



**WAYNE STATE
UNIVERSITY**

**MORTUARY SCIENCE
PROGRAM STUDENT
HANDBOOK**

2022 – 2023

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Accreditation

The Bachelor of Science in Mortuary Science degree program at Wayne State University is accredited by the American Board of Funeral Service Education (ABFSE), 992 Mantua Pike, Suite 108 Woodbury Heights, NJ 08097 (816) 233-3747; web: <http://www.abfse.org>.

Student Outcome Information

Year	Total enrolled	# of New Students	# of Grads	Timely Grad*	Graduation Rate**	Did not finish***	Overall % Employed	Employed In FS
2021	91	48	27	24/27	93%	4	93%	89%
2020	84	28	31	31/31	84%	7	94%	94%
2019	82	44	24	22/24	96%	1	100%	100%

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

**Graduation rate reflects cohort graduation rate (% of students from original cohort completing in the designated year)

**Did not finish: Left before completing the program.

National Board Examination Statistics

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 pass 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 by telephone (313) 577-2050.

Single Year	School Pass Rate	National Pass Rate
2021 Arts	81%	68%
2020 Arts	94%	73%
2019 Arts	95%	72%

Single Year	School Pass Rate	National Pass Rate
2021 Sciences	73%	57%
2020 Sciences	90%	64%
2019 Sciences	100%	63%

Statement of Ethical Conduct in Admissions and 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 [CRR.T.B.10.020](#)

Program Learning Outcomes

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

1. Explain the importance of funeral service professionals in developing relationships with the families and communities they serve.
2. Identify standards of ethical conduct in funeral service practice.
3. Interpret how federal, state, and local laws apply to funeral service in order to ensure compliance.
4. Apply principles of public health and safety in the handling and preparation of human remains.
5. Demonstrate technical skills in embalming and restorative art that are necessary for the preparation and handling of human remains.
6. Demonstrate skills required for conducting arrangement conferences, visitations, services, and ceremonies.
7. Describe the requirements and procedures for burial, cremation, and other accepted forms of final disposition of human remains.
8. Describe methods to address the grief-related needs of the bereaved.
9. Explain management skills associated with operating a funeral establishment.
10. Demonstrate verbal and written communication skills and research skills needed for funeral service practice.

Assessment of Learning Outcomes

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 Focus Groups conducted 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, employment rates, and graduation rates
- 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 on the Board of Governors website, and a print copy will be provided upon request. This handbook is provided to students in electronic form. A print copy will be provided upon request.

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 2.75 GPA
2. All pre-professional coursework must be completed with a grade of "C" or better
3. Test of English as a Foreign Language (TOEFL)-required only if English is not your first language
4. Minimum of 64 credits, including all program specific pre-requisites and University General Education requirements.
5. Pre-professional coursework taken at an accredited college or university is acceptable
6. 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)
7. All applicants must attend one monthly [Information Meeting](#) at the Eugene Applebaum College of Pharmacy and Health Sciences.

Applicants who have previously attended the program and are re-applying must have a 2.75 cumulative GPA and a 2.75 program GPA to be eligible for readmission.

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 2.75 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 2.75 to qualify for subsequent semesters of professional program enrollment.

Admission to the Mortuary Science program is conditional upon a criminal background check that is satisfactory to the program. The background check policy may be found at <https://cphs.wayne.edu/students/background-screening-policy.php>.

Criminal history may also affect your ability to become licensed. Laws vary by state, and you are advised to consult your state's licensing laws prior to enrollment. If you plan to practice in Michigan, please see MCL 338.42.

Academica and Canvas

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

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

Laptop Requirement

All students must have a working laptop computer with a webcam that is compatible with Canvas and ExamSoft for taking examinations. Chromebooks and tablets are not compatible.

Time Limitations

Students may enroll in the program full-time (three consecutive semesters) or part-time (six consecutive semesters). All students, regardless of full-time or part-time status, must complete all requirements for the Bachelor of Science in Mortuary Science degree within two years of admission to the Mortuary Science Program. This includes all courses in the professional program as well as outstanding general education and prerequisite requirements. Students dismissed from the program for failing to comply with time limitation or other requirements must, if re-admitted, complete all current program requirements at the time of re-admission.

