



**WAYNE STATE**  
**Eugene Applebaum**  
**College of Pharmacy**  
**and Health Sciences**

**2023-2024 Student Handbook**

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**WAYNE STATE**  
**Eugene Applebaum**  
**College of Pharmacy**  
**and Health Sciences**

August 21, 2023

Dear students,

It's my pleasure to welcome you all to the Eugene Applebaum College of Pharmacy and Health Sciences! It's an honor to help facilitate your education and training, whether it be in the classroom, laboratory or clinic. Your education journey will be enhanced by our internationally known faculty and our dedicated staff. We are here not only to provide an outstanding education but also to challenge you to grow intellectually, to break down barriers and to exceed expectations. This includes a commitment from you to hold yourself accountable and to commit to your own professional development.

Our WSU Applebaum family commits itself to understanding the views, beliefs and cultures of others. We hold diversity and equity as core values of the health care experience. While we value our individuality, we also recognize that we share common bonds. My Wayne State story began 30 years ago when I first walked into the university's laboratories and classrooms as a newly married, first-year graduate student. I knew I was taking the initial steps in my own professional journey, but I had no idea where they would lead me. Since graduating in 1999, my journey has taken me around the country and has been highlighted by many achievements. Yet, one of my proudest was to be able to come back home to metro Detroit and pay it forward to my alma mater as dean of WSU Applebaum.

I faced challenges along the way, as I'm sure you will as well. However, I had faith that the training I received at Wayne State gave me the tools to overcome them. As such, I encourage you to challenge yourself and always look for opportunities to learn. Be vocal, put your passion behind causes, respect others and get involved in activities outside of your primary studies. Work hard but take the time to meet others. I still text and call fellow students I met on that first day 30 years ago.

Our college has so much to offer beyond outstanding instruction and research. Our Office of Student Affairs team is one of the best at Wayne State. Do not hesitate to call on them to help you achieve your academic, professional and personal goals. Get involved with student organizations. Spend time on main campus and take advantage of everything the university has to offer. Get out there and explore the vibrant city of Detroit.

Finally, do not be a stranger. I am never too busy to listen to your concerns, hear about your achievements or just say hi. I hope you will share your accomplishments with us and let us celebrate them as a family would, with pride and happiness.

Sincerely,  
Brian S. Cummings, Ph.D.  
Dean

## **Mission Statement and College Information**

Our mission is to advance the health and well being of society through the preparation of highly skilled health care practitioners, and through research to discover, evaluate, and implement new knowledge to improve models of practice and methods of treatment in pharmacy and allied health sciences from the urban to global levels.

We are a coalition of researchers, educators and practitioners from many professions who accomplish our mission by:

- Preparing students to become practitioners who function effectively and efficiently in a rapidly changing, culturally diverse, multidisciplinary health care environment;
- Conducting basic, clinical and applied research directed toward the improvement of health care practice and methods of treatment;
- Developing researchers and scientists to create new knowledge and understanding which will enhance health care treatment and practice;
- Developing and maintaining collaborative relationships with healthcare providers, industry and other organizations which enrich student learning, support current research, and improve health care access, treatment and practice;
- Disseminating new knowledge and understanding to practitioners which will enhance healthcare treatment, health promotion and methods of practice;
- Disseminating knowledge to promote health within the community;
- Educating practitioners to enhance health care treatment, health promotion and methods of practice; and
- Influencing public policy to improve public health and welfare.

### **OUR WORK IS GUIDED BY:**

Our belief that the effective delivery of health care requires:

- a patient/client centered approach;
- a focus on health promotion and wellness;
- a multidisciplinary team approach; and
- the integration of basic, clinical and applied research and teaching.

Our belief that our graduates must:

- excel in the arts and science of their profession;
- operate as part of a multidisciplinary team;
- practice in a multicultural environment;
- evaluate and apply new research findings to their practice; and
- observe ethical standards and demonstrate professional behaviors while practicing in a complex and challenging environment.

Our belief that as an academic institution, we must provide a supportive learning environment characterized by:

- excellence in teaching by faculty who are active in their professions and leading scholars in their fields;
- the development of the social and professional skills necessary for student success in their fields;
- support services committed to ensuring the academic success of our students; and
- a physical environment conducive for active learning, providing access to diverse learning resources, and opportunities for social interaction.

**College Strategic Plan** is available at the following website: <http://cphs.wayne.edu/about/strategic-plan.php>

### **Location of the College**

The Eugene Applebaum College of Pharmacy and Health Sciences is located on the north east corner of Mack Avenue and John R on the Detroit Medical Center campus. It is in the heart of the principal metropolitan area of Michigan, near the Detroit Medical Center, the Wayne State University School of Medicine and Shiffman Medical Library. This location provides notable clinical and research settings in which students may participate as part of their professional development.

The Mortuary Science Building houses the Department of Fundamental and Applied Sciences at 5439 Woodward Avenue.

**Shapero Pharmuseum** houses antique pharmacy items and is located on the first floor of EACPHS. Students and faculty can arrange tours of the museum by contacting the Office of the Dean at 313-577-1574.

