



# WAYNE STATE UNIVERSITY

---

## **BACHELOR OF SCIENCE IN APPLIED HEALTH SCIENCES PROGRAM STUDENT HANDBOOK**

---

**2024-2025**

## Table of Contents

### Introduction

Purpose of the Program Student Handbook.....	4
Mission Statement.....	4
Program Administration.....	4
Program Staff.....	4
Academic Year Program Policies.....	4
Applicability of Handbook.....	4
Changes to the AHS Policies and Procedures.....	4

### AHS Academic Policies

Program Learning Outcomes.....	5
Measurement of Achievement.....	5
Admission Requirements.....	6
Academica and Canvas.....	6
Orientation.....	6
Program Requirements.....	7
General Education Curriculum.....	8
Program Delivery.....	9
Transfer Credit.....	9
Registration.....	9
Grading Policy.....	9
Undergraduate Academic Probation.....	9
Mark of “I”.....	10
Undergraduate Grading Scale.....	10
Course Withdrawal.....	10
Financial Aid.....	10

### EACPHS Policies

Grade Appeals.....	11
--------------------	----

### AHS Program Policies

Dress Code Policy.....	11
Attendance Policy.....	11
Cell Phone Policy.....	12
Technology Resources.....	12
Communication Policy.....	12
Email Response Policy.....	12
Social Media Policy.....	13
Examination Policy.....	13
Make-Up Examinations Policy.....	13
Assignment Feedback & Grading Policy.....	13
Course Lectures & Materials Copyright Policy.....	13
Recording Device Policy.....	14
Building Hours.....	14
Academic Advising.....	14

Tracking Your Progress.....	14
Graduation.....	15
Student Code of Conduct.....	15
Prohibited Conduct.....	16
Disciplinary Sanctions.....	17
Communication of Notices to Students: Appeals & Appearances by Students.....	19
Academic Misconduct.....	19
Non-Academic Misconduct.....	20
Complaint Procedure.....	20
Academic Problems.....	21
<b>University Policies &amp; Resources</b>	
Student Rights & Responsibilities.....	21
University Library Services.....	21
Computing & Information Technology Assistance.....	22
Disability Services.....	22
Religious Holidays.....	22
Academic Calendar.....	22
Student Support & Intervention.....	22
Counseling & Psychological Services.....	23
Campus Health Center.....	23
Non-Discrimination Policy.....	23
Sexual Discrimination, Harassment, & Assault Policy.....	24
University Services.....	26

## **Purpose of the Program Student Handbook**

The AHS Program student handbook serves as a guide for the procedures, responsibilities, and expectations of the program. It is the responsibility of the student to read and adhere to the policies and procedures contained in this manual. The Faculty and Program Director will use the manual as a structured guide in all administrative decisions that affect the student and curriculum.

## **Mission Statement**

Prepare students for a professional career within the health science industry and provide preparation for advanced degree attainment through defined applied health science and interdisciplinary education.

## **Program Administration**

Professor Rachael German, Program Director: [fx3409@wayne.edu](mailto:fx3409@wayne.edu). 313-577-9099.

## **Program Staff**

Ryan Mitchell, Academic Services Officer: [ryanmitchell@wayne.edu](mailto:ryanmitchell@wayne.edu).

## **Academic Year Program Policies**

All Eugene Applebaum College of Pharmacy and Health Sciences [policies and procedures](#) apply, and students will be held responsible for complying with those policies/procedures along with the AHS Program Policies and Procedures specified in this Student Handbook.

## **Applicability of Handbook**

This Student Handbook is applicable to all students enrolled in the AHS Program and is supplemental to and in addition to the policies in effect and as established by Wayne State University and the Eugene Applebaum College of Pharmacy and Health Sciences. Wayne State University Statutes are to be reviewed by each student prior to the start of the Program. [Wayne State University Statutes](#) may be found on the Board of Governors website, and a print copy will be provided upon request. This handbook is provided to students in electronic form. A print copy will be provided upon request.

## **Changes to the AHS Policies & Procedures**

The policies and procedures delineated in this Student Handbook govern the students enrolled in the AHS program for the 2024-2025 academic year. Changes in policies and procedures may be made at any time by the AHS administration, will be announced and posted on Canvas, and will become effective immediately. Students will be asked to sign a statement indicating that they have read, understand, and will abide by the new or revised policy or procedure.

## **Program Learning Outcomes**

Upon completion of the accredited program, students will be able to:

- 1. Differentiate the roles of various professionals on an interdisciplinary health care team.
- 2. Demonstrate understanding of the educational requirements and/or training for a variety of health care specialties.
- 3. Identify concepts, principles, and responses related to pathophysiologic processes that result in disease and compare the structure and function of anatomical structures as they change throughout the lifespan.
- 4. Recognize and discuss diversity, equity, and inclusion in healthcare.
- 5. Understand the importance of ethical behavior, and potential ethical issues, in various healthcare settings.
- 6. Define HIPPA and understand the importance of compliance in healthcare.
- 7. Demonstrate competence in medical terminology.
- 8. Demonstrate effective and professional oral and written communication skills.
- 9. Design an experiment for a selected research topic.
- 10. Generate, analyze, apply, and interpret statistical data as related to health sciences.

