



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

**Mortuary Science Program Student
Handbook**

2015-2016

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ACCREDITATION

The Mortuary Science Program at Wayne State University is accredited by the American Board of Funeral Service Education (ABFSE) 3414 Ashland Avenue, Suite G, St. Joseph, Missouri 64506 (816) 233-3747. Web: www.abfse.org

NATIONAL BOARD EXAM STATISTICS			
2015	# Takers	# Passed	% Passed
Arts	35	28	80%
Sciences	33	28	85%
2014	# Takers	# Passed	% Passed
Arts	22	16	73%
Science	19	15	79%
2013	# Takers	# Passed	% Passed
Arts	24	11	46%
Science	25	15	60%

Graduation and Employment Information

YEAR	# NEW STUDENTS	# GRADS	TIMELY GRAD*	% EMPLOYED	LEFT BEFORE COMPLETION**
2015	39	36	85%	91%	2
2014	32	22	74%	95%	0

*Timely graduation = complete program in 1½ times designated program length

** Left before completing the program; did not finish

National Board Examination pass rates, graduation rates, and employment rates for this and other ABFSE-accredited programs are available at www.abfse.org. To request a printed copy of this program's rates, go to Room 114 of the Mortuary Science Building, 5439 Woodward Ave. Detroit, MI 48202 or by e-mail at fundappsciences@wayne.edu or telephone (313) 577-2050.

STATEMENT OF ETHICAL CONDUCT IN ADMISSIONS & STUDENT MATTERS

Wayne State University is accredited by the Higher Learning Commission and complies with its provisions on ethical and responsible conduct as defined in Higher Learning Commission Assumed Practices, Number [CRRT.B.10.020](#)

AIMS & OBJECTIVES

Program Objectives

1. To enlarge the background and knowledge of students about the funeral service profession;
2. To educate students in every phase of funeral service and to help enable them to develop proficiency and skills necessary for the profession;
3. To educate students concerning the responsibilities of the funeral service profession to the community at large;
4. To emphasize high standards of ethical conduct;
5. To provide a curriculum at the post-secondary level of instruction and
6. To encourage student and faculty research in the field of funeral service

Program Aims

The Wayne State University Mortuary Science Program recognizes the importance of funeral service personnel as

- Members of the human services profession
- Members of the community in which they serve
- Participants in the relationship between bereaved families and those engaged in the funeral service profession
- Professionals knowledgeable of and compliant with federal, state/provincial/territorial, and local regulatory guidelines in the geographic area where they practice
- Professionals sensitive to the responsibility for public health, safety, and welfare in caring for human remains

ASSESSMENT OF AIMS & OBJECTIVES

The Mortuary Science Program is committed to a continuous process of assessment to measure meeting the aims and objectives, optimizing the educational experience for students, and providing the foundation for successful funeral service practice. The following assessment methods are used throughout the program:

- Student Evaluation of Teaching (SET) surveys at the conclusion of each course
- Student Exit Surveys given at the completion of the program
- Graduate Surveys sent approximately six months after program completion
- Employer Surveys sent to a graduate's employer approximately six months after completion
- National Board Examination (NBE) scores
- Supervisory Evaluation of Faculty

APPLICABILITY OF HANDBOOK

This Student Handbook is applicable to all students enrolled in the Mortuary Science Program and is supplemental to and in addition to the Policies in effect and as established by Wayne State

University and the Eugene Applebaum College of Pharmacy and Health Sciences. Wayne State University Statutes are to be reviewed by each student prior to the start of the Program. Wayne State University Statutes may be found at <http://bog.wayne.edu/code/>, and a print copy will be provided upon request. This handbook is provided to students in electronic form. A print copy will be provided upon request.

NON-DISCRIMINATION POLICY

Wayne State University is committed to a policy of non-discrimination and equal opportunity in all of its operations, employment opportunities, educational programs and related activities.

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

The University, as an equal opportunity/affirmative action employer, complies with all applicable federal and state laws regarding non-discrimination and affirmative action. In furtherance of this policy, the University is also committed to institutional diversity to achieve full equity in all areas of University life and service and in those private clubs and accommodations that are used by University personnel. No off-campus activities sponsored by or on behalf of Wayne State University shall be held in private club facilities or accommodations which operate from an established policy barring membership or participation on the basis of race, color, sex (including gender identity), national origin, religion, age, sexual orientation, familial status, marital status, height, weight, disability, or veteran status. Affirmative action procedures, measures, and programs may be used to the extent permitted by law to establish, monitor and implement affirmative action plans for all budgetary units and the University as a whole.

ADMISSIONS

Admission Requirements:

1. Minimum of 2.50 GPA
2. All pre-professional coursework must be completed with a grade of "C" or better
3. All science and math coursework must be completed within six years of the time of application to the professional program.
4. Test of English as a Foreign Language (TOEFL)-required only if English is not your first language
5. Minimum of 65 credits, including all program specific pre-requisites and University General Education requirements. A maximum of 64 credits can be transferred from a community college.
6. Pre-professional coursework taken at an accredited college or university is acceptable

7. Completion of all pre-professional courses by the end of the spring/summer semester before admission to the program (unless an exception is granted by the program)
8. All applicants must attend one monthly Information Meeting at the Eugene Applebaum College of Pharmacy and Health Sciences. Additional information regarding attendance can be found on the College's website at <http://cphs.wayne.edu/meetings.php>.

Conditional/Probationary Admission

Applicants who have not completed all of the pre-professional coursework at the time of application may be admitted on a conditional basis and subject to a *plan of work* that indicates all coursework will be complete before starting the Program. A *plan of work* is a document showing which coursework requirements are missing and when those requirements will be met. Admission with a *plan of work* may be granted with the consent of the Mortuary Science Program Admissions Committee.

Applicants to the professional program in mortuary science having less than 2.5 GPA may, at the discretion of the Mortuary Science Program Admissions Committee, be admitted on a probationary basis for the semester of initial registration. A student admitted in this category must earn a minimum GPA of 2.5 to qualify for subsequent semesters of professional program enrollment.

Health and Immunization Record

All applicants, including transfer students from Colleges within Wayne State University, are required to submit to the Mortuary Science Program the results of a TB test administered within six months preceding their entrance into the program and a copy of their immunization history. Immunization against Hepatitis B Virus (HBV) is strongly advised; enrollees declining immunization are required to do so in writing.

Time Limitations

While students are strongly encouraged to enroll full-time for three consecutive semesters, part-time enrollment will be limited to six consecutive semesters and is permitted only at the discretion of the Mortuary Science Program Admission Committee.

Course Requirements Prior to Admission

There are two components of coursework that must be completed prior to starting in the Mortuary Science program: (1) Program-specific prerequisites; and (2) University General Education requirements. The professional curriculum in Mortuary Science consists of 55 credits, so an applicant must earn 65 credits in General Education and Prerequisite coursework. An asterisk (*) below indicates courses or requirements that may be satisfied by examination or CLEP. Contact the WSU Office of Testing, Evaluation and Research at www.testing.wayne.edu or 313-577-3400 for further information

Course Grades & GPA

A student must earn a grade of C or higher in all courses taken prior to admission and must have a cumulative GPA of 2.5 or higher.

Transfer Students

The courses below are listed by their title and course number at Wayne State University. For a listing of comparable courses at other institutions, visit www.transfercredit.wayne.edu or contact an academic advisor at cphsinfo.wayne.edu (313) 577-1716.

Program-Specific Prerequisites

Prerequisites are designed to prepare students for courses in the professional curriculum and to broaden knowledge in areas relevant to funeral service practice. The following prerequisites must be satisfied:

BIO 1510- Basic Life Mechanisms*

BIO 2200- Introductory Microbiology

BIO 2870- Anatomy & Physiology

CHEM 1000- Chemistry & Your World *

ACC 3010- Intro to Financial Accounting

COM 1010- Basic Speech

COM 3300- Business & Professional Presentations

ENG 1020- Introductory College Writing

ENG 3010- Intermediate Writing

PSY 1010- Introductory Psychology*

PSY 2600- Psychology of Social Behavior

ANT 3100- Cultures of the World

CSC 1000- Introduction to Computer Science*

Math Competency*

University General Education Requirements

General Education courses are required for every graduate of Wayne State University. Applicants may satisfy the general education requirements in one of the following ways:

1. earning a bachelor's degree from a regionally accredited institution,

2. earning an Associate of Arts (AA), Associate of Liberal Arts (ALA), Associate of Science (AS) or Associate of Baccalaureate Studies (ABS) degree from a Michigan community college,
3. obtaining a Michigan Transfer Agreement (MTA) stamp, or
4. obtaining a MACRAO stamp

The General Education areas below must be satisfied by taking at least one course in each area. These courses are identified in the Undergraduate Bulletin by the two letter prefix that precedes the course title. For example, a course with the prefix “FC” would satisfy the Foreign Culture requirement.

General Education Area Requirements

Historical Studies (HS)*

American Society and Institutions (AI)*

Social Science (SS)

Foreign Culture (FC)*

Visual and Performing Arts (VP)

Philosophy and Letters (PL)

Critical and Analytic Thinking (CT)*

TRANSFER CREDIT POLICY

Transfer Credit Evaluation

Currently, the Transfer Credit Evaluation Office evaluates credit earned through Advanced Placement, the College-Level Examination Program, the International Baccalaureate program, and course credit from other colleges and universities in the United States for all undergraduates who enter WSU.

Deductions of transfer credit for courses repeated at WSU should be communicated to the Transfer Credit Evaluation Office

Transfer Policy

General Education requirements may be satisfied by taking courses equivalent to those required by WSU at other institutions, by MACRAO stamp or Michigan Transfer Agreement, or by examination when applicable. Comprehensive information regarding transfer credit can be found at transfercredit.wayne.edu.

NOTE: Transfer policy does not cancel out the requirement that BC and IC must be completed with a "C" or better grade. The transfer policy does not meet MC in any curriculum/program.

Transfer Student Statute

Among the provisions of the full statute are the following:

1. The university will accept all traditional academic credit from regionally accredited four-year schools.
2. The university will accept up to 64 semester hours* from accredited two-year schools. In practice, all transferable credit from either four-year or two-year schools is posted to the Wayne State transcript although not more than 64 hours from a two-year school or schools will apply toward the minimum number of hours required to graduate.
3. The university will accept transferable credit in which the student has earned a "C" or better.
4. Concerning schools accredited by other agencies or having candidacy status with a regional association, the university will accept transferable coursework in which a grade of "A" or "B" has been recorded. The school must grant a degree, not merely a diploma, and must be accredited by an agency recognized by COPA. Finally, as with accredited schools, the course must either be equivalent or be of traditional academic nature.
5. The university will transfer "up to 12 semester hours of credit earned in technical, vocational and applied (TVA) courses ... if such courses are determined to be cognate or related to a student's intended program."

*Students in the Mortuary Science Program are required to complete 65 credit hours of prerequisite and general education coursework in addition to the 55 hours of coursework in the professional program. A Special Topics course or an online course in Medical Terminology (CLS 3330) are available for those students who completed all prior coursework at a community college and need to make up one credit hour.

Residency Requirement

The last 30 credit hours toward a degree must be taken at Wayne State University.

Three-Year International Degrees.

1. The international three-year degree is not the equivalent of a Wayne State University Baccalaureate.
2. Three-year degree holders may be considered for undergraduate admission to the University. Prior coursework will be transferred to the University on a course-by-course basis. Such students will be exempted from the University-wide General Education requirements, but will need to complete the College-specific requirements.

