

*School of Social Work*

**MSW Program**

**Policy and Student Manual**

Rev June 2020

The School of Social Work reserves the right to make changes to this manual.

Updated manuals will be posted on the School of Social Work website at [www.wichita.edu/socialwork](http://www.wichita.edu/socialwork).

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## **Welcome to the School of Social Work at Wichita State University**

Congratulations on your interest in pursuing one of the most rewarding and challenging professions in the human services. This manual is designed to help pave the way toward taking an active role in planning your Master of Social Work education through the School of Social Work at Wichita State University. Read this manual carefully. If you still have questions, please make an appointment with your social work faculty adviser. For comprehensive information regarding the School of Social Work and its programs, please consult the school website at [www.wichita.edu/socialwork](http://www.wichita.edu/socialwork).

Wherever there are people with problems, individually or in groups, there are opportunities for employment as a social worker. Social workers are found in both urban and rural areas. Your work can be both physically and emotionally demanding because of its focus on human needs and problems, but it can also be rewarding. Your unique nature as a person will become one of your qualifications for professional social work. You must be open, honest and aware of your own motivations and background. You must be able to accept people of different backgrounds and values and be able to tolerate frustration and emotional stress.

Below is a list of settings in which social workers practice. This list does not include the total range of possibilities. New opportunities arise all the time. There are many public and private organizations that utilize the services of social workers.

### **Practice Areas**

Administration

Adoption & Foster Care

Adult Probation

Clinical Social Work

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## **Social Work at Wichita State University**

Located in a metropolitan county that serves almost half a million people, Wichita State University offers a distinctive setting for social work education. The greater Wichita area offers a wide range of agency resources for student practicum, which compares very favorably to any social work program in Kansas.

The School of Social Work is part of the Fairmount College of Liberal Arts and Sciences and has interesting roots in the history of Wichita State University. Edward H. Tuttle, who graduated from the municipal University of Wichita in 1934, initiated the undergraduate social work program in 1967. His fierce devotion to social work and his legacy with our program are more than simple remembrances of his contributions to community service. A generous gift from his estate in 1994 established the Edward H. Tuttle Scholarship Fund for social work students.

The MSW curriculum is designed to develop specialized social workers in the area of advanced generalist practice within the region, state, and nation. Some graduates may even find themselves practicing in an international setting.

Our regular MSW program requires 63 credit hours, while the advanced standing MSW program requires 37 credit hours of class and field practicum. The program includes specific sequences of course work in Social Welfare Policy and Services, Human Behavior in the Social Environment, Social Work Research, Social Work Practice, and Field Practicum. Being in the state's largest city, over 70 community and state agencies provide opportunities to MSW students for field practicum experience. These settings for field instruction are selected by the Director of Field Practicum and are based upon students' educational needs and interests.

### **University, College and School**

The School of Social Work is located within the Fairmount College of Liberal Arts and Sciences and draws particular strengths from its University and College settings. These brief profiles highlight the advantages of Wichita State University and the Fairmount College of Liberal Arts and Sciences.

Wichita State University is distinguished from other state-supported schools in Kansas by its urban setting. Wichita State's location in the largest city in Kansas enhances the traditional classroom experience by providing students greater opportunities in resources, contacts and research with business and government leaders, employment and internships. With an enrollment of over 15,000, Wichita State prides itself on specialized attention to each student. The University's students come from nearly every Kansas county, from almost every state and from 100 foreign countries. WSU offers the traditional fall and spring semesters. It has the largest number of evening and summer course offerings in the Kansas Board of Regents system. The summer session features a flexible time format with weekend, weekly, eight-week, and weekend sessions.

The Fairmount College of Liberal Arts and Sciences draws its name from the University's 1895 roots and continues a tradition of scholarship and creativity with missions to preserve, expand, and transmit the cumulative learning of the past. Its curricula offer a rich variety of majors and span the newest developments in the world of learning. All MSW students must have evidence of a strong liberal arts background, as this helps us to understand the biological, psychological, social,



and spiritual determinants of human behavior. Electives of special interest to graduate students of

Minimum 2.75 grade-point average over the last 60 hours of graded coursework.

Baccalaureate degree from a regionally accredited college or university with evidence of a strong liberal arts background.

Application to **both** WSU Graduate School and the School of Social Work.

### **The Senior Rule**

Students admitted into the MSW program who take graduate courses prior to completing their undergraduate degree must apply to take courses for graduate credit using the senior rule. This rule applies primarily to advanced standing students who are completing undergraduate degree requirements and are taking SCWK 760 (and possibly graduate electives) in the summer. Failure to apply for the senior rule means that the graduate course will appear on your undergraduate transcript and will not count toward your MSW degree. See the WSU *Graduate Catalog* ([www.wichita.edu/catalog](http://www.wichita.edu/catalog)) for a complete description of senior rule policy and procedures.

### **Enrollment, Class Size, 700 Level Courses and Termination of Enrollment**

Students admitted to either the full or part-time Regular or Advanced Standing Program are strongly encouraged to officially enroll as soon as possible after official enrollment dates are specified by the university. In general terms, enrollment for summer and fall courses begin in April and enrollment for spring courses begin in November. Students enrolling at their earliest possible convenience have the greatest chance of being placed in the class section they desire. Due to limitations in classroom space, class size and other resource contingencies, students are not guaranteed a slot in their preferred class section. Failure to enroll in a timely manner will often require that students enroll in a class section that is not their preferred choice.

All MSW courses numbered 700 and above require WSU Graduate School and MSW Program Admission with the exception of SCWK 710, SCWK 712, SCWK 717, SCWK 751 and 700 level electives. These specific 700 level courses require WSU Graduate School admission and permission from the MSW Program Director or the Director of the School of Social Work.

Students who fail to enroll in the prescribed sequential MSW courses of their particular program of study in the semester immediately following their formal admission to the MSW program will have their enrollment terminated and will require the student to re-apply for admission.

### **Deferred Admissions—One Year Limitation**

Students accepted for admission in either the Regular or Advanced Standing Program may request their admission to either program be deferred for a period of one year. A Request for Deferred Admission must be made in writing to the MSW Program Director no later than April 1<sup>st</sup> following the January deadline for submission of application materials for acceptance to the MSW program. Deferred admission will be determined on a case by case basis and is not granted automatically. A deferred admission is only granted for a period of one year and the student must inform the MSW Program Director of their intention to reenter the MSW Program no later than April 1<sup>st</sup> of the spring semester prior to their anticipated summer or fall admission. Failure to do so will lead to the student's acceptance into the program being rescinded and will require the student to re-apply for admission to the MSW Program.

## **Nondegree Admission**

Persons who already possess a graduate degree, who do not want to seek an additional graduate degree at this time, and wish to take graduate courses for professional advancement or personal satisfaction must apply for nondegree admission with the Wichita State University Graduate School. Students wishing to enroll in select graduate social work courses in a nondegree category may do so on a space available basis. Under such Nondegree B admission status, students may take up to a maximum of 12 credit hours of MSW graduate credit in only the following specified foundation level courses including: SCWK 710, SCWK 712, SCWK 717, SCWK 751 and 700 level MSW graduate electives when offered. Students wishing to seek full admission to the MSW program must follow the normal admission procedures for both the Graduate School and the School of Social Work. Enrolling and successfully completing any or all of the above specified courses as a nondegree student does not automatically guarantee full admission to the MSW program.

A maximum of only 12 credit hours taken prior to acceptance and full admission to the MSW program may be applied toward the MSW degree. Only students fully admitted into the MSW program may enroll in practice and field practicum courses.

Students who have previously earned a Master of Social Work can apply for Nondegree A and can take any 500-800 level social work electives.

## **Regular and Advanced Standing Programs**

The School of Social Work offers an Advanced Standing program for applicants having a baccalaureate degree in social work. Applicants applying for Advanced Standing must have graduated from a BSW program that is accredited by the Council on Social Work Education. BSW graduates entering master's programs will not repeat content previously achieved, such as course content or courses in their baccalaureate social work programs. The School of Social Work also offers a Regular Program of study for applicants not having a baccalaureate degree in social work.

## **Full- and Part-Time, Regular and Advanced Standing, Sequencing of Courses**

Students in the full-time Regular Program enroll in

program. No course may be taken outside the student's program Plan of Study. Advanced Standing students may not enroll in Generalist Level Courses. Regular Program students may not enroll in Specialized Practice courses until all generalist courses and generalist practicum are successfully completed.

