NUR 7105	Theoretical Foundations for Advanced Practice	3

Cognates: 7 credits

NUR 7444	Advanced Physiology and Pathophysiology across the lifespan	4
NUR 7207	Advanced Pediatric Pharmacology	3

Clinical Course Sequence: 28 credits

NUR 7030	Advanced Nursing Assessment	4
NUR 7225	Pathophysiology, Clinical Care and Management I	8
NUR 7226	Pathophysiology, Clinical Care and Management II	8
NUR 7227	Pathophysiology, Clinical Care and Management III	8

Pediatric Primary Care Nurse Practitioner (PNP-PC)

Forty-eight (48) Credits Required

The Master of Science in Nursing with a Pediatric Nurse Practitioner – Primary Care major prepares nurses for advanced practice in the care of children and adolescents. The goal of this innovative program is to prepare advanced practice nurses who will promote the health and development of children and adolescents as individuals and as population groups encountering changing healthcare systems within urban and global environments. Graduates of the PNP-PC program are prepared to provide pediatric primary health care including health maintenance, anticipatory guidance, well-child examinations, developmental screening, and diagnosing and managing common and complex health/illness conditions. The curriculum combines both broad foundational knowledge essential for the care of children as a vulnerable population, as well as specialty knowledge in pediatrics. Attention is given to health promotion, prevention of disease and disability, treatment, clinical management, and family-centered care in a variety of settings including primary care clinics, specialty clinics, and community environments. Upon program completion, students are eligible to take a certification examination through the Pediatric Nursing Certification Board (PNCB) or the American Nurses Credentialing Center (ANCC).

Master's Core Courses: 13 credits		Credits
NUR 6510	Health Economics, Policy and Professional Issues for APNs	3
NUR 7015	Research for Evidence-Based Advanced Practice I	4
NUR 7018	Research for Evidence-Based Advanced Practice II	3
NUR 7105	Theoretical Foundations for Advanced Practice	3
Cognates: 7 credits		
NUR 7444	Advanced Physiology and Pathophysiology across the lifespan	4
NUR 7207	Advanced Pediatric Pharmacology	3
Clinical Course Sequence: 28 credits		
NUR 7030	Advanced Nursing Assessment	4
NUR 7225	Pathophysiology, Clinical Care and Management I	8
NUR 7226	Pathophysiology, Clinical Care and Management II	8
NUR 7227	Pathophysiology, Clinical Care and Management III	8

Advanced Public Health Nursing

Forty (47) Credits Required

The Master of Science in Nursing in Advanced Public Health Nursing prepares nurses for the care of vulnerable populations and communities. The goal of this program is to prepare nurses who will promote the health and well-being of populations and communities. Improving the health of populations and communities is addressed through community assessment, program planning and implementation, leadership strategies, health policy development, and program evaluation. Community partnerships and collaborations are emphasized throughout the curriculum.

Master's Core Courses: 13 Credits		Credits
NUR 6510	Health Economics, Policy and Professional Issues for APNs	3
NUR 7105	Theoretical Foundations for Advanced Practice	3
NUR 7015	Research for Evidence-Based Advanced Practice I	4
NUR 7018	Research for Evidence-Based Advanced Practice II	3
Clinical Course Sequence: 18 Credits		Credit
NUR 7840	Advanced Practice Nursing with Individuals/Communities	6
NUR 7855	Advanced Practice Nursing with Groups	6
NUR 7860	Advanced Practice Nursing with Families	6
Cognates: 16 Credits		
FPH 7015	Biostatistics	4
FPH 7240	Epidemiology	3
SW 6540	Effects of Drugs & Alcohol: Social & Physical Function	3
BA 7040	Managing Organizational Behavior	3
NUR 7865	Complimentary & Alternative Medicine Therapies	3

Graduate Certificate Programs

Certificate Requirements: The Certificate must be earned within three years. No transfer credit will be accepted for a certificate program. A minimum honor point average of 3.0 must be achieved.

For further information on certificate programs, please see the University Bulletin, or contact the Office of Student Affairs at 313-577-4082. All course work must be completed in accordance with the academic procedures of the College and the Graduate School governing graduate scholarship and degrees. Individual Specialty Graduate Certificates may require additional coursework based on a gap analysis.

