

ACADEMIC REGULATIONS

For complete information regarding academic rules and regulations of the University, students should consult the Academic Regulations (<http://bulletins.wayne.edu/undergraduate/general-information/academic-regulations>) section of this bulletin. The following additions and amendments pertain to College of Nursing students.

Academic Regulations Terminology

1. *Professional course* is any course required in the professional nursing curriculum.
2. *Satisfactory grade* is a grade of C (2.0) or better.
3. *Unsatisfactory grade* is a grade below 2.0, or a mark of X or an unauthorized mark of WP or WF.
4. *Probation* is a restricted status in the nursing program.
5. *Exclusion* from the program means that the student may not register in the program. (Continued registration in the University will necessitate that the student processes a Change of College to another academic program.)

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.

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

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

Examinations

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

Other Examinations or Assessments (e.g., Midterms): The regulations for other examinations will be specified in the course syllabus. However, the regulations for notifying the College of missing an examination and the need to fulfill the Special Circumstances Rule (see below) to take a make-up examination will still apply.

Online Learning Assessments: The College of Nursing uses an educational software package that is integrated into the Nursing curriculum. It consists of tutorials, reviews, and assessments that will be included in certain courses. In the event that required assessments are not completed as required in the syllabi, students will receive an incomplete "I" grade for that assignment/course unless stated otherwise in the course syllabus. Students will have twelve months to convert the

I grade into a passing grade (A to C). While carrying an I grade students will not be permitted to progress in their studies.

Missing an Examination: It is the students' responsibility to call 313-577-0130 if he/she is unable to be present for an examination. Calls must be made before the beginning of the examination if the student intends to claim eligibility to sit for the make-up examination. While the student may also notify his/her professor directly, the date and time stamp on the examination hotline is the only acceptable record that he/she has called in time to miss an examination.

Special Circumstance Rules: The following are examples of events that qualify as a Special Circumstance for the purposes of missing examinations as well as the documentation (when appropriate) expected of students claiming these circumstances:

- Illness on the day of the examination or receiving health treatment: Provider note
- Death in the immediate family: Death Certificate
- Jury Duty or Court Summons: Jury duty notification or Court notice of summons
- Incarceration: Court notice
- Military Service: Service notice
- Natural Disasters

In the event that a student finds him/herself in any of these circumstances he/she must call 313-577-0130 and inform the College. Such students must supply the appropriate documentation as evidence of their need to sit for the make-up examination. Documents must be presented to faculty within forty-eight hours of missing the examination.

Time Limitation

The Traditional Program (including B.S.N. Direct Admit for Freshmen students) is ideally completed within four calendar years of admission to professional course work, unless an extension is granted by the Scholastic Policy and Admissions (SPA) Committee.

The Second Career/Second Degree Program (including B.S.N. for Veterans students) is ideally completed within five consecutive semesters following admission to the program unless an extension is granted by the Scholastic Policy and Admissions (SPA) Committee.

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

Authorized Leave of Absence

A leave of absence may be requested by a student when personal circumstances interfere with the student's ability to devote sufficient time to academic pursuits to assure reasonable expectation of success. Leaves of absence are requested from and granted by the Associate Dean for Academic and Clinical Affairs, in consultation with the Scholastic Policy and Admissions Committee. The student should contact the Office of Student Affairs for the necessary materials and deadline dates regarding leaves of absence. A leave of absence is granted to students in good academic standing only. A student who is granted an approved leave of absence may return only if there is available space in the program. A student who takes an unauthorized leave of absence will be considered to have voluntarily withdrawn from the program and must apply for readmission to the College.

Licensure Preparation

All students entering the undergraduate program in Fall 2002 and thereafter (who are not already RNs) are required to complete nationally normed tests throughout their undergraduate program of study. Individual course syllabi will indicate how this requirement is applied and what part of the course grade will be assigned to these tests. Successful completion of these course requirements is integral to successfully passing the courses.