TOEFL

TOEFL policy changes are as follows:

1. International students who complete the equivalent of our two freshman composition courses with a grade of C or better at a U.S. college or university are exempt from taking the TOEFL. Completing an associate degree also exempts them from the TOEFL.
2. International and other students (regardless of their immigrant status) are not required to take the TOEFL if they graduate from a U.S. high school.

APPLYING TO THE PROGRAM

Application Process & Deadlines

The Mortuary Science Program only admits students in the Fall semester. The application deadline is **May 15th** to begin the program in the Fall. Once the application deadline closes, applications are reviewed and applicants are contacted for an interview, typically in early June. Applicants are informed of admission decisions approximately two weeks after interviews.

All applicants must include the following supporting documentation to their college application. Completion of the prerequisites with the minimum requirements does not guarantee admission to the professional program. Incomplete applications will not be considered for admission.

1. Completed [Online College/Program Application](#)
2. Successfully complete the admission [requirements](#)
3. Personal resume outlining your community or vocational activities, honors, employment, extracurricular and volunteer activities.
4. Provide [Plan of Work](#) of prerequisite courses currently in progress or planned for Winter and Spring/Summer terms.
5. Official transcripts from **all** colleges/universities attended (including WSU, if applicable) and AP/CLEP test results, if applicable
6. Two professional recommendations ([print or copy forms and distribute as needed](#))

If qualified, applicants will receive notification regarding a required interview.

The College application supporting documentation can be mailed or dropped off at:

Eugene Applebaum College of Pharmacy and Health Sciences
Office of Student Affairs, ATTN: Mortuary Science Application
259 Mack, Suite 1600
Detroit, Michigan 48201

Applicants who have never attended WSU as an undergraduate student must complete the undergraduate application at <https://cardinal.wayne.edu/apply/ug.php>.

NOTE: In addition to submitting transcripts to the Eugene Applebaum College of Pharmacy and Health Sciences Office of Student and Alumni Affairs, students who must complete a WSU application must also send a separate set of official transcripts to the University admission office.

Applicants who are not U.S. citizens must also include (this does not include Canadian students educated in Canada):

- Copy of Educational Credential Evaluation (ECE) or World Education Service (WES)
- Copy of Test of English as a Foreign Language (TOEFL)

REGISTRATION

For instructions on how to register for courses, visit <http://wayne.edu/students/how-to-register>. It is the responsibility of each student to register for classes. Students will not be reminded to register for courses by instructors or the Program. Failure to timely register for a course may result in having to take the course the next term that it is offered.

GRADING POLICY

Minimum Grade:

Students are required to maintain a program curriculum minimum GPA of 2.50 for continued enrollment and satisfactory completion. Your GPA will be calculated at the end of each semester to determine whether continued enrollment is possible. Each class must be passed with a grade of “C” or better. A grade of less than “C” will require that you retake the course.

Grade of ‘F’:

A grade of ‘F’ indicates that required class was failed. No credit will be given for the course and the student is immediately removed from the Mortuary Science Program

Grade of ‘I’:

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

Grade of ‘Y’:

A grade of ‘Y’ indicates that required class and/or laboratory assignments involve more than one semester and a final grade will be entered upon timely completion of the coursework

The following scale will be used in course grading:

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

60 - 62 % D-
below 60 % F

You can view your grades in Academica. Grades are usually posted within 24 hours of an instructor submitting them. You will receive an e-mail informing you when grades are posted.

To view your final grades:

1. Log in to [Academica](#)
2. Click on **Student Records** in the Student Resources menu.
3. Select **Final Grades**.
4. Select the term from the dropdown box and click the submit button.
5. To view another term please click on the **Select Another Term** link near the bottom left side of the page.

To view Early Assessment grades:

1. Log in to [Academica](#)
2. Click on **Student Records** in the Student Resources menu.
3. Select **Early Assessment Grades**.
4. Select the term from the dropdown box and click the submit button.
5. Early Assessment Grades are listed under the Midterm Grade column.

Course Re-Take Policy:

If you did not fail a course but received less than a “C” in any professional course, you will be automatically re-admitted for the following cycle to retake the course. You will be allowed to continue in the professional program except that you will NOT be permitted to continue to courses that are sequential. For example, if you receive a less than a “C” in Business Law I, you will not be able to register for Business Law II until you return the following year and pass Business Law I. The automatic re-admit is allowed for the second year of your studies only. If you receive another grade of less than “C” or fail to return the following year, you will be required to re-apply and admission will be from the general pool of applicants.

DROPPING AND WITHDRAWING FROM CLASSES

- If a student has a hold and needs help dropping a class, they should send an email request to registration@wayne.edu with the appropriate course information.
- Students may drop a fifteen-week course through the end of the fourth week of class.
- Classes that are dropped do not appear on the transcript.

Beginning the fifth week of class, you are no longer allowed to drop classes. You must withdraw instead.

- You must obtain instructor approval to withdraw from a class
- It is your responsibility to request the withdrawal. Failure to do so will result in a failing grade.
- The withdrawal period for full-term classes ends at the end of the tenth week of the term. See the [Academic Calendar](#) for specific information on when the withdrawal period ends.

Consequences of withdrawing from a course

Before withdrawing from a class, beware of the consequences. Make sure you've spoken with your instructor and advisor before making your decisions. Your instructor can provide valuable counsel on what it would take for you to successfully complete the course, and your advisor can review the university's course repeat policy to help you explore the benefits of completing the course.

Withdrawing does not cancel tuition or fees

- You are still charged for courses from which you withdraw.

Withdrawing will affect you academically

- Withdrawing increases the cost of your education, lengthens your time to obtaining a degree, and creates additional periods of income loss while you make up lost credits.
- Withdrawals result in one of the following on your academic record, as determined by your instructor:
 - “WP” Withdrawal with a passing grade earned to date.
 - “WF” Withdrawal with a failing grade earned to date.
 - “WN” Withdrawal never attended or no graded work to date.
- Instructors can also deny the request, and you will still be registered for the course.

Withdrawing may affect your ability to participate in programs, activities or even stay in the U.S.

- Many students — including student athletes, international students, scholarship recipients and others — must maintain full-time status.

Withdrawing may affect your financial aid

Complete a S.M.A.R.T. Check

We're here to help you graduate. Before you withdraw from a course, come to the Welcome Center to complete your S.M.A.R.T. Check.

- Completing a SMART Check will be mandatory if you intend to withdraw from a fall semester class.
- If you want to know how a course withdrawal might affect you academically and financially, you can complete a SMART Check at any time.

During your visit, you will meet with an enrollment management representative and learn about how withdrawing from a course will specifically impact you both academically and financially. You will receive personalized information to help you make an educated decision.

SMART Checks take place on a walk-in basis in the Welcome Center lobby Monday through Thursday from 8:30 a.m.-6 p.m. and Fridays from 8:30 a.m.- 5 p.m. A session will take about 30 minutes.

GRADE APPEALS

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 dishonesty.

Academic dishonesty matters should be addressed under the **WSU STUDENT DUE PROCESS POLICY**, which is outlined in detail at the Dean of Students link below:

<http://doso.wayne.edu/>

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 Appeal 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. If a student has documented efforts to obtain an informal meeting with the instructor and is unable to schedule this meeting within 10 calendar days the student will then have the right to proceed to a formal grade appeal within 30 calendar days following posting of the final course grade. The instructor should make every reasonable effort to meet with the student during this time period prior to a formal appeal.

Formal Final Course Grade Appeal Policy and Procedure

If the final grade in question remains unchanged after the informal final course grade review, any formal Course Grade Appeal to change the grade in question must be initiated in writing by the student within thirty calendar days following the posting of the final course grade. The Student must submit a formal written appeal to the appropriate Department Chair. This formal appeal must include a copy of the current course syllabus and a student appeal letter including detailed justification for the appeal.

This documentation must explicitly state which of the three criteria of allowable rationales is applicable and how the alleged violation occurred.

Formal Final Course Grade Appeal:

1. The Department Chair shall provide a time-stamped and dated copy of the formal student course grade appeal to the instructor, program director or program/department grade appeal committee. The Department Chair will then request input and/or response from the instructor, program director or the program/department grade appeal committee.
2. Student or Faculty involved in a grade appeal process may contact the University Ombudsperson at any time for assistance with any questions associated with a grade decision or the grade appeal process.
3. The Department Chair may convene an ad hoc special review committee (or charge an

- existing committee) to advise on any dispute.
4. The Department Chair shall review all documentation and respond in writing to the student within thirty calendar days of receiving the formal course grade appeal. The Department Chair will place, in writing, the final decision to the student, instructor, program director, program/department grade appeal committee or the reason for any delay in decision. The decision of the Department Chair can be appealed to the Office of the Dean.
 5. Appeals to the Office of the Dean must be submitted in writing within ten calendar days of the postmarked response from the Department Chair. The Dean or his/her designee must respond to the student appeal within thirty calendar days. The decision of the Dean or his/her designee is the final decision at the College level.
 6. If the appeal is denied at the Dean (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 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.

NATIONAL BOARD EXAM & GRADUATION REQUIREMENTS

1. All coursework within the Program and all pre-requisite/general education requirements must be complete to be eligible to take the PNBE and NBE. The National Board Examination is a requirement for graduation.
2. The Practice National Board Examination (PNBE) must be taken, and a minimum score of 85% must be obtained on both the Arts and Sciences sections.
3. The PNBE is taken as part of the Professional Review course, and may not be taken prior to the time it is offered in the Course.
4. Material and test questions from the PNBE may not be shared with any other person. Violation of this requirement, or any violation of academic integrity will result in a Student Conduct Report being filed with the Dean of Students Office, and may result in disciplinary action including permanent removal from the Program and WSU. The NBE and graduation process will stop pending adjudication of the disciplinary proceedings.

5. The cost of taking the first PNBE is covered by the Program. If the required score is not obtained on either section, that section or sections will be retaken at the student's expense until the minimum score is obtained. The cost of the PNBE is \$50 per section.
6. If the student passes one section of the PNBE with 85% or higher, but does not pass the other section of the PNBE with an 85% or higher, only the section below an 85% needs to be retaken, as long as it is done within 30 days. If not done within 30 days, both sections need to be retaken.
7. Once all coursework has been determined to be complete and a score of 85% or higher on each section of the PNBE has been obtained, the student will be certified to take the NBE.
8. The NBE will be taken at the student's expense. The current cost is \$500 for both sections and is paid to The International Conference of Funeral Service Examining Boards (The Conference). Students are encouraged to plan early for the payment of this fee.
9. At the completion of Professional Review Class, a grade of "I" will be entered for each student. The student has 60 days from the end of the Spring/Summer Semester to take the NBE. If the NBE is taken within the 60 day period, the grade earned in Professional Review class will be entered and the student will be eligible to apply for graduation. If the NBE is not taken within 60 days of the end of Spring/Summer semester, the "I" grade will be converted to an "F" and the student will have to repeat the Professional Review course the following Spring/Summer semester.
10. Once the NBE is taken, it is the student's responsibility to apply for graduation from WSU. This is done through Pipeline.

NBE STUDY GUIDE

An NBE Study Guide must be purchased prior to the first day of class. The Study Guide is available at the WSU Bookstore or online from The Conference at <https://theconferenceonline.org/place-an-order/national-board-exam-study-guide/>

GRADUATION

One of the last steps you need to take before receiving your degree is to apply for graduation. Before you apply, you should make an appointment to see your academic advisor to ensure you have completed all degree requirements. Your academic advisor is Robert Hellar. Mr. Hellar can be reached by email at ac4659@wayne.edu or by phone at (313) 577-8715.