Course Requirements Prior to Admission

There are two components of coursework that must be completed prior to beginning the Mortuary Science program: 1) program specific prerequisites; and 2) University General Education requirements. The professional curriculum in Mortuary Science consists of fifty-six semester hour credits, so an applicant must earn sixty-four semester hour credits, including the program prerequisites and general education requirements before entering the program. If the General Education and program prerequisites do not add up to sixty-four credits, elective courses must be taken to complete the sixty-four total credits needed prior to entering the program. This sixty-four plus fifty-six formula equals the 120 total semester hour credits required for the Bachelor of Science degree. The courses below are listed by their title and course number at Wayne State University. For comparable courses at other colleges, students should consult the [Office of Transfer Credit](#).

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 313-577-3400 for further information.

Course Grades and 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 2.75 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.

Prerequisites for Students Without a Prior Bachelor's Degree

- BIO 1510 - Basic Life Mechanisms*
- BIO 1510 - Basic Life Mechanisms Laboratory
- BIO 2870 - Anatomy & Physiology & Lab
- CHM 1000 - Chemistry and Your World & Lab*
- CLS 3330 - Medical Terminology
- COM 1010 - Oral Communication: Basic Speech
- COM 2200 - Interpersonal Communication
- ENG 1020 - Introductory College Writing
- ENG 3010 - Intermediate Writing
- PH 2100 - Introduction to Public Health
- PHI 1050 - Critical Thinking
- PSY 1010 Introductory Psychology*
- SOC 1010 or any Social Inquiry (SI) course
- One course in a business field (ACC, BA, ECO, MGT)

Prerequisites for Applicants With a Prior Bachelor's Degree

- PH 2100- Introduction to Public Health **or** BIO 1510 & BIO 1511 - Basic Life Mechanisms & Lab
- CLS 3330 - Medical Terminology
- COM 2200 - Interpersonal Communication
- PSY 1010- Introductory Psychology
- One course in a business field (ACC, BA, ECO, MGT)

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 community college,
3. obtaining a Michigan Transfer Agreement (MTA) stamp,
4. obtaining a MACRAO stamp or
5. completing courses in satisfaction of the General Education requirements

The General Education areas below must be satisfied by taking at least one course in each area.

General Education Area Requirements

- Quantitative Experience (QE)
- Cultural Inquiry (CI)
- Diversity, Equity and Inclusion (DEI)
- Global Learning Inquiry (GL)
- Civic Literacy (CIV)

Traditional and Online Program

The Mortuary Science Program can be completed through traditional in-person classroom learning or online. Students may also elect a hybrid schedule where some courses are taken in-person and some online. Once a student registers for and attends a section of a course, the student may not change sections. Students who take MS 3500 or MS 3510 in person must also take MS 3600 and MS 3610 in person. More information about the online program may be found at <http://cphs.wayne.edu/mortuary-science/online-program.php>

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.

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 colleges and universities. Wayne State University accepts the definition of an accredited institution as one which has been granted full recognition by a regional accrediting group (such as the Higher Learning Commission) which has received a positive evaluation from CHEA.
2. Credits accepted for transfer are for courses for which a course equivalence exists or which have been determined to be of a traditional academic nature
3. The university will accept transferable credit in which the student has earned a "C" or better.

Students in the Mortuary Science Program are required to complete 64 credit hours of prerequisite and general education coursework in addition to the 56 hours of coursework in the professional program.

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

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 **June 1st** to begin the program in the Fall. Applications are reviewed on a rolling basis beginning in February and applicants who have fully completed an application are contacted for an interview. Applicants are informed of admission decisions within one week of the interview.

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. Three professional recommendations

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

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. Students may not attend or participate in a course for which they are not registered. Failure to timely register for a course may result in having to take the course the next term that it is offered. Students will not be permitted to participate in courses or attend Practicum until all program entry documents have been received. Students must follow the [Mortuary Science Course Registration Guide](#) and may not deviate from the planned curriculum or design their own schedule.