A satisfactory score is dictated by the comprehensive exam used and will be identified prior to the beginning of the semester in which the exam takes place. Each graduating student (who is not already a licensed RN) must also complete an approved NCLEX Review course in preparation for the NCLEX licensure examination as part of the program requirements. Students who achieve a score of **900** or better on the first HESI Comprehensive Exit Exam are exempt from the required NCLEX Review course although they may elect to participate in this review. The responsibility for the cost for the NCLEX Review course is that of the individual student. All program requirements must be met before a student can be certified as completing their degree requirements with the State of Michigan Licensing Board.

Students are allowed four attempts at successfully achieving a passing score on the HESI Exit Exam. The costs associated with the first two attempts are included in the students' fees and there is no additional charge. However, if a third or fourth exam is required, any and all costs associated with the third exam are the student's responsibility. Students will receive a grade of "Incomplete" until the 4th attempt has been scheduled and completed. If the student still fails to achieve a score of 900 on the HESI Exit exam, the student will receive a grade of "C" in NUR 4060 and counseled by the ASO as to the possible implications of the score on successful completion of the NCLEX exam. If the student still fails to achieve a score of 900 on the HESI Exit exam, the student will receive a grade of "C" in NUR 4060 and counseled as to the possible implications of the score on successful completion of the NCLEX exam. All program requirements must be met before a student can be certified as completing their degree requirements with the State of Michigan Licensing Board.

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

Graduates must satisfactorily complete the licensing examination before practicing as professional registered nurses (RNs).

Scholarship

1. All students must maintain a satisfactory (2.0) grade point average (g.p.a.) in both:
 - a. Cumulative grades (general education and nursing); and
 - b. Professional nursing courses.
2. Students must achieve a 2.0 g.p.a. in each nursing course. A student may not continue in subsequent courses for which the failed course is a prerequisite until a minimum of 2.0 has been achieved.
3. A grade below C (2.0) in a nursing course is unsatisfactory for progression.

4. Students may apply to repeat a nursing course, as space is available. The course may, only be repeated one time to raise the grade to the 2.0 g.p.a. level or above.
5. A maximum of one nursing course within the program may be repeated.
6. No nursing course for which a student has received a passing grade may be repeated without written approval of the Associate Dean for Academic and Clinical Affairs.
7. A student receiving a C-minus (1.67 g.p.a.) grade or less in either the theory or the clinical portion of any nursing course will have recorded no higher than a C-minus for the total course and will be required to successfully complete the re-entry process to repeat it before progressing to the next clinical course.
8. The mark of "I" is appropriate if the student encounters a catastrophic situation which prevents completion of the final requirements of a course. The mark of I is not appropriate for unsatisfactory scholastic performance. In the event a mark of 'I' is given, the time limit for completion will be determined by the instructor, but may not exceed one year. In the event the mark of "I" is received for a prerequisite course, the 'I' must be removed prior to enrollment in the subsequent course. After one year, if the incomplete is not completed the grade will automatically change to an F (failure) and will be treated as a failing grade.

Probation

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

1. A student is placed on probation if he/she does not maintain a minimum cumulative grade point average of 2.0.
2. A student is placed on probation if he/she does not maintain a minimum grade point average of 2.0 in professional nursing courses.
3. A grade point average must be returned to a minimum of 2.0 to remove probationary status. Probationary status must be removed within one calendar year.
4. Students on probation are not eligible to represent the College in any student activity.

Exclusion

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

1. Failure to satisfactorily complete a nursing course after **two** attempts;
2. Failure of more than one professional nursing course;
3. Failure to remove probationary status within one calendar year;
4. Irresponsible attendance or irresponsible performance/behavior at any time while enrolled in the program;
5. Failure to meet any special conditions required by the College Scholastic Policy and Admissions Committee for the student's continuation in the program;
6. Failure to complete the program within the time limitations outlined above, unless granted an extension by the Scholastic Policy and Admissions Committee.
7. Unsafe practice and/or unethical conduct as defined in the BSN student handbook.

