

## **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**

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

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

Instructors are expected to evaluate student work according to sound academic standards. Equal expectations should be required of all students in a class (although more work is expected from graduate students than from undergraduates) and grades should be assigned without departing from announced procedures.

It is the instructor's prerogative to assign grades in accordance with his or her academic and professional judgment and the student assumes the burden of proof in the appeals process. Grounds for appeals are: (1) the application of non-academic criteria in the grading process, as listed in the university's non-discrimination/affirmative action statute: race, color, sex (including gender identity), national origin, religion, age, sexual orientation, familial status, marital status, height, weight, disability, or veteran status; (2) sexual harassment or discrimination; or (3) evaluation of student work by criteria not directly reflective of performance relative to course requirements.

***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: [http://doso.wayne.edu/assets/scoc\\_section\\_10.1\\_a-b.pdf](http://doso.wayne.edu/assets/scoc_section_10.1_a-b.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.

### **FINAL COURSE GRADE APPEALS POLICY AND PROCEDURE**

#### ***Informal Final Course Grade Review***

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

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final course grade. The instructor should make every reasonable effort to meet with the student during this time period prior to a formal appeal.

***Formal Final Course Grade Appeal Policy and Procedure***

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

**Formal Final Course Grade Appeal:**

1. The Department Chair (or designee) shall provide a time-stamped and dated copy of the formal student course grade appeal to the instructor, program director or program/department grade appeal committee. The Department Chair (or designee) will then request input and/or response from the instructor, program director or the program/department grade appeal committee.
2. Student or Faculty involved in a grade appeal process may contact the University Ombudsperson at any time for assistance with any questions associated with a grade decision or the grade appeal process.
3. The Department Chair (or designee) may convene an ad hoc special review committee (or charge an existing committee) to advise on any dispute.
4. The Department Chair (or designee) shall review all documentation and respond in writing to the student within thirty calendar days of receiving the formal course grade appeal. The Department Chair (or designee) will place, in writing, the final decision to the student, instructor, program director, program/department grade appeal committee or the reason for any delay in decision. The decision of the Department Chair (or designee) can be appealed to the Office of the Dean.
5. Appeals to the Office of the Dean must be submitted in writing within ten calendar days of the postmarked response from the Department Chair (or designee). The Dean or his/her designee must respond to the student appeal within thirty calendar days. The decision of the Dean or his/her designee is the final decision at the College level.
6. If the appeal is denied at the Dean (or designee) of the College level, the student may appeal to the Office of the Provost within thirty calendar days of the College's decision. The student's formal appeal to the Office of the Provost must include a copy of the current course syllabus, the initial student appeal letter including detailed justification for the appeal, the Department Chair's (or designee's) response letter, and the Dean's (or designee's) written response. The decision of the Provost or his/her designee is final. No further appeal is possible.

**College Policy No. 89.06 DISMISSAL POLICY**  
**Established and Approved September 28, 2016**

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

**COMBINED Grade Appeal/Dismissal Policy**

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

If dismissal results from an unprofessional behavior violation or other non-academic reason not addressed within the program or department student handbook, the *WSU Student Code of Conduct* will be applied. See <http://doso.wayne.edu/assets/student-code-of-conduct-brochure.pdf>. Academic misbehavior matters are addressed by Section 10.1 of the *WSU Student Code of Conduct* at: [http://doso.wayne.edu/assets/scoc\\_section\\_10.1\\_a-b.pdf](http://doso.wayne.edu/assets/scoc_section_10.1_a-b.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.

**COMBINED GRADEAPPEAL/DISMISSAL POLICY AND PROCEDURE**

***Informal Grade Appeal/Dismissal Review***

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

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

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

**Formal Combined Grade Appeal/Dismissal Process:**

1. The Department Chair (or designee) shall provide a time-stamped and dated copy of the formal student dismissal appeal to the instructor, program director or program/department appeal committee. The Department Chair (or designee) will then request input and/or response from the instructor, program director or the program/department appeal committee.
2. Student or Faculty involved in a dismissal appeal process may contact the University Ombudsperson at any time for assistance with any questions associated with a grade decision or the grade appeal/dismissal process.
3. The Department Chair (or designee) may convene an ad hoc special review committee (or charge an existing committee) to advise on any dismissal.
4. The Department Chair (or designee) shall review all documentation and respond in writing to the student within thirty calendar days of receiving the formal dismissal appeal. The Department Chair (or designee) will place, in writing, the final decision to the student, instructor, program director, program/department appeal committee or the reason for any delay in decision. The decision of the Department Chair (or designee) can be appealed to the Dean.
5. Appeals to the Dean must be submitted in writing within ten calendar days of the postmarked response from the Department Chair (or designee). The Dean or his/her designee must respond to the student appeal within thirty calendar days. The decision of the Dean or his/her designee is the final decision at the College level.
6. If the appeal is denied at the Dean (or designee) of the College level, the student may appeal to the Office of the Provost within thirty calendar days of the College's decision. The student's formal appeal to the Office of the Provost must include a copy of the current course syllabus, the initial student appeal letter including detailed justification for the appeal, the Department Chair's (or designee's) response letter, and the Dean's (or designee's) written response. The decision of the Provost or his/her designee is final. No further appeal is possible.

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

**DISMISSAL POLICY AND PROCEDURE: This applies to appeals of any and all dismissals that occurred because of academic, non-academic, or professional behavior violations.**

***Informal Dismissal Review***

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

***Formal Dismissal Appeal Policy and Procedure***

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

**Formal Dismissal Process:**

1. The Department Chair (or designee) shall provide a time-stamped and dated copy of the formal student dismissal appeal to the instructor, program director or program/department appeal committee. The Department Chair (or designee) will then request input and/or response from the instructor, program director or the program/department appeal committee.
2. Student or Faculty involved in a dismissal appeal process may contact the University Ombudsperson at any time for assistance with any questions associated with the dismissal process.
3. The Department Chair (or designee) may convene an ad hoc special review committee (or charge an existing committee) to advise on any dismissal.
4. The Department Chair (or designee) shall review all documentation and respond in writing to the student within thirty calendar days of receiving the formal dismissal appeal. The Department Chair (or designee) will place, in writing, the final decision to the student, instructor, program director, program/department appeal committee or the reason for any delay in decision. The decision of the Department Chair (or designee) can be appealed to the Dean.
5. Appeals to the Dean must be submitted in writing within ten calendar days of the postmarked response from the Department Chair (or designee). The Dean or his/her designee must respond to the student dismissal appeal within thirty calendar days. The decision of the Dean or his/her designee is the final decision at the College level.
6. If the dismissal appeal is denied at the Dean (or designee) of the College level, the student may appeal to the Office of the Provost within thirty calendar days of the College's decision. The student's formal dismissal appeal to the Office of the Provost must include a

copy of the current course syllabus, the initial student appeal letter including detailed justification for the appeal, the Department Chair's (or designee's) response letter, and the Dean's (or designee's) written response. The decision of the Provost or his/her designee is final. No further appeal is possible.