Grading Policy

Minimum Grade

Students are required to maintain a program curriculum minimum GPA of 2.75 for continued enrollment and satisfactory completion. GPA will be calculated at the end of each semester to determine whether continued enrollment is possible. Students who do not meet the minimum 2.75 cumulative program GPA at the conclusion of a semester may be dismissed from the program. All courses must be completed with a grade of C or higher. Courses completed with a grade less than C must be repeated. Courses in the Professional Program may only be retaken once. An F in any course results in dismissal from the Program. Second-year part-time students who receive a grade less than C in a course will be dismissed from the Program. Students who do not pass a course with a grade of C or better may not take a sequential course, a Practicum course, or MS 5996 in that academic year. The Mortuary Science program does not allow Pass or No Pass grades in lieu of letter grades except for Practicum courses.

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 dismissed 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.

Grading Scale

Unless otherwise noted in a course syllabus, 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

Grades may be viewed in Academica. Grades are usually posted within 24 hours of an instructor submitting them.

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.

Final Course Grade Policy

All courses must be completed with a grade of C or higher. Any final course grade less than a C will result in dismissal from the program.

Grade Appeals

Grade appeals are governed by the Eugene Applebaum College of Pharmacy & Health Sciences [Grade Appeal Policy](#). If, after the College appeal path is exhausted and you wish to continue with the grade appeal process, per the University Academic policy, you may request a Provost Review within 30 days of

this decision. The request should be submitted via the online form located at <https://provost.wayne.edu/academic-policy>. For assistance with the appeal process, you may contact the Ombudsperson at ombudsoffice@wayne.edu.

Dropping and Withdrawing From Classes

Withdrawing from courses will affect you academically. See [Withdrawing From a Course](#) for information about the withdrawal process.

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.

Tuition and Fees

Tuition Rate

Mortuary Science students pay tuition according to Undergraduate Upper Division rates. Tuition may be calculated using the Tuition Calculator.

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.

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 \$10.00 and the background check fee is \$10.00. These fees are due by orientation day. 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. Part-time students do not pay the liability insurance fee until the second year.

Wayne State University [Tuition and Fee Policies](#) may be found on the Records and Registration website.

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

Clinical Requirements & Practicum

As part of the Practicum courses, you will be placed at a funeral home for one day per week each semester. The object of your clinical experiences in the Practicum courses is to gain practical and applied knowledge in funeral service. American Board of Funeral Service Education (ABFSE) accreditation standards require that each student complete the following clinical tasks:

1. A minimum of ten (10) embalming cases. One case must be observed by a WSU Mortuary Science faculty member to evaluate and certify minimal embalming competency.
2. Five (5) Arrangement Conferences. Students must observe or assist in the arrangement conference or participate in simulated arrangement conferences. In the course of the arrangement conferences, must prepare each of the following forms at least once:
 - a. Death Certificate
 - b. Burial Transit Permit
 - c. SSA-721
 - d. death notice
 - e. obituary
 - f. FTC-compliant Statement of Funeral Goods and Services Selected

- g. flag application, veterans burial benefit form and marker application
- 3. Five (5) Funeral Services or funeral-related services or ceremonies. Students must observe or assist in the service. This requirement may not be met through simulation. Three of the services must be from the following list:
 - a. Liturgical
 - b. Non-Liturgical
 - c. Secular
 - d. Chapel
 - e. Graveside
 - f. Military
 - g. Fraternal
 - h. Memorial (without deceased present)
 - i. Direct Cremation
 - j. Other (must describe)
- 4. Through observing or assisting in actual cases or through active simulation, students must utilize the following forms:
 - a. First call sheet
 - b. Arrangement worksheet
 - c. FTC-compliant General Price List
 - d. FTC-compliant Casket Price List
 - e. FTC-compliant Outer Burial Container Price List
 - f. Embalming Authorization form
 - g. Cremation Authorization form
- 5. Five (5) first calls. Students may actively participate in the process of taking actual first calls or may do so through simulation.
- 6. One (1) transfer of the deceased. Students must actively participate in transferring the deceased from the place of death or demonstrate the transfer process.

There are minimum requirements for clinical tasks each semester. It is the student's responsibility to ensure that all clinical task requirements have been completed by the end of the Program. Students will not be permitted to take the Practice NBE or be certified for the NBE if clinical tasks are not complete. To complete clinical requirements, the student may need to be on call for embalming, funeral arrangement, funeral service, and other required tasks.