The Advanced Standing program also has a full-time and part-time option. Applicants admitted to the full-time Advanced Standing program complete all requirements in one summer and two full semesters. Applicants admitted to the part-time Advanced Standing program complete all requirements in one summer and four full semesters, finishing in two years. Students are advised that while there is a part-time enrollment option, the School of Social Work does not offer a full evening curriculum even though select courses are offered during evening hours. The School of

**than 12 total hours of graduate social work course credit will be accepted for transfer** for either Regular or Advanced Standing applicants. Only generalist level courses including Micro and Macro Human Behavior in the Social Environment, Social Welfare Policy Analysis, Fundamentals of Social Work Research and no more than 6 graduate social work electives, if applicable to the program's advanced generalist area of specialized practice, will be considered for transfer credit. No transfer credit will be granted for hours completed as part of a practicum or internship placement. Applicants requesting transfers of credit upon admission to the MSW program must have received a grade B or better in the course(s) being considered for transfer and the course must have been successfully completed **within the last six years** prior to the students enrollment in the MSW Program. Pass/fail courses will not be accepted for transfer.

### **Transfer of Elective Credit**

- a. Students may transfer no more than 6 elective hours of graduate credit from graduate level courses from within **another WSU Graduate Program** and only under the following conditions:
  1. The course(s) must be pre-approved by the MSW Program Director prior to the student's enrollment.
  2. Students may not transfer for credit or substitute any undergraduate course to meet practicum, core course or elective requirements for the MSW program.
  3. To be considered for transfer of credit the student must have received a grade B or better in the course based on a 4.0 point scale.
  4. The course must be listed on the student's original Plan of Study as initially signed by the student, approved by the student's advisor, program director and director of the school and must be filed with the Graduate School at WSU. In the event a student makes an elective course choice at a time subsequent to the original Plan of study, the student must complete and have approved an Amended Plan of Study which must be filed with the Graduate School prior to enrollment in the course. Failure to follow these guidelines will result in the Graduate School and the MSW program not accepting the course as credit toward the completion of the MSW degree.
  5. It is the student's responsibility to provide substantial evidence that the elective course: (1) is consistent with the program goals and curriculum objectives of the School of Social Work's Specialized Curriculum (2) has content specific to or directly applicable to MSW graduate level social work education, has an equivalent degree of academic rigor and is consistent with Competency-Based Educational requirements as specified by the Council on Social Work Education (3) carries a minimum grade value of 3.0 on a 4.0 point scale, (4) is not being taken for Pass/Fail credit, (4) is clearly designated as being offered for graduate level credit, with no other designations such-.0.0015

- b. Students may transfer no more than 6 elective hours of graduate credit from **another Regional Accredited Institution of Higher Learning** authorized to offer graduate degree programs appropriate to the level of credit to be transferred. Request of transfer of graduate credit from another Regional Accredited Institution of Higher Learning is subject to the following conditions:
1. The course(s) must be pre-approved by the MSW Program Director prior to the student's enrollment.
  2. To be considered for transfer of credit the student must have received a grade B or better in the course based on a 4.0 point scale or its equivalent. The course and the institution from which the course will be taken must be listed on the student's original Plan of Study as initially signed by the student, approved by the students' advisor, program director and director of the school and must be filed with the Graduate School at WSU. In the event a student makes an elective course choice at a time subsequent to the original Plan of study the student must complete and have approved an Revised Plan of Study which must be filed with the Graduate School prior to enrollment in the course. Failure to follow these guidelines will result in the Graduate School and the MSW program not accepting the course as credit toward the completion of the MSW degree.
  3. It is the student's responsibility to provide substantial evidence that the elective course: (1) is consistent with the program goals and curriculum objectives of the School of Social Work's Specialized Curriculum (2) has content specific to or directly applicable to MSW graduate level social work education, has an equivalent degree of academic rigor and is consistent with Competency-Based Educational requirements as specified by the Council on Social Work Education (3) carries a minimum grade value of 3.0 on a 4.0 point scale, (4) is not being taken for Pass/Fail credit, (4) is clearly designated as being offered for graduate level credit, with no other designations such as professional development, continuing education, bachelor/master credit, etc., (5) is taught by a full graduate faculty member of the institution and not by an adjunct faculty or a community professional brought in to teach the course, (6) is of at least three days in length with 15 hours of instruction per credit hour.
  4. In addition, an official transcript from a Regional Accredited Institution of Higher Learning containing the requesting transfer work must be on file with the WSU Graduate School immediately upon successful completion of the course. MSW graduate level elective courses taken from another university are posted on the WSU transcript only after it has been accepted for transfer through the approved Plan of Study and only after the official transcript, having been sent directly from the transfer institution, is received. Only specific courses pre-approved for transfer by the Director of the MSW program will be accepted and posted on the student's official transcript.
  5. The above criteria applies to any in person, on-line or hybrid graduate level course.

## **Life and Work Experience**

In accordance with the Council on Social Work Education Accreditation Standards, academic credit for life experience and previous work experience is not given, in whole or part, in lieu of field practicum or of courses in the MSW program curriculum.

## **Academic and Professional Advising**

Students have a right to an assigned academic adviser who is accessible and knowledgeable about the MSW program and Wichita State University. The academic adviser can assist students in assessing their aptitude for social work and guide students in selecting courses. Advisors, however, are not to be thought of and may not function in the capacity of personal counselor or therapist. Students requiring assistance with personal or family issues or other emotional concerns are encouraged to avail themselves to the therapeutic services provided through the Wichita State Counseling and Testing Center (<https://www.wichita.edu/services/counseling/>).

All MSW students are assigned a social work faculty adviser upon admission to the program. Your faculty adviser can advise you in both professional/career and social work academic advising, and you are encouraged to arrange a “get to know you” appointment with your faculty adviser sometime during your first semester. You are encouraged to visit with your faculty adviser each semester. At a minimum you should see your adviser at least two times during the course of your academic career: during your first semester and the semester you are to graduate. The first visit gives you a chance to get acquainted with your adviser and to get answers for any questions you personally may have about your MSW education. You can complete your Graduate Plan of Study (see section on Graduate Plan of Study in this manual).

## **The Graduate Catalog**

Wichita State University publishes an on-line version of a comprehensive *Graduate Catalog* every year. This is your primary means for acquiring academic information and it is your guide regarding your graduation requirements. By university rule, you may graduate with the requirements of the catalog under which your Plan of Study is filed. Usually, the best procedure is to follow the information listed in the catalog published the year you file your Plan of Study with the Graduate School, know its provisions, and check frequently with your adviser to make sure that you are meeting these requirements. **Students are responsible for meeting all Graduate School requirements.** A complete copy of the WSU *Graduate Catalog* can be obtained at [www.wichita.edu/catalog](http://www.wichita.edu/catalog).

## **Student Responsibilities**

3. To attend all meetings of each class in which they are enrolled (instructors will announce at the beginning of the semester if they consider attendance in computing final grades).
4. To fulfill all requirements for graduation.
5. To be personally responsible for fulfilling all requirements and observing all regulations at Wichita State University.
6. To answer promptly all written notices from advisers, faculty, deans, and other University officials.
7. To file a Plan of Study with Graduate School before the 20<sup>th</sup> day of classes in the semester you expect to graduate; filing early in the program is preferable.
8. To file an Application for Degree/Exit Survey with the Graduate School office within 20 class days after the beginning of the spring (or fall) semester of expected graduation.
9. To enroll in only those courses at the appropriate time and in the appropriate semester in which they are offered and for which the stated prerequisite(s) and/or corequisites have been satisfactorily completed.

### **Student Rights**

MSW students have a right to:

Career and academic advisement;

Access to the School's and University's policies relevant to students and the MSW program;

Participation in student-led organization for student interests;

Explicit criteria for evaluating students' academic and field performance;

Clearly stated retention, progression, termination criteria, and procedures;

Clearly stated dispute resolution procedures; and

Confidentiality of their records under the Privacy Act of 1974. (See the *Graduate Catalog* at [www.wichita.edu/catalog](http://www.wichita.edu/catalog) for a description of rights and procedures under this act).

Please see the *WSU Graduate Catalog*, *WSU Policies and Procedures Manual* and the *WSU Student Code of Conduct Handbook* for further information on students' rights and responsibilities. These can be found online through [www.wichita.edu](http://www.wichita.edu). The Student Code of Conduct Handbook contains a section on Student Services and the Student Code of Conduct. You should browse the Student Services section to see what services are available to you as a WSU student. The Code of Conduct is also in the appendix of this manual.

### **Governance**

Decisions about the governance of the School of Social Work are made within the university, college, and school, in consultation with concerned groups. Students are encouraged to participate in the program decisions where appropriate. For example, the School's Advisory Board has a student representative. There are always opportunities to get involved in the life of the School of



Social Work. Your participation is an important part of your rights and responsibilities as a student, and we hope you become involved in these critical processes. Not only does it help the School, it enriches your graduate educational experience.