Nursing Education Graduate Certificate

The Graduate Certificate Program in Nursing Education is designed to prepare nurses for teaching positions in educational and service settings. The certificate provides nurses with essential knowledge and skills in teaching, program development, evaluation, clinical instruction, and other aspects of the educational process in nursing. Courses focus on concepts of learning; teaching methods and concepts of teaching nursing; multimedia, computer-assisted instruction and distance education; development of educational programs in nursing; evaluation; testing; and clinical teaching from a theoretical and research perspective. The program provides learners with a theoretical framework for teaching in nursing and related competencies.

Required Courses : 12 Credits

NUR XXXX	Graduate-Level NUR Course approved by advisor (Credits May Be Applied Toward	3
NUR 7710	Theoretical Perspectives of Teaching in Nursing	3
NUR 7720	Evaluation and Testing in Nursing	3
NUR 7730	Practice Teaching in Nursing	3

Nurse-Midwife Graduate Certificate

This graduate certificate is designed to prepare advanced practice nurses to practice as certified nurse-midwives in the primary care of women and newborns. The certificate provides nurses with essential knowledge and skills in nurse-midwifery care. The courses focus on concepts of nurse-midwifery clinical practice such as intrapartum, postpartum, newborn care and professional role transition.

Required Courses : 16 credits

NUR 7226	Pathophysiology, Clinical Care and Management II	8
NUR 7227	Pathophysiology, Clinical Care and Management III	8

Pediatric Primary Care Nurse Practitioner Graduate Certificate

This graduate certificate is designed to prepare nurse practitioners certified as PNP-Acute Care to additionally practice in pediatric primary care with a particular focus on care of children with complex chronic conditions. The certificate provides nurses with essential knowledge and skills to assume primary care roles in a myriad of settings using a patient and family-centered care model. Courses focus on integrating advanced health assessment, pathophysiology, primary care clinical care and management.

Required Courses : 16 credits

NUR 7226	Pathophysiology, Clinical Care and Management II	8
NUR 7227	Pathophysiology, Clinical Care and Management III	8

Pediatric Acute Care Nurse Practitioner Graduate Certificate

This graduate certificate is designed to prepare nurse practitioners certified as PNP-Primary Care to acquire the nationally-specified pediatric acute and critical care content and clinical skills needed to function competently within the pediatric acute care scope of practice. The certificate provides nurses with essential knowledge and skills to assume acute care roles in a myriad of settings using a patient and family-centered care model. Courses focus on integrating advanced health assessment, pathophysiology, and acute clinical care and management.

Required Courses : 16 credits

NUR 7226	Pathophysiology, Clinical Care and Management II	8
NUR 7227	Pathophysiology, Clinical Care and Management III	8

Academic Program Planning

A faculty advisor is appointed at the time of the applicant's acceptance into the program. The role of the faculty advisor is to guide and mentor the student through all the College and University requirements until the Master of Science in Nursing is obtained. Major responsibilities of the advisor include:

- Assisting the student in preparation of the Plan of Work (POW). The electronic copy of the plan of work should be available to the Office of Student Affairs before the student completes twelve graduate credits toward the degree requirement.
- Providing feedback to the student on his/her academic performance.
- Giving academic and personal encouragement to the student.
- Providing information to the student about University services and financial aid opportunities.
- Offering guidance to the student in applying for external and university fellowships.
- Being an academic role model for the student.

REQUIREMENTS FOR THE CLINICAL EXPERIENCE

The following requirements are essential for all students involved in clinical courses. The College of Nursing has contracts with each agency which require 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, the Office of Student Affairs (OSA) will provide Clinical Permits to the Director of MSN and Graduate Certificate Programs and copies will be provided to Program Directors 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. The Clinical Permit will be good for one semester. Note that if the Michigan license expires during winter semester, the student must submit the renewal by March 31st or the Clinical Permit will be rescinded.

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

Requirements

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. Students must pass the exam by the second attempt or they may not be eligible to enter clinical courses (they may not be able to enter the program or progress in the program).

Health Clearance

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

Basic Cardiac Life Support - BCLS-Level C or ACLS

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

In order to meet the requirement of clinical agencies, you must submit documentation that you have received the flu vaccine or submit a declination form by the third Friday of October. If either of these documents are not submitted, the Clinical Permit will be rescinded and you 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 \$13 per student. Students must submit this fee to the Office of Student Affairs by August 15. (Nurse-Midwife students are required to purchase an individual student policy.)

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.