Students will be placed at clinical funeral home sites by the Practicum Coordinator. Site assignments depend on a number of factors, including availability and location. If a student is employed at an approved clinical site, clinical tasks performed there may be counted toward completion of the clinical task requirements. Students must possess a valid driver's license and have reliable transportation.

Concerns regarding insufficient opportunities to complete clinical tasks at a site must be reported as soon as possible to the Practicum Coordinator. Students should be prepared to report to clinical sites outside of the designated day and time for Practicum to complete clinical tasks if necessary.

National Board Exam and Graduation Requirements

1. All coursework within the Program and all pre-requisite/general education requirements must be complete to be eligible to take the final examination in MS 5996, the Practice NBE (PNBE) and NBE. The National Board Examination is a requirement for graduation.
2. Students must earn an 85% in both the Arts and Sciences sections of the MS 5996 final exam and the Practice NBE.
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 certification and graduation process will stop pending adjudication of the disciplinary proceedings.
5. 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. This policy also applies to the MS 5996 final exam. There is a one-week waiting period for MS 5996 finals and PNBE retakes. Students are allowed a maximum of one retake for the Arts and Sciences sections of the MS 5996 final exam and PNBE. Retakes are offered on predetermined dates and times. No appointments to take the examination outside of the predetermined dates and times will be made. If a student does not obtain an 85% on each section after one retake, the Professional review course must be repeated in full. The cost of the first PNBE is covered by the Program. Retakes are at the expense of the student and cost \$60 per section.
6. Once all coursework is complete and a score of 85% or higher on each section of the MS 5996 final exam and PNBE has been obtained, the student will be certified to take the NBE.
7. The NBE is taken at the student's expense. The current cost is \$570 for both sections (\$285 per section) 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. [Registering for the NBE](#) is done through The Conference.
8. At the completion of Professional Review Class, a grade of "I" will be entered. The student has 30 days from the end of the Spring/Summer Semester to take the NBE. If the NBE is taken within the 30-day period, the grade earned in Professional Review class will be entered and the student will be eligible to have the degree certified. If the NBE is not taken within 30 calendar 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.
9. If a student is required to return in the next cycle to repeat any course, the student must also repeat the Professional Review course.
10. If all requirements are met for NBE certification at the end of the Spring/Summer semester, students should allow two weeks for NBE certifications to be entered and processed. Once the program receives official notification from The Conference that a student has taken both sections of the NBE, the student's degree will be certified if the student has applied for graduation. Please

allow up to two weeks for degree certification after the program receives notification from The Conference.

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.

Academic Advising

Your Academic Services Officer is Robert Hellar. Mr. Hellar is available to assist you with questions about degree progress, transfer credits, transcripts, and degree certification. Mr. Hellar may be contacted at ac4659@wayne.edu or at (313) 577-8715.

Questions about specific courses should first be directed to the instructor of the course. Other academic matters and questions about program policies should be directed to Program Director Mark Evely at evely@wayne.edu or at (313) 577-1202.

Tracking Your Progress

[Degree Works](#) is a system you can use to track your progress toward graduation. You can access Degree Works under the Student Resources menu in Academica. You should login to Degree Works frequently to check your progress. Questions or concerns may be directed to Mr. Hellar at ac4659@wayne.edu.

Graduation

In order to receive your degree, you **must apply for graduation**. Before you apply, you should make an appointment to see your academic advisor to ensure you have completed all degree requirements. 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.

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

Code of Conduct and Due Process

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

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.

Complaint Procedure

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

Students can use the [Care Report](#) online feature, located on the Dean of Students website 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 issue may be referred to the Program Director or to the Dean of Students Office by filing a Student Care Report or Code of Conduct Charge. Information regarding Student Conduct Services, may be found on the [DOSO website](#).

Sexual Harassment and Discrimination Policy and 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.

Information, including how to contact WSU's Title IX Coordinator, may be found at <https://titleix.wayne.edu/>

Academic Problems

Problems with academics should be addressed to the instructor or Program Director. Students may also take advantage of the [University's Academic Success Center](#), which provides individual [study skills counseling](#) and student success workshops.

Academic Success Center

David Adamany Undergraduate Library
Suite 1600
Detroit, MI 48202

(313) 577-3165 (Phone)

If experiencing academic difficulty, it is the student's responsibility to contact the instructor for assistance.

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.

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.