### **Notice of Nondiscrimination**

WSU Policy & Procedures 3.02 Notice of Nondiscrimination (Rev. 11-25-19):

Wichita State University (WSU) does not discriminate in its employment practices, or in its educational programs or activities on the basis of age (40 years or older), ancestry, color, disability, ethnicity, gender, gender expression, gender identity, genetic information, marital status, national origin, political affiliation, pregnancy, race, religion, sex, sexual orientation, or status as a veteran. WSU also prohibits retaliation against any person making a complaint of discrimination or against any person involved or participating in the investigation of any such allegation. Sexual misconduct, relationship violence, and stalking are forms of sex discrimination and are prohibited under Title IX of the Education Amendments Act of 1972, other federal law, and WSU policy. The following persons have been designated to handle inquiries regarding WSU's non-discrimination policies: the Institutional Equity and Compliance Director (Telephone: (316) 978-3205), Title IX Coordinator (Telephone: (316) 978-5177), or Equal Opportunity Coordinator (Telephone: (316) 978-3186), each located at Wichita State University, 1845 Fairmount, Wichita, KS 67260, Human Resources Building.

## **Progression, Retention, Dispute Resolution/Grievances and Termination**

### **Purpose of Progression Policies**

All professions that accredit their educational programs develop admissions and retention policies for students seeking professional degrees. The policies of the WSU MSW program reflect a commitment to promote the quality of your educational experiences and to protect future clients from students and workers who do not meet the prerequisites for professional Social Work practice. This manual explains the purposes and procedures for your application, admission and retention, and progression in the program. The steps in preparing your application and the criteria for admissions are partially designed to help you decide whether Social Work is an appropriate career choice. Policies on retention help faculty assist students in monitoring their progress in development of the profession's base of knowledge, skills and values. Professional education entails a growth process on the part of students. Expectations are, therefore, outcome expectations and not entrance expectations. The Social Work curriculum is structured to help a student grow professionally and develop the expected skill, knowledge and value bases.

### **Progression into the Specialized Curriculum**

Full and part-time Regular Program students must be in good academic standing and **must** have successfully completed all generalist courses and Practicum requirements (all 700 level courses and Practicums) **before** enrolling in the Specialized Curriculum. Under no circumstance may students enroll in any course in the Specialized Curriculum until all generalist course and Practicum requirements are successfully completed. Specifically, students must have accomplished the following:

1. Complete all required generalist courses and practicum requirements (26 hours).
2. Remove any incomplete grades acquired in generalist courses or generalist Practicum
3. Have a cumulative GPA of at least 3.0 with no single grade for a generalist course or practicum placement below C (2.0) (C- is not acceptable).
4. Receive satisfactory evaluations from field instructors in the generalist practicum courses.

### **Acceptance of Field Placement**

You have reached a crucial point in your preparation for a social work career when you are ready to enter Practicum. At this point, your academic performance and experiential qualifications in social work and related courses, as well as such considerations as maturity and dependability, will be reviewed by the Field Practicum administrators.

Practicum orientation is held after admission to the MSW Program. For students already admitted, practicum placement process information will be sent out in December or January of the academic year before practicum placement. For students newly admitted in the spring, practicum application information is sent within the letter of acceptance. Students are referred to the School of Social Work website ([www.wichita.edu/socialwork](http://www.wichita.edu/socialwork)) to access the required Practicum forms. See the School of Social Work Practicum Manual for more information on acceptance of field placement.

Acceptance of Field Placement includes a field inventory, a resume, and an interview with one of the Practicum administrators to discuss possible placement options and assess your readiness to progress into Practicum. This assessment may suggest that you postpone your entry into Practicum or that you do supplemental preparation, or it may result in your decision not to enter social work.

Acceptance of Field Practicum is not automatic. Criminal offenses may be a reason why a student is not admitted into practicum and/or would not qualify for licensure. If admission to Practicum is denied, you may appeal the decision to the Student Concerns Committee (SCC) under the dispute resolution procedures specified in this manual.

Acceptance to social work practice and Practicum classes is absolutely restricted to social work students who have been formally admitted to Generalist or Specialized Practicum.

Students should refer to the *Field Practicum Manual* for a detailed description of practicum objectives, policies and procedures.

### **Field Practicum Component**

The Field Practicum is an integral component of the curriculum in social work education. It engages the student in supervised social work practice and provides opportunities to apply classroom learning in the field setting. Placements are based on the MSW Program's objectives and the learning needs of each student. Structured learning opportunities are built into the field practicum experience, which enable students to compare their practice experiences, integrate knowledge acquired in the classroom, and expand knowledge beyond the scope of the practicum setting.

The purpose of the Generalist practicum (SCWK 720 and SCWK 721) is for students to apply foundation knowledge, skills, values and ethics to practice. The purpose of the Specialized practicum (SCWK 822 and SCWK 823) is to apply advanced knowledge, skills, values and ethics to practice. Here, students will have an opportunity to:

- Develop an awareness of self in the process of intervention;
- Apply social work knowledge, values, ethics, and practice skills to enhance the well-being of people and to work toward social justice;
- Use oral and written professional communications that are consistent with the language of the practicum setting and the profession;
-



earlier if specified and agreed to by the student and instructor in the Incomplete Grade Form. If deficient assignments have not been completed for the course by the end of the second semester and the student desires credit for the course, students must re-enroll in the specific School of Social Work course for which the *incomplete* grade was recorded as a repeat. Incompletes in MSW graduate courses that are not cleared will revert to

for dropping and/or adding a course. Students are also reminded that WSU has strict guidelines respecting when and under what circumstances a student may be entitled to a refund for a courses or courses from which they have withdrawn. It is the student's responsibility to check with the WSU Office of Financial Aid and the Graduate School with respect to questions involving refunds on courses from which the student has withdrawn or financial aid issues.

Students withdrawing from an MSW course **must re-enroll in that specific course in the next available semester the course is offered**. Failure to do so may be grounds for the student's termination from the program. Given the prerequisite and corequisite framework of the social work curriculum, students must be mindful that withdrawing from certain generalist and specialized level courses will likely jeopardize the student's placement in practicum and ability to proceed to other sequential classes, and will likely lengthened the time for completion of the MSW program. Under no circumstances may a student substitute any course work from the MSW curriculum, another graduate program within WSU or from any other Regional Accredited Institution of Higher Learning in lieu of completing the specific course from which the student has withdrawn.

### **Retention Criteria/Academic Probation/Program Dismissal**

The minimum criteria for retention in the MSW program include the following programmatic dimensions.

- a. Maintaining a cumulative GPA of 3.0 or above in all MSW social work courses. Students

- f. Consistent with Graduate School Catalog provisions, students may be dismissed from the MSW program if, in the opinion of the School of Social Work graduate faculty, they are





7. The SCC after a verification of the facts in dispute regarding the grade, reports its findings to the Director of the School of Social Work. The final determination of the Director of the School of Social Work will be based upon existing School and University policies taking in full consideration the SCC's recommendations.
8. If the issue is still not resolved, and only after the above procedural steps have been exhausted, the student may take their concern to Dr. Brien Bolin, Associate Dean—LAS Dean's Office, Lindquist Hall, room 200—for further action.
9. If the issue remains unresolved, other procedural remedies may be available to the student. The Office of Student Life ([www.wichita.edu/studentlife](http://www.wichita.edu/studentlife)), the office of Student Conduct and Community Standards ([www.wichita.edu/about/student\\_conduct/index.php](http://www.wichita.edu/about/student_conduct/index.php)) and the Wichita State University Student Advocate ([www.wichita.edu/studentadvocate](http://www.wichita.edu/studentadvocate)), can assist with resolution and available grievance procedures.

### **Termination Policy: General Features**

The School of Social Work **reserves the right to at any time to terminate students from the MSW program** if in the judgment of the School of Social Work the student is found to be in breach of their mandated professional, academic or student responsibilities. It should be noted that termination is considered a rare occurrence and that students have the right to appeal any termination decision. Following is a partial list of circumstances that may warrant a student's termination from the program.