Criminal Background Investigation

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

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

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

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 will receive a College of Nursing photo ID badge from the Office of Student Affairs. The replacement cost for the ID badge is \$5.00 if it is lost. Students wear the ID badge while at their clinical site. A lost or stolen badge must be reported to the College of Nursing immediately. Misuse of the ID badge will result in immediate forfeiture and possible disciplinary action.

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

Date Submitted

- | | | |
|--------------------------|--|-------|
| <input type="checkbox"/> | Health Clearance Form with Immunization record | _____ |
| <input type="checkbox"/> | TDAP (Tetanus, Diphtheria, Pertussis) | _____ |
| <input type="checkbox"/> | Measles, Mumps, Rubella, Varicella, Influenza
Vaccinations or documented immunity | _____ |
| <input type="checkbox"/> | Hepatitis B Virus Inoculation
(Verification of Inoculations) | _____ |
| <input type="checkbox"/> | CPR for the Professional Rescuer
(Annual verification) | _____ |
| <input type="checkbox"/> | TB Skin Test or documentation of no active TB
(Annual verification) | _____ |
| <input type="checkbox"/> | Pay fee for Professional Liability Insurance
(Annual verification) | _____ |
| <input type="checkbox"/> | Criminal Background Investigation | _____ |
| <input type="checkbox"/> | Urine Drug Screen | _____ |
| <input type="checkbox"/> | ACE requirements (classes)
(Annual) | _____ |

RESOURCES

Skill Laboratory (Rooms 217 & 219 Cohn)

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

Physical Assessment Learning Laboratory (Room 30 Cohn)

The Physical Assessment Learning Laboratory (PAL) provides materials, activities, and facilities for students to acquire skills in history-taking and physical assessment and is located on the lower level of the Cohn Building. It is equipped with study carrels and physical examination rooms. Students learn physical examination skills through the use of demonstration, media viewing, and practice.

Office of Health Research (Room 315 Cohn)

The Office of Health Research (OHR), the research arm of the College of Nursing, embodies the commitment of faculty to research. The idea of a center originated with faculty in the mid-60: it became a reality in 1969. It was the first such center in an academic setting devoted to the generation of new knowledge which underpins the discipline and profession of nursing.

The research program of the Office of Health Research (OHR) focuses on nursing and health-related research, including interdisciplinary research, for the purpose of advancing nursing knowledge and improving nursing and health, particularly Urban Health. Because the research objectives also target health needs of the urban community, the research agenda also advances the research programs of the University. Visit the website to learn more about the OHR at <http://www.nursing.wayne.edu/research/index.htm>.

Simulation Laboratory (Room 221 Cohn)

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

FACULTY AND STUDENT RESPONSIBILITIES

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

Professional Integrity Policy

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

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

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

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

Final decision will be determined through collaboration of faculty, Area Assistant Dean, Associate Dean for Academic Affairs, and Dean.

Accepted by Faculty Association
5/9/84

Responsibilities of Faculty Members

1. To contribute to and remain abreast of the latest developments in their fields;
2. To continually pursue teaching excellence;
3. To treat all students with respect and fairness without regard to ancestry, race, religion, political belief, country of origin, sex, sexual preference, age, marital status, or handicap;
4. To encourage differing viewpoints and demonstrate integrity in evaluating their merit;

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

Responsibilities of Students

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

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

University Guidelines for Assisting Persons with Behavioral Problems

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

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

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

COLLEGE OF NURSING ACADEMIC APPEALS POLICY

Grade Appeal:

Basic Principles of the Appeals Process:

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

2) 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.

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

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

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

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

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

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

Procedure

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

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

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

Informal Review

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

Initiating a Formal Appeal

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

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

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

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

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

Instructor Level

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

Area Assistant Dean Level

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

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

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

University Level Academic Appeal Procedure

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

Pursuant to University policy, the Provost's decision in an academic appeal is final. See the Graduate Bulletin at www.bulletins.wayne.edu.

Basic Principles of the Appeals Process:

Unsafe Practice Appeal:

Preamble:

Safe Professional Practice by Students in Clinical Settings

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

The following Indicators are to be used as guidelines for evaluating safe professional practice.

Biological, psychological, social and cultural realms

The student's practice meets the needs of the client from a biological, psychological, sociological and cultural standpoint.