### **Suspension**

In extenuating circumstances, a suspension may be recommended during the appeal process. Suspension is a temporary removal of a student from participation in educational activities. While suspended, the student is placed on an administrative leave of absence. Suspension may occur for failure to meet program/department, College or University requirements, because of a serious allegation of unprofessional behavior, or when a student is deemed to be a danger to others or him/herself. A recommendation for suspension can be made in writing to the student by the Assistant Dean for Student Affairs, the Associate Deans for Pharmacy or Health Sciences in consultation with the Dean of Students or the Office of the Provost.

### **DISMISSAL POLICIES LISTED BY PROGRAM/DEPARTMENT**

Students should refer to the program or department link of their respective professional program for the applicable dismissal policy.

**Clinical Laboratory Science** (Handbook available to current CLS students on Blackboard)

**Forensic Investigation:** (Handbook available to current FI students on Blackboard)

**Mortuary Science:** [http://cphs.wayne.edu/mortuary-science/images/student\\_handbook\\_rev8-2016.pdf](http://cphs.wayne.edu/mortuary-science/images/student_handbook_rev8-2016.pdf)

**Nurse Anesthesia:** (Handbook available to current NA students on Blackboard)

**Occupational Therapy:** <http://cphs.wayne.edu/occupational-therapy/admission-dismissalpolicy.php>

**Pathologists' Assistant:** (Handbook available to current PA students on Blackboard)

**Pharmacy:** [http://cphs.wayne.edu/pharmd/student\\_resources.php](http://cphs.wayne.edu/pharmd/student_resources.php)

**Pharmaceutical Sciences:** [http://cphs.wayne.edu/pharmd/student\\_resources.php](http://cphs.wayne.edu/pharmd/student_resources.php)

**Physical Therapy:** <http://pt.wayne.edu/handbook/2016.pdf>

**Physician Assistant Studies:** (Handbook available to current PAS students on Blackboard)

**Radiologic Technology:** <http://cphs.wayne.edu/radiologic-technology/pdf/student-guide-may-2016.pdf>

**Radiation Therapy Technology:** [http://cphs.wayne.edu/radiation-therapy/pdf/2016-17\\_student\\_handbook-website.pdf](http://cphs.wayne.edu/radiation-therapy/pdf/2016-17_student_handbook-website.pdf)

### **From Clinical Laboratory Science (CLS) Student Handbook**

#### **CLS Policies & Procedures Academic Standards**

#### **CLS Academic Probation**

##### **BHS Track**

A student in the BHS track who receives a second D-plus or lower in a professional course will be placed on probation. The third D-plus or lower will result in dismissal from the BHS program. A BHS student whose GPA falls below 2.0 in professional course work will be placed on academic probation and will be granted only one term to bring the GPA to 2.0 or above. An overall GPA of 2.0 or greater in professional program courses is required to graduate with the Bachelor of Health Science with a concentration in Laboratory Science degree.

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## **BS in CLS Track—Clinical Courses**

Satisfactory completion of a clinical course has two components: first, completion of the clinical rotation and the associated practical examination and second, completion of a written exam. Failure to satisfactorily complete either component may result in removal from the BS in CLS program with the option to complete the degree on the BHS track.

### **CLS Written Examination:**

Written examinations in the clinical courses (CLS 4000, 4010, 4020, 4030, and 4050) are taken online on Blackboard. The student must receive an overall exam grade of 73% or higher for the written exam for each clinical course. If a student fails to achieve 73% or higher on each exam, the student may retake the exam for that course ONE TIME. If a score of 73% or higher is achieved on the exam on the 2<sup>nd</sup> try, then a 73% will be recorded as the final score on that exam. If the student does not achieve a score of 73% or higher on the second attempt, then the student is placed on probation. If the student then fails to achieve an exam score of 73% or higher (after retesting as outlined above) in a second clinical course, then the student will receive grades of “D” or “F” for these clinical courses and will be dismissed from the BS in CLS Program.

If a student on probation for failing to achieve an exam score of 73% or higher (after retesting as outlined above) successfully completes the written examinations in all of the other clinical courses with scores of 73% or higher, then the student will be required to register for a directed study associated with the clinical course material (CLS 4990 for two credit hours) at Wayne State University for Summer semester. After completion of the directed study, the student is required to take the written comprehensive examination which covers the clinical course material one final time. If the student fails to achieve a score of 73% or higher on this comprehensive examination, or does not complete the directed study and exam retake by the deadline, then the student will receive a “D” or “F” for the clinical course and be dismissed from the BS in CLS Program. (While the directed study is being completed, the student will have an “incomplete” grade (I or Y) in the clinical course.)

### **CLS Practical Examination:**

Each clinical rotation will evaluate the student with a practical exam. The clinical instructor will determine the test evaluation method in their laboratory. The objective is to ensure that each student is capable of performing as an entry-level clinical laboratory scientist by the conclusion of that rotation.

The student must attain a score of 80% or higher on the practical component of the rotation to pass the rotation. There are no retakes of the practical exam. If the student fails to achieve a score of 80% or higher, the student will receive an incomplete grade (I or Y) for that rotation and will be placed on probation. The student will be required to repeat this rotation at the end of the clinical experiential. If the student again fails to achieve a score of 80% or higher on the practical exam, or does not complete the repeat of the clinical rotation, the student will receive a “D” or “F” for the rotation and be dismissed from the BS in CLS Program.

### **CLS Dismissal from Program:**

Once on probation, if a student fails to achieve a passing grade (C or higher) in any other clinical rotation (either on written examination or practical), the student will be dismissed from the BS in CLS Program. Students who are dismissed from the BS in CLS Program during their clinical rotations or who fail to complete the clinical experiential for any reason have the option of completing the degree requirements for the Bachelor of Health Science with a concentration in Laboratory Science degree.

### **Mortuary Science (MS)**

A student receiving a grade of “F” in any course in the Mortuary Science program will be dismissed from the program. Students must adhere to all rules and policies of Wayne State University, The Eugene Applebaum College of Pharmacy and Health Sciences, and program policies set out in the Mortuary Science Student Handbook. Violations will be reported to the Dean of Students Office for disciplinary action, including dismissal from the program.

### **Nurse Anesthesia (NA) Revised March 2016**

#### **OUTCOME CRITERIA (NA)**

Upon graduation from the educational program, the nurse anesthesia student will have mastered the program goals to be able to:

1. Perform as a safe, competent anesthetist, striving to protect patients from iatrogenic complications.
2. Meet all terminal behavioral objectives of the educational program.
3. Achieve a passing score on the National Certification Examination that will meet or exceed the COA benchmark.
4. Deliver anesthesia services to all patient population, including emergency and trauma patients.
5. Follow all infection control guidelines and use universal precautions at all times.
6. Participate in quality management and process improvement activities.
7. Demonstrate the required knowledge and competencies to be employed in diverse settings including rural hospitals to provide quality and safe anesthesia care.
8. Participate in state and national educational activities essential for ongoing professional growth and development.