## **Measurement of Achievement**

- 1. This will be done by directly assessing a student's work products or performance that demonstrate a level of learning in some of the required courses. AHS4010 – Interprofessional Education in Health Sciences and AHS3010 – Advanced Applied Health Sciences Professions
- 2. This will be done by directly assessing a student's work products or performance that demonstrate a level of learning in some of the required courses. AHS2010 – Introduction to Health Sciences.
- 3. This will be done by directly assessing a student's work products or performance that demonstrate a level of learning in some of the required courses. AHS4020 – Pathophysiology and AHS3030 Human Physiology for Applied Health Sciences
- 4. This will be done by directly assessing a student's work products or performance that demonstrate a level of learning in some of the required courses. AHS3020 – Diversity in Health Science.
- 5. This will be done by directly assessing a student's work products or performance that demonstrate a level of learning in some of the required courses. AHS4010 – Interprofessional Education in Health Sciences.

- 6. This will be done by directly assessing a student's work products or performance that demonstrate a level of learning in some of the required courses. AHS2010 – Introduction to Health Sciences.
- 7. This will be done by directly assessing a student's work products or performance that demonstrate a level of learning in some of the required courses. MLS3330 – Medical Terminology.
- 8. This will be done by directly assessing a student's work products or performance that demonstrate a level of learning in some of the required courses. AHS2020 – Health Sciences Communication and AHS3010 – Advanced Applied Health Sciences Professions
- 9. This will be done by directly assessing a student's work products or performance that demonstrate a level of learning in some of the required courses. AHS4090 – Capstone in Health Sciences.
- 10. This will be done by directly assessing a student's work products or performance that demonstrate a level of learning in some of the required courses. AHS2030 – Statistics for Health Science Professionals.

### **Admission Requirements**

- Admission as an undergraduate at WSU.
- Students with prior college credits (transfer or change of majors) are required to have a 2.0 GPA
  - If a student has less than a 2.0 they will be on academic probation and need to meet with an academic advisor to register for courses and raise their overall GPA to 2.0 or higher within 3 attended semesters or be excluded from Wayne State University for one year.
- Application deadline: August 1<sup>st</sup>. [Additional application information](#).

### **Academica and Canvas**

Academica is the official portal for Wayne State University. Logging into Academica will give you access to your email, grades, registration and courses.

Wayne State University uses [Canvas](#) as its Learning Management System. This is where you will access your courses.

### **Orientation**

All students are required to attend a University new student orientation and the BSAHS Program orientation. Failure to attend both orientations will result in a hold being placed on your account for registration.

## Program Requirements

Candidates must complete 120 credits in course work including university general education requirements, departmental major requirements, departmental minor requirements, program pathway or program elective requirements and supplemental free elective requirements, as necessary. All course work must be completed in accordance with the regulations of the university. Students are required to meet with an academic advisor and have a plan of work on file prior to starting classes. There is no time limit for completing the degree, however, there could be changes to the requirements and curriculum over time.

### General Education 34-39 credits

- Basic Composition Competency (BC) 3 credits
- Civic Literacy Inquiry (CIV) 3-4 credits
- Global Learning Inquiry (GL) 3-4 credits
- Diversity, Equity, and Inclusion (DEI) 3-4 credits
- Intermediate Composition Competency (ICN) 3 credits
- Oral Communication Competency (OC) 3 credits
- Social Inquiry (SI) 3-4 credits
- Quantitative Experience Competency (QE) 3 credits
- Cultural Inquiry (CI) 3 credits
- Natural Scientific Inquiry (NSI) 3 credits
- Natural Science Inquiry with Lab (NSIL) 4 credits

### Major Requirements (Health Science Core) 39 credits

- BIOL1510/1511 Basic Life Mechanisms & Lab (NSIL) 4 credits
- BIOL2870 Anatomy & Physiology & Lab 5 credits
- CLS3330 Medical Terminology 1 credit
- AHS2010 Introduction to Applied Health Sciences 3 credits
- AHS2020 Applied Health Sciences Communications 3 credits
- AHS2030 Advanced Statistics for Applied Health Sciences 4 credits
- AHS3010 Advanced Applied Health Sciences Professions 3 credits
- AHS3020 Diversity in Applied Health Sciences 3 credits
- AHS3030 Human Physiology for Applied Health Sciences 3 credits
- AHS4010 Interprofessional Education in Applied Health Sciences 3 credits
- AHS4020 Pathophysiology for Applied Health Sciences 3 credits
- AHS4090 Capstone in Applied Health Sciences 4 credits

### Minor Requirements 18-25 credits

Any approved university minor is acceptable. Must include at least three courses that have not been used to fulfill requirements for any other major or minor.

### Program Pathways & Electives 17-29 credits

Suggested courses within this section of the undergraduate program are designed to prepare students for a high-demand career in a health profession. If applying to a program in the College of Pharmacy and Health Sciences, students should select courses carefully to meet pre-requisite requirements for the discipline.

### Other Degree Requirements

- Students must complete a minimum of 30 credits at Wayne State University.
- At least 15 credits in the major (core) must be taken at Wayne State University.
- 21 credits must be taken at the 3000- course level or higher.