Examples *of unsafe practice* include, but are not limited to, the following:

- Displays of mental, physical or emotional behavior(s) which may negatively affect others' well being
- Failure to follow through on suggested referrals or interventions to correct deficit areas, which may result in harm to others
- Acts of omission or commission in the care of clients, such as:
 - Physical abuse
 - Placing the client in hazardous positions, conditions or circumstances
 - Mental or emotional abuse, and
 - Medication errors that demonstrate a pattern of incorrectly preparing/administering medications and/or failure to follow through with direction/remediation regarding medication administration
 - Failure to accurately record comprehensive client behaviors
 - Attempting activities without adequate orientation or theoretical preparation or appropriate assistance
 - Presenting for clinical practicum under the influence of drugs and/or alcohol (It is expected that students in laboratory settings will not have used alcohol for at least eight (8) hours prior to the beginning of the clinical time period, nor to use alcohol during the clinical period. At no time is the use of illicit drugs condoned).
 - Engaging in criminal behavior
- Interpersonal relationships with agency staff, co-workers, peers, or faculty that results in miscommunications, disruption of client care and/or unit functioning;
- Inability to perform psychomotor skills necessary for carrying out procedures despite direction/remediation

Accountability

The student's behavior consistently demonstrates accountability and professionalism throughout the clinical practicum experience.

Examples *of unprofessional practice* include, but are not limited to the following:

- Failure to notify the agency and/or instructor of clinical absence
- Failure to adhere to the dress code
- Habitual tardiness to clinical assignments
- Failure to follow through or successfully meet identified learning goals as outlined in a process improvement plan
- Failure to provide concise, inclusive, written and verbal communication

Dishonesty

(WSU College of Nursing Student Handbook)

Examples of *dishonesty* include but are not limited to the following:

- Plagiarism,
- False reporting or misrepresentation of data related to client, self, others,
- Failure to report errors/mistakes or any event(s) that would affect clients or others welfare.

Regulatory

The student practices within the boundaries of the Michigan Nurse Practice Act, the guidelines set forth in the course syllabi, the Wayne State University College of Nursing Student Handbook, and the rules and regulations of the health care agencies that specific to the assigned clinical site.

Examples of *regulatory violations* include but are not limited to the following:

- Violations of patient privacy (HIPPA)
- Participating in skills or behaviors that are outside of the nursing scope of practice while in the clinical agency.
- Violation of clinical permit requirements.

Ethical

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

Examples of *unethical practice* include, but are not limited to the following:

- Refusal of assignment based on client's race, culture, sexual orientation, or religious preference
- Failure to maintain confidentiality
- Misrepresentation of information to the public
- Ignoring unethical behavior(s) of other health care persons in the clinical setting which affects client welfare.

Unsafe Practice Appeal Process:

Students must contact the College of Nursing, Director of Office of Student Affairs, for the steps in the appeal process for unsafe practice within ten (10) days of oral notice or postmark of written notice of unsafe practice.

STUDENT CODE OF CONDUCT

1.0 PREAMBLE

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

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

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

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

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

2.0 DEFINITIONS

When used in this code:

2.1 “Academic misbehavior” means any activity which tends to compromise the academic integrity of the institution or subvert the education process. Examples of academic misbehavior include, but are not limited to: (1) cheating, as defined in Section 2.3; (2) fabrication, as defined

in Section 2.5; (3) plagiarism, as defined in Section 2.8; (4) academic obstruction, as defined in Section 2.10; (5) enlisting the assistance of a substitute in the taking of examinations; (6) violation of course rules as contained in the course syllabus or other written information provided to the student.

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

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

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

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

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

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

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

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

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

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

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

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

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

non-consensual oral sex.