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

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

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

Effective Fall 2014, there is no longer an application fee for Graduate, Law and PharmD students.

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

Click the following link for a How-to Video: [How to Apply for your Degree or WSU Certificate](#)

Diplomas and certificates for all levels are 8" x 10".

**Commencement Ceremonies are held in May and December. Those fulfilling their degree requirements in the Spring/Summer term may choose to attend either ceremony. For further information please see the Commencement website at commencement.wayne.edu.

TUITION & FEES

Tuition Rate

For 2015, the tuition rate for Mortuary Science students is \$409.25 per credit hour. The Student Services credit hour fee is \$32.95 and the Registration Fee is \$204.85.

Course Material Fees

Courses listed as having special fees require payment of the fee in addition to the tuition. The fee may be cancelled when the course is officially dropped within the tuition cancellation period. For additional information, contact the Department offering the course.

Mortuary Science Program Fees

Students in the Mortuary Science Program are required to pay a one-time fee for liability insurance and a background check. The fee for liability insurance is \$13.00 and the background check fee is \$10. These fees are due at orientation. Two separate checks or money orders should be made out to Wayne State University. These payments will be collected at orientation by Mortuary Science program staff.

Dropping Classes

Students must drop classes via the Web by logging into [Academica](#). If a student has a hold and needs help dropping the class then they should send an e-mail request from their WSU e-mail account to registration@wayne.edu. The e-mail must be sent within the tuition cancellation period and include all applicable class information. Please refer to the [Registration Calendar](#) for the specific tuition cancellation dates.

Employee & Dependent Tuition Benefits

Please refer to the [Total Compensation and Wellness](#) website for complete details

Great Lakes Tuition Policy

Undergraduate students who reside in a state or Canadian province that borders on a Great Lake will be eligible to pay a rate that is equal to 110% of the Michigan resident rate. This tuition discount program will replace the Good Neighbor tuition waiver for undergraduate students. Undergraduate students who were admitted/enrolled under the Good Neighbor tuition discount policy (up to and including Fall term 2013) will continue to be eligible for the benefits of the Good Neighbor tuition discount for the 2013-2014 academic year. Beginning in the 2014-15 academic year, undergraduate students formerly eligible for the Good Neighbor discount (100% of the differential between resident and non-resident rates) will be eligible for the Great Lakes discount, at 110% of the resident rate.

Student Service Fee (formerly called Omnibus Fee)

The Student Service Fee is used primarily to maintain, upgrade and replace student computing and technology resources on campus. A small portion is also used to fund student activities on campus, and to enhance programs directed toward improving on-campus activities, including athletics. The Student Service Fee is assessed to all students. Please refer to the [Tuition and Fees Rate Chart](#) for the current term's rate.

Matriculation Fee

New undergraduate freshman and transfer students will pay a \$250.00 Matriculation Fee beginning in the Fall term 2014. This fee will replace the Orientation Fee and the Graduation Application Fee.

Registration Fee

The registration fee is charged to all students every semester. Any student registering after the early-priority registration dates (as indicated on the registration calendar) will be charged a \$35 late-registration fee if completed before the start of classes and \$70 if completed after the start of classes. Please refer to the [Academic and Registration Calendar](#) for specific tuition cancellation dates.

Residency for Tuition Purposes

Current rules and regulations regarding the residency policy may be found in the University Bulletin and are attached to the [Application for Residency Classification](#). The rules and regulations are subject to change without notice by action of the Board of Governors and the University reserves the right to correct errors in a student's residency classification at any time. After enrolling a student may challenge the initial classification made by the Office of Admissions by filing an Application for Residency Classification with Registration and Scheduling. Applications for Residence Classification must be received by:

- September 30 for the Fall Term and the Medical Year Term
- January 31 for the Winter Term
- July 31 for the Spring/Summer Term

Deadlines falling on weekends will be extended to the next business day. Applications received after these dates will be processed for the following term. Please contact Records and Registration at (313) 577-8193 for additional information

Qualifying for in-state tuition

Students can qualify for in-state tuition by graduating from an accredited Michigan high school (after at least three years of attendance) or by earning a Michigan GED and enrolling at WSU within 28 months after receiving the high school degree. An individual does not need to be a legal resident of Michigan or a citizen of the United States to qualify for in-state tuition.

Senior Citizen Reduced Tuition

Students 60 years of age or older on the first day of classes for the term are entitled to a 75% reduction of the regular tuition rate. Students are responsible for the entire amount of the Registration Fee, Fitness Center Fee, Student Service Fees and any class related fees. Eligible students must submit proof of age (e.g., copy of Michigan Driver's License or Birth Certificate) by mailing it to Records and Registration located at 5057 Woodward, 5th Floor, Detroit, 48202. The document can be faxed to (313) 577-7870, include name and I.D. number. If additional information is needed, contact the Student Service Center at (313) 577-2100 or by email to studentservice@wayne.edu.

Tuition and Fee Payments

Student Financial Obligation for Payment of Tuition and Fees

By completing registration for a semester students become financially responsible for payment of all applicable fees by the published due date(s). Payments not received by the due date(s) are subject to collection, attorney, and litigation costs, which also become a financial obligation of the student. Students are encouraged to familiarize themselves with their [electronic bill](#) (eBill) and [billing and payment](#) dates.

Additionally, accounts must be current to maintain enrollment eligibility and to request and receive official University documents and services. If you have questions, or require additional information, please contact the [Student Accounts Receivable](#) Office website or at (313) 577-2100.

Payment Methods

Numerous alternatives for tuition and fee payments are provided for students convenience. Please refer to the [Student Accounts Receivable](#) Office website for complete details.

Late Payment Fees

Please refer to the Office of the Bursar for [Late Payment Fee](#) information and assessment schedule.

A complete list of billing and payment due dates is posted on the Cashier's Office website under [Billing and Payment Dates](#).

Delinquent Prior Term Balances

Students who register for classes owing a prior term balance are subject to course cancellation if

payment in full is not received by the last day of the term for which the balance is due. Personal checks are not accepted for prior term balances. Payment must be made by CASH, CERTIFIED CHECK, or MONEY ORDER.

Billing and Payment Dates

Please refer to the Cashier's Office website for current [Billing and Payment Dates](#)

Tuition and Fee Rates

Students are assessed tuition each semester based on their college, level, year in school, academic program, residency, and credit hours. Please refer to the [Tuition and Fee Chart](#) for a complete listing of the current term's rates.

A [Tuition Calculator](#) is available to help students determine their tuition and fees for a particular term. The tool is easy to use and only requires four student-type specifications.

Students with questions concerning their tuition and fee assessment may contact Records and Registration at (313) 577-2100, or by email to studentservice@wayne.edu.

Tuition and Fee Regulations

In conformity with the basic tuition and fee schedule adopted by the Board of Governors, the President has authorized the enclosed [Tuition and Fee Regulations](#), superseding all previous regulations concerning tuition and fees. Questions concerning Tuition and Fee Regulations should be referred to Linda K. Falkiewicz, University Registrar at (313) 577-3550 or by email to registrar@wayne.edu.

Tuition Cancellation

Students are contractually liable for tuition unless they take official action during the tuition cancellation period to drop classes. Please refer to the [Registration Calendar](#) for the specific tuition cancellation dates.

Questions concerning registration or assessment should be directed to Records and Registration at (313) 577-2100. Classes for which a grade has been earned may not be dropped.

Financial aid recipients should contact the Office of [Student Financial Aid](#) at (313) 577-2100 or by email to tostudentservice@wayne.edu before processing an official drop to determine the effect of this action upon their financial aid.

Cancellations are computed on tuition assessed. The amount cancelled will be credited to the student's account. If this results in an overpayment, a refund may be requested from the [Student Accounts Receivable](#) Office by calling (313) 577-2100. If the credit is not sufficient to cover the outstanding balance, the student is responsible for the remainder and must pay in accordance with the [billing and payment](#) dates to avoid late payment fees.

Tuition Cancellation - Special Adjustments

The University Registrar is authorized to make adjustments in the application of the Tuition and Fee Assessments' and Enrollment policies when unusual circumstances warrant. Circumstances,

which may warrant special tuition cancellation, are serious illness or death of an immediate family member, or misadvisement by a University representative. Tuition cannot be cancelled for reasons such as changes in work schedule or other employment demands, or for reasons that are within the control of the student. Non-Attendance, by itself, is not an acceptable reason for not dropping a class in a timely manner.

The University Non-Attendance Policy will allow tuition cancellation only for students in their first term at Wayne State University. Instructors for all courses must verify the student did not attend classes after the tuition cancellation deadline. This policy is designed to provide relief to those students who in their first semester at Wayne State may not be familiar with the University's Tuition Cancellation Policy.

A **medical withdrawal** is a complete withdrawal from all courses. For approved requests, the University Medical Withdrawal Policy will grant 100% tuition and fee cancellation if a student stops attending **ALL** classes before the end of the 10th week of the scheduled class meeting period in a full fall/winter term. Medical documentation will need to confirm that medical attention was provided during this time period. For medical withdrawals occurring during the 11th or 12th week, tuition cancellation will be granted at the rate of 60%. There is no tuition cancellation after the twelfth week of the term. These periods are adjusted proportionally for courses that do not run the full term. Students are required to submit a [Request for Medical Withdrawal](#) application, including medical reports from the attending physician(s).

All special adjustment requests must be received by the Registrar's Office by:

- Winter Term - July 1
- Spring/Summer Term - November 1
- Fall Term - March 1

If the deadline falls on a weekend, it will be extended to the next business day. Applications must be received by the filing deadline date because exceptions to the deadline are not granted. Please contact Records and Registration at (313) 577-8193 for additional information.

Financial aid recipients should contact the Office of [Student Financial Aid](#) at (313) 577-2100 or by email to tostudentservice@wayne.edu before submitting an application to determine the effect of this action upon their financial aid.

Tuition Cancellation Dates

Please refer to the [Registration Calendar](#) for term specific tuition cancellation dates.

Tuition and Fees may be cancelled in accordance with the following schedule when students officially drop from classes.

- **Classes meeting 9 - 15 weeks:** Students who officially withdraw from scheduled classes before the 3rd week of classes are entitled to a 100% tuition cancellation and 0% thereafter.
- **Classes meeting 4 - 8 weeks:** Students who officially withdraw from scheduled classes before the 2nd week of classes are entitled to a 100% tuition cancellation and 0% thereafter.

- **Classes meeting fewer than 4 weeks:** Students who officially withdraw from scheduled classes before the first day of classes are entitled to a 100% tuition cancellation and 0% thereafter.
- **Classes meeting 16 - 27 weeks:** Students who officially withdraw from scheduled classes before the 4th week of classes are entitled to a 100% tuition cancellation and 0% thereafter.
- **Classes meeting 28 or more weeks:** Students who officially withdraw from scheduled classes before the 7th week of classes are entitled to a 100% tuition cancellation and 0% thereafter.

FINANCIAL AID

The application deadline for financial aid from the Office of Student Financial Aid is January 15. For further information, contact: the Office of Student Financial Aid; telephone: 313-577-3378.

Program specific scholarships are offered in the Mortuary Science Program. Criteria and applications for these scholarships are communicated to students through the Program Director when such scholarships become available. Contact information for the Office of Financial Aid is below.