## Department Directories

| <u>Dean's Office Directory</u>  | <u>Room No.</u> | <u>Phone Number</u> |
|---|-----------------|---------------------|
| Dean<br><b>Brian Cummings, PharmD</b>   | 2625 EACPHS     | 313-577-3980        |
| Associate Dean for Pharmacy<br><b>Susan Davis, PharmD</b>   | 2629 EACPHS     | 313-577-8741        |
| Associate Dean for Health Sciences<br><b>Sara Maher, PT, PhD, DScPT, OMPT</b>   | 2627 EACPHS     | 313-577-1432        |
| Assistant Dean, Student Affairs<br><b>Paul Beasley, MBA</b>   | 1600 EACPHS     | 313-577-1716        |
| Senior Business Affairs Officer<br><b>Lucy Snyder</b>   | 2600 EACPHS     | 313-577-1578        |
| Executive Assistant to the Dean<br><b>Karen Tarnas</b>  | 2600 EACPHS     | 313-577-1574        |
| Alumni Relations Officer<br><b>Shannon Herron-Plaza</b>   | 1130 EACPHS     |                     |
| Director, Development<br><b>Jon Goldstein</b>   | 2602 EACPHS     | 313-577-5409        |
| Associate Director, Marketing & Communication<br><b>Michelle Strunge</b>  | 1130.1 EACPHS   | 313-577-1496        |
| Editorial Specialist<br><b>Rebecca Kavanagh</b>   | 1130.2 EACPHS   |                     |
| <u>Directory of Academic Program Chairs and Directors</u>   | <u>Location</u> | <u>Phone Number</u> |
| <b>Pharmaceutical Sciences Department</b><br><b>Steven Firestine, PhD, Interim Chair</b><br><a href="http://cphs.wayne.edu/sciences/index.php">http://cphs.wayne.edu/sciences/index.php</a>             | 3134 EACPHS     | 313-577-0455        |
| Pharmaceutical Sciences Graduate Programs<br><a href="https://cphs.wayne.edu/sciences/index.php">https://cphs.wayne.edu/sciences/index.php</a><br><b>Zhengping Yi, PhD</b><br>Graduate Program Director | 3146 EACPHS     | 313-577-0823        |
| <b>Pharmacy Practice Department</b><br><b>Lynette Moser, Chair</b><br><a href="http://cphs.wayne.edu/practice/pharmd.php">http://cphs.wayne.edu/practice/pharmd.php</a>                                 | 2190 EACPHS     | 313-577-0826        |
| <b>Applied Health Sciences Department</b><br><b>Mark Evely, JD, PhD, Chair</b>  | Mort Sci Bldg   | 313-577-1202        |

|  |                       |              |
|--|-----------------------|--------------|
| <p>Medical Laboratory Science Program<br/> <a href="http://www.cphs.wayne.edu/cls/">http://www.cphs.wayne.edu/cls/</a><br/> <b>Karen Apolloni, MSA, MT (ASCP)</b><br/> Program Director</p>          | Mort Sci Bldg         | 313-577-2014 |
| <p>Mortuary Science Program<br/> <a href="http://mortsci.wayne.edu/">http://mortsci.wayne.edu/</a><br/> <b>Mark Evely, PhD, JD</b><br/> Program Director</p>   | Mort Sci Bldg         | 313-577-2050 |
| <p>Pathologists' Assistant Program<br/> <a href="http://www.mortsci.wayne.edu/apa.php">http://www.mortsci.wayne.edu/apa.php</a><br/> <b>Veralucia Mendes-Kramer</b><br/> Program Director</p>        | Mort Sci Bldg         | 313-577-2050 |
| <p><b>Health Care Sciences Department</b><br/> <b>Diane Adamo, PhD, MS, OTR</b><br/> <b>Chair, Health Care Sciences</b><br/> <a href="http://cphs.wayne.edu/hcs/">http://cphs.wayne.edu/hcs/</a></p> | 22314 EACPHS          | 313-577-5625 |
| <p>Nurse Anesthesia Program<br/> <a href="http://www.cphs.wayne.edu/anesth/">http://www.cphs.wayne.edu/anesth/</a><br/> <b>Mary Walczyk, DNP, CRNA</b><br/> Program Director</p>                     | 4601 EACPHS           | 313-577-7689 |
| <p>Occupational Therapy Program<br/> <a href="http://www.cphs.wayne.edu/ot/">http://www.cphs.wayne.edu/ot/</a><br/> <b>Doreen Head, PhD</b><br/> Program Director</p>                                | 2 <sup>nd</sup> floor | 313-577-1435 |
| <p>Physical Therapy Program<br/> <a href="http://pt.cphs.wayne.edu/">http://pt.cphs.wayne.edu/</a><br/> <b>Kristina Reid, PhD</b><br/> Interim Program Director</p>                                  | 2314 EACPHS           | 248-252-6311 |
| <p>Physician Assistant Studies Program<br/> <a href="http://www.pa.cphs.wayne.edu/">http://www.pa.cphs.wayne.edu/</a><br/> <b>Mary Jo Pilat, PhD, MS, PA-C, CCRP</b><br/> Program Director</p>       | 2 <sup>nd</sup> floor | 313-577-3707 |
| <p>Radiation Therapy Technology<br/> <a href="http://www.cphs.wayne.edu/rtt/">http://www.cphs.wayne.edu/rtt/</a><br/> <b>Jeannetta Greer</b><br/> Program Director</p>                               | 5134 EACPHS           | 313-577-5710 |
| <p>Radiologic Technology<br/> <a href="http://www.cphs.wayne.edu/rt/">http://www.cphs.wayne.edu/rt/</a><br/> Program Director</p>  | 4118 EACPHS           | 313-916-1348 |