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

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

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

3.0 PROSCRIBED CONDUCT – STANDARDS AND JURISDICTION

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

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

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

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

4.0 PROHIBITED CONDUCT

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

4.1 All forms of academic misbehavior.

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

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

- 4.4 Unauthorized use, unauthorized possession, or unauthorized storage of a weapon.
- 4.5 Intentionally initiating a threat, or false report or false warning, of fire, explosion, or other emergency.
- 4.6 Disorderly behavior that interferes with activities authorized, sponsored, or permitted by the University such as teaching, research, administration, and including disorderly behavior that interferes with the freedom of expression of others.
- 4.7 Violation of the terms of any disciplinary sanction imposed in accordance with this code.
- 4.8 Illegal use, possession, manufacture or distribution of drugs.
- 4.9 Theft of property or services, or intentional or reckless damage to property, of the institution, or of a member of the institutional community, or of a visitor to the University.
- 4.10 Knowingly possessing stolen property.
- 4.11 Conduct that is a crime under the criminal law of the State of Michigan or the United States.
- 4.12 Unauthorized entrance into, or use of, institutional facilities, including computing and telecommunication facilities and systems.
- 4.13 Knowingly furnishing false information to the institution.
- 4.14 Intentional obstruction or disruption of institutional activities or functions.
- 4.15 Failure to comply with the direction of any authorized institutional representative, acting in the performance of his/her duties.
- 4.16 Maliciously initiating charges pursuant to this procedure when the initiator knows that the charges are baseless.
- 4.17 Misuse or intentional disruption of the University's technological resources.
- 4.18 Any form of sexual misconduct.
- 4.19 Failure to comply with published University regulations or policies. Such regulations or policies include but are not limited to: a) University statutes prohibiting discrimination and sexual harassment; b) Regulations relating to entry and use of University facilities; c) Regulations relating to sale or consumption of alcoholic beverages; d) Regulations relating to use of vehicles and electronic, amplifying equipment; e) Regulations relating to campus demonstrations; f) Regulations relating to misuse of identification or parking cards; g) Regulations relating to residing in the University's residence halls and apartments.

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

5.0 DISCIPLINARY SANCTIONS

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

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

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

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

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

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

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

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

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

5.9 Restitution. The requirement that a student make payment to the University or to another

person or group of persons, or to a student organization, for damage caused as a result of violation of this code.

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

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

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

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

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

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

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

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

All written appeals or requests for review must be signed and submitted by the student herself/himself (not by an advisor or an attorney). Sections 15.9 and 14.3 of this statute provide, respectively, that any party may bring an advisor or an attorney to a formal hearing held pursuant

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

7.0 INTERIM SUSPENSION

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

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

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

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

7.3 The suspending officer or his/her designee shall, within the two school days referred to in

Section 7.2, mail to the student a copy of the determination concerning the suspension.

8.0 **HEARING COMMITTEE PANELS**

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

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

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

9.0 **STUDENT CONDUCT OFFICER**

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

The Student Conduct Officer shall maintain disciplinary files in the name of the student respondents. Except where litigation or administrative proceedings are pending regarding the matter, if a student is found not to be in violation of the charges his/her file shall be sealed, and after three years shall be destroyed. The files of students found in violation of any of the charges

against them will be retained as a disciplinary record for the duration of time specified in the sanction, but no less than five years. If the sanction includes a Transcript Disciplinary Record pursuant to Section 5.10, disciplinary records shall be retained permanently if the transcript entry is permanent, or, if the entry is for a specified period of time, for five years after the end of that period. Disciplinary records may be retained for as long as litigation or administrative proceedings are pending regarding the matter.

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

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

10.0 PRELIMINARY PROCEDURE

Any person may initiate charges against one or more students or a student organization believed to have violated this code, by filing charges with, and by providing information pertinent to the case, to the Student Conduct Officer, both in writing. The charge must be made within a reasonable time after the alleged misconduct has occurred. The Student Conduct Officer will coordinate the adjudication of both academic and non-academic misbehavior violations of the Student Code of Conduct.

10.1 ACADEMIC MISBEHAVIOR – PRELIMINARY PROCEDURE

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

The student may appeal the action by filing with the department or unit head a statement in writing, within ten school days of oral notice or postmark of the written notice. The department or unit head shall give the student an opportunity to appear personally before

him/her within fifteen school days of the postmark of the student's statement, and shall notify the student of her/his decision, in writing, within ten school days of the opportunity for an appearance. In a departmentalized college where the unit head is not the Academic Dean, the student may appeal to the Academic Dean, in writing, within ten school days of the postmark of the unit head's decision.

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

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

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

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

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

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

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

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

10.2 NON-ACADEMIC MISBEHAVIOR PRELIMINARY PROCEDURE

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

10.3 NON-ACADEMIC MISBEHAVIOR-HOUSING AND RESIDENCE LIFE

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

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

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

10.4 WITHDRAWAL OF CHARGES

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

11.0 FACT-FINDING PROCEDURES

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

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

- a) The alleged infraction;
- b) The nature of the evidence submitted;
- c) The time and place of the conference;
- d) A copy of this code, with a statement that it is the governing policy and that the student should retain it for use throughout the proceeding.

