

# ACADEMIC REGULATIONS: COLLEGE OF PHARMACY AND HEALTH SCIENCES

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 health sciences students.

## Academic Regulations Terminology

1. *Professional course* means any course required in the Pharm.D., D.P.T. or M.O.T curriculum and any course approved for professional elective credit and elected by the student for that purpose.
2. *Satisfactory grade* means a grade of C or above, or a grade of S.
3. *Unsatisfactory grade* means a grade of C-minus or below 2.0 grade points, or a mark of X or unauthorized W Marks of X or marks of W which have not been authorized will be treated as an F.
4. *Probation* means a restricted status in the program (see below).
5. *Dismissal* from the program means that the student may no longer register in the program or elect professional course work. Continued registration in the University requires that a Change of Status to another program be initiated by the student.

## Academic and Professional Progress

The College expects its students to develop professional competence and to satisfy the same high standards of exemplary character, appearance, and ethical conduct expected of health care professionals. To merit confidence and esteem, both personally and in the health care professions, appropriate dress and demeanor are expected of each student in their respective academic and professional program.

Each program has a process or committee in place to review student performance regularly and makes decisions concerning probationary status. A student may be dismissed from the College at any time for an unsatisfactory academic or professional record, for irresponsible attendance, or other failures to diligently pursue the academic and professional program.

## Outside Employment

The curriculum has been arranged with the presumption that the student will devote full time and energy to their academic program. Internships, fieldwork and other pharmaceutical employment are recognized as an integral part of the academic and professional growth of a pharmacy or health science student. The student, however, is responsible for maintaining the appropriate balance between such activity and satisfactory achievement in the classroom.

## Attendance

Regularity in attendance and performance is necessary for success in college work. At the beginning of each course the instructor will announce and/or include in the syllabus the specific attendance required of students as part of the successful completion of the course. Effective Fall semester 2016, a new policy requires students to respond to a request for course participation (<http://reg.wayne.edu/gotoclass.php>) confirmation.

## Admission to Pre-professional Programs

Students preparing to apply to a professional program in the College may apply to the Bachelor of Science with a major in Applied Health Sciences or pursue a pre-professional track in the College of Liberal Arts and Sciences (options are medical laboratory science, mortuary science, occupational therapy, pharmacy, physical therapy, radiation therapy technology and radiologic technology). Applicants must fulfill requirements for general undergraduate admission (<https://bulletins.wayne.edu/undergraduate/general-information/admission/>) to the University. The Office of Admissions is located in the University Welcome Center, Wayne State University, Detroit, Michigan 48202; telephone: 313-5773577. Admissions counselors are available for personal conferences to aid prospective students.

## Admission to Professional Programs

All professional programs in the College are limited in the number of applicants that can be accepted. This limitation is created not only by the number of faculty members available but also by the number of positions available in health care facilities where much of the field work experience is conducted at a 1:1 or 1:2 faculty-to-student ratio.

Students are admitted to the professional program annually. Since each program has special requirements for admission, students are urged to attend one of the monthly Information Meetings (<http://www.cphs.wayne.edu/meetings.php>) (mandatory for some programs) for advising and application deadline dates a year before they plan to enter. Individuals can register for the free monthly Information Meetings online. Students are to check with each program to verify the deadline date for admission to that program.

For admission to the professional programs in the College, applicants must have completed all equivalent pre-professional courses and other requirements. Students admitted to the professional program usually have a grade point average of 2.5 ('A' = 4.0) or better.

Although academic achievement is important, personal qualities and professional behaviors are considered of equal importance since the students selected will eventually be working as members of a team in the delivery of health care. Therefore, criteria for selection are also based on such qualities as maturity, motivation, knowledge of the profession, ability to communicate, personal integrity and empathy for others. Consequently, evaluations from faculty and academic advisors, as well as a personal interview, are given great weight in the selection of candidates by admissions committees.

## Academic Advising

A staff of academic advisors is available in the University Advising Center, 1600 Adamany Library, for students interested in health sciences professions.

Students, during their sophomore year, should confer with the professional program advisor of the health sciences profession of their choice, during attendance at one of the Monthly Information Meetings, whenever they have questions about degree requirements, academic regulations, course elections, programs of study, or difficulties in their academic work. Course elections are arranged in consultation with the professional program advisors.