#### **ACADEMIC Procedures/Action (NA)**

##### Classroom Grading Criteria (NA)

90 – 100%	= A
80 – 89%	= B
70 – 79%	= C
60 – 69%	= F

§ The program follows the University and EACPHS grading process for graduate level education that states; students must maintain a minimum of a ‘B’ average in all courses. A grade of ‘B’ minus, which is 2.67 grade point on a 4-point scale, is unsatisfactory for graduate level coursework and will be treated as a ‘C’ grade.

§ A grade of one (1) ‘C’ in any aspect of the curriculum (didactic courses and clinical performance scores) will result in probation.

§ A grade of two (2) ‘Cs’ will result in dismissal from the program.

§ Test scores between 60-69, or D, E, or F in any coursework are unacceptable for graduate level performance and will result in dismissal from the program.

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It is crucial that at the onset of the program students develop impeccable study habits and time management. Developing good study habits such as reviewing lecture content daily, forming study groups, using the campus library to avoid distractions at home, and approaching all instructors regularly for assistance cannot be overemphasized. WSU Academic Success Center has lectures that are listed on their website to assist students with test-taking skills and/or anxiety. The program will arrange the clinical schedule to accommodate the request of any student interested attending any of the published lectures offered through the Academic Success Center. The Academic Success Center's website is <http://success.wayne.edu/>

### **Clinical Grading Criteria (NA)**

§ Practicum II through VI grades for the term will be determined as follows:

A = 2.4 to 3.0

B = 1.8 to 2.39

F = 1.79 or Less

§ The scores for each of the four (4) categories on the evaluation tool are reviewed. The student strengths are emphasized and areas in need of improvement are discussed.

§ Each section of the practicum assessment instrument will be averaged individually in order to identify strengths and weaknesses. A student may not receive a letter grade of an 'A' if the individual average for any category is 2.39 or less. A student will receive a letter grade of a 'F' if the individual average for any category is 1.79 or less.

§ The student is responsible to make sure that an adequate number of evaluations, care-plans, and other related clinical assignments are on file two weeks prior to the week of final exams. Insufficient evaluations will result in an incomplete grade for the practicum.

§ When an incomplete grade is given, the student must complete the current practicum objectives before progressing to the subsequent practicum. A letter grade will be issued with evidence of consistent improvements. This grade may not be an "A"

§ Due to the limited clinical responsibility during the first semester, the student will receive satisfactory or unsatisfactory rating for Practicum I. Grading is based on general observation of the student's response to the overall demands of the program, performance in the Human Simulator Lab and feedback from clinical site coordinators.

§ With each evaluation meeting with the student a copy of the evaluation summary is given to the student that shows students progression and growth along the educational continuum, and any areas in need of improvement.

### **ACTION (NA)**

In situations in which a student does not meet the classroom and clinical expectations the following measures are taken by the program. A student may be given a warning, placed on probation or the student may elect to withdraw from the program.

### **WARNING (NA)**

A warning is given as a result of unsatisfactory, unacceptable performance. Documentation of such action will include a plan for resolutions on the student's formative/summative evaluation form. This action allows the student time to correct and manage the deficiencies in order to progress to subsequent practicum.

### **PROBATION (NA)**

Probation occurs as result of unsatisfactory and or lack of progress. Clinical probationary status is for a designated period of twelve weeks in which the student must show evidence of continued improvement. If probation is ongoing during the grading period, a grade of an "I" will be assigned.

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The **incomplete** grade will be changed and probation will be lifted when the student successfully meets the required objectives. The final assigned grade may not be an "A". Without evidence of progress or change in performance and or behavior at the end of the probationary time, a grade of an "F" will be given and will result in dismissal from the program. Probationary status is only allowed two times in the program. A student may be immediately dismissed from the program during probation if performance deteriorates or additional problems are identified.

#### **Criteria for Probation, Dismissal and/or WITHDRAWAL (NA)**

A student may be placed in a probationary status, and /or dismissed from the program without prior verbal/written warning depending on the extent and/or seriousness of the infractions, and the implications on patient safety.

1. Failure to master clinical practicum objectives by the end of each semester.
2. Inability to maintain continual mastery of previously achieved clinical objectives.
3. Clinical errors related to patient safety.
4. Unethical or immoral conduct.
5. Lack of respect or empathy for patients.
6. Professional misconduct.
7. Poor technical abilities.
8. Failure to maintain a "B" grade in all clinical and academic courses.
9. Inability to cope with the stress of clinical practice.
10. Inability to cooperate with supervisors, peers, or hospital staff.
11. Habitual malcontent.
12. Poor physical or mental health.
13. Abuse of drugs or alcohol.
14. Habitual tardiness or absenteeism.
15. Unacceptable attitude in clinical and/ or classroom.
16. Noncompliance with departmental and hospital policies.
17. Failure to complete assigned responsibilities.
18. Cheating or plagiarism.
19. False or misleading information on application form or health form.
20. Administering anesthesia outside the confines of the anesthesia program.
21. Failure to make reasonable progress in meeting the classroom and /or clinical objectives for the program.
22. Any other reasons which in the professional judgment of the department reflects student inability to master didactic and/ or clinical components of the program.

#### **Management of Academic Actions (NA)**

In situations in which a student fails to progress, the program may retain an "Academic **Progression Committee**". The purpose of the Committee is to review the performance history of the student and to provide recommendations to the program.

##### **PROBATION:**

1. The program director will notify the student of the proposed action and the reasons for the action in writing.
2. The student will remain at the program base during probation unless an affiliation is considered absolutely necessary.
3. Those sites where affiliation is necessary will be notified of the actions taken by the program and the clinical coordinator will be asked to submit in writing a summary of the student's performance at their institution. This information will be taken into consideration when reviewing the student's progress.

4. The student will be expected to work with a variety of instructors.
5. It is the student's responsibility to inform his or her clinical instructor of their current practicum level. This will guide the clinical instructor of the expected clinical objectives specific to the practicum level.
6. A minimum of bimonthly conference will be held with the student to determine the student's progress and/or discuss ongoing concerns. It is the student's responsibility to schedule the bimonthly meetings with the program.
7. Clinical probation will be discontinued if consistent improvement is noted after the prescribed probationary period.
8. After an initial probationary period of no greater than twelve weeks, a decision will be made to discontinue probation or to extend probation or dismiss the student.
9. Acknowledgment of the program's action should be stated on the Formative/Summative Evaluation Signature Page. Student's refusal to acknowledge will not negate the action.
10. If a student is placed on clinical probation, registration for the subsequent clinical practicum will be tabled until the identified deficiencies are resolved with the Program Director and/or Evaluation Chair.
11. Written documentation of discontinuing probation will be made in the student's Formative/Summative Evaluation.

Probation is not a final determination of a student's performance. It is a period of a given time used to assist the student in resolving identified academic deficiencies. The decision to place the student on probation is not appealable.

The program is committed to assuring that all students receive fair and impartial consideration throughout the program and appeal process. Students have access to the office of the University Ombudsperson whose office is located at 789 Student Center Building: 577-3487.