## **General Education Curriculum**

The General Education Program reflects the commitment of the university and the faculty to a set of learning objectives and experiences that serve as a foundation for academic achievement and prepare students to participate effectively in a competitive global economy and to contribute as citizens in a diverse and engaged democracy. General Education presents a unique and powerful opportunity to develop the competencies necessary for long-term academic success. Wayne State's General Education curriculum includes a minimum of 35 credits of courses, spread across three categories:

- Competency Requirements
  - Written Communication
    - Basic Composition (BC) 3 credits
    - Intermediate Composition (IC) 3credits
  - Oral Communication (OC) 3 credits
  - Quantitative Experience (QE) 3 credits
- Group Requirements (Inquiry Courses)
  - Social Inquiry (SI) 3 credits
  - Cultural Inquiry (CI) 3 credits
  - Natural Scientific Inquiry (NSI) 7 credits
  - Global Learning (GL) 3 credits
  - Diversity, Equity, and Inclusion (DEI) 3 credits
  - Civic Literacy (CIV) 3 credits



## **Program Delivery**

The Applied Health Science Program will be completed through traditional in-person classroom learning. Some courses may implement a hybrid approach. This will be determined by the individual instructor and based on learning outcomes and course goals.

## **Transfer Credit**

All college-level classes from regionally accredited colleges with a grade of 2.0 (C) are transferable. Each academic program has specific requirements that must be satisfied, which determines which transfer courses are accepted. Transfer courses must be approved by the program. Review the specific degree requirements and speak to your [academic advisor](#) for more specific questions.

## **Registration**

To register for courses, visit <http://wayne.edu/students/how-to-register>. It is the responsibility of each student to register for classes. Students will not be reminded to register for courses by instructors or the Program. The program does not check to ensure the student is registered for the proper courses each semester. Students may not attend or participate in a course for which they are not registered. Failure to timely register for a course may result in having to take the course the next term that it is offered. Students must meet pre-requisite requirements to enroll in courses.

## **Grading Policy**

Students must receive a grade of C or higher in major and minor courses. Major and minor courses completed with a grade less than a C must be repeated. Major and minor courses may only be retaken once. A cumulative grade point average of 2.0 or higher for all coursework is required for graduation. GPA will be calculated at the end of each semester to determine whether continued enrollment is possible. Students who do not meet the minimum 2.0 cumulative program GPA at the conclusion of a semester may be dismissed from the program.

## **Undergraduate Academic Probation**

An undergraduate student whose cumulative grade point average (GPA) falls below 2.00 will be placed on Academic Probation. An 'Academic Probation' status is placed on the student's record and the student is permitted to register only after consultation with, and approval by a designated University advisor.

A student may be given two subsequent terms for enrollment on probationary status. At the conclusion of the two terms, a student who has not achieved a cumulative GPA of at least 2.00 is dismissed from the program. A student dismissed from the program may not apply for readmission or reinstatement for one calendar year.

## **Mark of 'I'**

A grade of 'I' indicates that required class and/or laboratory assignments, assessments, or other assigned work were not completed or submitted as required. The grade is given at the discretion of the instructor in lieu of a letter grade. The student is required to meet with the instructor and submit a written Plan of Work confirming the agreement regarding the method, manner and timing for completing the assignments. The incomplete assignments must be completed by the end of the succeeding semester for a grade change to be given for the class. Failure to complete within the succeeding semester will result in a grade change appropriate for the assignments submitted during the class.

## **Undergraduate Grading Scale**

Students will be graded according to the University Grading Scale:

93 - 100 % A  
90 - 92 % A-  
87 - 89 % B+  
83 - 86 % B  
80 - 82 % B-  
77 - 79 % C+  
73 - 76 % C  
70 - 72 % C-  
67 - 69 % D+  
63 - 66 % D  
60 - 62 % D-  
below 60 % F

## **Course Withdrawal**

[Withdrawing from a course](#) is an important decision that should be considered as a last resort. Before submitting your request, check your total credits, communicate with your instructor, meet with your advisor, check-in with financial aid.

Withdrawing from a class:

- Does not cancel tuition or fees
- May affect your ability to participate in programs
- Will affect you academically
- May affect your financial aid
- Must be submitted by the end of the 10<sup>th</sup> week of classes

## **Financial Aid**

For further information, contact: the Office of Student Financial Aid; email: [finaideacphs@wayne.edu](mailto:finaideacphs@wayne.edu). telephone: 313-577-3378.

## **Grade Appeals**

The following is the policy implemented for [Final Course Grade Appeals](#) in the Eugene Applebaum College of Pharmacy and Health Sciences.

### **Dress Code Policy**

Applied Health Sciences students must maintain a professional appearance during the program. Attire should be comfortable and not detract from the educational atmosphere. Students are expected to dress professionally when doing a presentation. Hats (baseball caps, scarves, bandannas) are not permitted except for religious affiliations or medical conditions. Shoes must be clean and in good repair at all times. Good personal hygiene is to be maintained at all times including regular bathing, use of deodorants/antiperspirants, and regular dental hygiene. Hair should be neat, clean and of a natural human color. No facial jewelry is permitted except earrings.