- 11.3 Should the student(s) or representative of the student organization fail to appear at the fact-finding conference or fail to inform the Student Conduct Officer that he/she is waiving his/her right to the fact-finding conference, the Student Conduct Officer may take action as described in section 11.5.
- 11.4 Upon request, the student(s), or representative of the student organization, and the charging party, may review the documents, statements, or other material in the Student Conduct Officer's case file.
- 11.5 Within ten school days following the fact-finding conference, the Student Conduct Officer shall decide:
- a) that no further action will be taken; or
 - b) in the case of academic misbehavior, charges made against student(s) or against a student organization that the Student Conduct Officer has determined, pursuant to section 10.1(b), to be an intra-college student organization, that the matter will be referred to the Dean of the college in which the student is enrolled or the student organization is based; or
 - ~~c)~~ in the case of academic misbehavior charges made against two or more students (called "related students" in this statute) where the students are enrolled in more than one college, that the matter will be referred to the Dean of the college with primary concern, as determined pursuant to section 10.1(b);
 - d) in the case of non-academic misbehavior charges made against a student(s) or against a student organization that the matter will be referred to the Dean of Students.
- 11.6 The Student Conduct Officer will notify in writing the student or representative of the student organization, the Academic Dean or the Dean of Students and the person bringing the charge, of his/her determination, within the ten school days specified in Section 11.5. If the Student Conduct Officer determines the case should be referred, the Student Conduct Officer shall, forward the original file to the Academic Dean.
- 11.7 a) If the Student Conduct officer concludes that there is a sufficient basis to forward a charge for further proceedings, the Student Conduct Officer may, but need not, concurrently propose to the charged party a recommended disposition of the charge. If the Student Conduct Officer does so, he/she will advise the charged party in writing of the recommendation, that he/she has the option to accept or decline the recommendation and the consequence of accepting the recommendation. The recommended disposition will not be forwarded to the Dean of Students, but only to the charged party.
- b) The charged party may accept or decline the recommended disposition. If the charged

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

12.0 PROCEDURE IN NON-ACADEMIC MISBEHAVIOR CASES

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

13.0 PROCEDURE IN ACADEMIC MISBEHAVIOR CASES

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

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

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

In cases where the Academic Dean has decided that the charges are sufficiently serious that the alleged misconduct might result in a permanent disciplinary record, or a suspension or expulsion pursuant to sections 5.7, 5.8, or 5.10 of this code, he/she shall notify the student (with a copy to the Student Conduct Officer) that the Hearing Procedure, pursuant to Section 15, has been initiated. In all other cases, the Academic Dean shall notify the student or the intra-college student organization (with a copy to the Student Conduct Officer) that the Informal Disciplinary Conference procedure, has been initiated. In hearing procedure cases, the Academic Dean's notice to the student shall include the statement that the student may elect instead to have the case resolved pursuant to the informal disciplinary conference provided for in Section 14, and that, in such cases, the full range of sanctions authorized by this code may be imposed, although the right

of appeal specified in Section 16 shall not be applicable.

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

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

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

14.0 INFORMAL DISCIPLINARY CONFERENCE

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

- 14.1 The student or representative of the student organization shall have access to the case file, prior to and during the conference.
- 14.2 The student or representative of the student organization shall have an opportunity to respond to the evidence and to call appropriate witnesses.
- 14.3 The student or representative shall have the right to be accompanied and assisted by an advisor or attorney only in the manner provided in Section 15.9 of this code.

14.4 The Dean shall render a decision within ten school days. If the Dean sustains the charges, the Dean shall decide the appropriate sanctions as specified in Section 5. The Dean shall notify the student or representative, the charging party, and the Student Conduct Officer of the decision, in writing, within ten school days. The decision of the Dean shall be final. The Dean shall, at this time, return the original file to the Student Conduct Officer. In those cases in which the nature of the sanction requires notice to the Registrar, the Student Conduct Officer shall forward the Dean's notice to the Registrar.

15.0 HEARING PROCEDURES

15.1 In general hearing procedure cases the hearing committee shall be convened either by the Academic Dean or the Dean of the Students. The committee shall consist of three faculty members and two students.

15.2 The student or related students may strike a maximum of two names from each panel, before the committee is drawn from the panels. If related students fail to agree as to the names (if any) to be stricken, then no names shall be struck.