## Normal Program Load

The requirements for graduation are based upon a normal program of fifteen credits per semester for eight to ten semesters. Because courses are of varying length, students cannot always arrange programs of

exactly fifteen credits; hence the normal load is fourteen to eighteen credits.

## Academic Misbehavior

**Academic Honesty:** Students are expected to abide by the principle of honesty which is fundamental to the life of a scholarly community. If any act of academic misbehavior, which includes cheating, plagiarism, or other acts are discovered, the instructor is expected to take appropriate action, which can include one or more of the following: reprimand, repeat of assignment, a failing grade for the assignment, a failing grade for the course. Serious acts of dishonesty can lead to suspension or dismissal.

In any instance of academic misbehavior occurring in any course offered by the Eugene Applebaum College of Pharmacy and Health Sciences, as defined in section 2 of the WSU Student Code of Conduct (<https://doso.wayne.edu/conduct/>), the provisions of Section 10.1 of the Student Code of Conduct will be implemented as follows:

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 any case, the faculty member shall provide the student with a copy of section 10.1 of the Student Code of Conduct and a copy of the member prepared by Ombuds Services, explaining the Ombuds Service's role, referred to in section 1.5 of the Student Code of Conduct.

Academic misbehavior policies of individual programs may vary from the above. Please see individual program for more information.

## Probation

If a student's work falls below the required cumulative g.p.a. for professional studies, he/she will be placed on probation. If a student incurs a serious grade point deficiency in a semester, or remains on probation for more than one semester, he/she will not be allowed to re-register in the College unless he/she obtains permission from his/ her respective program or department. Such permission will be granted only after an appraisal of the student's situation and some assurance from the student that the previous causes of failure will not prevail in the proposed program.

**Program Probation:** A student whose semester g.p.a. falls below the required average will be placed on program probation. Each student must meet the academic and probationary requirements of his or her program.

**Removal of Probation:** The student will be removed from probation at the end of any semester in which he/she achieves a satisfactory overall g.p.a. as determined by the program.

Please see individual programs for more detailed information on program probation and dismissal policies.

## Student Rights and Responsibilities

The College and its faculty reserve the right to dismiss a student at any time who does not appear to be suited for the work or whose conduct or academic standing is regarded as unsatisfactory. Students are urged to review the specific policies of their respective program or department.

## Grade Appeals

Official Policies and Procedures  
College Policy No. 89.01 FINAL COURSE GRADE APPEALS

Approved 4/30/2013, Correction 3/26/15, UPDATED August 14, 2015, Adopted September 16, 2015, **Approved September 28, 2016 Provost Office addendum September 13, 2017. Provost Office update July 12,**

**2018, and November 13.2018, February 23, 2021. Approved April 28, 2021.**

THIS VERSION REPLACES AND SUPERSEDES ALL PRIOR VERSIONS OF FINAL COURSE GRADE APPEALS POLICY. This policy is effective immediately for final course grades received for Fall 2016 and all terms going forward.

The following is the policy implemented for Final Course Grade Appeals in the Eugene Applebaum College of Pharmacy and Health Sciences. At the beginning of each term, the instructor is to inform students in writing of the criteria used in arriving at grades for the class including the relative importance of prepared papers, quizzes and examinations, class participation and attendance. Where student performance in other practical and structured activities is relevant in evaluating professional competency, criteria used in such evaluations should be stated. Written materials should be graded in a timely manner and such materials, together with comments and an explanation of grading criteria, are to be made available to students. Students should be encouraged to discuss any class related problems with the instructor.

Instructors are expected to evaluate student work according to sound academic standards.

Equal expectations should be required of all students in a class (although more work is expected from graduate students than from undergraduates) and grades should be assigned without departing from announced procedures.

It is the instructor's prerogative to assign grades in accordance with his or her academic and professional judgment and the student assumes the burden of proof in the appeals process. Grounds for appeals are:

(1) evaluation of student work by criteria not directly reflective of performance relative to course requirements; (2) sexual harassment or discrimination; or (3) 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.

Final grade appeals and dismissal appeals that fail to cite one or more of the above criteria will be automatically rejected and will not be considered on the merits. Dismissal for failure to cite appeal criteria does not extend the deadline for filing an amended appeal.

**This final course grade appeal policy does not apply to allegations of academic misbehavior.** Academic misbehavior matters are addressed by Section 10.1 of the WSU Student Code of Conduct.