### **Attendance Policy**

Classes are arranged in sequential order to ensure that basic information is reinforced, expanded on, and correlated within and through succeeding semesters, and as such, any absences may have a detrimental impact on grasping content. Regular attendance is mandatory during the entire academic year. If absent, the student is responsible for all material covered during their absence.

Except in extraordinary circumstances, in order for an absence or tardiness to be considered excused, notification must be given 24 hours in advance via email to the course instructor prior to the class which the student will be missing.

Students are allowed one (1) excused absence for illness or personal emergency without a doctor's note per semester and one (1) excused tardiness per semester. Absences for extended illness (longer than one day), parental leave, jury duty, or funeral attendance of immediate family require a doctor's note or proper documentation (in letterhead from institution) in order to be excused.

Subsequent excused absences and/or excused tardiness will require written verification of the circumstances leading to the absence or tardiness. Documentation must be provided to the instructor within 48 hours of the occurrence. Failure to provide appropriate verification will result in the absence being considered unexcused. Tardiness exceeding 15 minutes without notice or proper documentation will result in an unexcused absence.

Requests for excused absences due to religious holidays other than official university holidays need to be submitted in writing to the course instructor at the beginning of the semester for approval. Once approval is given the absence will be considered excused. Students remain responsible for any materials missed.

Exams, quizzes, and assignments will be remediated only when students provide proper documentation for the absence or tardiness.

Unexcused absences will result in a reduction in course grade according to the course syllabus attendance policy. Unexcused tardiness will result in a reduction in course grade according to the course syllabus tardiness policy.

Approved leaves of absence (parental leave, etc.); time off in connection with an approved disability accommodation; and bereavement leave in compliance with the bereavement policy above are not considered violations of the attendance policy.

### **Cell Phone Policy**

- Cell phone use of any kind is prohibited in classrooms during class periods. Violation of this policy will result in removal from the class period, and the removal will be treated as an absence.
- Laptop computers and tablets may be used in classrooms to take notes, or to view PowerPoint or other class-related materials at the approval of the instructor. Unauthorized or improper use of electronic devices during class periods will result in removal from the class period, and the removal will be treated as an absence.

### **Technology Requirements**

All students are required to have a laptop capable of operating Canvas, which is the learning management system used by Wayne State University. Computers must be compatible with Microsoft Office suite, Canvas, Honorlock, and Adobe Reader and should be confirmed prior to the first class period. Please note that Chromebooks and tablets will not meet the requirements.

### **Communication Policy**

Email correspondence must be through the official WSU email account, and all emails from the program will be delivered to students' WSU email. Email correspondence must be addressed properly, contain a subject, proper greeting and closing, and be professional in tone and content. Messages will also be sent through Canvas and students are responsible for setting up Canvas notifications.

### **Email Response Policy**

Students are required to maintain, and access, on a daily basis, their WSU email during the course of the academic year. WSU email will receive priority status and response times.

### **Social Media Policy**

Students in the Program are held to a professional standard and social media sites are monitored. Students are warned that social media postings, even when initially made in private form, can become public. Information received by the Program that affects character and/or violates the WSU student code of conduct or professional standards may result in disciplinary action, including dismissal from the program.

### **Examination Policy**

All (non-practical) examinations are computerized and available through the Canvas platform. Accessing computerized examinations will require Lockdown Browser with or without a Monitoring System. For examinations held in the classroom students will not be allowed to leave the room prior to completion of an exam except for emergency situations or with the approval of the instructor.

Curving, dropping questions or quiz/exams, or adding bonus points to a given exam or final course grade, is the prerogative of each individual instructor and as such should not be expected.

Examinations may not be reproduced in part or in whole, stored in a retrieval system, or transmitted in any form or by any means, electrical, mechanical, photocopying, taking pictures, using cell phone or otherwise.

All notes made during an examination must be on the examination itself or on paper provided by the instructor, which will be returned to the instructor at the end of the examination. Students found in possession of unauthorized examination content will receive a grade of 0.0 for the assessment.

### **Make-up Examinations**

There are no make-up examinations unless the student can provide proper documentation for an excused absence which led to the missed assessment.

### **Assignment Feedback and Grading Policy**

All grades will be available on Canvas. The student will have up to three (3) business days after the grade has been posted to discuss the grading of the assignment with the faculty member, or dispute, in writing a specific question(s).

### **Course Lectures and Materials Copyright Policy**

Lectures and course materials are the intellectual property of the instructor and/or lecturer delivering them, and are protected under U.S. and international copyright law. Lectures and course materials are for individual course participant use and may not be reproduced, redistributed, stored in a retrieval system, or transmitted in any form or by any means, electrical, mechanical, photocopying, or otherwise, without explicit written permission from the author(s). By opening, downloading or otherwise using lectures and course materials, or using computing

equipment that contains lectures and course materials, you are consenting to be bound by this agreement.

### **Recording Device Policy**

Students must have the permission of their course instructors and lecturers before using audio and/or visual recording devices. If permission to record is granted, neither the resulting recordings nor any form of copies of the recordings, including transcripts of the recordings, may be used for any other purpose than as a replacement for personal notes taken in class.