#### **VOLUNTARY WITHDRAWAL (NA)**

1. A student may at any time elect to voluntarily withdraw from the anesthesia program.
2. Written notification stating such intention, and reasons for withdrawal should be presented to the program director.
3. If the voluntary withdrawal is approved, the student is responsible for processing their official drop or withdrawal from any classes online through Pipeline. If the online deadline has passed, the student will be responsible for completing a "Requests for Exception to Enrollment Policy" form to be obtained from the Records and Registration Office.
4. Request for readmission into the program will follow the published admissions process.
5. No credit or advanced standing will be considered for courses completed prior to withdrawal.
6. It should be understood that the program operates under two sets of guidelines; those imposed by the university and by the National Board of the Council on Certification and Recertification of Nurse Anesthetists (NBCRNA) and the Council on Accreditation (COA). These professional entities must be notified of any change in the total student body from enrollment with accompanying reason(s) for the change.

**SAMPLE TEXT**  
**PROBATIONARY ACTION FORM (NA)**

**DATE:**

**STUDENT:**

**REASON(S) FOR PROBATIONARY ACTION:**

**PROPOSED REMEDIAL STUDY:**

\_\_\_\_\_,  
**Program Director / Date**

\_\_\_\_\_  
**Chair, Evaluation Committee / Date**

\_\_\_\_\_  
**Student / Date**

## **Occupational Therapy (OT) Dismissal Policy for Academic Performance**

### **OT SCHOLARSHIP REQUIREMENTS FOR CONTINUATION**

#### **Honor Point Hour Requirements**

The scholarship requirements for continuation include both a cumulative grade point average and an individual course grade standard. Cumulative GPA: Occupational therapy students must maintain a cumulative grade point average of 2.8 at the Undergraduate level and 3.0 at the Graduate level of the program.

#### **Undergraduate Level:**

Occupational Therapy students must successfully complete all undergraduate courses \_ with a grade of 2.0 or better. Repeating a course is allowed only once in the professional program. **Two grades of C- through D- will result in automatic dismissal from the program. One grade of F will result in the automatic dismissal from the program.** All final course grade appeals are to be made in accordance with the College Policy on Final Course Grade Appeals detailed at <http://cphs.wayne.edu/doc/gradeappealpolicy.pdf>.

Students who have been terminated from the program must withdraw from their next semester courses or risk losing their tuition.

Students whose cumulative grade point average falls below 2.8 or who did not achieve a grade of 2.0 for any professional course in a semester are placed on academic probation for one semester. **If a cumulative GPA of 2.8 or higher is not achieved within the following semester, the student will be dismissed from the program.**

Students who have been terminated from the program must withdraw from their next semester courses or risk losing their tuition

All final course grade appeals are to be made in accordance with the College Policy on Final Course Grade Appeals detailed at <http://cphs.wayne.edu/doc/gradeappealpolicy.pdf>.

#### **Graduate Level:**

Occupational Therapy students must successfully complete all graduate courses with a grade of 3.0 or better. **Repeating a course is allowed only once in the professional program. Two grades of B- through D- will result in automatic dismissal from the program. One grade of F will result in the automatic dismissal from the program.**

All final course grade appeals are to be made in accordance with the College Policy on Final Course Grade Appeals detailed at <http://cphs.wayne.edu/doc/gradeappealpolicy.pdf>

Students who have been terminated from the program must withdraw from their next semester fieldwork course or risk losing their tuition.

Graduate students are allowed one semester probation with a GPA below 3.0. Grades below 3.0 are not considered adequate at the graduate level in the occupational therapy professional program. To remain in the program, a student must repeat the graduate course in which the 'B-' or lower was earned and raise the grade to a 'B' or above. This process is permitted only once during a student's tenure in the occupational therapy graduate program.

#### **OT Repeating a Course**

Students are allowed to repeat a MOT course only once to achieve an acceptable grade.

Full-time students who need to repeat a course will automatically be moved to part-time status by the program. Remaining coursework will have to be completed in the sequence designated by the curriculum. No student can enroll in two courses that have conflicting meeting times. Students on academic probation are not allowed to take more than 18 hours in one semester. Students requesting permission to take 19 hours or more in one semester must obtain authorization from the Office of Student Affairs.

#### **Academic Accountability**

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If a student needs accommodations for religious reasons/obligations they are required inform instructors of all dates at the beginning of each semester. The student may be required to sign an exam waiver. If a student is doing poorly in any class or on curriculum probation, it is expected that the student will seek advisement from the academic advisor and speak to the course instructor before mid-term.

### **Incomplete Grades**

A student who receives a grade of "I" (Incomplete) in a professional course must complete the course and receive a change of grade by the end of the following semester or as soon as the course is offered again. If the course is not offered the following semester, the student must decide with the instructor of the course in which he/she holds the I grade when the work will be completed. All incomplete grades must be resolved within one year. If an incomplete grade is not resolved within a year's time, the Faculty will review the reason for the lack of resolution and may dismiss the student from the Program.

### **Academic Dishonesty**

Instances of academic dishonesty occurring in any course offered while in the Occupational Therapy Program as defined by the University Student Code of Conduct. Brochure website: <http://doso.wayne.edu/assets/student-code-of-conduct-brochure.pdf>.

### **Occupational Therapy Dismissal Policy in Clinical Setting**

#### **WHAT HAPPENS IF:**

If you are released from one placement for reasons other than academic performance/failure or unsatisfactory professional/ethical behaviors, you may receive an "I", "W" or a "Y" grade depending on your situation. In such cases, you may be allowed to repeat the placement without paying another tuition fee.

**If you are released from a placement because of unsatisfactory academic or professional/ethical performance you will receive a letter grade of "Unsatisfactory" which means you are automatically terminated from the program. Students may file an EACPHS grade appeal which is found on the EACPHS website:**

**<https://cphs.wayne.edu/students/gradeappealpolicy.pdf>**

Students who have been terminated from the program must withdrawal from their next semester fieldwork course or risk losing their tuition.

If you have a fieldwork placement extension for any reason (past the University semester date) students may not then qualify to graduate on time for that semester.

## **Pathologists' Assistant (PA) Policies**

### **PA Academic Regulations**

For complete information regarding academic rules and regulations of the University and of the College, students should consult Admission, Undergraduate and Academic Regulations: Eugene Applebaum College of Pharmacy and Health Sciences. The following additions and amendments pertain to Departmental programs.

### **Attendance**

Students are expected to adhere to departmental and program attendance requirements as discussed and documented in student handbooks. Anticipated absence from lecture or laboratory classes should be reported to the appropriate faculty member or the clinical / internship coordinator.

### **Leaves of Absence**

Leaves of absence may be granted to students with documented health problems, extenuating circumstances as well as to those requiring remediation supporting remediation within the programs. college.

### **PA Promotion/Dismissal (also applies to Forensic Investigation Studies)**

Evaluation of students is primarily the responsibility of teaching faculty who make recommendations to the Promotion and Advancement Committee. These recommendations may include: promotion, reexamination, repetition of all or part of the curricula, interruption or suspension or probation from a student's program, or dismissal.

The Promotion and Advancement Committee is chaired by the Chairperson of the Department and consists of six members selected from appropriate programs. The Promotion and Advancement Committee is available to meet at the close of each semester, as required.