15.3 In the first case of the year, the Dean shall begin with the first person remaining on each list after the student's opportunity to strike. Thereafter, the Dean shall begin with the first person who did not serve on the previous committee who remains on the lists after the opportunity to strike. The Dean shall proceed alphabetically through the lists until he/she has obtained three faculty and two student panelists who are able to serve. These five persons shall constitute the Committee. They shall elect the Committee Chairperson. The Dean shall brief the Committee regarding its responsibilities and regarding procedure under the statute. The Dean shall provide the Committee with necessary staff.

15.4 The Committee shall conduct a fair and impartial hearing.

15.5 The student shall be given notice of the hearing date at least five school days in advance of the hearing, and shall be accorded access to the case file, pursuant to Section 11.4, prior to and during the hearing.

15.6 The student and the charging party should be present at the hearing. If the student fails to appear, the hearing may proceed without him/her, and if the charging party fails to appear, the hearing may proceed without him/her.

15.7 Both the student and the charging party shall have the opportunity to be heard. The student may not be required to testify against herself/himself. Both the student and the charging party shall have the opportunity to question opposing witnesses.

15.8 The Dean may subpoena witnesses upon the request of either party or on his/her own motion. University students and employees are expected to comply with subpoenas issued pursuant to this procedure, unless compliance would result in significant and unavoidable personal hardship or substantial interference with normal University activities.

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

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

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

16.0 HEARING BY THE COMMITTEE

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

16.1 Within ten school days of the hearing, the Committee shall prepare and send to the Dean its decision, including a summary of the hearing and of its decision-making process. If the Committee sustains the charges, it shall recommend a sanction or sanctions.

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

17.0 STUDENT ORGANIZATIONS

17.1 Any member of a group of related students can elect to have his or her charges heard separately from the rest of the group by making a written request to the Student Conduct Officer within five school days of receiving notice of the charges filed against the group. If a request is not made within five school days, the ability to have the case heard separately is waived. This section does not apply in cases of charges filed against student organizations.

17.2 A student organization and its officers may be held collectively or individually responsible when violations of this code by those associated with the organization have received the tacit or overt consent or encouragement of the organization or of the organization's leaders,

officers, or spokespersons.

17.3 As a part of the decision in the case, the officers or leaders or any identifiable spokespersons for a student organization may be directed to take appropriate action designed to prevent or end violations of this code by the organization or by any persons associated with the organization who can reasonably be said to be acting in the organization's behalf. Failure to make reasonable efforts to comply with such a directive shall be considered a violation of this code both by the officers, leaders or spokespersons for the organization and by the organization itself.

17.4 Sanctions for organization misconduct may include revocation or denial of recognition, as well as other appropriate sanctions pursuant to Section 5 of this code.

18.0 APPEAL PROCESS

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

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

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

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

The President or his/her designee will inform the student and the Dean of his/her decision regarding the Request for Postponement within three school days after receiving the

request. Exceptions to this procedure may be granted by the President or his/her designee upon a showing of good and sufficient cause.

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

19.0 INHERENT AUTHORITY

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

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

GRADUATION

Degree Requirements

Candidates for the Master of Science in Nursing must complete thirty-nine (39) to fifty-two (52) 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.

- **Residency:** Twenty-four semester hours of the degree must be taken at Wayne State.
- **Honor Point Average:** A student must maintain an honor point average of at least 3.0 in total residence credit and in all nursing courses. Graduation activities at the University and the College of Nursing occur twice a year — at the end of the Fall and Winter Semesters.

Application for Degree/Graduate Certificate

Degrees are awarded three times each year, May, August and December. Candidates must file an application for degree on-line at www.commencement.wayne.edu/graduation.php by the Friday of the fourth week of classes in the semester they expect to complete requirements. If, for whatever reason, one does not complete degree requirements, one must refile the application for degree and pay the graduation fee again. Diplomas are sent by the University usually 1-2 months after the graduation date.

Commencement

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

Convocation

Convocation is a time for the College of Nursing to more personally acknowledge the achievements of the graduating students. The Convocation program includes a graduate and faculty march and individual introductions and congratulations. Convocation ceremonies for all College of Nursing Wayne State University students occur in May and December of each year.