Recorded lectures and course materials may not be shared with other individuals, including classmates, without the explicit consent of course instructors or lecturers.

Under all circumstances, the recorder has been given the permission to record the course instructors and lecturers and not the voices of other course participants without permission.

Misuse of recorded lectures and course materials, including any form of redistribution, plagiarism or posting material on an electronic storage and retrieval system (e.g., social networking site, or similar action), or transmission of course materials in any form or by any means (e.g., electrical, mechanical, photocopying, or otherwise), without explicit written permission from the author(s) will be deemed a form of academic misconduct, an infringement of copyright law and/or a form of misconduct which could result in the course instructor, academic program and/or university taking disciplinary action(s).

### **Building Hours**

Mortuary Science –6:00 a.m to 9:00 pm Monday through Friday. WSU One Card coded for swipe access required. Students are not allowed in the building on the weekend.

Eugene Applebaum College of Pharmacy and Health Sciences - 6:30 am to 10:00 pm M-TR and until 5:00pm on Friday.

All buildings are video monitored.

### **Academic Advising**

Your academic advisor is Ryan Mitchell. Ryan is available to assist you with questions about degree progress, transfer credits, transcripts, and degree completion. It is recommended to meet with Ryan every semester before open registration begins. Appointments can be made through STARS or directly by email and can take place in-person or remotely. Ryan may be contacted at [RyanMitchell@wayne.edu](mailto:RyanMitchell@wayne.edu).

### **Tracking Your Progress**

Degree works is a system you can use to track your progress toward graduation. You can access Degree Works under the Student Resources menu in Academica.

## Graduation

In order to receive your degree, you must apply for graduation. Before you apply, you should make an appointment to see your academic advisor to ensure you have completed all degree requirements. You must have a cumulative GPA of 2.0, 120 earned credit hours, and all curriculum requirements met to be eligible to apply for your degree. It is your responsibility to apply for graduation. Reminders will not be sent by the program, so please make sure to mark your calendar and set your own reminders.

**You must apply for graduation in Academica no later than the end of the fifth week of classes in the semester you plan on graduating.** To submit an application, click on the "Student" tab, and select "Apply for Degree or Certificate" from the Student Records menu. *It is imperative that you complete the entire application, finalize payment (if applicable) and click on the "submit" button or your application will not be processed.* A confirmation page will be sent to your WSU email address within 24 hours of submitting the application.

**IMPORTANT: Please *do not* use a mobile device, such as a tablet or smartphone, as they may cause an error to occur during the payment process. Use of a PC (set to accept all "cookies") is highly recommended.**

For Undergraduate, Post-Bachelor and MD students there is a \$40 *non-refundable* graduation fee that must be paid before your application for graduation can be considered. Payment must be made in the online application for graduation by either credit card or electronic check. If you are currently registered, you can also choose to add the fee to your student account.

If you have any questions, e-mail the Graduation Office at [studentservice@wayne.edu](mailto:studentservice@wayne.edu) or call us at (313) 577-2100.

## Student Code of Conduct

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. Students are required to adhere to the Wayne State University [Student Code of Conduct](#).

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.

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.

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

### **Prohibited Conduct**

The AHS student handbook and the WSU Student Code of Conduct serve as guides for expected and appropriate actions for the student to follow. Any student who is found to be non-compliant with any of the policies outlined in the handbook/and/or Code of Conduct may be subject to disciplinary action according to the Dean of Students Office.

While students must take the time to fully read the WSU SCOC, the following are among the prohibited conduct set forth in the SCOC, which are cause for discipline and/or dismissal:

- All forms of academic misbehavior;
- Forgery, unauthorized alteration, or unauthorized use of any departmental or University document or instrument of identification. This includes signing another's name on the Attendance Sheet.
- Physical abuse of another person, or conduct which threatens or endangers another, or verbal or physical threats which cause reasonable apprehension of harm.
- Unauthorized use, unauthorized possession, or unauthorized storage of a weapon.
- Intentionally initiating a threat, or false report or false warning, of fire explosion, or another emergency.
- Disorderly behavior that interferes with activities authorized, sponsored, or permitted by the department or University such as teaching, research, administration, and including disorderly behavior that interferes with the freedom of expression of others.
- Violation of the terms of any disciplinary sanction imposed in accordance with this policy.



- Illegal use, possession, manufacture or distribution of drugs.
- 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 department or University.
- Knowing possession of stolen property.
- Conduct that is a crime under the criminal law of the State of Michigan or the United States.
- Unauthorized entrance into, or use of, institutional facilities, including computing and telecommunication facilities and systems.
- Knowingly furnishing false information to the institution.
- Intentional obstruction or disruption of institutional activities or functions.
- Failure to comply with the direction of any authorized institutional representation, acting in the performance of his/her duties.
- Maliciously initiating charges pursuant to this procedure when the initiator knows that the charges are baseless.
- Failure to comply with published University, College, departmental and program regulation or policies. Such regulations or policies include but are not limited to:
  - University statutes prohibiting discrimination and sexual harassment
  - Regulations relating to entry and use of University facilities
  - Regulations relating to sale or consumption of alcoholic beverages
  - Regulations relating to use of vehicles and amplifying equipment
  - Regulations relating to campus demonstrations
  - Regulations relating to misuse of identification or parking cards.