Failure to adhere to the NASW *Code of Ethics* (the *Code of Ethics* can be downloaded at <https://www.socialworkers.org/About/Ethics/Code-of-Ethics>). Examples of behavior that indicate a failure to adhere to the *Code of Ethics* include:

- Representing your competence “beyond the boundaries of your education, training, license, certification, consultation received, supervised experience, or other relevant professional experience.” (1.04)
- Engaging in “dual or multiple relationships with clients or former clients in which there is a risk of exploitation or potential harm to the client...” (1.06c)
- Engaging in, under any circumstances, “sexual relations or sexual contact with current clients, whether such contact is consensual or forced.” (1.09a)
- Sexually harassing clients, which include “sexual advances, sexual solicitation, requests for sexual favors, and other verbal or physical conduct of a sexual nature.” (1.11)
- Allowing “personal problems, psychosocial distress, legal problems, substance abuse, or mental health difficulties to interfere with ...judgment and performance...” (4.05a)
- Failing to “immediately seek consultation and take appropriate remedial action by seeking professional help, making adjustments in workload, terminating practice, or taking any other steps necessary to protect clients and others.” (4.05b)
- Agreeing to “participate in, condone or associate with dishonesty, fraud, or deception.” (4.04)

- Taking responsibility and credit, including authorship credit, for work they have not actually performed and to which they have not contributed. (4.08)
- Failing to “work toward the maintenance and promotion of high standards of practice.” (5.01a)

Failure to demonstrate proficiency in all MSW competencies;

Failure to make satisfactory progress or maintain standards of performance in field practicum placements;

Failure to maintain a cumulative GPA of 3.0 or above in all MSW courses or at any time the graduate GPA falls below 2.0;

Failure to maintain academic standing with respect to Retention Criteria/Academic Probation/Program Dismissal requirements;

Failure to enroll in required coursework of the MSW curriculum and course plan as specified in the Graduate School Plan of Study;

Failure to register for the expected semester after the student has been granted a temporary leave of absence from the MSW program;

Failure to comply with faculty instructions with respect to classroom policies of academic, professional and ethical conduct;

Failure to disclose a criminal background history;

Failure to follow a written improvement plan recommended by SCC and approved by the Director of the School of Social Work;

Or if, in the opinion of the School of Social Work graduate faculty, student is unable to carry on advanced graduate level course work or practicum restthe Se Graduateh1tak

6. The student has the right to appeal any decision and should consult the *WSU Policies and Procedures Manual* ([www.wichita.edu/policies](http://www.wichita.edu/policies)), the Student Life office ([www.wichita.edu/studentlife](http://www.wichita.edu/studentlife)), the Student Conduct and Community Standards office ([www.wichita.edu/studentconduct](http://www.wichita.edu/studentconduct)), the *Graduate Catalog* ([www.wichita.edu/catalog](http://www.wichita.edu/catalog)) and/or the WSU Student Advocate ([www.wichita.edu/studentadvocate](http://www.wichita.edu/studentadvocate)) for the appropriate appeals procedure.

## **Student Resources**

### **Financial Aid**

Federal financial aid for graduate students is in the form of loans. For inquiries regarding financial assistance, contact the Office of Financial Aid at 203 Jardine Hall, (316) 978-3430, or online at [www.wichita.edu/financialaid](http://www.wichita.edu/financialaid).

If you must earn a portion of your educational expenses through part-time employment (yet another financial option), some on-campus jobs are available. Please inquire at Career Development Center located in Brennan III, 1749 N. Yale, and can be reached by pho

Feder.

School of Social Work and an overall GPA of 3.0 or above. Preference is given to member(s) of the Delta Delta Delta sorority, then to members of other Greek social fraternities or sororities.

**The Karen Countryman-Roswurm Endowed Fellowship in Social Work** was established in 2007 in honor of Karen Countryman-Roswurm, a graduate of both the BSW and MSW programs at Wichita State University. Eligibility requi

- 1.) Nine (9) hours of required MSW courses (not electives) completed; and
- 2.) A GPA of 3.50 or higher in all graduate level Social Work courses.

An induction ceremony for new members is held each fall and spring. Applications may be submitted in the fall by October 15<sup>th</sup> and in the spring by March 15<sup>th</sup>. Applications are available outside Lindquist Hall, Room 537 and on the School of Social Work website at [www.wichita.edu/socialwork](http://www.wichita.edu/socialwork). Information on the organization may also be found on at

**Always** refer to BSRB for the most up to date information on licensure and/or licensure requirements for the State of Kansas. You may contact the Kansas BSRB at (785) 296-3240 or <https://ksbsrb.ks.gov/>.

Students are responsible for sending a transcript to the BSRB. Make sure when you order the transcript that you mark “After Degree Posted” on the request, since the BSRB requires proof of degree on the transcript.

### **School of Social Work Alumni Society and Social Work Alumni Facebook Page**

In Spring 2001, alumni of the School of Social Work established an alumni association for alumni, friends, and other social workers. The mission of the School of Social Work Alumni Society is to enrich the professional lives of Wichita State University social work alumni by providing a network that connects WSU alumni and friends with the university and the wider community. You can obtain a membership application through the WSU Alumni Association, (316) 978-3290 or [www.wichita.edu/alumni](http://www.wichita.edu/alumni).

The alumni Facebook page can be found at [www.facebook.com/swalumni](http://www.facebook.com/swalumni).

The School of Social Work began utilizing social media opportunities in December 2010, as a tool for communicating with students, alumni, and community members. Since its inception, many hundreds of people have permanently connected with the Facebook page, either directly through that website or through the WSU campus links. In any given week, the School’s Facebook page reaches these regular visitors and more, who are from over twenty countries, and multiple locations throughout the United States.

Content shared in this arena include School events, such as workshops, orientations, and program deadlines; campus-wide events that may be of particular interest to social workers; faculty and student accolades; social work “inspiration” to reinforce the values of our profession and the themes of our program.

The School of Social Work Facebook page can be found at [www.facebook.com/wsusw](http://www.facebook.com/wsusw).

The School of Social Work Twitter page can be found at <https://twitter.com/WSUSocialWork>.

## **Curriculum Development: Mission, Goals and Competencies**

### **Curriculum Development**

The MSW curriculum has been developed with the following in mind: the mission of the University, Fairmount College of Liberal Arts and Sciences, and the School of Social Work, the Educational Policy and Accreditation Standards (EPAS) the Scdlegc755 0 TD340002 Tc0 T305 Tw(2 The m)8iltra

**Mission of Wichita State University**

1. For ethical, competent, autonomous advanced generalist social work practice with multiple systems and diverse populations within urban environments.
2. Who can contribute and engage the community through evidence-based knowledge, skills and ethical practice.
3. With an understanding of and a commitment to empowerment, social justice, cultural competency and multidimensional practice

**Core Competencies of the MSW Program (as defined by CSWE)**

1. Demonstrate Ethical and Professional Behavior
2. Engage Diversity and Difference in Practice
3. Advance Human Rights and Social, Economic, and Environmental Justice
4. Engage in Practice-informed Research and Research-informed Practice
5. Engage in Policy Practice
6. Engage with Individuals, Families, Groups, Organizations, and Communities
7. Assess Individuals, Families, Groups, Organizations, and Communities
8. Intervene with Individuals, Families, Groups, Organizations and Communities
9. Evaluate Practice with Individuals, Families, Groups, Organizations, and Communities

The School of Social Work has identified 9 core competencies and 31 measurable behaviors that are the basis for professional social work practice. The Specialized curriculum prepares its graduates for practice through mastery of the core competencies. The MSW curriculum prepares



Cultural competency includes the acquisition of the awareness, knowledge, sensitivity and practice skills necessary to effectively understand and address the cultural/racial/ethnic worldviews, strengths, issues, and needs of minority populations. The ultimate goal in the development of cultural competency is to actively utilize the appropriate practice methods that foster the outcome of greater development of cultural/racial/ethnic identity and cultural/racial/ethnic empowerment.