Personal Issues

Support is available to help you with personal issues. Instructors and the program director are available to meet and discuss personal issues and to recommend resources. Students may also contact [Counseling and Psychological Services](#) (CAPS). CAPS offers free services to students including individual counseling, therapy groups, and workshops.

Student Organization

Students are members of the Mortuary Science Student Organization, which is recognized by the Dean of Students Office (DOSO) as a student organization. Election and removal of class officers are governed by the Mortuary Science Student Organization Constitution, which is filed with DOSO. It is the responsibility of the student organization to plan the end-of-year recognition ceremony.

Attendance Policy

1. Each student is allowed 2 personal days per semester for absences. Personal days may not be used on days where a test, midterm, or final exam is administered.
2. Students are advised that enrollment in an academic program including class, study time, and completion of clinical requirements, requires a substantial time commitment. Class and program requirements will not be waived or excused due to student employment, resident training, or other personal commitments.
3. Absences for any in-course assessments, including but not limited to examinations, tests, quizzes, and presentations, will not be excused except in cases of : (1) a documented medical emergency or extended illness; (2) documented death in the immediate family (spouse, child, parent, sibling,

or grandparent); or (3) documented jury service or court-ordered appearance. Missed examinations will result in a score of zero for the examination.

4. Students have one week from the return date of an illness, death or jury service/court appearance to complete all assignments, quizzes, exams, or other assessments. The return date is determined by (1) the physician who provides an illness note; (2) the day after funeral services for a death or (3) the date after jury service or a court appearance concludes.
5. If a student exceeds 2 personal days, the grade for each class missed will be dropped one full letter grade.
6. If a student intends to use a personal day, an email must be sent to the instructor for each class in which the student will be absent. The email must be sent prior to 9am on the day of the absence.
7. Students must notify an instructor by email prior to all absences or late arrivals. This notification will not excuse the absence or late arrival- the student will still be charged a personal day.
8. If a student reports for class late and the instructor has already taken or collected attendance, the late arrival will be considered an absence.
9. Although laboratory sessions are scheduled for specific times, it is not possible to predict exactly when a laboratory session may finish. Laboratory sessions may go over the scheduled end time. Students should plan accordingly.
10. Instructors, at their discretion, may excuse absences for student attendance at the Michigan Funeral Directors Association convention or to attend a documented scholarship function. No absences will be excused for any other outside events. No absences will be excused for student employment at a funeral home or other employment.

Use of Cell Phones and 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 PowerPoint or other class-related materials at the approval of the instructor. Unauthorized or improper use of electronic devices during class periods will result in removal from the class period, and the removal will be treated as an absence.
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.

Technology Requirements

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

Disability Services

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

Dress Code

Funeral Service requires funeral directors to dress appropriately and conservatively. Professional dress must be worn for Practicum, class trips or for guest lectures/presentations.

Casual and Professional Dress Days

- All clothing must be conservative
- No hats
- No sandals
- No sweatpants
- Hair must be groomed, and any dye must be of a natural color
- No facial jewelry except earrings (no gauges)
- No visible tattoos or body piercings

Additional Requirements for Professional Dress Days

- Matching business suit; black, navy, or gray
- Brown, black, or navy closed-toe dress shoes
- Any accessories must be conservative and funeral service-appropriate.

Drug and 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 supersedes 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.

Professional Conduct

Funeral Service requires professional behavior by funeral directors. 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 the family. Courtesy, respect, and ethics are paramount in successful funeral service practice.

Accordingly, students must 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 professional expectations in funeral service, are prohibited and will subject the student to disciplinary action, which may include grade reduction, removal from the course, and dismissal 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 and licensing sanctions.

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 dismissal from the Program.

Social Media

Funeral homes monitor the social media 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 dismissal from the program.

Email

Email correspondence must be through the official WSU email account, and all emails from the program will be delivered to students' WSU email. Email correspondence must be addressed properly, contain a subject, proper greeting and closing, and be professional in tone and content.

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](#).

Attempts to reproduce NBE content in any form are 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 and Health Guidelines

Campus Safety

Whether on campus or exploring Detroit and its surrounding neighborhoods, there are a number of tips you can take to stay alert and safe.

Wayne State University is proud to be one of the 50 safest college campuses in the United States. We have achieved that reputation because of a community of Warriors that stays alert, aware and proactive. Here are a few tips to staying safe on campus.