<p style="text-align: center;">STUDENT SERVICES</p>
--

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 313-577 or 313-993; 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 & 82 W. Warren Ave 577-2436

NOBLE)

www.wayne.bncollege.com

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

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

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

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

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

COMPUTER & INFORMATION **577-4778**
TECHNOLOGY

www.computing.wayne.edu

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

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

www.caps.wayne.edu

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

DUPLICATING **993-6653**

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

**EDUCATIONAL
ACCESSIBILITY SERVICES**

1600 Undergraduate Library

577-1851

www.eas.wayne.edu

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 Taco Bell, Panda Express and Starbucks, 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.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
259 Mack Ste 330
(313) 577-1279

**Eugene Applebaum College of Pharmacy
& Health Sciences Learning Resource
Center**

Purdy / Kresge Library

5262 Cass Ave
(313) 577-4042
(313) 577-4024

**Walter P. Reuther Library of Labor &
Urban Affairs**

5401 Cass

Science & Engineering Library

5048 Gullen Mall
(313) 577-4066

Vera Parshall Schiffman Medical Library

4325 Brush
(313) 577-1088

**David Adamany Undergraduate
Library**

5155 Gullen Mall
(313) 577-5121

Detroit Public Library

5201 Woodward Avenue
(313) 833-1000
www.detroit.lib.mi.us

**OFFICE OF INTERNATIONAL
STUDENTS AND SCHOLARS
(OISS)**

416 Welcome Center, 42 W. Warren

577-3422

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

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

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

OMBUDSPERSON**798 Student Center Building****577-3487**<http://www.ombudsman.wayne.edu>

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

PARKING**Welcome Center, 42 W. Warren, Rm
257****577-3704**<http://www.parking.wayne.edu>

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

PUBLIC SAFETY – EMERGENCIES**6050 Cass****577-2222**www.police.wayne.edu

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****Gullen Mall****577-2348**<http://www.rfc.wayne.edu>

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

REGISTRATION/RECORDS		
http://www.classschedule.wayne.edu		
<u>Office of the Registrar</u>	577-3556	<u>Student Records</u> 577-3531 FAX 577-0945 5057 Woodward School Center Building, 5 th Floor --Verification of Enrollment --Student Grades --Application for Degree or Certificate --Certification --Graduation --Student Transcripts 577-3536
FAX 577-3769 5057 Woodward School Center Building, 5 th Floor --Policy & Procedural Matters and Student Appeals	577-3550	
<u>Registration & Scheduling</u>	577-3541	
FAX 993-7758 5057 Woodward School Center Building, 5 th Floor --Registration	577-3541	
--Drop/Add	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>
[u/](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 Director of the Office of Student Affairs, the PhD, DNP, MSN, and Undergraduate programs, the Development Director and the Budget Analyst from the Dean's office. Final decisions are based on a variety of factors, specially the student's scholastic progression, financial need and the relevant requirements of the funding mechanism. Guidelines specific to this policy are listed below:

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

3. Scholarships and/or loans are awarded in compliance with applicable funding agencies' regulations/guidelines/criteria
4. The College's Financial Aid Committee is responsible for selecting scholarship, loan or traineeship recipients, with the most qualified applicants first. The two primary criteria are: 1) ability to be successful (e.g. GPA) and 2) financial need as determined by the FAFSA.

Mailboxes

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

Bulletin Boards

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

Student Organizations

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

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

- ◆ ***The College of Nursing Council*** is composed of elected 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.

All students are encouraged to take advantage of these organizations.

College of Nursing Standing Committees with Student Representative Positions

Committee on Diversity
Curriculum Committee
Evaluation Committee
Scholastics and Admissions Policy 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 which 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***

This committee is responsible for the design of both the undergraduate and Master's curricula in accordance with College of Nursing and University missions, and advises the Faculty Association on curricula. The committee also coordinates evaluation of curricula with the Evaluation Committee. This committee offers two student representative opportunities: one undergraduate and one graduate student in good standing. For additional information, contact Kathy Balint: eb9080@wayne.edu

- ◆ ***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, Dr. Janna Roop: av1745@wayne.edu

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

Reviews policies relative to admission, progression and graduation of students for undergraduate and master's students, making recommendations for revision as needed to the Faculty Association. Responds to requests from undergraduate or master's students for implementation of Academic Appeals Procedure. Serves in an advisory capacity to the Associate Dean for Academic and Clinical Affairs and/or Director of Office of Student Affairs concerning individual applicants or students as needed. This committee offers two student representative opportunities: one undergraduate and one master's student in good standing. Student representatives may not participate in review of individual applicants which is an additional function of this committee. For additional information, contact Dr. Katherine Zimmicki: av2284@wayne.edu

◆ ***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 Affairs