### **Social Justice**

Within the Wichita metropolitan ar

## **Multidimensional Practice**

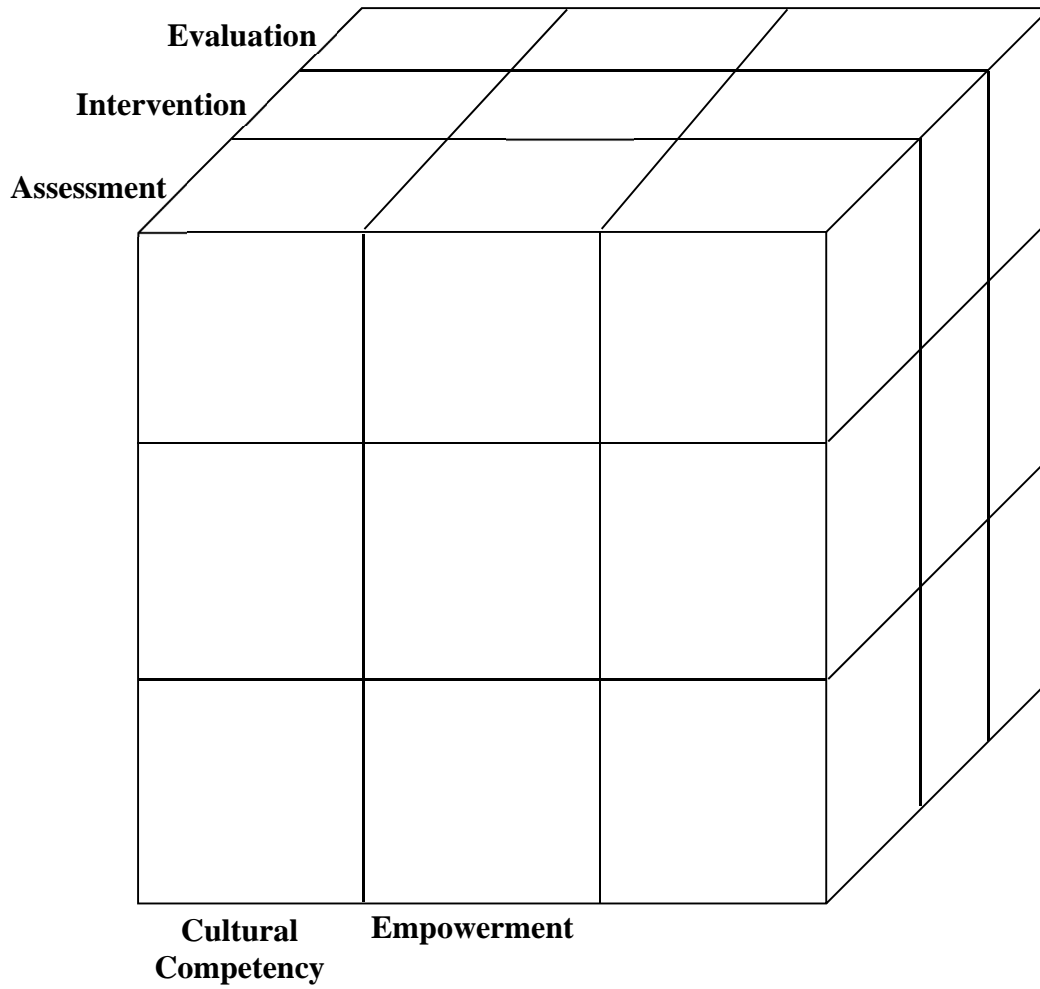
Social service delivery systems in the Wichita

<b>Theme</b>	<b>Theories and Perspective</b>
Multidimensional Practice	Complexity Theory
	Systems Theory
	Ecological/Person in Environment Perspective
	Phenomenology
Cultural Competency	Constructionism
	Ethnography
	Symbolic Interactionism
Social Justice	Conflict Theory
	Critical Theory
Empowerment	Empowerment Theory

### **The Advanced Generalist Area of Specialized Practice**

All advanced generalist practitioners are skilled in both direct and indirect practice, approach practice from an eclectic but disciplined stance, and can engage in both research and practice evaluation. The advanced generalist area of specialized practice at Wichita State University builds on this common understanding of advanced generalist practice and the school's four themes of **social justice**, **cultural competency**, **multidimensional practice** and **empowerment**, to develop the school's advanced generalist area of specialized practice. This area consists of the values and multiple roles the practitioner brings to each intervention. These core values and roles serve to integrate the practitioner's understanding of practice within a multi-dimensional framework. This framework is used, rather than a micro or macro approach to practice, with the assumption that human events can best be understood in a multidimensional context. Regardless of their position, practice setting, or client, advanced generalist practitioners must be prepared to bring direct and indirect practice skills to bear in each intervention. The complexities and ever-changing practice environment require that practitioners also be able to supervise and administer. In like manner, supervisors and administrators must be able to problem solve with individuals. In addition to assessment and intervention skills, practice with individuals requires an ability to advocate, access resources, and evaluate practice, all of which are indirect competencies. When the client is an organization, direct practice skills may include lobbying and collaborating on inter-organizational teams. Indirect practice skills include program development, policy analysis and research.

Multi-Dimensional Building Blocks of the Advanced Generalist Area of Specialized Practice







## APPENDIX





## APPENDIX I – WSU Resources and Directory

Inclement Weather – Call WSU Activity Line – (316) 978-6633		
Office	(316) 978-	Location
Alumni Association <a href="http://www.wichita.edu/alumni">www.wichita.edu/alumni</a>	3290	Woodman Alumni Center
Blackboard Support <a href="http://www.wichita.edu/helpdesk">www.wichita.edu/helpdesk</a>	4357	NA
Bookstore <a href="http://www.wichita.edu/bookstore">www.wichita.edu/bookstore</a>	3490	Rhatigan Student Center, 1 <sup>st</sup> Floor
Campus Life and University Relations <a href="http://www.wichita.edu/clur">www.wichita.edu/clur</a>	3021	Rhatigan Student Center, 2 <sup>nd</sup> Floor
Career Services <a href="http://www.wichita.edu/careers">www.wichita.edu/careers</a>	3435	Brennan III
Cashier / Tuition & Fees <a href="http://www.wichita.edu/tuitionfees">www.wichita.edu/tuitionfees</a>	3333	201 Jardine Hall
Computer Help Desk (Shocker Technical Assistance) <a href="http://www.wichita.edu/userservices">www.wichita.edu/userservices</a>	4357	120 Jabara Hall
Computer Labs <a href="http://www.wichita.edu/userservices">www.wichita.edu/userservices</a>		
Ablah Library, 24-Hour Study Room		NE Corner of Ablah Library
Ablah Library		Basement, 1 <sup>st</sup> , 2 <sup>nd</sup> & 3 <sup>rd</sup> floors
Jabara Hall 1 <sup>st</sup> Floor North Wing		120 Jabara Hall
Copy Services <a href="http://www.wichita.edu/centralservices">www.wichita.edu/centralservices</a>	3035	011 Morrison Hall (downstairs)
CAPS-Counseling and Prevention Services	3440	Steve Clark YMCA

Graduate School, WSU <a href="http://www.wichita.edu/gradschool">www.wichita.edu/gradschool</a>	3095	107 Jardine Hall
Health Services, Student <a href="http://www.wichita.edu/studenthealth">www.wichita.edu/studenthealth</a>	3620	Steve Clark YMCA
Heskett Center <a href="http://www.wichita.edu/heskettcenter">www.wichita.edu/heskettcenter</a>	3082	Heskett Center
Hughes Metropolitan Complex <a href="http://webs.wichita.edu/?u=conted&amp;p=/metro/">http://webs.wichita.edu/?u=conted&amp;p=/metro/</a>	3258	5015 E 29 <sup>th</sup> St N, Wichita, KS (29 <sup>th</sup> St N and Oliver)
LAS Advising Center (LASAC) <a href="http://www.wichita.edu/advising">www.wichita.edu/advising</a>	3700	115 Grace Wilkie Hall
LAS, Fairmount College <a href="http://www.wichita.edu/las">www.wichita.edu/las</a>	6659	200 Lindquist Hall
Library, Ablah <a href="http://www.wichita.edu/library">www.wichita.edu/library</a>	3481	Ablah Library
Lost and Found: <a href="http://webs.wichita.edu/?u=police&amp;p=/crime_prevention/lostandfound/">http://webs.wichita.edu/?u=police&amp;p=/crime_prevention/lostandfound/</a>		
Diversity and Inclusion, Office of <a href="https://www.wichita.edu/services/odi/index.php">https://www.wichita.edu/services/odi/index.php</a>	3034	Rhatigan Student Center, 2 <sup>nd</sup> Floor
Police, WSU Campus Police <a href="http://www.wichita.edu/police">www.wichita.edu/police</a>	3450	Police Station
Post Office <a href="http://www.wichita.edu/postoffice">www.wichita.edu/postoffice</a>	3550	112 Morrison Hall
Registrar <a href="http://www.wichita.edu/registrar">www.wichita.edu/registrar</a>	3055	Jardine Hall
Registration <a href="http://www.wichita.edu/registration">www.wichita.edu/registration</a>	3090	102 Jardine Hall
Transcripts <a href="http://www.wichita.edu/transcripts">www.wichita.edu/transcripts</a>	3057	117 Jardine Hall
Scholarships through LAS <a href="http://www.wichita.edu/las/scholarships">www.wichita.edu/las/scholarships</a>	6659	200 Lindquist Hall
School of Social Work <a href="http://www.wichita.edu/socialwork">www.wichita.edu/socialwork</a>	7250	528 Lindquist Hall
Social Work Student Lounge		504 Lindquist Hall

Student Advocate

3480

Rhatigan Student Center, 2<sup>nd</sup> Floor

## **APPENDIX II – Websites, Publications, and Forms**

Association of Social Work Boards (ASWB)

[www.aswb.org](http://www.aswb.org)

(Find links to licensing boards for all states on this site)

Behavioral Sciences Regulatory Board (BSRB)

[www.ksbsrb.ks.gov](http://www.ksbsrb.ks.gov)

(State of Kansas licensing information and application)

Council on Social Work Education (CSWE)

[www.cswe.org](http://www.cswe.org)

Social Work program accreditation information –

Educational Policy and Accreditation Standards [EPAS] located under Accreditation link

Directory of accredited social work programs located under Accreditation link

National Association of Social Workers (NASW)

[www.socialworkers.org](http://www.socialworkers.org)

NASW Code of Ethics

[www.socialworkers.org/pubs/code](http://www.socialworkers.org/pubs/code)

NASW Insurance Information

[www.naswassurance.org](http://www.naswassurance.org)

School of Social Work

[www.wichita.edu/socialwork](http://www.wichita.edu/socialwork)

(On this site you will find the School of Social Work faculty information, BSW Senior Form, *BSW Student Manual*, *Field Practicum Manual*, practicum forms, MSW application information and packet)

**School of Social Work Social Media**

**WSU Policies and Procedures Manual**

[www.wichita.edu/policies](http://www.wichita.edu/policies)

(click on link to Policies & Procedures Manual)

**WSU Schedule of Courses**

[www.wichita.edu/schedule](http://www.wichita.edu/schedule)

(Check here for the most up-to-date schedule information. Changes made after the printed schedule comes out will appear in the online schedule.)