| <b>Student Affairs Staff</b>  | <b>Location</b> | <b>Phone Number</b> |
|---|-----------------|---------------------|
| <b>Paul Beasley, MBA</b><br>Assistant Dean                                    | 1600 EACPHS     | 313-577-1716        |
| <b>Jessica Cheriez</b><br>Student Success Coach                               | 1600 EACPHS     | 313-577-1220        |
| <b>Moira Fracassa, MA, MLIS</b><br>Academic Services Officer IV               | 1600 EACPHS     | 313-577-1716        |
| <b>Jozyane Hayek, MPA</b><br>Academic Services Officer III<br>Pharmacy        | 1600 EACPHS     | 313-577-4928        |
| <b>Robert Hellar, MEd</b><br>Academic Services Officer II                     | 1600 EACPHS     | 313-577-1716        |
| <b>Tiffany Lloyd</b><br>Secretary IV  | 1600 EACPHS     | 313-577-1719        |
| <b>Makayla Payne</b><br>Secretary III   | 1600 EACPHS     | 313-577-1716        |
| <b>Jessica Pfeiffer, MA</b><br>Academic Services Officer III                  | 1600 EACPHS     | 313-577-1716        |
| <b>Shauna Reeves, MA</b><br>Academic Services Officer II                      | 1600 EACPHS     | 313-577-1716        |
| <b>Heather Sandlin, MA</b><br>Academic Services Officer IV<br>Health Sciences | 1600 EACPHS     | 313-577-5523        |
| <b>Eric Upshaw</b><br>Program Specialist                                      | 1600 EACPHS     | 313-577-1716        |

A directory of all WSU students, staff and faculty can be found at: <https://wayne.edu/directory/>



## Curriculum Information

### Academic Recognition and Awards

- **Dean's List** of the College recognizes full time undergraduate students taking **at least 12 or more semester credits** in spring/summer combined and the fall and winter semesters. The Dean's List is publicly posted. Those eligible for inclusion on the Dean's List of Honor Students must meet these criteria:
  - **Undergraduate** students taking at last 12 credits in the semester and achieve  $\geq 3.7$  GPA.
  - **Graduation with Distinction and Honor** [http://www.bog.wayne.edu/code/2\\_43\\_61.php](http://www.bog.wayne.edu/code/2_43_61.php)

**Academic Support** - Tutors are available for high-risk courses and are arranged in collaboration with the teaching faculty, peer students, and the Office of Student Affairs. Contact the Office of Student Affairs for more information. 313-577-1716

### Classroom Recommendations for Students in All Programs

- **Attendance** - Please verify attendance requirements by reading, understanding, and following the attendance procedures in each course syllabus. The procedures may vary from faculty to faculty and course to course in the classroom, with guest speakers, and during examinations.
- **Professional Decorum** is consistent high quality professionalism in all classes, laboratories, site visitations, and professional clerkships and internships as befits those students preparing to enter one or more aspects of the profession.
- **Student Dress Code** - Please verify dress program code requirements by reading, understanding, and following the dress requirements in each course syllabus. The requirements may vary from faculty to faculty and course to course.
  - **Laboratory attire** may require a 3/4 length, long-sleeve, laboratory coat with nametag identifying the academic program and the student's name. Hospital scrub suits may be appropriate in some settings.
  - **Patient care visitations** may require students to be professionally dressed but without suits or high heels. Hospital scrub suits may be appropriate in some settings.
  - **Clinical experience** may require a 3/4 length, long-sleeve, laboratory coat with nametag identifying the academic program and the student's name. Hospital scrub suits may be appropriate in some settings.
- **Fieldwork<sup>1</sup> Experience** may require knowledge and documentation of one or more of the following items:

Universal Precautions For Prevention Of Transmission Of HIV And Other Blood Borne Infections  
[http://www.cdc.gov/ncidod/dhqp/bp\\_universal\\_precautions.html](http://www.cdc.gov/ncidod/dhqp/bp_universal_precautions.html)

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<sup>1</sup> Fieldwork is used as a general term that describes the designations used in our 23 degree and certificate programs: practicum, field placement, externships, clinical rotations, clerkships, and others.

CDC. Recommendations for prevention of HIV transmission in health-care settings. MMWR 1987;36 (suppl no. 2S). <http://www.cdc.gov/mmwr/preview/mmwrhtml/00023587.htm>

CDC. Recommendations for prevention of HIV transmission in health-care settings. MMWR 1987;36 (suppl no. 2S). CDC. Update: Universal precautions for prevention of transmission of human immunodeficiency virus, hepatitis B virus, and other bloodborne pathogens in health-care settings MMWR 1988;37:377-388. <http://www.cdc.gov/mmwr/preview/mmwrhtml/00000039.htm>

CDC. Guidelines for prevention of transmission of human immunodeficiency virus and hepatitis B virus to health-care and public-safety workers. MMWR 1989;38 (S-6):1-36. <http://www.cdc.gov/mmwr/preview/mmwrhtml/00001450.htm>

- **Universal Precautions**, as defined by Center for Disease Control (CDC) <http://www.cdc.gov/>, are a set of precautions designed to prevent transmission of human immunodeficiency virus (HIV), hepatitis B virus (HBV), and other blood borne pathogens when providing first aid or health care. Under universal precautions, blood and certain body fluids of all patients are considered potentially infectious for HIV, HBV and other blood borne pathogens.