Grade Appeals Policy Basic Principles

Assistance. Student/faculty may contact the College of Nursing, Assistant Dean, Enrollment and Student Services and/or the Wayne State

University Ombudsperson at any time for assistance with any problem associated with a grade decision or grade appeal.

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).

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

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

Patient safety. Students may be removed from a clinical course at any time in which the faculty or clinical agency staff identifies an issue that would constitute unsafe practice in the clinical setting that may jeopardize patient safety.

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

Appeal of Grade

What can be appealed:

Only the manner in which the grade was assigned can be appealed.

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

Grounds for appeals are:

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

Grade Appeal Process

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

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

Steps to Initiate a Formal Appeal

1. The student must submit a written statement detailing the basis of the appeal, along with supporting documentation, to the Assistant Dean of Faculty Affairs with copy to the Assistant Dean for Enrollment and Student Services, and the Associate Dean for

Academic and Clinical Affairs. This statement must be submitted within 14 days following the event being appealed.

2. The Assistant Dean of Faculty Affairs must meet with the student within 14 days of receiving the appeal to attempt to resolve the issue.
3. The student must be notified in writing of the Assistant Dean of Faculty Affairs' decision within 21 days of receiving the student's written appeal. As the Dean's designee, the decision of the Assistant Dean of Faculty Affairs shall be the final decision at the College level.
4. If, after your School/college appeal path is exhausted and you wish to continue with the grade appeal process, per the University Academic policy (<https://provost.wayne.edu/academic-policy>), you may request a Provost review within 30 days of this decision. The request should be addressed to Dr. Darin Ellis, Associate Provost for Academic Programs and sent electronically to ag641@wayne.edu. For assistance with the appeal process, you may contact the Ombudsperson Laura Birnie-Lindemann at ombudsoffice@wayne.edu.

A written Request for a Provost Review must be made by the student himself/herself, with a copy to the Assistant Dean, Enrollment and Student Services and the Dean of the College, postmarked within 30 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 practical after notification by the student of his/her wish to seek review.

The student may also file with the Provost a Request for a Postponement of the effect of the College's final decision. Such a Request must be postmarked within seven (7) calendar days of the postmark of the College's final decision, and a copy must be sent to the Dean of the College. Upon receiving a Request for Postponement, the Provost will immediately contact the Dean. Unless the College demonstrates clearly and convincingly that the injury to the College or to third persons that would result from such a postponement would outweigh the injury to the student from denying the postponement, the effect of the decision rendered by the College must be postponed until the date that the Provost issues a decision regarding the underlying Request for Provost Review. The Provost will inform the student and the Dean of her/his decision regarding the Request for Postponement within three (3) school days after receiving the request. Exceptions to this procedure may be granted by the Provost upon a showing of good and sufficient cause. Pursuant to University policy, the Provost's decision in an academic appeal is final.

Graduation Residency Requirement

The last thirty semester credits of the degree must be taken in residence at Wayne State University.

Graduation with Distinction

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

Dean's List and Honors List

Students completing twelve semester credits in study at Wayne State University are eligible for appointment to academic recognition lists each semester. The semester grade point average at Wayne State must be 3.75 or above in order to qualify for the Dean's List, or a 4.0 g.p.a. for students registered for six to eleven credits. The Honors List requires a minimum grade point average of 3.50. Lists of students on the Dean's

List and Honors List will be posted in the College of Nursing. Students who receive marks of I or W or X and grades of N or U are not eligible. (For explanation of grades and marks, see Grading System, University (<http://bulletins.wayne.edu/undergraduate/general-information/records-registration>)).

Student Rights and Responsibilities

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

A student may be required to withdraw from the College when, in the judgment of the faculty, behavior demonstrates that the student is unsuited for nursing, for unsafe practice, and/or for unethical conduct in the program without having been previously warned. (See also Exclusion, above.)