**WSU Student Handbook**

[www.wichita.edu/studentlife](http://www.wichita.edu/studentlife)

(Click on Student Policies link)

**WSU Undergraduate Catalog**

[www.wichita.edu/catalog](http://www.wichita.edu/catalog)

## **APPENDIX III – Student Code of Conduct**

### **From the WSU Policies and Procedures Manual:**

#### **8.05 / Student Code of Conduct**

##### **1. Purpose**

The Student Code of Conduct outlines University behavior expectations for students, student groups, and student organizations. This policy aligns with Wichita State University's institutional values and helps the University meet its legal obligations.

##### **2. Policy Statement**

By choosing to become a member of the University community, students are expected to demonstrate respect for themselves and others and to conduct themselves in a manner that is consistent with the Kansas Board of Regents' and Wichita State University rules and policies; federal, state, and local laws; and city ordinances. When choosing to become a

before a conduct complaint is resolved may be prohibited from future enrollment and/or accessing University records until the matter is resolved.

- C. [Student Code of Conduct Handbook](#) – refers to the all policies and procedures related to student behavior and expectations.
- D. **Student Group** – any number of persons who are associated with the University and each other, but who have not registered, or are not required to register, as a student organization that conducts business or participates in University-related activities. Student groups include, but are not limited to, Student Government Association, Student Activities Council, musical or theatrical ensembles, sport clubs, the University newspaper, or intercollegiate or independent varsity athletic teams.
- E. **Student Organization** – any student-led organization that has been approved and is recognized by the Student Government Association.
- F. **University** – Wichita State University (WSU) and its affiliates.
- G. **University Policy** – any written guidelines of the University or the Kansas Board of Regents as found in, but not limited to, the Kansas Board of Regents Policy Manual, WSU Policies and Procedures Manual, Housing and Residence Life Handbook, ICAA Manual, Graduate/Undergraduate Catalogs, Student Organization & Advisor Handbook, Library Facilities Policy, Traffic Regulations, and/or Intramural Sports Handbook.

#### 4. **Administrative Procedures**

A full listing of the Student Code of Conduct administrative procedures can be found in the [Student Code of Conduct Handbook](#).

#### 5. **Related Policies**

The [Policy and Procedures Manual](#) at Wichita State University, all other University policies, and any Federal and State Laws apply under the Student Code of Conduct. More details on specific Policies, Procedures, and Laws that apply to the Student Code of Conduct can be found in the [Student Code of Conduct Handbook](#).

### **From the WSU Policies and Procedures Manual:**

#### **Student Code of Conduct Handbook (effective 9-9-19)**

##### 1. **Purpose**

The Student Code of Conduct Handbook outlines how the University will proceed once it is made aware of allegations of misconduct by a student, student group, or student organization. The Handbook also serves as a companion document to [8.05/Student Code of Conduct](#). The student conduct process is administered by the Student Conduct & Community Standards (SCCS) office. The student conduct process is designed to investigate and resolve alleged student misconduct violations in a prompt, thorough, reliable, fair, and impartial manner.

##### 2. **Philosophy**

Wichita State University







investigate, conduct a hearing, and assign sanctions to Respondents if found in violation of the Handbook.



- A. All students, student groups, and student organizations will be entitled to the same rights in all investigations and resolution processes relating to reports of alleged violations of the Student Code of Conduct.
- B. All students, student groups, and student organizations will be presumed not to have violated the Student Code of Conduct unless it is proven that it is more likely than not that a violation has occurred.
- C. All students, student groups, and student organizations will be advised of their rights, in writing, during their first meeting with the Associate Dean, or designee.
- D. All students, student groups, and student organizations have the right to:
  - 1. Be notified of the alleged violation(s) of University policy;
  - 2. Be provided advanced notice of all meetings in which they are requested or entitled to participate and be notified of the purpose of those meetings;
  - 3. Be accompanied by an Advisor of the student's, student group's, or student organization's choice throughout the investigation and resolution process;
  - 4. Request reasonable accommodations from the [Office of Disability Services](#) or the [Office of Human Resources](#) (for employees) in order to ensure full and equitable participation in the investigation and resolution process;
  - 5. Be informed of the available resolution options;
  - 6. Be informed of campus and community resources available for support and assistance;
  - 7. Submit information, including the names of witnesses, for consideration in the investigation;
  - 8. Be informed of all parties contacted to participate in the investigation and their relation to the alleged misconduct;
  - 9. Review, after any required redaction, all information to be considered in determining the outcome of the case upon request by scheduling an appointment with the Associate Dean or designee;
  - 10. May provide a statement or respond to questions during the investigation and resolution process;
  - 11. Submit a written impact statement to be considered before an outcome is reached;
  - 12. Request that the Associate Vice President for Student Affairs and Dean of Students consider removing the individual responsible for investigating or resolving an alleged violation from a case on the basis of actual or perceived bias; and
  - 13. Request one appeal within the University's process.
- E. Any student, student group, or student organization may elect to waive any of the aforementioned expectations so long as the waiver is communicated in writing.

## 6. Prohibited Conduct

As members of the University community all students, student groups, and student organizations are expected to display respect for the rights of themselves and others and to be accountable for their behavior choices.

It is a violation of the Student Code of Conduct for any student, student group, or student organization to engage in behavior that aids, attempts, assists, promotes, condones, encourages, requires, conceals, or facilitates any act prohibited by this Handbook. Allowing, permitting, or providing an opportunity for a visitor to violate University policy is also prohibited. Lack of familiarity with University policy, intoxication or impairment from alcohol, drugs, or other substances, or an individual's disability is not an excuse or a defense to a violation of the Student Code of Conduct. Unless specifically noted in the policy definition, intent is not a required element to establish a policy violation. The Office of Student Conduct & Community Standards will take the legitimacy of an individual's explanation into consideration in the determination of appropriate sanctioning.

Prohibited conduct that is committed involving a protected class (i.e. race, religion, age, sex, disability status, etc.) which includes, but is not limited to, forms of harm and endangerment, physical violence, or harassment will, depending on the circumstance, be investigated and resolved under [3.47/Discrimination Review Procedures for Students, Employees and Visitors](#) or [8.16/Sexual Misconduct, Relationship Violence, and Stalking Policy for Students](#). There may be additional allegations of misconduct claimed at the same time that will be resolved by the Student Conduct process outlined in the Handbook.

Violations of the Student Code of Conduct may also result in further review and/or investigation under other policies at Wichita State University. Some examples of these policies include, but are not limited to, [3.06/Sexual Misconduct, Sexual Harassment, Relationship Violence and Stalking Policy for Employees and Visitors](#), [3.19/Prohibition of Retaliation](#), [3.47/Discrimination Review Procedures for Students, Employees and Visitors](#), and [8.16/Sexual Misconduct, Relationship Violence, and Stalking Policy for Students](#).

The following list describes actions that detract from the effectiveness of the University community and are prohibited, but does not include constitutionally protected activity:

### A. Academic Integrity

Engaging in prohibited conduct as described by [Section 2.17/Student Academic Honesty](#).

### B. Alcohol, Drugs, & Other Substances

1. Underage Possession and/or Consumption of Alcohol – underage possession and/or consumption of alcohol.
2. Unauthorized Possession and/or Consumption of Alcohol – possession and/or consumption of alcohol except as expressly permitted by law and University policy.
3. Unauthorized and/or Unlawful Distribution, Sale, and/or Service of Alcohol – engaging in the distribution, sale, and/or service of alcohol, regardless of age, except as expressly permitted by law and University policy.



C. Damage and/or Destruction of Property

Engaging in the intentional, reckless, and/or unauthorized defacement, damage, or 49

4. Fire, Explosion, or Other Safety Hazard – intentionally or recklessly causing a fire, explosion, blocking emergency exits, or other safety hazards.
5. Fireworks, Hazardous Chemicals, or Explosives – unauthorized possession of or use of fireworks, hazardous chemicals, or explosives.
6. Misuse of Emergency Equipment – tampering with, damaging, disabling, interfering with, or misusing emergency equipment including, but not limited to, fire alarms, fire doors, fire extinguishers, fire sprinklers, fire hoses, the Shocker Alert system, or an emergency call box.