**A fact sheet is available at:** [http://www.cdc.gov/ncidod/dhqp/bp\\_universal\\_precautions.html](http://www.cdc.gov/ncidod/dhqp/bp_universal_precautions.html)

## **Professional Student Organizations Information and Guidelines**

**WSU Dean of Students Office** is located at 351 Student Center Building 313-577-1010 and the Web site is <http://doso.wayne.edu/>.

**WSU Student Senate** is a non-discriminatory non-partisan representative body of students. Their primary objectives are to identify progressive methods, which can be utilized by all students to encourage leadership, uphold student achievement, enhance campus-community life through quality programming, and act as a liaison between students and the Administration.

To find out who the EACPHS representative is to the WSU Student Council, contact the EACPHS Office of Student Affairs at 313-577-1716. For information about the Student Council, call 313-577-3416 or go to <https://studentsenate.wayne.edu/>

**Establish a New Student Organization** by following the steps found on this webpage: <https://doso.wayne.edu/org-services/start>

**EACPHS Office of Student Affairs** is located at 1600 EACPHS on the 1<sup>st</sup> floor. 313-577-1716 or [cphsinfo@wayne.edu](mailto:cphsinfo@wayne.edu)

**EACPHS Deans' Student Activities Council (DSAC)** is composed of representatives of the Student Associations in the college and class officers for each class of each program within the college. DSAC meets on the third Wednesday of the month from September to May from 11:30 am to 1:15 pm in 1600 EACPHS. The representatives of the college meet regularly for discussion, policies, procedures, and social, professional and community activities.

### **Student Association Fund Raising Guidelines**

Successful fund raising is an activity integral to most colleges and organizations. Fund raising not only provides financial support for the activities of college organizations, it also provides valuable experience for students as they develop leadership and organizational skills.

These guidelines for fund raising pertain to all college student organizations. The procedure will ensure that funds raised are spent for their intended purpose, that acceptable accounting procedures are practiced, that fund raising activity does not conflict with the college development program, and that priorities and equity in opportunity are maintained among groups.

Presently, more than 20 student groups in our college are competing for financial resources. WSU Student Council through the Student Activity Fee provides various funds. With so many groups involved in fund raising activities, a college policy is necessary to avoid competition and unnecessary duplication of fund raising events.

The Office of Student Affairs directs the coordination and registration of fund raising activities. The following guidelines are recommended to insure consistency among the different departments:

- Student Organizations must be officially recognized as a WSU Student Organization in order to participate in any fundraising activities.
- Fundraising activities must be registered with the Office of Student Affairs at least two weeks in advance of the event by completing an event proposal form. Events will be registered on a first

come, first served basis, after all required arrangements are complete. The event proposal form is available on-line at <https://forms.wayne.edu/57c71065d6539>.

- Activities should be planned with consideration to College Calendar to avoid conflicts with College sponsored events.
- Locations and space must be approved through the Office of Student Affairs.
- Contracts entered into with off-campus agencies by student associations of the college are not honored without the signature of the faculty advisor or the Assistant Dean of Student Affairs.
- Fundraising activities must be within the bounds of good taste. Discretionary authority rests with the Office of Student Affairs.
- Raffles or games must meet WSU and State of Michigan regulations.

## 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; Modifications April 26, 2016; Approved September 28, 2016; Provost Office addendum September 13, 2017; Provost Office updates July 12, 2018, November 13, 2018, February 23, 2021 Approved April 28, 2021. THIS VERSION REPLACES AND SUPERSEDES ALL PRIOR VERSIONS OF FINAL COURSE GRADE APPEALS POLICY.**

The following is the policy 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 change 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* link: <https://doso.wayne.edu/pdf/student-code-of-conduct.pdf>

**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.

All final course grade appeals are to be made in accordance with the College Policy on Final Course Grade Appeals. Please refer to this site (<https://cphs.wayne.edu/students/resources.php>) for the current Final Grade Appeal Policy.

### **College Policy No. 89.04 ACADEMIC DISHONESTY (Formerly Policy #04 Approved 9/1/1989)**

In response to the need for a policy that describes the fair and uniform application of those provisions of the *University Student Due Process Statutes* that deal with "grade reduction," the Chairs of the respective

Faculties of the College have agreed that the following policies will prevail. It is requested that faculty announce the appropriate policy statement in their course syllabi effective with the fall semester of 1989:

**Faculty of Allied Health Professions (including IHS Courses)**

“In any instance of academic dishonesty occurring in this course as defined in Section 3.0 of the *University Student Due Process Statute*, the provisions of 10 of the Statute will be implemented as follows: The grade for the course will be reduced to a “D” or to an “E” if the grade status would otherwise have been a “D”. In addition, charges MAY be filed, as provided for in Section 10.2 of the Statute, which may lead to further sanctions up to and including expulsion from the College or University.”

**Faculty of Pharmacy**

“In any instance of academic dishonesty occurring in this course as defined in Section 3.0 of the university *Student Due Process Statute*, the provisions of 10.1 of the Statute will be implemented as follows: The grade for the course will be reduced to an “E”. In addition, charges MAY be filed, as provided for in Section 10.2 of the Statute, which may lead to further sanctions up to and including expulsion from the College or University.”