Welcome Center
 42 W. Warren Avenue
 P. O. Box 2340
 Detroit, MI 48202-0340
 Email: studentservice@wayne.edu
 Phone: 313-577-3378

CODE OF CONDUCT AND DUE PROCESS

Students are required to adhere to the Wayne State University Student Code of Conduct. An information sheet regarding the Code of Conduct and resolution process are appended to this handbook. More information regarding the Code can be found at <http://doso.wayne.edu/student-conduct-services.html>.

CODE OF CONDUCT

Students in the Mortuary Science Program must abide by the Wayne State University Code of conduct, which may be found at <http://doso.wayne.edu/assets/codeofconduct.pdf>

Students, faculty members, or any other member of the campus community who observe a student violating the student code of conduct may file Code of Conduct charges through the Dean of Students website at <http://doso.wayne.edu/file-code-of-conduct-charge.html>

COMPLAINT PROCEDURE

If a student feels that he or she has been discriminated against, has been a victim of sexual harassment, or has been treated unfairly in an academic or other student-related matter, the issue is to be reported to the Program Director. The Program Director can be contacted by email at evely.wayne.edu, by phone at 313-577-1202, or by coming to the Program Director's office, located on the 3rd Floor. The Program Director maintains an open door policy to address student concerns of any nature.

Students can utilize the "Care Report" online feature, located on the Dean of Students website at: <http://doso.wayne.edu/student-care-report.html> if they observe a situation between other individuals or regarding a situation in which they are involved. This is a confidential (but not anonymous) reporting mechanism which goes directly to the WSU Dean of Students and the WSU Conduct Officer.

If a student is accused of academic or non-academic misbehavior, The Program Director will investigate the issue and facilitate a resolution. The issue may be referred, either by the Program Director, or at the request of the Student, to the Wayne State University Dean of Students Office. After reviewing the matter, the Dean will give the student the option of having an informal conference with the Dean of Students or opting for a formal hearing with a faculty and student panel, for which a written decision will be rendered.

SEXUAL HARASSMENT & DISCRIMINATION POLICY & PROCEDURES

It is the policy of Wayne State University that no member of the University community may sexually harass another. Any employee or student will be subject to disciplinary action for violation of this policy. The law of the State of Michigan prohibits discrimination in employment and in education and provides that:

Discrimination because of sex includes sexual harassment which means unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature when:

- (i) Submission to such conduct or communication is made a term or condition either explicitly or implicitly to obtain employment, public accommodations or public services, education, or housing.
- (ii) Submission to or rejection of such conduct or communication by an individual is used as a factor in decisions affecting such individual's employment, public accommodations or public services, education, or housing.
- (iii) Such conduct or communication has the purpose or effect of substantially interfering with an individual's employment, public accommodations or public services, education, or housing, or creating an intimidating, hostile, or offensive employment, public accommodations, public services, educational, or housing environment. MCLA 37.2103(h).

In the area of speech, what the law and this policy prohibit is speech as action: that is, sexual communication which is either directly coercive as demanding favors, or indirectly coercive, as rising to that level of offensiveness which interferes substantially with the victim's education or employment. The determination of what level of offensiveness is actually coercive, and therefore unlawful and prohibited by this policy, will in some cases be difficult. A significant

element in the determination is provided by the fact that an unequal power relationship underlies sexual harassment. The more unequal the relationship, the more the risk is of substantial interference with the victim's education or employment.

In the area of physical contact, physical contact which is unwelcome is so gravely offensive that it always has the effect of substantially interfering with the victim's employment or educational environment. Employees and students should not take for granted that they are welcome to touch other employees or students, since if their contact is in fact unwelcome, they will be in violation of the law and of this policy.

If a student feels that discrimination or sexual harassment has taken place, the Student is to report the issue with the Program Director. The matter may be referred, either by the Program Director, or by the Student, to the Wayne State University Office of Equal Opportunity- 656 W. Kirby Ave. Suite 4324 F/AB Detroit, Michigan 48202 Telephone: (313) 577-2280.

Wayne State University Title IX Coordinator:

Christopher Jones
(313) 577-2280
eb6450@wayne.edu

ACADEMIC PROBLEMS

Problems with Academics should be addressed to the instructor or Program Director. The student may also take advantage of the University's Academic Success Center, which provides tutoring, supplemental instruction, and reading, writing, and math help.

Academic Success Center

David Adamany Undergraduate Library
Suite 1600
Detroit, MI 48202
(313) 577-3165 (Phone)

OTHER STUDENT ISSUES

If a member of the campus community, including other students and faculty members observe behavior of a student that does not violate the Student Code of Conduct, but is concerning, such as behavior indicating mental illness, depression, or lack of respect for other students, they may file a Student Care Report with the Dean of Students Office at <http://www.doso.wayne.edu/student-care-report.html>.

Issues regarding faculty members may be addressed with the Program Director. The Program Director maintains an open door policy to speak to students about any issues that affect their educational experience and to help resolve those issues. Students may walk-in or make an appointment by email.

ATTENDANCE POLICY

1. Each student is allowed 2 personal days per semester for absences.
2. If a student exceeds 2 personal days, the grade for each class missed will be dropped one full letter grade.
3. Deviations for extended illnesses or deaths within the immediate family (spouse, child, parent, or grandparent) will be granted at the discretion of the Program Director, and will not be considered without proper documentation.
4. If a student intends to use a personal day, an email must be sent to the instructor for each class the student will be absent from. The email must be sent prior to 9am on the day of the absence.
5. If a student reports for class late and the instructor has already taken or collected attendance, the late arrival will be considered an absence.

USE OF CELL PHONES & ELECTRONIC DEVICES

1. Cell phone use of any kind is prohibited in classrooms and labs during class periods. Violation of this policy will result in removal from the class period, and the removal will be treated as an absence.
2. Laptop computers and tablets may be used in classrooms to take notes, or to view powerpoints or other class-related materials at the approval of the instructor. Unauthorized or improper use of electronic devices during class periods will result in removal from the class period, and the removal will be treated as an absence.
3. Use of any electronic device, including but not limited to phones, cameras, recorders, and tablets are strictly prohibited from labs, Practicum sites or any other area where human remains are present. Photographing or recording in any way a deceased or any part of a deceased is strictly prohibited. Violation of this rule will result in removal from the Program.

DRESS CODE

Funeral Service requires funeral directors to dress appropriately and conservatively. Fridays are professional dress days. Monday through Thursday are casual dress days. Professional dress must be worn for class trips or for guest lectures/presentations.

Males

Monday- Thursday Requirements:

- All clothing must be conservative
- No hats
- No sandals
- Men must shave daily, beards are not permitted; mustaches are permitted, but must be neatly trimmed
- Hair must be trimmed above the collar, and any dye must be of a natural color
- No earrings or other facial jewelry
- No visible tattoos or body piercings

Friday Requirements:

- Matching business suit; black, navy, gray, or dark brown
- Conservative button-down dress shirt with tie
- Dark dress socks and brown or black dress shoes

Females

Monday-Thursday Requirements:

- All clothing must be conservative
- Hair must be neatly and conservatively styled and any dyes must be a natural color
- No hats
- No sandals
- Maximum of 2 earrings per ear and no other facial jewelry
- No visible tattoos or body piercings

Friday Requirements:

- Matching business suit (with either pants or skirt) black, navy, gray, or dark brown
- Skirts must be modest length- no more than 2 inches above the knee
- Blouses must be conservative with a modest neckline
- Conservative dress shoes

DRUG & ALCOHOL USE ON CAMPUS

Wayne State University is committed to providing a drug-free environment for its faculty, staff, and students. The unlawful possession, use, distribution, dispensation, sale or manufacture of drugs or alcohol is prohibited on University premises, at University activities and at University worksites.

Any student or employee who is convicted of a criminal drug offense occurring at the workplace or is convicted of the unlawful possession, use, distribution, dispensation, sale or manufacture of drugs or alcohol on University premises or at any University activity, shall be subject to discipline consistent with applicable University policies and contracts and may be required to participate in an appropriate drug or alcohol treatment program as a condition of further employment or enrollment.

The University encourages employees and students who may have problems with the use of illicit drugs, or with the abuse of alcohol, to seek professional advice and treatment. The Board of Governors encourages the administration to explore additional ways to ensure that members of the University community are aware of the dangers inherent in the abuse of drugs and alcohol, and to assist those who suffer from alcohol or drug abuse in obtaining access to necessary rehabilitation and treatment.

All faculty, staff, and students must abide by the terms of this policy as a condition of employment or enrollment at the University. Any faculty or staff who is directly engaged in the performance of a federal grant or contract, and who is convicted of a criminal drug-related offense that occurred at the workplace, must notify his or her supervisor within five days of the conviction.

This policy is adopted in accordance with the Drug-Free Schools and Communities Act Amendments of 1989 and the Drug-Free Workplace Act of 1988, and incorporates and supercedes the policy adopted by the Board of Governors in June, 1989, in accordance with the Drug-Free Workplace Act of 1988.

Wayne State University Statutes

The Wayne State University Statutes are found at www.bog.wayne.edu/code. Each student is required to read and abide by all WSU Statutes and by signing the acknowledgement of this handbook agrees to be bound by the WSU Statutes.

DISABILITY SERVICES

HOW TO REGISTER WITH STUDENT DISABILITY SERVICES (SDS)

1. **Admission to the university:** To register with SDS you must first be admitted as a student to Wayne State University.
2. **Intake appointment and form:** Schedule an intake appointment with a SDS disability specialist by calling 313-577-1851; TTY: 313-577-3365. The Student Disability Services Intake form can be filled out prior to your intake appointment.
3. **Provide documentation of disability:** If you are registering with SDS, you will need to read the Disability Documentation Guidelines that apply to everyone as well as the documentation guidelines for the specific disability you have. **In order to register with SDS you must have sufficient documentation.** Providing SDS with documentation in advance of your intake appointment will expedite the intake process. **You are strongly encouraged to submit your documentation prior to the intake.** Documentation can be faxed to SDS at 313-577-4898 or delivered in person. If it is not possible to provide documentation prior to your appointment, please bring the documentation to your intake appointment.
4. **Meeting with the disability specialist:** At the intake appointment you will discuss the history of your disability with the disability specialist. You should have a good understanding of your disability and how it impacts your learning. Appropriate and reasonable accommodations will be discussed and the disability specialist will issue accommodation letters that you will give to your professors. Assistive technology needs will also be discussed and requests processed. **You must also provide the disability specialist with your current detailed class schedule if you are registered for classes.** After your intake is complete, follow up appointments may be scheduled with your disability specialist.

CHECKLIST OF WHAT TO BRING TO YOUR INTAKE APPOINTMENT:

- Intake form completed
- Sufficient documentation of disability
- Current detailed class schedule

AS A REGISTERED STUDENT WITH SDS, YOU MAY:

- Use priority registration for classes
- Use SDS study rooms
- Engage in on-going support from your Disability Specialist throughout the semester.

DISABILITY SERVICES: Accommodations and Services

Accommodations and services are individualized and based upon the student's documentation. It is for this reason that students should insure that they have sufficient documentation that supports the need for appropriate and reasonable accommodations. **Accommodations and services cannot be guaranteed if students choose not to follow the procedures for registering with Student Disability Services in a timely manner.** Accommodations and services can be revisited as needed, but they are not retroactive and cannot be guaranteed if procedures are not followed with reasonable, advanced notice. Some of the accommodations and services provided by SDS might include the following:

1. Alternative testing
2. Interpreter/CART reporting
3. Alternative text format
4. Notetaking assistance
5. Assistive technology
6. Use of SDS exam/study rooms

Students who receive accommodations need to:

- Communicate with instructors during the semester regarding accommodations and/or services
- Contact the instructor and SDS immediately if any significant course changes occur
- Inform the instructor and the SDS Disability Specialist immediately if any problems regarding accommodations and /or services occur

Student Disability Services does not provide personal attendants and personal adaptive equipment. It is not the responsibility of the university to provide these services.