A student may be excluded from a program for irresponsible attendance and/or irresponsible performance in clinical/practicum assignments. Students must demonstrate traits of character, stamina, and emotional stability appropriate to the professions. Students may be required to withdraw from the program if, in the judgment of the Promotion and Advancement Committee, they fail to maintain appropriate standards of conduct and academic progress. Details of prohibitive conduct is documented in student handbooks.

Students have the right to appeal decisions by direct petition to the Promotion and Advancement Committee. In the event of such an appeal, the Committee may gather evidence and hear witnesses. The student has the right to be heard by the Committee and has the right to call a reasonable number of witnesses to testify on his/her behalf. The Promotion and Advancement Committee is the final decision-making body with regard to the promotion process.

### **PA Course Grade Appeal (also applies to Forensic Investigation Studies)**

Following the Departmental submission of grades in a professional course area and in the event of a student's objection to the submitted grade, the student must utilize the published grade appeal process of the Eugene Applebaum College of Pharmacy and Health Sciences. The formal appeal procedure should be initiated by directing a letter of request for such a review to instructor of record. A student who receives a grade of 'F' in any course in a departmental program will be dismissed from the program.

## **Doctor of Pharmacy (PharmD) Program**

### **Limitations, Time**

The program must be completed within six calendar years of admission. Extensions are appropriate in circumstances such as a delay required to repeat a course preceding or following an authorized leave of absence or an authorized leave of absence that extends beyond one year.

### **PharmD Minimum Grade Requirement**

No professional course in which an unsatisfactory grade is earned will be counted for degree credit in this program unless repeated for a satisfactory grade. Students must maintain a minimum GPA above 2.0 to continue in the program.

### **PharmD Appeals, Grade**

Grade appeals are to be made in accord with College Policy on Final Course Grade Appeals found at <http://cphs.wayne.edu/doc/gradeappealpolicy.pdf>

### **PharmD Academic Warning**

Students will receive an academic warning letter copied to their faculty advisor for the following:

A professional program GPA of less than 2.75

An academic warning will not result in any formalized restrictions. Students who receive an academic warning will be asked to meet regularly with their faculty advisor with the goal of assisting academic performance and monitoring progress to help insure academic success.

### **PharmD Probation**

Students will be placed on academic probation for the following:

1. Any student who earns an unsatisfactory grade in a professional course until the course is satisfactorily repeated.
  2. A professional program GPA of less than 2.50 at the end of the semester
- Students on probation may not receive University funding to travel to professional meetings.

### **Students will no longer have probationary status when the following criteria are fulfilled:**

1. The student successfully completes required remediation or repeats the course, or improves their GPA to more than 2.50;
2. The student completes 2 study skills workshops through the WSU Academic Success Center ([http://success.wayne.edu/workshop\\_list.php](http://success.wayne.edu/workshop_list.php)). The student must show documentation of attendance to their faculty advisor and the CAPP chair.

### **PharmD Dismissal from the Program**

A student will be dismissed from the program for the following reasons:

1. Failing to earn a satisfactory grade when repeating a professional course
2. The need to repeat more than 3 professional courses in the program
3. A professional GPA of below 2.0 at the end of any semester
4. Inability to complete the program within the time limitations outlined above



### **PharmD Code of Conduct, Student**

Every student is subject to all regulations set forth by the University, the College, and the Faculty of Pharmacy, governing student activities, student behavior, and in use of their facilities. The University, College, and Faculty have the responsibility of making these regulations available and it is the student's responsibility to become thoroughly familiar with all regulations and to seek any necessary clarification. Questions and concerns regarding regulations should be brought to the appropriate faculty member and/or the Dean's office.

There are obligations inherent in registration as a student in the College. Students entering the profession of pharmacy are expected to have the highest standards of personal conduct so as to be a credit to themselves, the College, the University, and the profession. When there are reasonable grounds to believe a student has acted in a manner contrary to ethical standards, the law, or mores of the community, such student may be disciplined. This discipline may include suspension or dismissal from the program after due process in accord with published policies.

### **PharmD Misbehavior, Academic**

In any instance of academic misbehavior occurring in any course offered by the Eugene Applebaum College of Pharmacy and Health Sciences, as defined in section 4 of the University Due Process Statute (<http://doso.wayne.edu/assets/codeofconduct.pdf>), the procedures outlined at: [http://doso.wayne.edu/assets/academic\\_flowchart.pdf](http://doso.wayne.edu/assets/academic_flowchart.pdf) will be followed. The University Student Conduct Officer will be contacted in all cases of academic misbehavior and one of the following 2 options will be followed:

The provisions of Section 10.1 of the Statute ([http://doso.wayne.edu/assets/scoc\\_section\\_10.1\\_a-b.pdf](http://doso.wayne.edu/assets/scoc_section_10.1_a-b.pdf)) will be followed, or charges will be filed through the Student Conduct Officer as provided in Section 10.2 of the Statute.

The University Ombuds Office is available to assist those involved in Student Code of Conduct cases by acting as an information source and helping to gain access to University personnel. An appointment with the Ombudsperson can be made by calling (313) 577-3487, or by sending an email to [ombudsoffice@wayne.edu](mailto:ombudsoffice@wayne.edu).

## **MS and PhD Program in Pharmaceutical Sciences**

### **MS and PhD Minimal Grade Requirement**

All students must maintain a minimum GPA of 3.0 to continue in the program. Students which fall below this requirement will be allowed one semester to raise their overall GPA to at least a 3.0. Failure to do so will result in dismissal from the program.

### **MS and PhD Grade Appeals**

All grade appeals will be made in accordance with the College Policy on Final Grade Appeals.

### **Academic Progress Requirements**

At the conclusion of the Fall and Winter semesters, progress of every student in the program will be reviewed by the departmental Graduate Program Committee. Each student is evaluated in terms of performance in course work, research progress, fulfillment of University requirements for filing a Plan of Work, and overall professional development. Students must fill out the Department Annual Review Form at the end of the Fall semester. Students will fill out the Graduate School electronic Annual Review form

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in the Spring/Summer semester of each year. The Graduate School evaluation includes a written assessment by the faculty advisor of the student's strengths and weaknesses, as well as an indication of how any deficiencies will be addressed. All course work must be completed in accordance with the academic procedures of the Graduate School and the College governing graduate scholarship and degrees.

**A student will be placed on probation for any of the following reasons;**

1. Qualified admission status at the time of matriculation;
2. Receipt of a grade lower than 'B' in any Departmental course;
3. Notification from the advisor and/or thesis/dissertation committee that the student is not making adequate progress in his/her research;
4. Inappropriate, unprofessional and unsafe conduct as determined by the GPC;
5. Overall GPA below a 3.0.

The student will be informed in writing, at the time of being placed on probation, of the requirements for removal from probationary status. The decision to place a student on probation rests with the Graduate Program Committee (GPC). The GPC may request repeating a course in which a letter grade of less than B is obtained. The Department policy is to limit to two the number of courses that graduate students may repeat during their graduate career in the Department of Pharmaceutical Sciences. Each course may be repeated once. Students may repeat only courses in which they received a grade of B- or below. The original grade for the course will remain on the student's transcript, but only the second iteration of the grade will be used in calculating the student's Grade Point Average. Students will not receive University financial aid for repetition of courses.