**College Policy 91.01 FACULTY OFFICE HOURS  
(Formerly Policy #06 approved 9/11/1991)**

The purpose of this policy is to provide uniform guidelines and stated expectations for the establishment, posting, and maintenance of office hours for faculty who, because of their instructional activities, must be available to students. The minimum expectations are:

Office hours will be established by each faculty member. The number of hours, the frequency, and the weekly scheduling should reflect the nature of the instructor’s involvement, the number of associated credit hours, the enrollment, the course level, and the difficulty of course content.

A schedule of office hours and office telephone numbers will be included in the syllabus or all courses together with information on how to arrange an appointment (e.g., directly with the instructor, through the departmental office).

When a course is team-taught, the course coordinator is responsible for maintaining and posting the schedule of office hours of respective team members.

Adjunct, volunteer, cooperating, and part-time faculty [members] are encouraged to schedule “a time for students” either before or after a lecture with time allocation course and request dependent. Adjunct, volunteer, cooperating, and part-time faculty [members] are encouraged to publish off-site office hours (with address and phone number as appropriate) for the duration of lecture responsibility.

Where applicable, office hours will be posted on the respective office door (or post copy of that portion of the information found in the syllabus).

A copy of the faculty member’s schedule will be reviewed by the chairperson and retained for reference in the departmental office.

## **College Policy No. 91.02 BULLETIN BOARDS (Formerly College Policy #07 approved 9/11/1991)**

### **Background**

The College provides bulletin boards in Eugene Applebaum College of Pharmacy and Health Sciences and Mortuary Science buildings for the purpose of posting publicity material for the College community. This policy specifies that materials posted in Official Posting Areas become the property of Eugene Applebaum College of Pharmacy and Health Sciences. All postings must meet the following requirements and will be discarded after posting expiration.

Publicity material must include the name and office phone number of the sponsoring organization and the date of posting.

If alcohol will be served at the publicized event, the material must read, “in accordance with the state law, no one under the age of 21 will be sold or served alcoholic beverages.”

The College prohibits posting of publicity material on walls, doors and windows, and inside the elevators. College custodians are required to immediately remove all illegally posted material.

The procedure for posting requires that appropriate office staff be responsible for approval and for monitoring the placement of publicity materials. Publicity materials are posted for a maximum period of two weeks. The master list of all assigned bulletin boards and approval offices is available in the Office of Student Affairs. The form to request display case use is on the College Web page: <https://cphs.wayne.edu/students/resources.php>

Additional posting time must be requested from the appropriate approval office and is granted according to space available. Each event is allotted one 8.5 inch by 11-inch flyer per bulletin board. Exceptions are made if space is available.

It is illegal to advertise events such as raffles, contests, casino nights, drawings, etc, without the proper state license.

Open Posting Areas are not subject to the same restrictions as Official Posting Areas. Notices of a personal nature and advertisements may be posted in Open Posting Areas.

### **Definitions:**

**Official Posting Areas:** Posting areas that are enclosed in glass, located throughout EACPHS and are not specifically assigned to any organization or Department.

**Open Posting Areas:** Posting areas that are not enclosed in glass and are generally found in hallways and the Commons.

**Organization or College Department Posting Area:** Posting areas, cork bulletin boards, and areas enclosed in glass that are specifically assigned to an organization or academic department. That organization or College department is specifically responsible for posting approval and maintenance or the postings in that area.

*References: WSU APPM policy 1.3.1.1 Purchase of Alcoholic Beverages and 10.8 (02-89)*

## **WSU DRUG and ALCOHOL FREE WORKPLACE POLICY**

Wayne State University is committed to providing a drug free environment for its faculty, staff, and students. The Board of Governors has made this commitment a formal policy of the University. All faculty, staff and students must abide by the terms of the Board policy as a condition of employment or enrollment at the University. The unlawful possession, use, distribution, sale or manufacture of drugs or alcohol is prohibited on University premises, at University activities, and at University work sites.

Pursuant to that policy, the unlawful possession, use, distribution, dispensation, sale or manufacture of any illicit drugs, and the unlawful possession, use or distribution of alcohol on University property, or at any University work site, or as part of any University activity, is prohibited. Any employee or student employee who is convicted of a criminal drug offense occurring at the workplace is subject to appropriate employee discipline in accordance with established University policies and collective bargaining agreements, and may be required to participate satisfactorily in a drug abuse or rehabilitation program as a condition of further employment or enrollment.

Any student or employee who, while on University premises or at any University activity, engages in the unlawful possession, sale, manufacture, distribution, or use of drugs or alcohol shall be subject to appropriate sanctions, in accordance with established University policies and collective bargaining agreements, and in conformity with local, state and federal law, up to and including expulsion or termination. A student or employee who is found to have violated this policy may be required to participate in a drug or alcohol treatment program as a condition of further employment or enrollment.

Individuals who seek assistance with such problems may obtain additional information on a confidential basis by telephone the substance Abuse Hotline, at 313.577.1010. Access to the Hotline is **anonymous**. The Substance Abuse Hotline provides a recorded message and no record is kept of the caller. Student may also seek referral assistance by contacting University counseling Services 577.3398.