1. Be observant and aware of your environment. Familiarize yourself with campus buildings and landmarks.
2. Know your way around. Locate and memorize the locations of the blue-light emergency phones along your campus route.
3. Stay in populated areas of campus. Criminals are less likely to approach in well-populated areas.
4. After dark, walk in well-lit areas of campus and the surrounding area. Always remain on campus malls and city sidewalks; avoid cutting through alleys or between buildings.
5. Walk in groups. There is safety in numbers. Study in groups or in well-populated study areas such as a WSU library if possible.
6. Travel light. When possible, carry all your belongings in one bag.
7. If you carry chemical defense spray, have it ready so you know where to find it in case of an emergency.
8. Walk with purpose and attitude. Display confidence; keep your head up and make eye contact. Even if you are lost, act like you know where you are going.
9. Never leave property unattended in any campus building or in your car. Theft is easier to avoid if your property is hidden from sight.
10. If you need to step out for a bathroom break or to get a snack, leave your property under the supervision of someone you trust, or take it with you.
11. Park your car in well-lit areas where there is a high volume of traffic. WSU structures are routinely patrolled by parking personnel, police officers and cadets.
12. Don't leave your cellphone in your car. Keep chargers out of sight.
13. Keep anything of even minimal value in the trunk if you do not take it with you.
14. If you see any suspicious activity or person, call the Wayne State University Police Department at 313-577-2222.
15. Always have a back-up plan. Plan a secondary route of travel in case there is a major accident or construction tie-up on your usual route.
16. To claim property or to see if your lost property has been recovered by our department, please call the Records Section during normal business hours at 313-577-2056. A lost and found service is also maintained by the Student Center and can be reached during normal business hours at 313-577-0295.

Safewalk Program

Wayne State prides itself on creating a campus environment where most people feel safe and secure. Students are advised to exercise caution when walking across campus, particularly if you are alone after dark. The WSU Safewalk program allows you to navigate campus under the protection of the WSUPD. Simply call 313-577-2222 and officers will either monitor you by camera until you reach your destination or escort you personally across campus.

Program Safety Policy

General laboratory safety will be covered during orientation and in program courses. You should be aware of the location of the SDS (Safety Data Sheets) of all chemicals used in clinical areas 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”.

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. Telehealth appointments are available. 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](#).

Clinical Safety Guidelines

Embalming Clinicals

Preparation Room Safety Policy

Work in a preparation room 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 clinical embalming work.

1. Follow the preceptor’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 systems 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 preparation room.
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 working in the preparation room.
9. Dispose of all biohazard waste, scalpel blades and other sharps in proper containers.

10. Wash hands and any exposed skin immediately on contact with bodily fluid or embalming fluid and before leaving the preparation room.
11. All waste containers must be kept closed when not actively being filled. Do not overfill.
12. Report injuries or problems to the preceptor and Practicum coordinator as soon as possible.

Care of the Deceased

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

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

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.

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

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.

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.

Potential Hazards and Preventive Measures

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.

Material Handling Protocols

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.

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. 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.
4. 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”.

Other Safety & Health Guidelines

1. Before actively participating in clinical sessions, each student will have attended an in-house presentation on safety issues.
2. Food or beverage cannot be brought into anatomical, chemistry, embalming, microbiology, or restorative arts laboratories or funeral home preparation rooms at any time.
3. Applying of personal cosmetics in any laboratories is not permitted.
4. Any accident occurring in any 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. 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 mandate
8. Use of cellular phones in any Program class/laboratory is not permitted.
9. 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.
10. Do not bring valuables or large sums of money to class, as the Program is not equipped or responsible to handle or protect them.
11. 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).

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 \$10.00 (check or money order made out to Wayne State University). The check is due in the Program office by the first day of class of the Fall semester to assure coverage during the academic year.

Libraries and 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:

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 3rd 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 <https://library.wayne.edu/services/computing/labs/>

Program Administration and Faculty

Mark T. Evely, J.D., Ph.D.

Funeral Service Law & Ethics I,II

Lauren Budrow, MBA, MFA

Funeral Directing; Anatomy for Mortuary Science; Thanatochemistry; Microbiology & Pathology for Mortuary Science; Religion, Values & Death; Funeral Service Marketing & Merchandising; Funeral Service History and Trends, Practicum Coordinator

John D. Canine, Ph.D., Ed.D.