**A student may be dismissed from the Pharmaceutical Sciences program for the following reasons:**

1. Failure to comply with requirements set by the Graduate Program Committee;
2. Receipt of two or more grades below 'B' in any single semester;
3. Unauthorized leave of absence;
4. Inability to find a research advisor;
5. Receipt of a grade less than B while on probation;
6. Failure to receive a grade of B or greater for a repeat Departmental Course;
7. Failure to raise overall GPA to 3.0 or above once placed on probation for low GPA.

The GPC must vote on dismissal of any student from the program and a simple majority vote is required for dismissal. Notice of dismissal shall be made by written communication from the Chairperson of the GPC.

A student may appeal the GPC's actions by providing a written request for consideration to the Graduate Director. This request should document extenuating circumstances which the student feels should be considered by the Committee in its deliberations. The written appeal must be received by the Graduate Director within ten (10) calendar days after initial notification of probationary/exclusion status. The GPC shall act on the student's appeal within 15 calendar days of receipt of the appeal. In the event that the GPC cannot be convened within this time frame, the request for appeal will be acted upon by the Chairperson of the Department of Pharmaceutical Sciences.

## **Physical Therapy (PT) Program**

### **PT Probation Policy**

A student in the physical therapy program may be placed on probation for 1) academic performance, 2) professional behavior and/or 3) clinical performance.

❖ **Any student who does not successfully meet the conditions of the probation as laid out under the subsequent paragraphs on academic/clinical and professional behavior will be dismissed from the physical therapy program.**

### **PT Academic Probation**

A physical therapy graduate student must maintain a professional course GPA of 3.00 or above throughout the curriculum. A GPA below a 3.00 for any one semester will result in a student being placed on probation. During the following didactic semester, the student must achieve a GPA of 3.00 or above in order to be taken off probation.

❖ **Failure to achieve a GPA of 3.00 during the succeeding didactic semester will result in dismissal from the program.**

A student receiving two grades below a B (3.00) or one grade of C (C+) in any one term will be placed on probation. During the following didactic semester, the student must receive no grades below a B (3.00) in order to be taken off of probation.

❖ **If a student is on academic probation and receives a grade below a B (3.00) during the term in which they have been placed on academic probation, then the student will be dismissed from the Physical Therapy Program.**

❖ **If a student acquires more than 5 grades below B (3.00) the student will be dismissed from the Physical Therapy Program.**

### **PT Probation for Professional Behavior**

A student in the physical program must maintain an appropriate level of professional behavior in all activities related to the program, including, but not limited to, classroom behavior, use of University property, course related behavior, and social networking. Students will be held to the highest standards of the Physical Therapy Program Professional Behavior document, the APTA Code of Ethics, the APTA Professional/Patient-Client/Practice Management expectations, the APTA Core Values, and the WSU Code of Student Conduct. A student who falls short of these expectations will be placed on probation for professional behaviors. Students are now required to complete the Professional Behavior and Progress Assessment Tool (Appendix C) during every professional year of the Physical Therapy program, and review them annually with their academic advisor. If a student falls short of the professional behavior expectations in the classroom/ laboratory/ clinic, a Letter of Expectation will be sent to the student by the instructor/CI. A copy of the letter of expectation will also be sent to the Program Director and the Student Progress Committee, and a physical copy of the letter will be kept in the student's file. The student will be placed on probation for professional behaviors when the student receives more than 3 letters of expectation.

### **PT Probation for Clinical Education**

A student in the physical therapy program will be placed on probation for clinical performance that is deemed unsatisfactory utilizing the various clinical education performance tools. The Director of Clinical Education (DCE) may establish additional guidelines.

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## **Physical Therapy Dismissal Policy**

Any one of the following will constitute grounds for dismissal from the physical therapy program:

- A student who fails to successfully meet the conditions of probation for academic, clinical and/or professional behavior. (e.g., does not maintain a GPA of 3.00 or above, and/or receives a grade below a B in one of the courses or receives a letter of expectation during the term in which the student is being placed on academic /clinical/ professional behaviors probation).
  - A student who does not satisfactorily complete required remediation;
  - A student who receives a final course grade of “F”;
  - A student who receives more than 5 grades below a B (3.00) throughout the duration of the Physical Therapy curriculum;
  - A student who has already been on probation twice for academic, clinical or professional behavior throughout the duration of the PT program and triggers probation for a third time because of falling short of academic, clinical or professional behavior expectations.
  - A student who fails to demonstrate professional behavior;
  - A student who receives a grade of “U” in a clinical education course;
  - A student who has a disciplinary action for misconduct as delineated in the University Student Code of Conduct Policy.
- ❖ **A physical therapy student will be notified in writing of dismissal from the professional program.**
  - ❖ **A student may appeal dismissal from the program as described in the appeals process.**

### **PT Appeal Processes and Procedures (Student Code of Conduct)**

- Students, as integral members of the academic community, have the right to the assurance that their rights are protected from arbitrary and capricious acts on the part of any other member of the academic community. The Physical Therapy faculty is committed to assuring that students receive fair and impartial consideration during any appeal process.
- In addition to the following procedure, students should refer to the following documents: Eugene Applebaum College of Pharmacy and Health Sciences Grade Appeals (Appendix A). Student Code of Conduct, Letter from the Ombudsperson, Academic Integrity (Plagiarism and Cheating), and the Non-Discrimination/Affirmative Action Policy located on the Student Judicial Services page of the Dean of Students website.

## **Physician Assistant Studies (PAS)**

### **PAS DISMISSAL:**

A student may be dismissed from the WSU Physician Assistant Studies Program for reasons including any of the following:

1. Unsuccessful academic progress.
2. Unsuccessful professional progress or unprofessional behavior, following WSU Dean of Students Office procedures: <http://doso.wayne.edu/assets/codeofconduct.pdf>  
Violating the standards put forth in the WSU PAS program as outlined in this student handbook.
3. Failure to meet the conditions of a CAPP decision, regarding a remediation process.

## **Radiologic Technology (RT) Program – Dismissal Policy**

The following program policies pertain to dismissal, and are taken from the Student Reference Guide located on the program's website.

### **Communication:**

Inappropriate language will not be tolerated. You should speak professionally. Use of improper language will be cause for immediate dismissal, in keeping with the HFHS policy.

### **RT Attendance Policy:**

#### **1. RT Student Breaks/Vacations**

Breaks and vacations will follow the Wayne State University calendar.