### **WSU SEXUAL HARRASSMENT POLICY 94-2**

<http://www.deo.wayne.edu/Files/statute/sexual.htm> \*

## **Online Student Services and General Information**

### **Helpful WSU Links**

- Academics: E-mail, Canvas, Registration, DegreeWorks  
<https://academica.aws.wayne.edu/>
- Academic Calendar  
<https://wayne.edu/registrar/registration/calendar/>
- Academic Senate  
<http://academicsenate.wayne.edu/>
- Academic Success Center and Tutoring  
<http://success.wayne.edu/>
- Alumni Association  
<http://www.alumni.wayne.edu/>
- Athletics



- <https://wsuathletics.com>
- Bulletins  
<http://bulletins.wayne.edu/>
- Campus Life  
<http://wayne.edu/culture/>
- Campus Maps  
<http://campusmap.wayne.edu/>
- Career Services  
<https://careerservices.wayne.edu/>
- Cashier's Office  
<https://wayne.edu/bursar/cashier>
- Class Schedule  
<http://www.classschedule.wayne.edu>
- Dean of Students  
<http://www.doso.wayne.edu/>
- Dining On Campus  
<https://wayne.campusdish.com/>
- Directory Release Information  
<https://wayne.edu/registrar/forms/>
- Financial Aid  
<http://www.financialaid.wayne.edu/>
- Graduate School  
<http://www.gradschool.wayne.edu/>
- Housing and Residential Life  
<http://housing.wayne.edu/>
- International Students and Scholars  
<http://www.oiss.wayne.edu/>
- Library System  
<http://library.wayne.edu/index.php>
- Military & Veterans Academic Excellence  
<http://omvae.wayne.edu/>
- Ombuds Services  
<http://wayne.edu/ombuds/>
- OneCard  
<https://onecard.wayne.edu/>
- Parking & Transportation Services  
<http://parking.wayne.edu/>
- Police Department  
<https://police.wayne.edu/>
- Recreation and Fitness Center  
<http://www.rfc.wayne.edu/>
- Registration  
<http://reg.wayne.edu/students/registration.php>
- Safety Tips from the WSU Police Department  
<https://police.wayne.edu/safety/tips>
- Student Center  
<http://studentcenter.wayne.edu/>
- Student Disability Services

- <https://studentdisability.wayne.edu/>
- Student Organizations  
<https://doso.wayne.edu/org-services>
- *South End* Student Newspaper  
<https://www.thesouthend.wayne.edu/>
- Student Senate  
<https://studentsenate.wayne.edu/>
- Transcript Request Form (and other forms)  
<https://wayne.edu/registrar/forms/>
- Study Abroad  
<http://studyabroad.wayne.edu/>
- Computing and Information Technology Help  
<https://computing.wayne.edu/>
- Tuition and Fee Information  
<http://reg.wayne.edu/students/tuition.php>
- University Policies  
<https://wayne.edu/policies/>

## General Information – In Alphabetical Order

### Building Access

|   | Monday- Friday   | Saturday- Sunday   |
|---|--|--|
| <b>Mortuary Science Building</b><br>5439 Woodward     | <ul style="list-style-type: none"> <li>• WSU OneCard coded access required 6:00 AM- 9:00 PM.</li> </ul>  | <ul style="list-style-type: none"> <li>• Student access permitted <u>only</u> with a supervising faculty present.</li> </ul> |
| <b>Eugene Applebaum Pharmacy Building</b><br>259 Mack | <ul style="list-style-type: none"> <li>• Brady Street doors open 6:30 AM- 6:30 PM.</li> <li>• EACPHS students allowed access 6:30 AM- 10:00 PM<br/>                     Note: Those students with an authorized access ID are permitted in their work area.</li> </ul> |  |

### Authorized Building and Room Access & Access-Control Devices:

- All WSU Personnel and Students should have their OneCard available for identification on-site.
- Entry to the building and areas secured with access control devices is restricted to an employee or authorized student whose identification card has been encoded by Public Safety.
  - Public Safety encodes OneCards to permit access to exterior doors on university buildings after the employee or authorized student has completed the Card Key ID Badge/ College Access Form, available via departmental Administrative Assistant or Secretary.
  - The completed authorization form must be turned into the department. It will be submitted for approval to the EACPHS Senior Business Affairs Officer, Lucy Snyder.
  - After Lucy Snyder’s approval, the Card Key ID Badge/ Access Form must be delivered to Public Safety (6050 Cass) for card coding. This process can take up to 72 business hours. A return to Public Safety is required to complete the process and obtain your unique card code.
- Guests of EACPHS faculty, staff, and students after 5:00 PM Monday- Friday, and at all times on Saturday and Sunday, must complete the log at the Security Desk. The guests are the responsibility of the authorized EACPHS associated individual.
  - After hour sweeps will be conducted by WSU police.
  - Buildings are video monitored

**Change of Address** - Be sure to notify WSU if you change your address. You can officially change it through your Academics account – [www.academica.wayne.edu](http://www.academica.wayne.edu). **Please update your emergency contact information in Academics as well. The department will access this information if an urgent situation arises.**

**Computer Access in our Learning Resource Centers (LRC's)** can be found in the Mortuary Science building on the 4<sup>th</sup> floor and in EACPHS in room 600 with 48 computers (24 PC and 24 MAC). They are open from 7:30 am to 5:00 pm on Monday through Thursday; 7:30 am to 4:30 pm on Friday.