Psychosocial Aspects of Grief, Psychology of Death and Dying

Mackenzie Rediske, B.S.

Funeral Service Merchandising & Marketing; Funeral Service Management & Accounting

Autumn Cooper, B.S.

Thanatochemistry

Geoff Janowiak, B.S.

Religion, Values, & Death

Rebecca Peters, B.S.

Restorative Art I, II, Embalming I, II

Dominick J. Astorino, B.S.

Restorative Art I, II, Embalming I, II

Roger Husband, B.S.

Clinical Embalming

Robert Hellar, B.S., M.Ed.

Anatomy for Mortuary Science, Funeral Service Communications

Shauna Reeves, B.A., M.A

Funeral Service Communications

James Henry, Jr., B.S.

Preparation for Disposition

Kathlene Rodgers, B.S.

Preparation for Disposition, Practicum

Course Descriptions

Descriptions for all Mortuary Science courses may be found in the [WSU Undergraduate Bulletin](#).
Academic Calendar

Academic Calendar

The Wayne State University [Academic Calendar](#) 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 Registration Guide

Full-Time Schedule

Fall Semester

- MS 3970 – Practicum I: Cr. 3
- MS 3500 - Embalming I: Cr. 2
- MS 3600 - Restorative Art I: Cr. 3
- MS 3800 - Funeral Directing: Cr. 3
- MS 3830 - Psychology of Death and Dying: Cr. 3
- MS 4050 - Anatomy for Mortuary Science Cr. 2
- MS 4250 – Microbiology & Pathology for Mortuary Science Cr. 3

Total credits: 19

Winter Semester

- MS 3980- Practicum II: Cr. 3
- MS 3300- Religions, Values, & Death: Cr. 2
- MS 3400- Funeral Service Law & Ethics I: Cr. 3
- MS 3510- Embalming II: Cr. 2
- MS 3610-Restorative Art II: Cr. 3
- MS 3810- Funeral Service Marketing & Merchandising: Cr. 3
- MS 3100- Thanatochemistry: Cr. 2
- MS 5350- Funeral Service Communications: Cr. 1

Total credits: 18

Spring Semester

- MS 3410- Funeral Service Law & Ethics II: Cr. 3
- MS 3760 -Funeral Service History & Trends: Cr. 2
- MS 3840 -Funeral Service Applications: Cr. 3

Total credits: 8

Spring/Summer Semester

- MS 3620- Preparation for Disposition: Cr. 2
- MS 4000- Practicum III: Cr. 3
- MS 4450 -Funeral Service Management & Accounting: Cr. 3
- MS 5996- Professional Review: Cr. 3

Total credits: 11

Part-Time Schedule (Complete professional curriculum in 2 years)

First Year - Fall Courses

- MS 3800 - Funeral Directing: Cr. 3
- MS 3830 - Psychology of Death and Dying: Cr. 3
- MS 4250 – Microbiology & Pathology for Mortuary Science Cr. 3

Total credits: 9

First Year - Winter Courses

- MS 3300- Religion, Values, & Death: Cr. 2
- MS 3400- Funeral Service Law & Ethics I: Cr. 3
- MS 3810- Funeral Service Marketing & Merchandising: Cr. 3
- MS 5350-: Funeral Service Communications: Cr. 1

Total credits: 9

First Year - Spring Courses

- MS 3410 – Funeral Service Law & Ethics II: Cr. 3
- MS 3760 - Funeral Service History & Trends: Cr. 2

Total credits: 5

First Year - Spring/Summer Courses

- MS 4450 - Funeral Service Management & Accounting: Cr. 3

Total credits: 3

Second Year - Fall Courses

- MS 3970 –Practicum I: Cr. 3
- MS 3500 - Embalming I: Cr. 2

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

Total credits: 10

Second Year - Winter Courses

- MS 3980- Practicum II: Cr. 3
- MS 3100- Thanatochemistry: Cr. 2
- MS 3510- Embalming II: Cr. 2
- MS 3610- Restorative Art and Modeling II: Cr. 2

Total credits: 9

Second Year - Spring Courses

- MS 3840- Funeral Service Applications: Cr. 3

Total credits: 3

Second Year - Spring/Summer Courses

- MS 3620- Preparation for Disposition: Cr. 2
- MS 4000 -Practicum III: Cr. 3
- MS 5996- Professional Review: Cr. 3

Total credits: 8

Online Exam Policies

Examinations are taken through Canvas and use ExamSoft. ExamSoft requires a webcam and the webcam can be built into your computer or can be the type that plugs in with a USB cable.