#### **2. RT Personal Days/Sick Days**

a. Personal Days: These must be arranged in advance with the Clinical Coordinator or Program Director. All requests for personal time off must be submitted to the Program Director on the appropriate form and are subject to approval. In the absence of the Program Director, time off may be scheduled through the person(s) designated to act as Program Director unless other instructions have been given.

b. Sick Days: Students who will not be in due to acute illness must notify the Program Director at 313-916-1348, Clinical Coordinator at 313-916-0615, or Secretary at 313-916-7952 before 7:30am unless other instructions have been given. Failure to do so will result in a warning slip.

c. It is the responsibility of the student to call in personally. Under normal circumstances, a parent, spouse, or friend may not call in for a student. A follow-up email should also be included.

d. An unscheduled absence of three (3) or more days will require a doctor's permission slip before the student can return to the program. This permission slip should contain the following:

- Diagnosis
- Date the student may return
- Restrictions\* if any
- \* Students may NOT participate in clinical activities with ANY restrictions

e. Students returning from medical leave of absence must submit a doctor's permission slip and follow the hospital protocol regarding such return which may include a visit to Employee Health Services. Classes and clinical rotations missed during the leave of absence will be rescheduled and must be completed before the student can graduate.

f. Excessive absenteeism will be dealt with in accordance with the HFHS policy (5.02) regarding the number of occurrences in a given time period.

g. Emergency situations will be handled on an individual basis by the Program Director.

#### **3. RT Tardiness**

a. Repeated tardiness post-scheduled starting time will be cause for a documented verbal warning. Personal time will also be deducted. Continued tardiness after the verbal warning will be cause for a written warning and continued steps in progressive discipline, up to and including termination.

b. Students who are going to be substantially late must notify the Program Director in the morning by 7:30am by phone. Substantial tardiness is considered to be time in excess of one half hour (30 minutes).

#### **4. RT Leaving the Clinical Area**

a. Requests to leave the clinical area early must be cleared through the Program Director or Clinical Coordinator. Time off needed will be deducted from the student's personal time.

- b. If a student must leave the clinic area (e.g., doctor's appointment, library time, conference with instructor, etc.), the Program Director or Clinical Coordinator and the supervising technologist must be notified in advance.
- c. Students should use their own discretion as to when to leave for class in order to arrive on time; however, leaving the clinical area well in advance of scheduled class time will not be tolerated. Students should promptly return to their clinical area after class is over. It should be noted that ten (10) minutes is the maximum allowable time for leaving or returning from a scheduled class for students not scheduled at NCO or CAM.

#### **5. RT Exceeding the Allowed Time**

- a. Should a student exceed the allowed amount of personal time, this time must be made up prior to graduation. Any student who owes in excess of two (2) days in any academic term will be scheduled to make that time up during the semester break following the Fall Semester. Failure to do so will be considered voluntary termination from the program.
- b. Any student who owes in excess of two (2) days in any academic year will not be granted approved time off when requested unless extreme circumstances can be documented. Any student who owes in excess of two (2) days will have the privilege of working in the department outside of program hours revoked. Any student who owes in excess of three (3) days will no longer be eligible for advanced certification.
- c. No student is allowed to participate in program activities exceeding 40 hours in any given week.

#### **RT Time Off for Students**

Each student is given five (5) personal days at the beginning of each year of the professional program. Days unused from the first year will transfer to the second year and be added to the second year allotment. Any time owed will be subtracted from the second year allotment as deemed necessary.

Students wishing to use personal time may do so by filling out the appropriate time off slip. It must be signed by a program official and will only be approved if the student has enough hours available to them. All time off requests must be in increments of either ½ day (4 hours) or a full day (8 hours).

Students who leave an area without proper authorizations, will be charged with an occurrence. A minimum of 4 hours will be deducted from the students' respective bank irrespective of actual time away. If the student is unaccounted for in excess of 4 hours, a full day will be deducted from the bank. Either situation will be considered abandonment of duty and will follow disciplinary action as prescribed by HFHF Policy No. 5.02.

#### **RT Other situations rendering an occurrence:**

1. Students who report to the clinical area when they are ill will be sent home and this too will result in an occurrence.
2. Students who are found sleeping in areas will be sent home and will be charged with an occurrence.
3. Students who are in dress code violation will be sent home and this will result in an occurrence. (This includes lack of hospital identification badge, radiation monitor, or failure to wear a lab coat as a part of infection control precautions).

**RT Didactic Grading Policy:**

The grading scale for the Radiologic Technology Program is listed below. This grading scale has been in effect since September 27, 2004.

94 - 100	= A
92 - 93	= A-
89 - 91	= B+
86 - 88	= B
84 - 85	= B-
81 - 83	= C+
80	= C
79 or below	= Failure

A student who does not successfully complete a course will be issued a written warning slip and placed on academic probation. Within one (1) month after completion of the course, a comprehensive examination over the entire course will be administered. A score of 80 percent or above must be obtained on this examination in order for the student to pass the course. The student's grade will then be elevated to a passing score of 80 percent, and they will no longer be on academic probation. If the student does not pass the comprehensive examination, they will be immediately terminated from the program. Should a student fail a class while on academic probation, it will mean immediate dismissal from the program!

Any student failing more than one (1) class will be terminated from the program.

Students found cheating on quizzes or tests will be issued a written warning slip. A second infraction will be grounds for expulsion from the program.

All academic classes must be successfully completed prior to graduation.

**RT Student Seminar Attendance Policy:**

In an effort to enhance the existing program in the radiologic sciences and promote lifelong learning, students are encouraged to attend educational programs whose content-specific focus is the student in radiography. Each student will be granted a total of six (6) days within an 18-month period that may be used for attendance to an appropriate seminar. Appropriate content is considered by program officials including the Clinical Coordinator, Program Director, and Medical Advisor. A student may not request any days applied to seminar attendance until they have completed six (6) full months in the program. Attendance prior to the completion of six months of academic and clinical training is considered to be of little benefit to the student in radiography.

Attendance to such programs is not mandatory; however, should a student wish to participate, guidelines must be adhered to:

1. A request must be made to program officials at least one (1) month prior to the seminar commencement date along with the written Seminar Attendance Request; a copy of the seminar brochure must also be submitted. The request should include the following information:

The actual number of seminar days the student intends to use for the conference. Seminar days can only be used for actual days that courses are being offered.

The number of days the student would like to use, if any, from their personal time in addition to the seminar days.

The actual last day the student will be at the clinical site and the date of return to the clinical site.

The student's signature indicating that he/she is fully aware that they are responsible for any material presented in class in their absence.

2. Upon return, the student must submit written verification that at least 70 percent of the course offerings were attended at the seminar/conference. Should the student fail to do so, time will be

prorated and deducted from the student's personal time in accordance with the number of hours missed to equal 70 percent participation.

3. Within one (1) week of return from the seminar, the student must be prepared to share valuable information from at least two (2) of the course offerings in the form of a formal presentation to students who were not as fortunate to attend. In cases where more than one (1) student attended a seminar, presentation topics must be submitted to the program officials so that presentation information will not be duplicated.

4. The student is responsible for all costs incurred. It is also the responsibility of the student to provide for his/her transportation to and from the seminar location. While the student is in attendance at the seminar, the sponsoring institution is absolved of any debts incurred by the student for medical, legal, or other reasons.

5. Any reports of student behavior reported to program officials by seminar/conference sponsors deemed inappropriate or unbecoming to the professional in the radiologic sciences will be cause for immediate dismissal from the program.