- **Printing** is available for 10 cents per page that will be deducted from your OneCard account.
- **Computing** - Support for computing questions can be found through the Computing & Information Technology (C&IT) department – <http://computing.wayne.edu/> or 313-577-8874. The following links may be helpful in gathering information on what C & IT has to offer:
- **Academica** is a tool to access services at Wayne State University. Think of it as a one-stop shop. Once you log into WSU Academics, you are able to use calendars, access your OneCard account, go to Webmail or Canvas without log in on those sites, and much more. Go to [www.academica.wayne.edu](http://www.academica.wayne.edu) to log on.
- **Email** You must activate your WSU email account as important information from both the college and the university will be disseminated through this account. More information about your email can be found at <http://computing.wayne.edu/email/index.php>. You may access your WSU email by logging on to [www.academica.wayne.edu](http://www.academica.wayne.edu) or [www.webmail.wayne.edu](http://www.webmail.wayne.edu). If you prefer, you may forward your WSU email to another account – instructions on how to do this are at the following website: <http://computing.wayne.edu/email/forwarding.php>.
- **Canvas** is a web-based course management system that Wayne State uses to make courses and course materials available online and to improve overall communications between students and faculty. Additional information about Canvas is at <https://canvas.wayne.edu>.
- **WSU People Search** is a directory listing for every WSU student and employee, so people can contact you via e-mail. Student listings only show name, e-mail address, college, and major. You can view your WSU On-Line Directory listing or search for someone else at WSU Website <https://wayne.edu/directory/>. To remove yourself from the WSU directory, submit the on-line form here: <https://wayne.edu/registrar/forms>

**Counseling and Psychological Services (CAPS)** understands that adjusting to a new environment is difficult. At times you may feel overwhelmed, lonely and confused. You may feel that things are not going as you hoped they would. You may find that you want someone to talk to. You may visit the CAPS website for resource links, <http://www.caps.wayne.edu/home.htm>, or call the department at 313-577-3398 for an appointment. Our CAPS liaison Patti Dixon holds regular office hours in EACPHS and can be reached at 313-577-3243.

**Drop and Add Course Request Forms** after deadlines require special requests. See forms here: <https://wayne.edu/registrar/forms>

**Educational Accessibility Services (EAS)** is responsible for providing reasonable accommodations for those persons with disabilities on campus. The staff is committed to a philosophy that allows for the full integration and participation of a student with a disability in campus life. Students are offered: consultation prior to WSU enrollment, priority registration, note-taker services, study rooms with adaptive equipment, alternative testing arrangements, scribes, interpreters, and information on community resources. Check the website for more information <http://www.eas.wayne.edu/>.

## **Emergency Closure Procedure**

- Wayne State University will close when severe weather conditions compromise the safety of its students, faculty and staff, both at the university and in-transit to or from the university.
- Closure will be publicized through the University news line, WSU Homepage, WSU Academica, WDET-FM and by local radio and television stations. A message will also be sent to registered cell phones and email addresses using the Broadcast Messaging Service.
- Closure of the building, whole or partial, that is not the University as a whole will be authorized and communicated by the Dean.

### Emergency Phone Numbers

| Available During Work Hours (8:30 AM- 5:00 PM)  | Available 24 Hours   |
|---|--|
| <ul style="list-style-type: none"> <li>• WSU Office of Environmental Health and Safety: 313-577-1200</li> <li>• WSU Radiation/Health Physics: 313-577-1200</li> <li>• WSU Facilities Planning and Management: 313-577-4315</li> </ul> | <ul style="list-style-type: none"> <li>• WSU Police: 313-577-2222</li> </ul> |

**Financial Aid** is located in The Welcome Center on main campus, but many of the answers to your questions can be found at their website: [www.financialaid.wayne.edu](http://www.financialaid.wayne.edu). The online application for federal student aid is at <https://studentaid.gov/>. The EACPHS financial aid liaison can be reached by calling 313-577-3201 or e-mailing [finaideacphs@wayne.edu](mailto:finaideacphs@wayne.edu). Financial Aid representatives are also available in the lobby of the Welcome Center Monday through Thursday, 8:30 am to 6:00 pm, and Friday, 8:30 am to 5:00 pm. To ensure confidentiality of student financial information, picture identification is required.

**International Students** can verify any immigration questions by contacting Office of International Students and Scholars (OISS) in The Welcome Center; 313-577-3422; Fax: 313-577-2962. The Office of Student Affairs can facilitate some questions in 1600 EACPHS. [www.oiss.wayne.edu](http://www.oiss.wayne.edu)

- WSU requires all International Students to have insurance coverage in effect for sickness or accident during their program period. It is a Federal regulation that all Exchange Visitors including their dependents have health insurance during their period of stay in the United States. The WSU International Health Insurance Program is located in the OISS office. The Health Insurance Advocate located within the Office of International Students and Scholars is responsible for processing all International Health Insurance enrollment applications.
- Canadian students who live in Canada and commute to the U.S. have the option to either waive out of the WSU international health insurance program (IHIP), or purchase the WSU international health insurance as a supplement to their OHIP coverage. The Ontario Ministry of Health strongly recommends commuting Canadians purchase supplementary insurance due to limited benefits OHIP provides to foreign health care providers. Commuting Canadians opting to “waive” out of the WSU international health insurance program must bring their OHIP card to OISS and complete the **Commuting Canadian Health Insurance Waiver** form. Please make a copy of their OHIP card, or temporary OHIP coverage form. If the student cannot present proof of OHIP coverage, we cannot release the hold. **Please be sure to view expiration (where applicable) on OHIP card.**

**Lost and Found** boxes are located in EACPHS rooms 1600, 2600 on in the LRC. The Mortuary Science lost and found is in room 326.