Wayne State University strives to be an accessible campus for all individuals. Physical maintenance of all university buildings is a top priority. However, on occasion, students with disabilities encounter a physical barrier that impedes accessibility. To report an accessibility problem, click on the link "[Report Barriers](#)"

APPEAL PROCEDURE:

Accommodations are determined on an individual basis and students are encouraged to work closely with Student Disability Services throughout their involvement with the program. In the event a disagreement arises the student is encouraged to use the following process for dispute resolution and appeal.

Step 1:

The student discusses concern with assigned Disability Specialist and should be prepared to consider alternative solutions and perspectives. If satisfactory solution is not reached, student proceeds to second step, a written appeal to the Director of Student Disability Services.

Step 2:

The Director of Student Disability Services must receive typewritten appeal within 15 working days and include:

1. Description of the issue including significant dates
2. The basis for the appeal and any supporting documentation as necessary
3. The resolution requested

If student disagrees with findings or resolution offered by the Director, the student can appeal to the Committee on Students with Disabilities.

Step 3:

The committee convenes only when a student files an appeal. Decisions made by the Committee on Students with Disabilities are final, unless otherwise stated by the Committee.

Students dissatisfied with the appeals process or decision of the committee may contact the Office of Equal Opportunity, <http://www.deo.wayne.edu/>

RIGHTS & RESPONSIBILITIES

Students with disabilities have the right to:

- Full and equal participation in the services and activities of Wayne State University
- Reasonable and effective accommodations, academic adjustments and /or auxiliary aids as determined on a case-by-case basis
- Maintain confidentiality regarding disability information including the right to choose to whom the disclosure of disability is made except as required by law
- Information readily available in accessible formats as long as request deadlines to ensure availability are met

Students with disabilities have the responsibility to:

- Meet Wayne State University's qualifications including essential academic, technical, and institutional standards
- Identify as an individual with a disability and request accommodations in a timely manner and to seek information, counsel and assistance as necessary
- Provide documentation from an appropriate professional source verifying the nature of the disability, functional limitations, and the rationale for specific accommodations being recommended
- Follow specific procedures for obtaining reasonable and appropriate accommodations, academic adjustments, and/or auxiliary aids as outlined by disability services

The University, through faculty and staff, has the right to:

- Maintain the University academic standards, which include establishing essential functions, abilities, skills, knowledge and standards for courses, programs, services, jobs and activities or facilities and to evaluate students on this basis
- Confirm disability status and request and receive current, relevant documentation that supports requests for accommodations, academic adjustments and /or auxiliary aids and services
- Select among equally effective/appropriate accommodations, academic adjustments, and/or auxiliary aids and services
- Have appropriate staff discuss students and the nature of their disabilities given signed consent in order to implement requested accommodations, particularly instructional accommodations
- Deny requests for accommodations, academic adjustments, and/or auxiliary aids when disability documentation does not identify a specific disability, fails to verify the need for the requested services, or is not provided in a timely manner
- Deny requests for accommodations, adjustment, and/or auxiliary aids that are inappropriate or unreasonable based on disability documentation including any that:
 1. Pose a direct threat to the health and safety of others
 2. Constitute a substantial change or alteration of an essential course element or program standard
 3. Pose undue financial or administrative burden on the University

PROFESSIONAL CONDUCT

Funeral Service demands professional behavior from funeral directors. As such, the same is expected of students in a funeral service program. There is a great amount of trust placed in a funeral director in handling the arrangements and disposition of a deceased, and the highest standards of professional behavior are expected of students in the Mortuary Science Program at Wayne State University.

Licensure as a Mortuary Science Licensee in the State of Michigan (and other jurisdictions) requires good moral character as determined by the Board of Examiners in Mortuary Science. Contrary actions may result in the inability to become licensed. Information related to unprofessionalism, dishonesty, and lack of good moral character will be reported to the Board of Examiners in Mortuary Science or other applicable licensing authority.

Classroom, Lab, and Practicum Site Decorum

When making funeral arrangements, a funeral director is expected to maintain focus and be engaged in listening to information provided by the family. Courtesy, respect, and superior ethics are paramount in successful funeral service practice.

Accordingly, students shall behave in a professional manner at all times in classrooms, labs, and at Practicum Sites. Sleeping in class or otherwise disrupting a class will subject a student to removal from the class at the instructor's discretion. Engaging in activities not expressly authorized by the instructor or Practicum preceptor, or behaving in a manner inconsistent with

what is expected in a funeral home, is prohibited and will subject the student to disciplinary action, which may include grade reduction, removal from the course, and removal from the Program.

Confidentiality

Families trust funeral directors to keep information about the deceased and family private. Failure to do so can result in civil and criminal liability.

Accordingly, students in the Program are held to the same standard. Any release of information about a deceased, including, but not limited to, identity of the deceased, circumstances of death, conditions of the remains, and familial issues, is strictly prohibited in any form. This does not apply to educational related discussions. It does apply to conversations, social media postings, or any other form of communication with those outside of funeral service, and communications for purposes other than education or professional consultation.

Posting information related to a deceased on social media is strictly prohibited and will result in disciplinary action, including removal from the Program.

Social Media

Funeral homes monitor the social medial postings of employees and job applicants and may take negative action based on unprofessional or damaging postings.

Students in the Program are held to the same standard, and social media sites are monitored. Students are warned that social media postings, even when initially made in private form, can become public. Information received by the Program that affects character may result in disciplinary action, including removal from the program.

NATIONAL BOARD EXAM SECURITY POLICY

The National Board Examination (NBE) is a requirement for graduation from the Mortuary Science Program and a requirement for licensure in the State of Michigan and other jurisdictions. The NBE is a professional licensing exam, and candidates are expected to conduct themselves as professionals in preparing for and taking the exam.

The International Conference of Funeral Service Examining Boards (ICFSEB), which administers the NBE, has a comprehensive explanation of exam rules and procedures contained in the National Board Examination Candidate Handbook, which can be found at : <http://www.theconferenceonline.org/wp-content/uploads/2013/04/NBE-Candidate-Handbook-2014-6-26-2014.pdf>

Attempts to reproduce NBE content in any form is a violation of exam security rules and will be reported to the ICFSEB. After you have taken the NBE, do not discuss the content of the exam with anyone including students, graduates and Wayne State University faculty members. You are also cautioned about visiting websites or other media in which NBE content appears or is discussed. Violations of NBE security policies may result in invalidation of your NBE scores and denial of licensure.

SAFETY & HEALTH GUIDELINES

Program Safety Policy

General laboratory safety will be covered in an educational session during orientation. You should be aware of the location of the SDS (Safety Data Sheets) of all chemicals used in the embalming suite and laboratories and be familiar with the cautions and warnings for each chemical or fluid. Safety Data Sheets are kept in a binder on located on the west wall of the embalming lab under a sign that reads “Right to Know Information”.

Laboratory instructors will provide non-routine task training on the first day of lab. This training will include discussion of: non-routine procedures (including step-by-step directions), the nature of labeling on products to be used, review of related MSDS sheets, and emergency procedures. The Mortuary Science Program practices and adheres to established and recognized safety protocols as mandated by OSHA concerning chemical safety, blood borne pathogens and infection control.

Student Health Services

All WSU students have access to health services at the Campus Health Center located at 5200 Anthony Wayne Drive Suite 115. The Campus Health Center provides illness care, preventative health care including immunizations and testing, routine health care including physicals, and wellness counseling. The center is open Monday-Friday 9:00am-5:30pm. All WSU students are provided with one free visit per semester, and many major insurance plans are accepted. Appointments may be scheduled by calling 313-577-5041 or by visiting the [Campus Health Center website](#)

SAFETY & HEALTH GUIDELINES

I. Embalming Laboratory

Embalming Lab Coordinator:

Prof. Sharon Gee-Mascarello- 313-577-2050 sgee@wayne.edu

Embalming Lab Safety Policy

Work in the embalming lab poses health and safety risks that need to be considered and addressed. Below is a list of work practices that MUST be followed during all lab sessions.

1. Follow the instructor’s directions at all times, and maintain an awareness of the chemical and biological hazards present and how to reduce your risk to exposure.
2. Check to make sure ventilation hoods are “ON” before starting work.
3. Keep remains covered in zipped body bags when they are not being prepared.
4. Do not eat, drink, apply lip balm, or touch your face while in the Lab.
5. Wear gloves when handling remains cleaning , or handling waste material.
6. Change gloves when damaged and periodically as needed.
7. Wear eye protection.

8. Wear scrubs, a lab coat, or gown, and face shield, shoe covers, and bouffant caps while in the lab.
9. Dispose of all scalpel blades and other sharps in red “SHARPS” containers.
10. Wash hands and any exposed skin immediately on contact with bodily fluid or embalming fluid and before leaving the lab area.
11. All waste containers must be kept closed when not actively being filled. Do not overfill.
12. Report injuries or problems to the laboratory supervisor as soon as possible.

II. Care of Deceased

All students are responsible for the proper care of human remains. When preparation is not taking place, the deceased should be kept in a zippered body bag. When the deceased is being prepared, a modesty cloth should be placed on the deceased.

1. DO NOT remove the identification tag on the deceased
2. DO NOT perform any procedures that are not specifically authorized by the instructors

III. Laboratory Hygiene Practices

Used lab coats are available to students at no cost. The program does not provide students with scrubs, so please purchase those prior to starting the program. PPE listed below are provided to students.

A. Required Personal Protective Equipment (PPE)

1. Lab Coat/Scrubs/Impervious Gown
2. Gloves (Latex or Nitrile)
3. Face Shield
4. Shoe Covers
5. Bouffant Cap

B. Care of Personal Protective Equipment (PPE)

1. Lab Coat -Wash your lab coat when it gets dirty in a washing machine—not with your regular clothes. Add bleach as an added precaution. Lab coat should not be soaked with fluids. If it is, it should be disposed of in the hazardous lab trash.
2. Gloves- Remove disposable gloves and discard in lab-waste container. Do not re-use. Check gloves before donning to make sure there are no holes or tears
3. Eyewear- Store safety glasses in a bag, box, or container to prevent contamination. Store face shield in a clean container/area and decontaminate after each use with a solution of 10% bleach.

C. Additional Recommendations

1. Avoid wearing contact lenses when working with cadavers. In all cases, wear eye protection over contact lenses.

2. If pregnant, consult with your physician before continuing with the Embalming Lab
3. Close lab doors during class sessions.

IV. Potential Hazards and Preventive Measures

Working in an Anatomy Lab is a valuable educational experience, but is not without risk. Fortunately, good work practices and common sense can minimize the risk of injury and exposure to embalming fluid and biohazards.

A. Implementation of Preventive Measures

The Embalming Lab Coordinator is responsible for communicating lab policy to the teaching staff and for making sure established work practices are being followed.