**Definition: Instructor** - Instructor applies to full-time, fractional-time, part-time faculty as well as Graduate Teaching Assistants, Adjuncts, and Academic Staff with teaching duties.

## Final Course Grade Appeals Policy and Procedure

### Informal Final Course Grade Review

1. Prior to an appeal of a course final grade all issues must first be directed to the instructor of the course for consideration of resolution.
2. The initial request of a grade review should be made directly to the instructor in an informal discussion during office hours or by a requested scheduled appointment.
3. If a student has documented efforts to obtain an informal meeting with the instructor and is unable to schedule this meeting within ten calendar days the student will then have the right to proceed to a formal grade appeal within thirty calendar days following posting of the final course grade. The instructor should make every reasonable

effort to meet with the student during this time period prior to a formal appeal.

### Formal Final Course Grade Appeal Policy and Procedure

If the final grade in question remains unchanged after the informal final course grade review, any formal Course Grade Appeal to change the grade in question must be initiated in writing by the student within thirty calendar days following the posting of the final course grade. The student must submit a formal written appeal together with a completed a grade appeal form prescribed by the College to the appropriate Department Chair (or designee). This formal appeal must include a copy of the current course syllabus and a student appeal letter including detailed justification for the appeal. This documentation must explicitly state which of the three criteria of allowable rationales is applicable and how the alleged violation occurred.

### Formal Final Course Grade Appeal

1. The Department Chair shall provide a time-stamped and dated copy of the formal student course grade appeal to the instructor, program director or program/department grade appeal committee. The Department Chair will then request input and/or response from the instructor, program director or the program/department grade appeal committee.
2. Student or Faculty involved in a grade appeal process may contact the University Ombuds Services at any time for assistance with any questions associated with a grade decision or the grade appeal process.
3. The Department Chair may convene an ad hoc special review committee (or charge an existing committee) to advise on any dispute.
4. The Department Chair shall review all documentation and respond in writing to the student within thirty calendar days of receiving the formal course grade appeal. The Department Chair will place, in writing, the final decision to the student, instructor, program director, program/department grade appeal committee or the reason for any delay in decision. The decision of the Department Chair can be appealed to the Office of the Dean.
5. Appeals to the Office of the Dean must be submitted in writing within ten calendar days of the postmarked response from the Department Chair. The Dean or his/her designee must respond to the student appeal within thirty calendar days. The decision of the Dean or his/her designee is the final decision at the College level.
6. If the appeal is denied at the Dean (or designee) of the College level, and the College appeal path is exhausted, if the student wishes to continue with the grade appeal process, per the University Academic policy (<https://provost.wayne.edu/academic-policy/>), the student may request a Provost Review within 30 days of this decision. The request should be addressed to Dr. R. Darin Ellis, Associate Provost for Academic Programs. **The request should be submitted via the online appeal form** (<https://provost.wayne.edu/provostappealprocedure/>). For assistance with the appeal process, the student may contact Ombuds Services. The student's formal appeal for Provost Review must include a copy of the current course syllabus, the initial student appeal letter including detailed justification for the appeal, the Department Chair's (or designee's) response letter, and the Dean's (or designee's) written response. The decision of the Provost or his/her designee is final. No further appeal is possible.

## Dismissal Policy

College Policy No. 89.06

Established and Approved September 28, 2016

The following is the policy implemented when a student has been dismissed from a program or department in the Eugene Applebaum College of Pharmacy and Health Sciences. Specific guidelines for dismissal are available (by programs and departments) in student handbooks and in other electronic formats on program, department, and College web pages.

### Combined Grade Appeal/Dismissal Policy

If the final course grade leads to dismissal, the dismissal will be considered simultaneously in the final course grade appeal process. There is no separate or additional appeal process for a dismissal based on a final course grade. This would be referred to as a "combined" appeal. In the event the combined final grade/dismissal appeal is denied by the Dean (or designee) a final appeal can be made by the student to the Provost as part of the combined grade appeal/dismissal process.

If dismissal results from an unprofessional behavior violation or other non-academic reason (<https://doso.wayne.edu/conduct/nonacademic-misconduct/>) not addressed within the program or department student handbook, the **WSU Student Code of Conduct** will be applied. Academic misbehavior matters are addressed by Section 10.1 of the **WSU Student Code of Conduct**.

**Definition: Instructor** - Instructor applies to full-time, fractional-time, part-time faculty as well as Graduate Teaching Assistants, Adjuncts, and Academic Staff with teaching duties.