The list of general professionalism and misconduct rules above is not presented as an all-inclusive list of rules of conduct but rather a statement of some of the reasons that will be considered just cause for disciplinary action and to alert students as to what type of behavior would warrant disciplinary action.

### **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.

- **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.

- **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.
- **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.
- **Discretionary Sanctions.** Assignments, essays, service to the University, or other related discretionary assignments.
- **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.
- **Residence Hall Expulsion.** Permanent expulsion of the student from the residence halls.
- **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.
- **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.
- **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.
- **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.
- **Other Sanctions.** Other sanctions may be imposed instead of, or in addition to, those specified above.
- 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.
- Attempts to commit acts prohibited by this code shall also be punishable.
- 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.

### **Communication of Notices to Students: Appeals and Appearances by Students**

All notices to students which are provided for by this code shall be sent by email (not certified or registered) to the student's Wayne State University e-mail address. If the sender of the notice has actual knowledge that a student is no longer utilizing their University e-mail account, the sender shall also send notification to the student's physical address of record with the University. Although not required, verbal and written notification may be provided to the student in addition to the required email notification.

All 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.

### **Academic Misconduct**

Academic misconduct is any activity that tends to compromise the academic integrity of the institution or undermine the education process. Examples of academic misconduct include:

**Plagiarism:** To take and use another's words or ideas as your own without appropriate referencing or citation.

**Cheating:** Intentionally using or attempting to use or intentionally providing unauthorized materials, information or assistance in any academic exercise. This includes copying from another student's test paper, allowing another student to copy from your test, using unauthorized material during an exam and submitting a term paper for a current class that has been submitted in a past class without appropriate permission.

**Fabrication:** Intentional or unauthorized falsification or invention of any information or citation, such as knowingly attributing citations to the wrong source or listing a fake reference in the paper or bibliography.

**Other:** Selling, buying or stealing all or part of a test or term paper, unauthorized use of resources, enlisting in the assistance of a substitute when taking exams, destroying another's work, threatening or exploiting students or instructors, or any other violation of course rules as contained in the course syllabus or other written information.

Such activity may result in failure of a specific assignment, an entire course, or, if flagrant, dismissal from Wayne State University.

The instructor of record may report the alleged violation of the Student Code of Conduct using the referral form at the following link: [Academic Misconduct Reporting Form](#)

The referral should be submitted as soon as possible after the event takes place or when it is reasonably discovered.

### **Non-Academic Misconduct**

Any individual in the university community may report an alleged violation of the Student Code of Conduct using the referral form at the following link: [Non-Academic Misconduct Referral Form](#)

The referral should be submitted as soon as possible after the event takes place or when it is reasonably discovered.

### **Complaint Procedure**

If a student feels that he or she has been treated unfairly in an academic or other student-related matter, the issue is to be reported to the Program Director. Allegations of discrimination should be reported to the [Office of Equal Opportunity \(OEO\)](#). Instances of sexual harassment or sexual assault should be reported to the [Title IX Coordinator](#).

## **Academic Problems**

Problems with academics should be addressed to the instructor or Program Director. Students may also take advantage of the University's Academic Success Center, which provides individual study skills coaching, course tutoring, course study groups, supplemental instruction and student success workshops.

**Academic Success Center**  
**David Adamany Undergraduate Library**  
**Suite 1600**  
**Detroit, MI 48202**  
**313-577-3165**

## **Student Rights and Responsibilities**

A student of this university is both a citizen and a member of an established academic community. His/her years as a university student constitute a significant and unique phase of intellectual growth and social development.

The association of a student with a university brings with it certain rights and privileges and likewise imposes obligations and responsibilities. For instance, a student has the right to competent instruction, good counseling, and adequate facilities, and in all areas he/she has the right to expect the highest degree of excellence possible within the resources of the university. A student also has the right to protection from unreasonable and capricious actions by faculty, administrators and student organizations. He/she has the responsibility to devote him/herself to the serious pursuit of learning and to respect the rights and opinions of others, including faculty, the administration, and fellow students.

In addition to such general rights and responsibilities, the following specific student rights and responsibilities are held to be indispensable to the full achievement of the objectives of a university in a free society. [Student Rights and Responsibilities](#).

## **University Library Services**

Using the Library - Things to Know

All libraries are open to Wayne State students, faculty, staff, community members and guests.

We look forward to seeing you on campus and also encourage you to take advantage of our convenient remote services, including our 24/7 chat reference service. Most of our licensed databases and subscriptions are available for remote access to currently enrolled students, faculty and staff. Visit our [FAQ's](#) for more information about specific library resources and services.

## **Computing & Information Technology Assistance**

Computing & Information Technology (**C&IT**) is Wayne State University's central IT organization, in the Division of Academic Affairs. Rob Thompson is Chief Information Officer (CIO) for Wayne State University and Associate Vice President for C&IT.