B. Review of Hazards and Established Work Practices

Work Practices- Chemical

1. Keep body bags closed when not directly working with them.
2. Work neatly and clean up spilled embalming fluid promptly.
3. Dispose of saturated wipes, absorbent pads, and paper towels promptly
4. Keep chemical and biohazardous waste containers securely closed when not adding waste
5. Close and tie/tape waste bags closed when $\frac{3}{4}$ full to prevent overfilling and bag breakage.
6. Do not begin preparation when the ventilation system is not working
7. Keep embalming machine hoses inserted into a drain when draining the tank
8. Promptly apply water or a formaldehyde neutralizing agent to any formaldehyde spills.

Work Practices- Biological

1. Keep biological waste containers closed when not in use.
2. Keep hoses, trocars, and hypodermic needles inserted into a drain while draining or reversing water flow.

Work Practices- Sharps

1. Instructor must demonstrate the safe use of scalpels, needles and how to change blades
2. Avoid carrying around scalpels with blades or storing in pockets
3. Put used blades, knives and syringes in the red “sharps” boxes, not in plastic bags or trash can
4. When carrying trocar, hypodermic needle, suture needle, scissors, or any other sharp instrument, carry the instrument with the sharp end above and away from your head.

V. Material Handling Protocols

A. Embalming Fluid

1. Preservatives such as ethanol, phenol, and formaldehyde are flammable so avoid open flames and ignition sources
2. Phenol and formaldehyde are toxic even in small quantities so proper handling of waste fluids and functioning ventilation are essential to avoid overexposure
3. Inhalation of vapors, injection through cuts/punctures, or ingestion by eating or licking contaminated lip balm can cause unwanted exposure. Keep food, drinks, gum and cosmetics out of the lab and make sure fluid collection containers are closed.

B. Sharps Waste

“Sharps” waste includes broken glass, used syringe needles and blades. The sharp points and edges pose a significant risk of punctures and cuts to people handling the waste materials.

1. Do not overfill waste containers. Close up and tape containers when about $\frac{3}{4}$ full and prepare for disposal appropriate to waste type.
2. Place scalpel blades and needles in red designated plastic boxes labeled “Sharps”.
3. Deliver “Sharps” container to Bio-Waste room on the first floor when ready. Box must be closed, labeled and with no protruding parts. Do not over fill the container.
4. Broken glass that is not contaminated with blood or other biohazards may be placed in a cardboard or plastic box labeled simply “Broken Glass”. Tape the box closed before putting it in standard trash cans or garbage bins.
5. Broken glass from a dropped preservative or other chemical container must also be handled as “Broken Glass”. However, instead of disposing in the standard trash, put the sealed up box in with the hazardous “lab trash”.

VI. Other Safety & Health Guidelines

1. Before actively participating in laboratory sessions, each student will have attended an in-house presentations on safety issues as evidenced by documentation of attendance.
2. Food or beverage cannot be brought into anatomical, chemistry, embalming, microbiology, or restorative arts laboratories at any time.
3. Applying of personal cosmetics in any of our laboratories is not permitted.
4. Any accident occurring in any of our laboratories must be reported to your instructor and the OSHA Officer. Our Program adheres to strict needle stick protocol which requires complete documentation of the occurrence / injury with medical follow-up at the Detroit Medical Center.

5. Visitors are allowed in the building in non-restricted areas. They may not visit you while you are in laboratory session or during class sessions.

6. While almost everyone loves animals, they are not allowed in the building. *University policy allows the presence of leader dogs only.*

7. Attendance in anatomy, embalming, and microbiology laboratories is predicated on completion of appropriate immunization and *Hepatitis B* clearance forms.

6. While participating in laboratory classes, only appropriate and approved safety garments / protective apparel as specified on the course syllabus or elsewhere in this handbook will be permitted. The instructor and the OSHA Officer must first clear any modifications prior to implementation. This is adherence to Universal Precaution mandates

7. Use of cellular phones in any Program class/laboratory is not permitted.

8. Street clothing must be kept segregated from laboratory apparel and cannot be stored or brought in to any laboratory containing toxic chemicals / materials, pathogens, or possible blood borne pathogens. A scrub area just outside of the embalming lab with lockers is available for student use.

9. Do not bring valuables or large sums of money to class, as the Program is not equipped or responsible to handle or protect them.

10. Use of contact lenses in the laboratory is dangerous and is not permitted. Contact lenses are gas permeable and will trap and hold contaminants against the eye. We strongly recommend that you use prescription glasses under safety ware (protective goggles / face shields).

To insure personal security, be vigilant as to who is in the building. The occasional visitation from unrecognized or unauthorized visitor(s) must be reported to faculty or staff immediately. Do not approach, question or attempt to engage in any discussion with these individuals. This is a matter for Wayne State University Public Safety (577-2222).

Students are required to have on file the following documentation before participation in any laboratory class:

- A. TB skin test or chest X-ray on file
- B. Hepatitis B Virus Inoculation or signed declination on file
- C. \$13.00 WSU Liability Insurance

NOTE: Women becoming pregnant during their course of study are advised to consult with their physicians regarding continuance with laboratory course work.

HIPAA: All students are required to familiarize themselves with this mandate as posted on the College's website. Please consult this website and complete the posted requirement.

Liability Insurance:

According to University policy, the nature of our professional program and of our affiliation agreements, all students must be covered by liability insurance. Students may purchase such coverage for a one-year period at a cost of \$71.40 (check or money order made out to Wayne State University). The check is due in the Program office by the end of the second week of class of the Fall semester to assure coverage during the academic year.

LIBRARIES & COMPUTER LABS

All books and materials related to mortuary science are maintained by the University Library System. An [Online Guide](#) is available and lists all resources related to Mortuary Science held by the University.

Library Liaison for Mortuary Science Program:

Wendy Wu
232D Shiffman Medical Library Mazurek Education Commons
ab6840@wayne.edu
313-577-0586

Mortuary Science Students also have access to all Wayne State University Libraries, including the following:

David Adamany Undergraduate Library

5150 Anthony Wayne
Detroit, MI 48202
(313) 577-5121

Purdy/Kresge Library

5265 Cass Ave.
Detroit, MI 48202
(313) 577-4042

Arthur Neef Law Library

474 Ferry Mall
Detroit, MI 48202
(313) 577-3925

Vera P. Shiffman Medical Library

Mazurek Medical Education Commons
320 E. Canfield St.
Detroit, MI 48201
(313) 577-1089

More information regarding the libraries, including hours of operation, services and an online catalog, can be found at www.lib.wayne.edu.

Computers are available for student use in the 4th floor Computer Lab in the Mortuary Science Building. Print services are available in the Lab as well. Additionally, students have access to the University's computer labs. Open Labs are located on the 2nd and 3rd floors of the Adamany Undergraduate Library as well as other areas on campus. More information regarding open and instructional computer labs can be found at www.computing.wayne.edu.

PROGRAM ADMINISTRATION & FACULTY

Peter D. Frade, Ph.D

Wayne State University
*Department of Fundamental & Applied
Sciences Chair*

Mark T. Evely, JD

Wayne State University
Western Michigan University- Cooley
School of Law
*Mortuary Science Program Director
Funeral Service Law & Ethics I, Funeral
Service Law & Ethics II*

Sharon L. Gee-Mascarello, B.S.

Wayne State University
*Embalming I; Embalming II; Embalming
Lab; Religion, Values, & Death;
Presentation & Cosmetics; Practicum
Coordinator*

Crystal Green, B.S.

Wayne State University
*Anatomy for Mortuary Science; Professional
Review*

Heather Sandlin, MA

Wayne State University
Conflict Resolution

John D. Canine, Ed.D

Wayne State University
Psychosocial Aspects of Grief

Brigid Lynch, MA

Oakland University
Michigan State University
Psychology of Death & Dying

Dominick J. Astorino, B.S.

Wayne State University
Bob Jones University
Restorative Art I, Restorative Art II

Shirley Brogan, MA

Oakland University
Albion College
Grief Dynamics & Aftercare

John E. Desmond, BBA

University of Notre Dame
Wayne State University
*Funeral Directing; Funeral Service
Merchandising & Marketing; Funeral
Service and Trend*

Veralucia Mendes-Kramer, MA

Wayne State University
Pathology for Mortuary Science

Robert D. Will, B.S.

Michigan State University
Wayne State University
Funeral Service Management & Accounting

CATALOG OF COURSES

*All courses are designated with the prefix “MS”

* Letters in parentheses after course description indicate the term in which the course is offered. F=Fall, W=Winter, S= Spring/Summer.

3100 Thanatochemistry. Cr. 2

Prereq: CHM 1000. Open only to students in Bachelor of Science in Mortuary Science program. Discussion, problem solving, and application of general inorganic, organic and biochemistry to postmortem changes, biologic preservation, and embalming chemistry. Course includes a problem-based laboratory and case studies with correlations to embalming chemistry. (F)

3300 Religions, Values, and Death. Cr. 3

Various religious, secular, and philosophical views regarding the value of life, the meaning of death, and life after death. (W)

3400 Funeral Service Law and Ethics I. Cr. 3

Business law and legal environment affecting funeral service. Introduction to American legal system, court structure, and civil & criminal procedure. Contract law, property law and UCC Articles 2, 3, and 9. Survey of tort law. Discussion and problems based on the ethical responsibilities of funeral practitioners (W)

3410 Funeral Service Law and Ethics II. Cr. 3

Legal principles affecting funeral service including legal status of a deceased, rights and responsibilities affecting disposition, licensing laws, regulatory compliance, pre-need and probate law. Funeral service torts and discussion and problems on due diligence, best practices, and ethical responsibilities of funeral practitioners. (S)

3420 Conflict Resolution. Cr. 2

Analysis of conflict and the communication tools and methods to resolve conflict. Explores a wide variety of approaches to conflict, negotiation, and third party intervention in the relevant contexts where conflict management occurs. (F)

3500 Embalming I. Cr. 3

Coreq: M S 3100. Open only to Bachelor of Science in Mortuary Science program and funeral service enrollees. Theories, practices, and techniques of biologic preservation and disinfection of human remains; case analyses; methods of application of embalming chemicals; use of instruments and equipment; special case embalming. Laboratory teaching of all practical aspects of embalming. Material Fee as indicated in the Schedule of Classes. Material Fee as indicated in the Schedule of Classes (F)

3510 Embalming II. Cr. 3

Open only to students in Bachelor of Science in Mortuary Science program. Prereq: M S 3500. Dynamics of decomposition; influence of disease and its treatment on the embalming process; public health considerations; anatomical embalming; disaster response; evaluation of embalming techniques. Material Fee as indicated in the Schedule of Classes. Material Fee as indicated in the Schedule of Classes (W)

3600 Restorative Art and Modeling I. Cr. 2

Open only to students in Bachelor of Science in Mortuary Science program. Prereq: M S 3500. Theories, methods, and techniques used in the restoration of superficial tissues and features; color theory, cosmetology, facial proportions, skin tones correlated with reconstruction; clay and wax modeling; actual restorations performed on human remains. Material Fee as indicated in the Schedule of Classes. Material Fee as indicated in the Schedule of Classes (F)

3610 Restorative Art and Modeling II. Cr. 2

Open only to students in Bachelor of Science in Mortuary Science program. Prereq: M S 3600. Continuation of M S 3600. Material Fee as indicated in the Schedule of Classes. Material Fee as indicated in the Schedule of Classes (W)

3620 Presentation and Cosmetics. Cr. 2

Open only to students in Bachelor of Science in Mortuary Science program. Prereq: M S 3610. Advanced restorative art techniques and strategies for professional mortuary science students. (S)

3760 Funeral Service History and Trends. Cr. 2

Basic human need to memorialize the dead, examined throughout history. Funeralization as a process affected by social and religious change. The funeral service professional in a socio-temporal context. Possible future practices based on understanding of historical records and current trends. (S)