### **RT Clinical Data Sheets:**

You must perform the examination. This means that you are responsible for positioning the patient and setting the technical factors. Your number should be on the images.

When assigned to the following areas, you will be required to fill out a sheet and turn it in at the end of the day:

- General Diagnostic (any room)
- Orthopedics/Center for Athletic Medicine (CAM)
- Emergency Room
- Mammography

These sheets will become a part of your clinical evaluation. A sheet turned in late is not valid. Clinical Data Sheets should be filled out in their entirety. You must include all appropriate information to include patient name, medical record number (MRN), time in and time out, examination(s) performed, number of images, and size and number of repeats.

When making up time during scheduled breaks, a sheet must also be turned in along with a signed card by the team leader technologist.

A clinical grade will be recorded for every clinical rotation. This grade will be on a rating system with grades 1- 5 (1=low). This grade will be a combination of the clinical evaluations turned in from the technologists, the staff evaluations, completion of required competencies, and the Clinical Data Sheets you turn in. A clinical grade of less than 2.8 is considered below average and is unacceptable. Two (2) clinical grades of less than 2.8 will result in termination in keeping with policy.

In the event that the daily Clinical Data Sheets reflect unsatisfactory performance, the student will be made aware of the problem areas on a weekly basis.

### **RT Clinical Grades:**

In an effort to promote timely feedback on a student's clinical performance, in addition to the individual conferences that occur each semester to discuss progress both clinically and academically, Clinical Grades will be available in a reasonable time frame on the e-Value on-line database.

A grade of 1 – 5 (1=low performance, 5=high performance) will be given for the clinical performance in the rotational area by one or more Student Contact Technologists. The student has the ability to review contents of the evaluation once it is completed and the student has completed



the appropriate evaluation in reciprocation. This grade can only be adjusted by the Clinical Coordinator with consideration to challenge completion and/or Clinical Data Sheet completion if applicable. Such adjustments are rare; they occur only in extreme circumstance. Clinical grades of < **2.8** from more than one (1) rotation will result in immediate termination.

### **RT Clinical Site Requirements:**

Due to the exclusive nature of the partnership between Wayne State University and Henry Ford Hospital with respect to the Radiologic Technology program, the following Henry Ford Health System policies also pertain to student dismissal. If a student is dismissed from Henry Ford Hospital for infractions of any Henry Ford Health System Policy, including the policies listed below, the student will also be dismissed from the program. There is no alternate clinical site.

### **RT HFHS Policies:**

- 3.04 Equal Employment Opportunity
- 5.02 Attendance Policy
- 5.03 Attendance "No Call/No Show" Policy
- 5.06 Personal Appearance Standards
- 5.11 Drug-Free Workplace
- 5.12 Harassment
- 5.13 Workplace Violence
- 5.17 Corrective Action Program
- 5.25 Alternative Dispute Resolution
- 5.27 Cellular Phone/Communication Devices

## **Radiation Therapy Technology (RTT) Program Dismissal Policy**

### **Program Admittance With Probationary Standing**

1. The incoming junior student who is accepted into the professional program on probation is required in the first term to: (a) receive a term grade point average (GPA) of no less than 2.50, **and** (b) a grade of "C" (**2.00**) or above in all courses.

If the student is unable to meet these academic requirements, **dismissal from the professional program will result**; no further academic review will occur. Neither the Program nor College are responsible for the possible loss of tuition, fees or book costs that may occur as the result of program dismissal.

2. The student who successfully completes the first term as required in II.A.1., will then be automatically granted usual academic standing in the professional program.

3. The student is allowed to early register for winter term with the understanding that he/she will be required to withdraw from the courses if not allowed to remain as a student in the program following fall term.

### **RTT Program Standards**

1. Throughout the duration of the professional program, a student must maintain a **minimum Term GPA of 2.5** (4.00 = A) based on all courses taken that term. If registered for Clinical Practicum only, a student must maintain a term GPA of 2.00. If either minimum Term GPA is not met, the student will be placed on Program Probation.

2. A grade of C- (1.67) in a professional course (excluding University General Education Requirements) indicates unsatisfactory performance and repetition of the course is required. Any exceptions to this requirement are subject to approval by the Program Director. Review by the

Academic Committee will occur. Additionally, program probation will occur regardless of the term GPA achieved.

3. If a student receives a second C- grade or one D or F grade in the professional curriculum (excluding University General Education Requirements), **dismissal from the professional program will result**; further academic review by the Program Director or the Academic Committee will **not** occur. Neither the Program nor College are responsible for the possible loss of tuition, fees or book costs that may occur as a result of program dismissal

### **RTT Clinical Practicum**

a. A student must maintain a minimum grade of C for each Clinical Practicum course during the entire professional program. (A "C-" grade or below is **not** acceptable.)

b. A grade of C- or below in a Clinical Practicum course will require a review by the Academic Committee of the student's suitability to continue in this professional field. However, an Academic Committee review will not occur in this circumstance if the student was accepted on Probationary Acceptance and the grade of "C-" or below is received in the fall term of the junior year. The student may not be allowed to proceed to his/her next clinical site until the academic Committee has completed its review. Following the review of the Academic Committee, the Program Director may elect to dismiss the student or permit his/her continuance in the program. The Program Director's decision will be derived with advisory assistance from the Academic Committee. If a student is allowed to continue in the program, and if there is clinical time lost due to a delay in this review, the time must be made up by the student according to a schedule outlined by the Clinical Education Coordinator. Additionally, the retained student will be placed on program probation regardless of the term GPA.

### **RTT Program Probation Policies**

1. The probation period will occur as determined by the Program Director. If the low GPA is due to a low grade in Clinical Practicum, the policy stated in Section II.B.9. applies.
2. Additional requirements may be placed on the student's performance during the period of program probation as determined by the Program Director.
3. The student must raise his/her GPA to 2.50 in the next applicable term or be subject to review by the Academic Committee. This Committee will make recommendations to the Program Director as to whether continuance in the program should be allowed.
4. A maximum of two terms of probation (including a term of probationary acceptance) will be allowed during the entire enrollment as a professional student. If a student fails to raise his/her term GPA as required at the end of the second probationary term, immediate dismissal will result.
5. The student on probation is allowed to register during early registration for the next term with the understanding that he/she will be required to withdraw from the course if dismissal from the program occurs. Neither the Program nor College is responsible for the possible loss of tuition, fees or book costs that may occur as a result of program dismissal.

### **RTT Failure to Maintain Academic Standards**

1. Discussion between the Program Director and the student will occur when a student evidences inability or incompetence in academic course work. The student will be advised of his/her academic standing and the consequences of unsatisfactory academic performance.
2. Immediate review proceedings by the Program Director will occur when the Program Director receives a request from a Clinical Education Supervisor to remove the student from that clinical site due to the student's conduct while there.

Such conduct could include, but is not limited to, failure to follow policies and procedures at that affiliate institution, unprofessional conduct or unsafe conduct. If the review indicates no possibility of retaining the student at the clinical site, additional College and/or University review may occur.