F. Harm and Endangerment

1. Physical Violence – engaging in behavior that intentionally or recklessly causes physical harm including, but not limited to, scratching, biting, pulling, throwing objects, pushing, shoving, punching, slapping, spitting, pinching, kicking, or holding another against their will.
2. Threats – engaging in behavior, written or verbal, that causes a reasonable expectation of injury to the health, safety, or well-being of any individual, student group, or student organization; or damage to property. This behavior includes implied threats or acts that cause another individual a reasonable fear of harm. Threats may occur via written, electronic, verbal, or any other form of communication.
3. Harassment – engaging in behavior that is severe, pervasive, or persistent to a degree that it interferes with a reasonable person’s ability to work, learn, live, participate in, or benefit from the services, activities, or privileges provided by the University. Harassment may occur via written, electronic, verbal, or any other form of communication; or through physical pres





2. Misuse of Communication Technology – using communication technology to interrupt the normal operations of any individual, group, organization, or the University, including, but not limited to persistent contact with a University employee or other entity via communication technology.
3. Unacceptable Use – violation of [Section 19.01/Acceptable Use](#) and/or [Section 19.05/University Information Technology Resources and Email](#) or any other policy referenced therein.
4. Violation of Copyright Law – engaging in unauthorized use or possession of copyrighted material including, but not limited to; downloading, distributing, or facilitating others to be able to access copyrighted music, films, software, or other materials; unauthorized use of copyrighted graphics, logos, or names; or any other violation of Copyright Law.

K. Relationship Violence

Engaging in relationship violence as described by [Section 8.16/Sexual Misconduct, Relationship Violence, and Stalking Policy for Students](#). Any alleged violation of this policy will be directed to the Office of Institutional Equity and Compliance.

L. Retaliation

Engaging in, or causing another to engage in, an adverse action or threat of an adverse action against any individual or group involved in the complaint, investigation, and/or resolution of an allegation of a violation of University policy; including any individual who attempts to intervene or prevent behavior prohibited by this policy. Retaliation can be committed by an individual or group of individuals, not just a Complainant or Respondent. Retaliation can take many forms including threats, intimidation, pressuring, continued harassment, violence, or other forms of harm to others.

M. Sexual Misconduct

Engaging in sexual misconduct as described by [Section 8.16/Sexual Misconduct, Relationship Violence, and Stalking Policy for Students](#). Any alleged violation of this policy will be directed to the Office of Institutional Equity and Compliance.

N. Solicitation

Engaging in unauthorized canvassing or solicitation including, but not limited to, sending advertisements or recruitment materials via Blackboard, listservs, or other forms of communication not intended for canvassing or solicitation; placing flyers under and/or on doors in University facilities or on vehicles.

O. Stalking

Engaging in stalking as described by [Section 8.16/Sexual Misconduct, Relationship Violence, and Stalking Policy for Students](#). Any alleged violation of this policy will be directed to the Office of Instit

valuables or possession of property that can be reasonably determined to have been stolen.

Q. Tobacco Use and Smoking

Engaging in the use of any tobacco product or device including, but not limited to, cigarettes, cigars, e-cigarettes, vaping, hookah, or chewing tobacco within University property or vehicles as defined by Section

individual(s) needing emergency treatment and cooperate with emergency officials, so long as it is safe to do so, and to meet with appropriate University officials after the incident and cooperate with any University investigation.

A. Honesty

All participants are expected to be honest and forthright in all communication relating to the investigation and resolution of allegations of misconduct. Providing false or misleading information is a violation of University policy and may result in additional allegations of misconduct under the Handbook or other applicable University policy.

B. Communication & Responsiveness

The University uses @shockers.wichita.edu e-mail addresses as its formal means of communication with students and @wichita.edu for employees. Communication regarding an investigation and/or resolution process is deemed given when sent to an official @shockers.wichita.edu e-mail address. Students and employees are responsible for checking their University e-mail and responding to all requests for information or other responses within a timely manner. Failure to respond or appear by a given deadline may result in the process proceeding in an individual's absence. Decisions will be made on the information that is available at the time the decision is made.

C. Preparation

All Complainants, Respondents, and Witnesses are responsible for adequately preparing themselves for investigation and resolution meetings, including reviewing applicable University policies and procedures. Students, student groups, and student organizations are also responsible for ensuring that their advisor is familiar with the appropriate policies and procedures. Failure to adequately prepare for a scheduled meeting will not be reason for delaying the meeting or other proceedings.

D. Adhere to Process

Individuals, student groups, and student organizations are to refrain from disrupting the orderly process of the investigation and resolution process for alleged violations of University policy. No individual, student group, or student organization involved in the process other than the investigator, Conduct Administrator, or hearing board chairperson may audio or video record any investigation or resolution meetings or other portions of the process. Any individual, student group, or student organization deemed to be disruptive may be removed from a meeting and/or charged with violating the Student Code of Conduct.

E. Organization Responsibility Guidelines

Student Organizations are expected to comply with all University policies, including the Student Code of Conduct and all additional policies pertaining to Student Organizations. Student Organizations should act in a manner that promotes and upholds the standards of Wichita State University. Isolated violations of individuals are generally not chargeable to the Organization. When evidence of group conduct exists, however, Organizations may be held responsible for the actions and behaviors of their members and/or guests.

On a case-by-case basis, Student Conduct and Community Standards staff, in consultation with Student Involvement staff, will determine whether any violations of policy are individual or organizational in nature. In determining whether a violation is organizational in nature, all circumstances of a situation will be examined. SCCS staff

will take into account the following non-exhaustive list of factors, including, but not limited to the following.

**Should there be evidence of at**

## 7. Planning

- a. If the violation(s) occurred at an Organization or alumni-sponsored, financed or endorsed activity;
- b. If the violation(s) occurred at any activity utilizing the Organization's name or logo;
- c. If the Organization was involved in the planning, coordination or preparation of the activity where the violation(s) occurred;
- d. If the activity where the violation(s) occurred was advertised or publicized via posters or various forms of social media, by texts, tweets or emails sent out using standard Organization contact lists, or through other electronic means (examples: GroupMe, WhatsApp, etc.);

Additionally, in the event that conduct violation(s) have been deemed to fall under potential organizational responsibility, SCCS staff will consult with the Vice President for Student Affairs and the Associate Vice President for Student Affairs and Dean of Students regarding the possibility of interim measures, up to and including temporary suspension, for that Organization. Any decision regarding





significant influence over the resolution process and possible outcomes. All involved parties must willingly agree to participate. Any incident that involves sexual misconduct, relationship violence, stalking, physical violence, or any violation of the academic misconduct policy will not have the option to resolve the concern through the conflict resolution process.

4. Initiation of Conduct Process – If it appears that a student/student group/student

Administrator may provide a range of possible outcomes for the alleged violation, but that individual cannot ensure that a specific outcome will occur.

During the informational meeting, the Respondent will be given the opportunity to select one of the available resolution processes (Informal Resolution or Formal Resolution) for the case. In certain circumstances, the Associate Dean or designee may exercise the authority to select the resolution process. In the absence of a resolution option selection from the Respondent, the Associate Dean or designee shall determine the appropriate resolution process for the case. Failure to attend an informational meeting shall not delay the student conduct proceedings or impact the validity of such proceedings.

#### D. Informal Resolution

If the assigned Conduct Administrator believes the outcome for the alleged violation would likely not rise above Disciplinary Probation or result in removal from a residential facility, the Respondent may elect to have the case resolved by Informal Resolution. An Informal Resolution takes place between the Respondent and a Conduct Administrator and does not allow for the presentation of witnesses or additional information to be submitted by the Respondent prior to the meeting, although the administrator may follow up with other parties as necessary before making a decision. Informal Resolutions are not audio recorded.

An Informal Resolution may occur directly following an Informational Meeting, or may be scheduled for a later date. Every effort will be made to schedule an Informal Resolution within ten (10) University business days of the Informational Meeting. The Conduct Administrator will determine appropriate outcomes if a respondent is found in violation of a University policy.

#### E. Formal Resolution

If the Respondent does not wish to proceed

## 1. Administrator Hearing

An Administrator Hearing is conducted by an individual Conduct Administrator as determined by the Associate Dean. The Conduct Administrator is responsible for determining whether it is more likely than not that a violation occurred and determine appropriate outcomes(s).