**Nursing Mothers** may access a mother's room on the first floor, Room 1114, by stopping by the Dean's Office to be provided with OneCard swipe access.

**OneCard** is a multi-purpose identification and debit card in one. It is a convenient, easy-to-use card designed to provide students, faculty, and staff with access to a wide variety of campus services. The WSU OneCard offers a "cashless" environment to its cardholders by debiting funds from their account. The card can be used for parking, door access, copying and printing services, as well as food and bookstore purchases. The OneCard office is located on the 2<sup>nd</sup> floor of The Welcome Center on main campus and the hours are M W F 8:30 am to 5:00 pm and T Th 8:30 am to 6:00 pm. You can add funds to the OneCard in the Commons.

**Parking** - The Applebaum parking structure is managed by Midtown Parking Company on contract to WSU. Your OneCard is required for entrance and exit. Students have the option of paying for a full semester of unlimited parking or paying a daily charge. Mortuary Science parking lots are managed by the WSU Parking Office, not the college. All WSU campus parking lots and structures require the OneCard for access to each structure. <http://parking.wayne.edu/students.php>

- In addition to the **Handicapped parking** available in the parking structure, limited handicapped parking is available with permission from the Dean's Office on Brady Street.

#### **Photocopy locations**

- Mortuary Science – 4th floor
- 600 EACPHS in the Learning Resource Center (LRC) uses OneCard as payment

**Police Department of Wayne State University** - **Call 7-2222 on campus telephones or 313-577-2222 for immediate response if injury or illness occurs; do not call 911 - because *the response is not as fast as WSU*.** The Wayne State University Police perform the same services as the police in the community where you live. The Department is comprised of Police Officers who are commissioned by the City of Detroit and have full Police authority. They patrol the Wayne State University area 24 hours a day, seven days a week. A group of civilian cadets also patrols the area on foot, keeping radio contact with the Officers. All Officers have at least a Bachelor's Degree and about half of the force are WSU graduates.

**Quiet Meditation and Prayer Room** - A private room located in the northeast corner of the Office of Student Affairs, suite 1600 EACPHS. Available 8:30a.m. - 4:45 p.m. M-F. A link to reserve time in the room is on the [Student Resources Page](#).

#### **Restrooms**

- EACPHS – M/F on each floor; two for females on Commons Level
- Mortuary Science - 1<sup>st</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> floors

**SAFEWALK Program** - This program is available any day or time you feel apprehensive about walking anywhere. Please call WSUPD at 313-577-2224 and an officer or cadet in a patrol vehicle will be assigned to watch you walk from one point to another. Teams of uniformed cadets with radios handle inner campus SAFEWALK assignments on foot.

**Smoking Policy** – The EACPHS & Mortuary Science Buildings are non-smoking buildings. See the Smoke Free Policy in the University Policy manual at <http://policies.wayne.edu/administrative/00-3-smoke-free-and-tobacco-free-campus.php>

### **Student Convocations**

Some classes elect to have convocation at the time their program is completed. Such events should be planned in consultation with the faculty class advisor, your program director or other designated persons.

Check the college calendar through the college information officer to ensure the date of your event is not in conflict with other college events. Set the date for the event at least six months prior and make invitations to faculty, the dean or others six months prior to insure they are available. Check with the Dean's administrative assistant regarding the Dean's availability.

As part of the ceremony, certificates may be distributed, but CANNOT have wording that references the Board of Governors, use the official watermark of the university or college, nor make reference to completion of graduation requirements, graduation or any wording that implies completion of the program. Official notification of such is allowed by law to come only from the Registrar's Office of the University.

### **Student Scholarships**

- **WSU Scholarships** [www.scholarships.wayne.edu](http://www.scholarships.wayne.edu)
- **Private scholarships** are administered for individual academic departments in the college. Deadlines for application vary with the department. Dr. Mary K. Clark in Student Affairs is the college administrator for short-term emergency loans. Contact 313-577-1220 for more information.

### **Student Success Coach**

Jessica Cheriez is available to meet with students to provide individual learning skills and techniques to aid students in succeeding academically. She can be reached at: [jessica.cheriez@wayne.edu](mailto:jessica.cheriez@wayne.edu) or 313.577.1220

**Study Areas** – The LRC has a quiet study area and group study rooms available to reserve. Study rooms can be reserved online using the EMS Scheduling System: [www.ems.wayne.edu](http://www.ems.wayne.edu). A program or department may offer additional study rooms to students. Please check with the program or department secretary for additional space available for study. Do not use Staff Lounges as Study Areas.

**Telephones** - Cell telephones do not typically get a good signal in the EACPHS classrooms on the first floor due to steel construction of the building. WSU *blue light* emergency telephone can be found near the entrance doors on Mack Avenue and on Brady Street across from Detroit Medical Center Rehabilitation Institute.

**Transcripts** - Unofficial transcripts can be printed from your Academics account. You may also request WSU official transcripts from your Academics account.

**Withdrawal Policy** - Beginning the fifth week of classes, students are no longer allowed to drop classes but must submit a withdrawal request. It is the student's responsibility to request the withdrawal and to be aware of the consequences of withdrawing. The withdrawal period for full-term classes ends at the end of the tenth week of the term. Please see the Registrar's office Web site for information

and policies related to dropping or withdrawing from classes:

<https://wayne.edu/registrar/withdrawing-from-a-course/>