Wayne State University C&IT supports computers, accounts and services in a variety of ways. From live phone support for Wayne Connect, Canvas and other services, to in person support for computers available on campus, C&IT is here to help with all of your IT problems. For step-by-step guides, answers to frequently asked questions and more use the search box on any page of this site. Explore the menu for more help and support options.

Phone number: 313-577-4357

Email: [helpdesk@wayne.edu](mailto:helpdesk@wayne.edu)

## **Disability Services**

Students with disabilities seeking accommodations must register with Student Disability Services (SDS). Information and resources on disability services may be found on the [Student Disability Services website](#). If a student believes that he or she may need accommodations, it is the sole responsibility of the student to contact SDS.

## **Religious Holidays**

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.

## **Academic Calendar**

The following academic and registration calendars include the deadlines for the semester as determined by full-term classes meeting from the first day through final exams. Be sure to utilize the [academic calendar](#) and be aware of important dates.

## **Student Support and Intervention**

Students may experience a variety of pressure and stress from academic work, relationships or other aspects of life during their time at WSU.

In some cases, students may be confronting certain issues for the first time, while for others these issues may be ongoing. If you find yourself concerned about the wellbeing of a WSU student (a

student in your class, someone you live with/near, someone in your student organization, etc.), please share your concerns with us by submitting a CARE (Community Advocacy Referral Engagement) Report. [Student Care Referral Form](#)

Your report may be the activating event that helps that student get connected to appropriate campus resources, or you may be providing supplemental information that assists in our ability to more appropriately reach out to support that student.

### **Counseling and Psychological Services**

CAPS provides free and confidential mental health assessment to make treatment recommendations, such as counseling, case management, and referrals to currently-registered Wayne State students. CAPS also offers workshops, consultation, and outreach to the Wayne State community. Our center is staffed with licensed professional counselors, psychologists, social workers, a psychiatrist, and graduate-level clinical trainees, and is fully accredited by the International Association of Counseling Services.

Appointments are required for CAPS services. [CAPS](#)

Currently-Registered WSU Students must Schedule an Initial Consultation to see which of our services best meets their needs (link is active Monday through Friday from 8:30 am to 3:30 pm).

### **Campus Health Center**

The [Campus Health Center \(CHC\)](#) is available for your healthcare needs while you are a student at Wayne State University.

### **Non-Discrimination Policy**

Wayne State University 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 (including gender identity), national origin, religion, age, sexual orientation, familial status, marital status, height, weight, disability, or veteran status and expressly forbids sexual harassment and discrimination in hiring, terms of employment, tenure, promotion, placement and discharge of employees, admission, training and treatment of students, extracurricular activities, the use of University services, facilities, and the awarding of contracts. This policy also forbids retaliation and/or any form of harassment against an individual as a result of filing a complaint of discrimination or harassment, or participating in an investigation of a complaint of discrimination or harassment. It shall not preclude the University from implementing those affirmative action measures, which are designed to achieve full equity for minorities and women.

The University, as an equal opportunity/affirmative action employer, complies with all applicable federal and state laws regarding non-discrimination and affirmative action. In furtherance of this policy, the University is also committed to institutional diversity to achieve full equity in all areas of University life and service and in those private clubs and accommodations that are used by University personnel. No off-campus activities sponsored by or on behalf of Wayne State

University shall be held in private club facilities or accommodations which operate from an established policy barring membership or participation on the basis of race, color, sex (including gender identity), national origin, religion, age, sexual orientation, familial status, marital status, height, weight, disability, or veteran status. Affirmative action procedures, measures, and programs may be used to the extent permitted by law to establish, monitor and implement affirmative action plans for all budgetary units and the University as a whole.

### **Sexual Discrimination, Harassment, and Assault Policy**

Title IX of the Education Amendments of 1972 is a federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities. Under Title IX, discrimination on the basis of sex includes sexual harassment.

**Sexual discrimination** is prohibited by Title IX and by University Policy. (WSU Statute 2.28.01).

**Sexual harassment** is a form of sex discrimination that is prohibited by Title IX and by the University's Interim Title IX Policy [cite]. It is the policy of Wayne State University that no member of the University community may sexually harass another. (WSU Statute 2.28.06).

Under the regulations that went into effect on August 14, 2020, and which are reflected in the Interim Title IX Policy, "sexual harassment" means conduct on the basis of sex that satisfies one or more of the following:

1. An employee of the University conditioning the provision of an aid, benefit, or service of the University on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the University's education program or activity; or
3. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).
  - a. sexual assault - The term "sexual assault" means an offense classified as a forcible or nonforcible sex offense under the uniform crime reporting system of the Federal Bureau of Investigation.
  - b. dating violence – violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors:
    - i. The length of the relationship.
    - ii. The type of relationship.
    - iii. The frequency of interaction between the persons involved in the relationship.
  - c. domestic violence – includes felony or misdemeanor crimes of violence committed by:
    - i. a current or former spouse or intimate partner of the victim,



- ii. by a person with whom the victim shares a child in common,
  - iii. by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner,
  - iv. by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or
  - v. by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of Michigan.
- d. Stalking - means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others; or suffer substantial emotional distress.