### Combined Grade Appeal/Dismissal Policy and Procedure Informal Grade Appeal/Dismissal Review

1. Prior to a combined appeal of a grade/dismissal all issues must first be directed to the instructor of the course for consideration of resolution.
2. The initial request should be made directly to the instructor in an informal discussion during office hours or by a requested scheduled appointment.
3. If a student has documented efforts to obtain an informal meeting with the instructor and is unable to schedule this meeting within ten calendar days the student will then have the right to proceed to a formal combined grade appeal/dismissal process. The instructor should make every reasonable effort to meet with the student during this time period prior to a formal appeal.

### Formal Combined Grade Appeal/Dismissal Appeal Policy and Procedure

If the dismissal status remains unchanged after the informal meeting with the instructor, the formal Grade Appeal/Dismissal process must be initiated in writing by the student within thirty calendar days following the notification of the final course grade that precipitated the dismissal. The student must submit a formal written appeal to the appropriate Department Chair (or designee). This formal appeal must include a copy of the current course syllabus and a student appeal letter including detailed justification for the appeal of the dismissal.

### Formal Combined Grade Appeal/Dismissal Process

1. The Department Chair (or designee) shall provide a time-stamped and dated copy of the formal student dismissal appeal to the instructor, program director or program/department appeal committee. The Department Chair (or designee) will then request input and/or response from the instructor, program director or the program/department appeal committee.
2. Student or Faculty involved in a dismissal appeal process may contact the University Ombuds Services at any time for assistance with any questions associated with a grade decision or the grade appeal/ dismissal process.

3. The Department Chair (or designee) may convene an ad hoc special review committee (or charge an existing committee) to advise on any dismissal.
4. The Department Chair (or designee) shall review all documentation and respond in writing to the student within thirty calendar days of receiving the formal dismissal appeal. The Department Chair (or designee) will place, in writing, the final decision to the student, instructor, program director, program/department appeal committee or the reason for any delay in decision. The decision of the Department Chair (or designee) can be appealed to the Dean.
5. Appeals to the Dean must be submitted in writing within ten calendar days of the postmarked response from the Department Chair (or designee). The Dean or his/her designee must respond to the student appeal within thirty calendar days. The decision of the Dean or his/her designee is the final decision at the College level.
6. If the appeal is denied at the Dean (or designee) of the College level and the College appeal path is exhausted, if the student wishes to continue with the final grade/dismissal appeal process, per the University Academic policy, the student may request a Provost Review within 30 days of this decision. The request should be addressed to Dr. R. Darin Ellis, Associate Provost for Academic Programs. **The request should be submitted via the online appeal form.** For assistance with the appeal process, the student may contact the Ombuds Services. The student's combined grade appeal/dismissal for Provost Review must include a copy of the current course syllabus, the initial student appeal letter including detailed justification for the appeal, the Department Chair's (or designee's) response letter, and the Dean's (or designee's) written response. The decision of the Provost or his/her designee is final. No further appeal is possible.
2. Student or Faculty involved in a dismissal appeal process may contact the University Ombuds Services at any time for assistance with any questions associated with the dismissal process.
3. The Department Chair (or designee) may convene an ad hoc special review committee (or charge an existing committee) to advise on any dismissal.
4. The Department Chair (or designee) shall review all documentation and respond in writing to the student within thirty calendar days of receiving the formal dismissal appeal. The Department Chair (or designee) will place, in writing, the final decision to the student, instructor, program director, program/department appeal committee or the reason for any delay in decision. The decision of the Department Chair (or designee) can be appealed to the Dean.
5. Appeals to the Dean must be submitted in writing within ten calendar days of the postmarked response from the Department Chair (or designee). The Dean or his/her designee must respond to the student dismissal appeal within thirty calendar days. The decision of the Dean or his/her designee is the final decision at the College level.
6. If the appeal is denied at the Dean (or designee) of the College level and the College appeal path is exhausted, if the student wishes to continue with the final grade/dismissal appeal process, per the University Academic policy, the student may request a Provost Review within 30 days of this decision. The request should be addressed to Dr. R. Darin Ellis, Associate Provost for Academic Programs. **The request should be submitted via the online form.** For assistance with the appeal process, the student may contact the Ombuds Services. The student's combined grade appeal/dismissal for Provost Review must include a copy of the current course syllabus, the initial student appeal letter including detailed justification for the appeal, the Department Chair's (or designee's) response letter, and the Dean's (or designee's) written response. The decision of the Provost or his/her designee is final. No further appeal is possible.