3800 Funeral Directing. Cr. 3

Open only to students in Bachelor of Science in Mortuary Science program. Funeral service operations. Practical applications including field trips. Funeral service process from first call to final disposition. Terminology, government regulations, ethics, professional conduct, vital statistics records, necessary forms. Religious, ethnic, fraternal and military variations. Computer technologies and applications. (F)

3810 Funeral Service Marketing and Merchandising. Cr. 3

Open only to students in Bachelor of Science in Mortuary Science program. Prereq: M S 3800. Continuation of M S 3800. Marketing, merchandising, public relations, pre-need planning, personnel management, job-seeking skills, licensing requirements; planning, building and establishing of funeral home. Government regulations. (W)

3830 Psychology of Death and Dying. Cr. 3

Open only to students in Bachelor of Science in Mortuary Science program. Various social and cultural perspectives; psychosocial changes related to death, dying, and disposition; special cases: sudden, violent or unexpected death. (F)

3840 Psychosocial Aspects of Grief. Cr. 3

Open only to students in Bachelor of Science in Mortuary Science program. Prereq: M S 3830. Psychology of funeral service practices; social role of funeral service practitioner in the dynamics of grief; psychosocial interpretations of changing attitudes toward death; normal and abnormal grief responses; sociology of funeral service. (S)

3970 Practicum I. Cr. 1

Open only to students in Bachelor of Science in Mortuary Science program. Prereq: M S 3510; M S 3800. Offered for S and U grades only. Student placement in a licensed funeral service facility to acquire practical experience in basic funeral service skills. Enrollees work a minimum of eight hours a week. (W)

3980 Practicum II. Cr. 2

Open only to students in Bachelor of Science in Mortuary Science program. Prereq: M S 3970. Continuation of the Practicum course providing experiential context to the professional coursework. Students are placed in a licensed funeral service facility to acquire practical experience in basic funeral service skills. (S)

4050 Anatomy for Mortuary Science. Cr. 2

Open only to students in Bachelor of Science in Mortuary Science program. Prereq: BIO 2870. Detailed systemic study of human anatomy. Laboratory work consists of demonstrations and selected dissections; emphasis on vascular anatomy and adjacent structural relationships; anatomic guides. Material Fee as indicated in the Schedule of Classes. Material Fee as indicated in the Schedule of Classes. (F)

4250 Microbiology for Mortuary Science. Cr. 2

Open only to students in Bachelor of Science in Mortuary Science program. Discussion and application of pathogenic microbial agents; host-parasite relationships; disinfection-decontamination; immunology; epidemiology of infectious disease, public health issues; and problem-based case studies. Lecture and problem-based laboratory/case studies. (W)

4300 Pathology for Mortuary Science. Cr. 2

Open only to students in Bachelor of Science in Mortuary Science Program. Prereq: M S 4050, M S 4250. Causes of disease; basic epidemiology; tissue reactions to injury, gross and microscopic; neoplasia; select systemic and organ pathologies; comparative roles of various specialties in pathology. (S)

4450 Funeral Service Management and Accounting. Cr. 3

Open only to students in Bachelor of Science in Mortuary Science program. Prereq: ACC 3010. Financial aspects of starting and operating a funeral business; basic accounting principles; dealings with fellow professionals and government agencies. (S)

5350 Grief Dynamics and Aftercare. Cr. 2

Open only to students in Bachelor of Science in Mortuary Science program. Prereq: M S 3830 and M S 3840. Specific factors in the dynamics of grief; grief manifestations in death and in states of chronic diseases; development of general counseling and referral skills; communication skill-building and self-care practices for the death-field professional. (W)

5550 Special Topics in Mortuary Science. Cr. 1-3 (Max. 3)

Open only to students in Bachelor of Science in Mortuary Science program or in Post-Bachelor Certificate in Forensic Investigation. Lectures and discussions; invited speakers on current topics in the profession. Topics to be announced in Schedule of Classes. (Y)

5996 (WI) Professional Review. Cr. 2

Open only to students in Bachelor of Science in Mortuary Science program. A comprehensive review and assessment in preparation for the National Board Examination. Consisting of assigned questions and in-class discussion and assessment, culminating in the Practice National Board Examination. (S)

ACADEMIC CALENDAR

The Wayne State University [Academic Calendar](http://reg.wayne.edu/students/calendar.php) is found online at <http://reg.wayne.edu/students/calendar.php> and contains important dates for registration, when classes start, drop/withdraw deadlines, final exams, and holiday closures.

CLASS SCHEDULES & REGISTRATION GUIDES

The following pages contain the schedule of classes for the Fall, Spring, and Summer semesters and guides for what classes students need to register for each semester depending on full-time or part-time status.

Fall Schedule Full-Time

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00					
8:30					
9:00	MS 3100 Thanatochemistry	MS 4050 Anatomy for Mortuary Science	MS 3800 Funeral Directing	MS 3500 Embalmimg	MS 3600 Restorative Art I
9:30					
10:00	(Full time & 2nd yr part time)	(Full time & 2nd yr part time)	(Full time & 1st yr part time)	(Full time & 2nd yr part time)	(Full time & 2nd yr part time)
10:30	9am - 11am	Lecture 9am - 10am Lab 10am - 12pm	9am - 12pm	9am - 12pm	Lecture 9am - 10am Lab 10am - 12pm
11:00					
11:30					
12:00					
12:30					
1:00	MS (SECTION) Embalmimg Lab		MS 3830 Psychology of Death & Dying	MS (SECTION) Embalmimg Lab	
1:30					
2:00	(Full time & 2nd yr part time)	MS 3420 Conflict Resolution	(Full time & 1st yr part time)	(Full time & 2nd yr part time)	
2:30	1pm - 4pm	(Full time & 2nd yr part time)	1pm - 4pm	1pm - 4pm	
3:00					
3:30					
4:00					
4:30					
5:00					

Winter Schedule

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00					
8:30					
9:00	MS 3400 FS Law & Ethics I Mark Evely, JD	MS 3300 Religion of Death & Dying Sharon Gee-Mascarello, BS	MS 5350 Grief Dynamics & Aftercare Shirley Borgan, MA	MS 3510 Embalming II Sharon Gee-Mascarello, BS	MS 3610 Restorative Art II Dominick Astorino, B.S.
9:30					
10:00	(Full time & 1st yr part time)	(Full time & 1st yr part time)	(Full time & 1st yr part time)	(Full time & 2nd yr part time)	(Full time & 2nd yr part time)
10:30					
11:00	9am - 12pm	9am - 12pm	9am - 11am	9am - 12pm	Lecture 9am - 10am Lab 10am - 12pm
11:30					
12:00					
12:30					
1:00	MS (SECTION) Embalming Lab II	MS 4250 Microbiology for MS (Online)	MS 3810 Funeral Service Merchandising & Marketing John E. Desmond, BBA	MS (SECTION) Embalming Lab II	MS 3970 Practicum I
1:30	Sharon Gee-Mascarello, BS	(Full time & 2nd yr part time)	(Full time & 1st yr part time)	Sharon Gee-Mascarello, BS	(Full time & 2nd yr part time)
2:00					
2:30	(Full time & 2nd yr part time)	(Full time & 2nd yr part time)			
3:00	1pm - 4pm	2pm - 4pm	1pm - 4pm	1pm - 4pm	
3:30					
4:00					
4:30					
5:00					
5:30					
6:00					

Spring/Summer Schedule

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00					
8:30					
9:00	MS 3410 FS Law & Ethics II Mark Evely, JD (Full time & 1st yr part time) 9am - 12pm	MS 4300 Pathology for MS Veraluca Mendes-Kramer MA (Full time & 2nd yr part time) 9am - 12pm	MS 4450 FS Management & Accounting Robert Will, BS (Full time & 2nd yr part time) 9am - 11am	MS 3620 Presentation & Cosmetics Sharon Gee-Mascarello, BS (Full time & 2nd yr part time) 9am - 11am	MS 3980 Practicum II (Full time & 2nd yr part time)
9:30					
10:00					
10:30					
11:00					
11:30					
12:00					
12:30					
1:00	MS 3511 Embalmng Lab II Sharon Gee-Mascarello, BS (Full time & 2nd yr part time) 1pm - 4pm	MS 3840 Psychosocial Aspects of Death John D. Canine, Ed.D. (Full time & 1st yr part time) 1pm-3pm	MS 5996 Professional Review Crystal Green, BS 1pm - 3pm	MS 3511 Embalmng Lab II Sharon Gee-Mascarello, BS (Full time & 2nd yr part time) 1pm - 4pm	
1:30					
2:00					
2:30					
3:00			MS 3760 History & Trends (Online) Debora Green, MA		
3:30					
4:00					
4:30					
5:00					
5:30					
6:00					

CLASS REGISTRATION GUIDES

Full-Time Students

Fall Semester

- MS 3100 - Thanatochemistry: Cr. 2
- MS 3420 - Conflict Resolution: Cr. 2
- MS 3500 - Embalming I: Cr. 3
- MS 3600 - Restorative Art and Modeling I: Cr. 2
- MS 3800 - Funeral Directing: Cr. 3
- MS 3830 - Psychology of Death and Dying: Cr. 3
- MS 4050 - Anatomy for Mortuary Science Cr. 2

Total credits: 17

Winter Semester

- MS 3970- Practicum I: Cr. 1
- MS 3300- Religions, Values, & Death: Cr. 3
- MS 3400- Funeral Service Law & Ethics I: Cr. 3
- MS 3510- Embalming II: Cr. 3
- MS 3610 -Restorative Art and Modeling II: Cr. 2
- MS 3810 Funeral Service Marketing & Merchandising: Cr. 3
- MS 4250- Microbiology for Mortuary Science: Cr. 2
- MS 5350- Grief Dynamics & Aftercare: Cr. 2

Total credits: 19

Spring/Summer Semester

- MS 3410- Funeral Service Law & Ethics II: Cr. 3
- MS 3620- Presentation and Cosmetics: Cr. 2
- MS 3760 -Funeral Service History & Trends: Cr. 2
- MS 3840 -Psychosocial Aspects of Grief: Cr. 3
- MS 3980- Practicum II: Cr. 2
- MS 4300- Pathology for Mortuary Science: Cr. 2
- MS 4450 -Funeral Service Management & Accounting: Cr. 3
- MS 5996- Professional Review: Cr. 2

Total credits: 19

Part-Time Students

First Year - Fall Courses

- MS 3800 - Funeral Directing: Cr. 3
- MS 3830 - Psychology of Death and Dying: Cr. 3
- MS 3420 - Conflict Resolution Cr. 2

Total credits: 8

First Year - Winter Courses

- MS 3300- Religion, Values, & Death: Cr. 3
- MS 3400- Funeral Service Law & Ethics I: Cr. 3
- MS 3810- Funeral Service Marketing & Merchandising: Cr. 3
- MS 5350- Grief Dynamics & Aftercare: Cr. 2

Total credits: 11

First Year - Spring/Summer Courses

- MS 3410 – Funeral Service Law & Ethics II: Cr. 3
- MS 3760 - Funeral Service History & Trends: Cr. 2
- MS 3840 - Psychosocial Aspects of Grief: Cr. 3

Total credits: 8

Second Year - Fall Courses

- MS 3100 - Thanatochemistry: Cr. 2
- MS 3500 - Embalming I: Cr. 3
- MS 3600 - Restorative Art and Modeling I: Cr. 2
- MS 4050 - Anatomy for Mortuary Science: Cr. 2