For the purpose of the Interim Title IX Policy, “consent” means knowing, voluntary and clear permission by word or action to engage in sexual activity. Since individuals may experience the same interaction in different ways, it is the responsibility of each party to determine that the other has consented before engaging in the activity. Consent cannot be given if force, coercion, or incapacitation as defined below are present:

1. **Force** is the use of physical strength or action (no matter how slight), violence, threats of violence or intimidation (implied threats of violence) as a means to engage in sexual activity. A person who is the object of actual or threatened force is not required to physically, verbally or otherwise resist the aggressor.
2. **Coercion** is unreasonable pressure for sexual activity. Coercive conduct differs from seductive conduct based on factors such as the type and/or extent of the pressure used to obtain consent. When someone makes it clear that they do not want to engage in certain sexual activity, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.
3. **Incapacitation**– A person is incapacitated when they are unable to understand what is happening or is disoriented, helpless, asleep, or unconscious, for any reason, including by alcohol or other drugs. Incapacitation is determined through consideration of all relevant indicators of an individual's state and is not synonymous with intoxication, impairment, blackout, and/or being drunk.

## **Reporting Sexual Misconduct**

There are several options for reporting sexual misconduct:

### **Title IX coordinator**

All reports of sexual misconduct, including sex discrimination, sexual harassment and retaliation, may be made to the university’s Title IX coordinator:

Brandy Banks, Title IX coordinator  
 656 W. Kirby,  
 Suite 4249 Faculty/Administration Building  
 Detroit, MI 48202  
 Phone: 313-577-9999

Email: [titleix@wayne.edu](mailto:titleix@wayne.edu)  
Website: <https://titleix.wayne.edu/>

### **Deputy Title IX coordinators**

These University officials are available to assist individuals with reporting sexual harassment, seeking supportive measures and filing a formal complaint.

**Deputy Title IX coordinator for students:** David J. Strauss, Ph.D., Dean of Students 301 Student Center Building 5221 Gullen Mall Detroit, MI 48202 313-577-1010  
[davidstrauss@wayne.edu](mailto:davidstrauss@wayne.edu).

**Deputy Title IX coordinator for employees:** Shalandria Cooper, OEO lead secretary Office of Equal Opportunity 656 W. Kirby, Suite 432442 Detroit, MI 48202 313-577-2280  
[oeo@wayne.edu](mailto:oeo@wayne.edu).

**Deputy Title IX coordinator for athletics:** Theresa Arist, Senior Woman Administrator/Associate Athletics Director 5101 John C. Lodge 101 Matthaei Detroit, MI 48202 313-577-4282 [theresa.arist@wayne.edu](mailto:theresa.arist@wayne.edu).

**Deputy Title IX coordinator for the School of Medicine:** Dr. Beena G. Sood, Associate Dean for Professional Development, School of Medicine Scott Hall, Room 1310 540 E. Canfield St. Detroit, MI 313-577-9877 [bsood@med.wayne.edu](mailto:bsood@med.wayne.edu).

**Deputy Title IX coordinator for residential life:** Nikki Dunham, Director of residential Life, 582 Student Center Building 5221 Gullen Mall Detroit, MI 48202 313-577-2116 [ndunham@wayne.edu](mailto:ndunham@wayne.edu).

### **WSU Police**

Individuals are encouraged to report sexual misconduct that may also violate criminal law to the Wayne State police at 313-577-2222.

## **University Services**

### **University Advising Center**

1600 David Adamany Undergraduate Library  
(313) 577-2680  
[advising.wayne.edu](http://advising.wayne.edu)

### **Academic Success Center**

1600 David Adamany Undergraduate Library  
(313) 577-3165  
[success.wayne.edu](http://success.wayne.edu)

**Student Disability Services**

1600 David Adamany Undergraduate Library  
(313) 577-1851  
studentdisability.wayne.edu

**Writing Center**

2310 Undergraduate Library  
(313) 577-2544

**Language Laboratory Center**

385 Manoogian Hall  
(313) 577-3022

**Student Service Center**

42 W. Warren Ave., 1st Floor Lobby  
Detroit, MI 48201  
(313) 577-2100  
wayne.edu/studentsservices

**Campus Health Center**

5285 Anthony Wayne Dr.  
Detroit, MI 48202  
(313) 577-5041

**Counseling & Psychological Services**

552 Student Center Building  
Detroit, Michigan 48202  
(313) 577-3398

**Testing and Evaluation**

698 Student Center  
(313) 577-3400  
testing.wayne.edu

**Career Services**

1001 Faculty/Administration Building  
(313) 577-3390  
careerservices.wayne.edu

**Office of Military & Veterans Academic Excellence**

University Advising Center - Undergraduate Library  
(313) 577-9180 Fax (313) 577-5020  
<http://omvae.wayne.edu/contact.php>

**Office of Housing and Residential Life**

Wayne State University

598 Student Center Building  
Detroit, MI 48202  
(313) 577-2116  
[housing@wayne.edu](mailto:housing@wayne.edu)

**Parking & Transportation**

Welcome Center  
42. W. Warren Avenue  
Detroit, MI 48202  
(313) 577-CARD (2273)  
[onecard@wayne.edu](mailto:onecard@wayne.edu)