Remote Exams for Online Students

When taking an online exam through ExamSoft, remember the following guidelines:

1. Ensure you're in a location where you won't be interrupted
2. Turn off all other devices (e.g. tablets, phones, second computers) and place them outside of your reach
3. Clear your desk of all external materials not permitted — books, papers, other devices
4. Before starting the test, know how much time is available for it, and that you've allotted sufficient time to complete it
5. Remain at your computer for the duration of the test
6. To produce a good webcam video, do the following:
 - a. Avoid wearing baseball caps or hats with brims
 - b. Ensure your computer is on a firm surface (a desk or table). Do NOT have the computer on your lap, a bed or other surface where the device (or you) are likely to move
 - c. If using a built-in webcam, avoid tilting the screen after the webcam setup is complete
 - d. Take the exam in a well-lit room and avoid backlighting, such as sitting with your back to a window

Remember that ExamSoft will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted

Exam Security

No references or aids of any kind may be used on examinations unless expressly stated in writing by the course instructor.

Examinations are taken through ExamSoft. ExamSoft requires a webcam and microphone. Exams may not be taken on a phone, tablet or Chromebook.

For online courses, exams are given through ExamSoft so that you are able to complete exams without having to be on campus or at a testing center. ExamSoft prevents you from having any other programs open on your computer while you take the exam and records you during your exam through a webcam and your computer microphone. Please make sure to have Examplify installed on your computer prior to exams.

When you open an exam, you will be required to complete a series of steps. There will be an identity check, where you show your student ID to the webcam and an environment check, where you rotate your webcam or laptop around the room while you are taking the exam.

Please read the exam instructions carefully. Some exams may impose time limits. [Academic misconduct](#) policies apply to exams taken online, and no notes or references of any kind may be utilized during an exam unless otherwise stated in the exam instructions.

Certain actions during an exam may lead to a reduction in grade or your exam being invalidated resulting in zero points being awarded. These actions include:

1. Failure to verify your identity or failure to complete the environment check
2. Using headphones, Bluetooth, ear buds smart watches, or any other type of listening equipment.
3. Communicating with any other person by any means
4. Using a phone or other electronic device for any reason.
5. Leaving the room during the exam or not being visible on the webcam
6. Using any type of reference unless specifically authorized to do so in the exam instructions
7. Reproducing or attempting to reproduce the exam by any means

Reducing or invalidating an exam grade is at the discretion of the instructor. Keep in mind that certain behaviors may look like cheating even though that is not the student's intent. Please be mindful of looking down or away from your computer excessively or handling objects that are outside of the view of your webcam.

Exams are confidential and are not to be photographed, printed, saved, recorded, or reproduced in any way. Exam questions and answers cannot be disclosed or disseminated to anyone before, during, or after the exam.

Students are responsible for having a reliable internet connection to download and upload exams. Please make sure to allow sufficient time to complete and upload your exam. Exams have a due date and time. Exams will not be accepted after the date and time they are due and will be given a grade of zero.

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

Campus Health Center

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

Counseling & Psychological Services

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

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.ed

Professional Licensure

The Bachelor of Science in Mortuary Science Degree at Wayne State University meets or exceeds the educational component of licensure in every state.

Licensure requirements vary by state. It is important to know the licensure requirements, including education, examination, resident training/internship and other requirements for the state in which you seek to practice. Licensure requirement information may be obtained through state licensing boards or agencies. The NFDA also maintains a list of links to state licensing websites at <https://www.nfda.org/careers/licensing-requirements>

Licensure in Michigan

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

1. 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.
2. 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.
3. 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: [Licensing & Regulatory Affairs website](#).

Students seeking licensure outside of Michigan should consult with the appropriate licensing authority prior to beginning the program. Please contact program director Mark Evely if you need assistance contacting a licensing agency.