Total credits: 9

Second Year - Winter Courses

- MS 3970- Practicum I: Cr. 1
- MS 3510- Embalming II: Cr. 3
- MS 3610- Restorative Art and Modeling II: Cr. 2
- MS 4250- Microbiology for Mortuary Science: Cr. 2

Total credits: 8

Second Year - Spring/Summer Courses

- MS 3620- Presentation and Cosmetics: Cr. 2
- MS 3980 -Practicum II: Cr. 2
- MS 4300 -Pathology for Mortuary Science: Cr. 2
- MS 4450- Funeral Service Management & Accounting: Cr. 3
- MS 5996- Professional Review: Cr. 2

Total credits: 11

UNIVERSITY SERVICES

University Advising Center
1600 David Adamany Undergraduate
Library
577-2680
advising.wayne.edu

Academic Success Center
1600 David Adamany Undergraduate
Library
577-3165
success.wayne.edu

Student Disability Services
1600 David Adamany Undergraduate
Library
577-1851
studentdisability.wayne.edu

Writing Center
2310 Undergraduate Library
577-2544

Language Laboratory Center
385 Manoogian Hall
577-3022

Student Service Center
42 W. Warren Ave., 1st Floor Lobby
Detroit, MI 48201
577-2100
wayne.edu/studentsservices

Testing and Evaluation
698 Student Center
577-3400
testing.wayne.edu

Career Services
1001 Faculty/Administration Building
577-3390
careerservices.wayne.edu

Office of Military & Veterans Academic
Excellence
University Advising Center - Undergraduate
Library
Phone (313) 577-9180 Fax (313) 577-5020
<http://omvae.wayne.edu/contact.php>

Office of Housing and Residential Life
Wayne State University
598 Student Center Building
Detroit, MI 48202
(313) 577-2116
housing@wayne.edu

LICENSURE IN MICHIGAN

Licensure in Michigan consists of 3 components; (1) education, (2) resident training, and (3) examination.

Education

Michigan requires 3 years of post-secondary education including 60 hours of specific college courses in addition to completion of an accredited program of Mortuary Science. The Bachelor of Science Program at Wayne State University fulfills the educational component for licensure in Michigan and all other States.

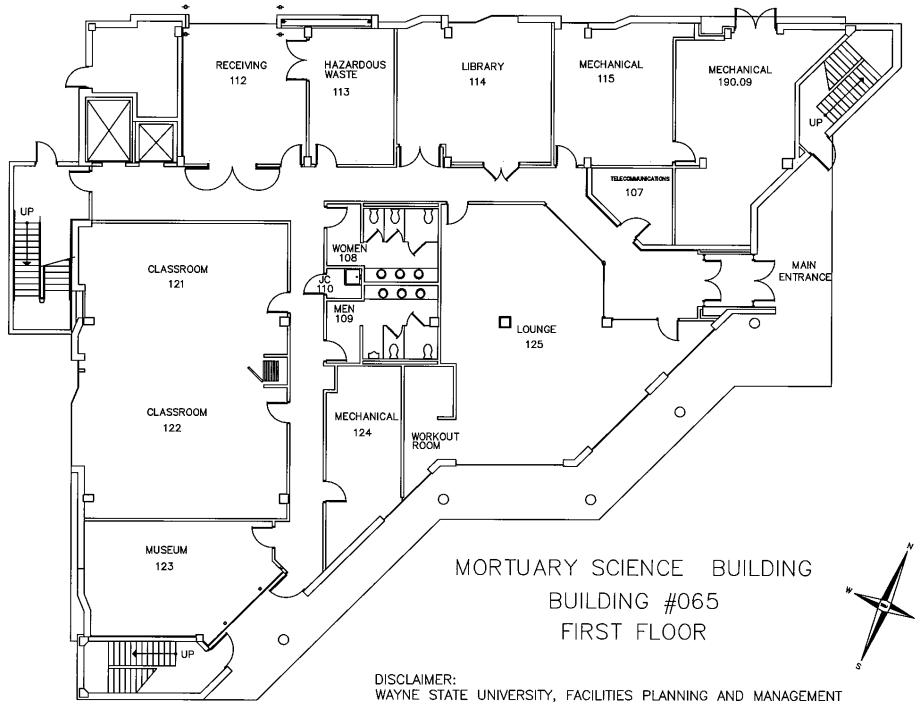
Resident Training

Michigan requires one year of resident training at a licensed funeral establishment. 6 months of the resident training may be waived if the applicant possesses a bachelor's degree. Resident training may be completed before or after mortuary school.

Examination

All applicants for a mortuary science license in Michigan must pass the National Board Examination, administered by the International Conference of Funeral Service Examining Boards, and the Michigan jurisprudence examination administered by the Michigan Board of Examiners in Mortuary Science.

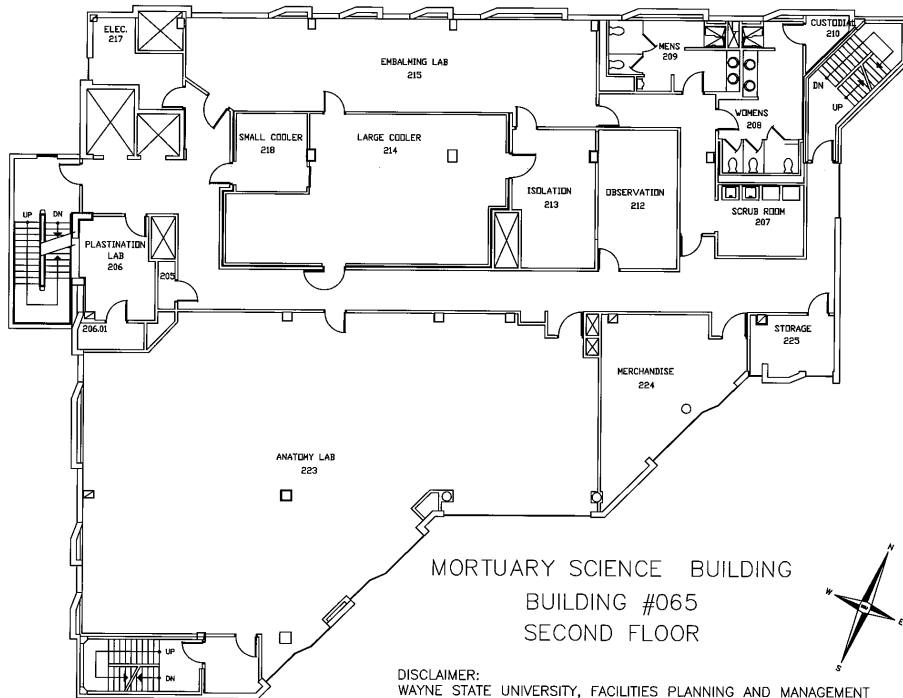
More information, including mortuary science and resident trainee application forms, can be found at: www.michigan.gov/mortuaryscience. Students seeking licensure outside of Michigan should consult with the appropriate licensing authority prior to beginning the program.



MORTUARY SCIENCE BUILDING
 BUILDING #065
 FIRST FLOOR



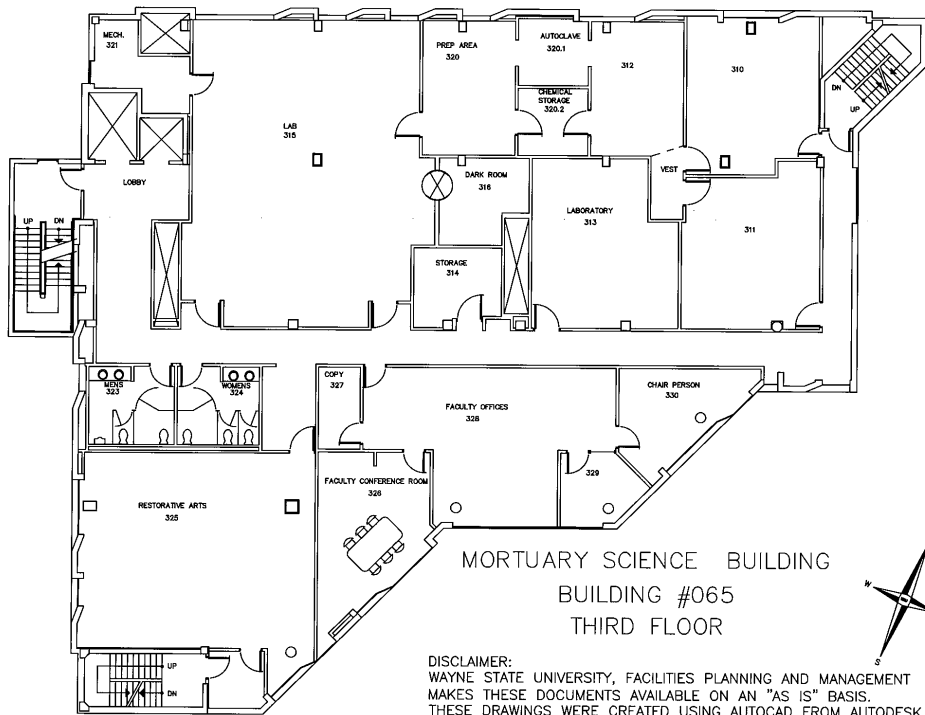
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 SECOND FLOOR

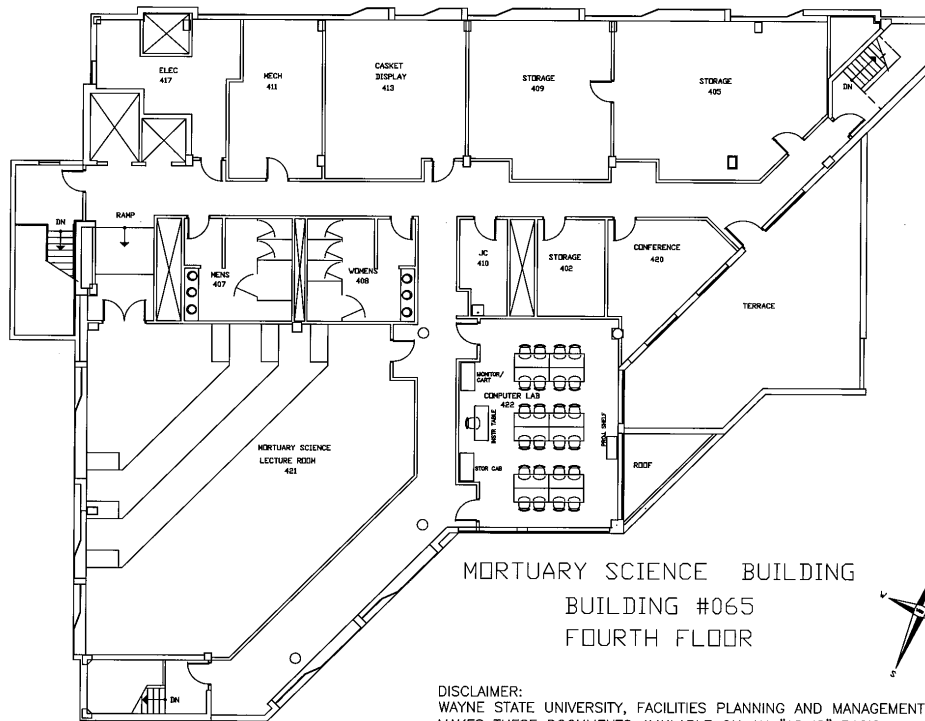


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