## Dismissal Policy and Procedure

This applies to appeals of any and all dismissals that occurred because of academic, non-academic, or professional behavior violations.

### Informal Dismissal Review

1. Prior to a dismissal all issues must first be directed to the instructor of the course for consideration of resolution.
2. The initial request should be made directly to the instructor in an informal discussion during office hours or by a requested scheduled appointment.
3. If a student has documented efforts to obtain an informal meeting with the instructor and is unable to schedule this meeting within ten calendar days the student will then have the right to proceed to a formal dismissal appeal process. The instructor should make every reasonable effort to meet with the student during this time period prior to a formal appeal.

### Formal Dismissal Appeal Policy and Procedure

If the dismissal status remains unchanged after the informal meeting with the instructor, the formal dismissal process must be initiated in writing by the student within thirty calendar days following the notification of the action that precipitated the dismissal. The student must submit a formal written appeal to the appropriate Department Chair (or designee). This formal appeal must include a letter including detailed justification for the appeal of the dismissal.

### Formal Dismissal Process

1. The Department Chair (or designee) shall provide a time-stamped and dated copy of the formal student dismissal appeal to the instructor, program director or program/department appeal committee. The Department Chair (or designee) will then request input and/or response from the instructor, program director or the program/department appeal committee.

### Suspension

In extenuating circumstances, a suspension may be recommended during the appeal process. Suspension is a temporary removal of a student from participation in educational activities. While suspended, the student is placed on an administrative leave of absence.

Suspension may occur for failure to meet program/department, College or University requirements, because of a serious allegation of unprofessional behavior, or when a student is deemed to be a danger to others or him/herself. A recommendation for suspension can be made in writing to the student by the Assistant Dean for Student Affairs, the Associate Deans for Pharmacy or Health Sciences in consultation with the Dean of Students or the Office of the Provost.

### Dismissal Policies Listed by Program/Department

Students should refer to their program or department for the applicable dismissal policy.

## College Bachelor's Degree Requirements

Specific requirements for the several bachelor's degrees offered by the College are enumerated in the departmental and program sections of this bulletin. Following are general College and University policies governing baccalaureate programs.

## High School Preparation (Recommended)

Students who plan to enter the University as freshmen should have included in their high school programs at least three years of English, one year of algebra, one year of plane geometry, at least one course in a laboratory science, and at least two years of a foreign language. Some programs require additional work in mathematics and science. High



school students and their parents are encouraged to attend the Eugene Applebaum College of Pharmacy and Health Sciences Information Meetings (<http://www.cphs.wayne.edu/highschool.php>) held on the first Tuesday of each month at 6 p.m..

## **Residence**

The last thirty credits of work applicable to the degree, exclusive of credit by special examination, must be completed in an undergraduate college or school of Wayne State University. This does not apply to the Bachelor of Science in Applied Health Sciences program.

## **Time Limitations**

It is the policy of the College that preprofessional science courses must be completed within six years just prior to admission to a professional program. Exceptions to this policy may be made on a case-by-case basis at the sole discretion of the program faculty. Documentation of competency during post-graduation/pre-admission employment must be provided by the applicant requesting the exception. There is no appeal for this exception request of this policy.

## **Student Support Services and Organizations**

### **Office of Student Affairs**

The Office of Student Affairs (OSA) provides program information, monthly information meetings and advising support to prospective and current students for the degree and certificate programs offered by the College. From this office prospective students can obtain advice about admission requirements and program prerequisites and have their transcripts evaluated for transfer equivalencies. Additionally, information on registration and financial aid; enrollment verification required for financial aid, internship licensing, or other purposes is processed through this office. The Office also audits student records for completion of General Education Requirements and program requirements prior to graduation. The OSA staff participates in the various activities with the main campus, including recruitment fairs, graduation, new student convocations, FestiFall, prospective student open house, and Scholars Day. The OSA staff supports EACPHS student organizations, facilitate Community Apple Days, participate in numerous recruitment activities such as career and educational fairs at local middle schools, high schools, colleges, and universities.

### **Student Organizations**

There are many student organizations within the College that allow a student to be active in professional and extracurricular activities. Please contact individual program offices for more information regarding student organizations.