An Administrative Hearing involves the presentation of information by the Respondent(s), Complainant(s) (if applicable), and any witness(es) (if applicable). The Respondent(s) will be allowed to ask relevant questions of the Complainant(s) and/or any witness(es) at the discretion of the Conduct Administrator. In incidents involving an identified harmed party, the Complainant(s) will also be allowed to ask relevant questions of the Respondent(s) and/or any witness(es) at the discretion of the Conduct Administrator.

## 2. Student Conduct Board Hearing

The Associate Dean, or designee, shall determine the composition of the Student Conduct Hearing Board. Members are appointed for a one-year term with the possibility of reappointment. University governance bodies may recommend individuals for membership to the Associate Dean. All members must complete appropriate and thorough training prior to hearing cases.

A Student Conduct Board Hearing is conducted by a panel of three (3) or five (5) individuals comprised of students, faculty, and/or staff. A minimum of one (1) panelist must be a student. The Board is responsible for determining whether it is more likely than not that a violation occurred and determine appropriate outcomes(s). One (1) panelist will serve as the Board Chairperson, selected by the Associate Dean or their designee, and is responsible for communicating the determination of responsibility to the Associate Dean, who will notify the Respondent(s) and Complainant(s) of the decision. Decisions of the Student Conduct Board will be determined by a majority vote. A member of the Student Conduct & Community Standards staff or designee will serve as the Student Conduct Board Advisor and does not cast a vote.

## F. Hearing Format

Hearings will be conducted in private in accordance with state privacy laws and the



request and will promptly resume its investigation upon notification from the law enforcement agency that its evidence gathering process is complete.

The student conduct process may proceed prior to, simultaneously with, or following criminal or civil proceedings at the discretion of the Associate Dean.

Decisions made within a criminal or civil process do not bind the University to establish or not establish that a violation of University policy has occurred as there are different evidence rules, burdens of proof, purposes, and potential outcomes in each process. However, a criminal conviction based on the same facts, in local, state or federal courts,

- B. Students, student groups, and student organizations who are found to have violated Section 8.05/Student Code of Conduct will receive outcomes appropriate to the current violation(s) and in consideration of any prior conduct history and/or mitigating or aggravating circumstances. For student groups and organizations, “prior conduct history” includes incidents occurring within the preceding seven (7) years. The number of outcomes issued may vary depending on the situation in question. In the case of student groups and organizations, if an outcome is issued by a national or other

At any point in the process, interim measures may be implemented. Once in effect the measures will remain in place until it is determined they are no longer necessary.

## 2. Sanctions

**Disciplinary Warning** – This written warning is provided to acknowledge a written notice given to draw the Respondent attention to the fact that their behavior violated appropriate with University policy, and does not align with Wichita State University’s expectations for community members. Please understand that should you be a breach of University policy occur again or you are found responsible for any future violations of University and/or HRL policy, offenses, you may expect to receive more severe disciplinary action.

**Disciplinary Probation** – The student is deemed not in good conduct standing with the University. The duration of any probationary period will be determined by the resolution body on a case-by-case basis. Any further violations of University policy while on probation may result in more serious sanctions being imposed, which may include suspension or expulsion from the University. Restrictions that may be placed on the student during the probationary period include, but are not limited to: participation in student activities, representation of the University on athletic teams or in other leadership positions, eligibility to receive any University award or honorary recognition, entrance into University residence halls or other areas of campus, participation in a study abroad program, or University computer and network usage.

**Deferred Suspension** – The student is deemed not in good conduct standing with the university and will be officially suspended from the University. However, the suspension will be deferred, meaning the student may continue to attend classes, but the suspension will be automatically enforced for failure to complete any assigned sanctions by the deadline and/or for any subsequent violation of University policy, unless the Associate Dean determines otherwise. If the student is found responsible for any subsequent violation of Section 8.05/Student Code of Conduct, the student will be automatically suspended for the length of the original deferred suspension in addition to any other sanctions imposed for the subsequent violation. Some of the restrictions that may be placed on the student during the deferred suspension period include, but are not limited to: participation in student activities, representation of the University on athletic teams or in other leadership positions, eligibility to receive any University award or honorary recognition, entrance into University residence halls or other areas of campus, participation in a study abroad program, or University computer and network usage. The duration of any deferred suspension period will be determined by the resolution body on a case-by-case basis.

**Suspension** – The student is required to leave the University for a designated period of time. During the suspension period, a student may not attend classes (either in person or online), or participate in student group or student organization activities, whether they occur on or off campus. A student may be withdrawn from any classes in which the student is currently enrolled and will

not be eligible for a refund. A registration and records hold will be placed on the student's account until the conclusion of the suspension period. If the student is an on-campus resident, the student's contract with Housing & Residence Life will also be terminated and the student will be responsible for paying any remaining fees for the duration of the original contract period. The student must successfully complete all assigned educational sanctions prior to the conclusion of the suspension period. The suspension will remain in effect until they are completed. Any further violations of University policy while on suspension could result in more serious sanctions being imposed.

**Expulsion** – The student will be separated from the University without the possibility of graduation or future enrollment. The student may not be present on University premises unless authorized in writing in advance under conditions approved by the Associate Dean. A student may be withdrawn from any classes in which they are currently enrolled and will not be eligible for a refund. A permanent registration hold will be placed on the student's account. If the student is an on-campus resident, the student's contract with Housing & Residence Life will also be terminated and the student will be responsible for paying any remaining fees for the duration of the original contract period.

**Withholding of Transcripts or Degree** – The University may withhold copies of student transcripts or awarding a degree otherwise earned until the completion of the process set forth in the Handbook, including the completion of all assigned sanctions.

**Revocation of Admission and/or Degree** – Admission to the University or a degree awarded from the University may be revoked for fraud, misrepresentation, or other violation of University policy in obtaining the degree from or gaining admission to the University or for other serious violations committed by a student prior to graduation.

**Restitution** – The student is required to pay for the loss of, damages to, or injury to University, personal, public, or private property, provided that such payment shall be limited to the actual cost of repair or replacement of such property.

**Loss of University Privileges** – The student is restricted from accessing specific University privileges including, but not limited to: parking on campus, participation in student activities, holding a student leadership position, participation in a study abroad program,



but not limited to: personal contact, electronic communication (e.g. text messages, social media, etc.), telephone, or through third parties.

**Campus and/or Building Ban** – The student is prohibited from being on any campus property and/or entering specific University facilities. Any student alleged to have violated a campus and/or building ban may be subject to additional disciplinary action.

**No Trespass Order** – The student is prohibited from being on any campus property and/or entering specific University facilities. Any student alleged to have violated a campus and/or building ban may be subject to arrest.

**Knowledge Attainment Activities** – Activities designed to increase a student's

Deferred Suspension – The student group or organization will be officially suspended from the University, but the suspension will be deferred, meaning that the student group or organization may continue to function at this time. The suspension will be automatically enforced for failure to complete any assigned sanctions by the deadline and/or for any subsequent violation of University policy, unless the Director determines otherwise. If the student group or organization is found responsible for any subsequent violation of Section 8.05/Student Code of Conduct, the student will be automatically suspended for the length of the original deferred suspension in addition to the other sanctions imposed for the subsequent violation. Some of the restrictions that may be placed on the student during the deferred suspension period include, but are not limited to: ability to host a party or phila

property via any means, including, but not limited to: personal contact, electronic communication (e.g. text messages, social media, etc.), telephone, or through third parties.

Campus and/or Building Ban – the student group or organization is prohibited from being and/or operating on any campus property and/or entering specific University facilities. Any student group or organization alleged to have violated a campus and/or building ban may be subject to additional disciplinary action.

Recommendation for Charter Revocation – The University will submit an official request to the national or other governing organization to revoke the charter for a student group or organization.

Restitution – The student group or organization is required to pay for the loss of, damages to, or injury to University, personal, public, or private property, provided that such payment shall be limited to the actual cost of repair or replacement of such property. University and/or student fee funds may not be used to pay restitution.

Loss of University Privileges – The student group or organization is restricted from accessing specific University privileges including, but not limited to: ability to host a party or philanthropic event, eligibility to receive any University award or honorary recognition, participate in intramurals, represent the University and any travel in connection with such representation, participate in recruitment/intake or receive a new member class, maintain membership or representation of the organization on the governing council, utilize University facilities/grounds, participate in competitions, or receive future institutional funding.

Knowledge Attainment Activities – activities designed to increase members' knowledge in areas related to the violation(s) committed including, but not limited to: attending workshops, researching a specific topic, interviewing a professional in a specific field, etc.

Restorative Activities – activities designed to repair harms caused and give back



Body, in which case the Appellate Body must offer both the Complainant and the Respondent the same opportunity to discuss the case.

### C. Appeal Request Outcomes

Upon review of the record, the Appellate Body may respond as follows:

1. Determine the appeal lacks standing and is dismissed, in which case the original decision stands;
2. Determine that the appeal has standing and remand the case back to the original Conduct Administrator or Student Conduct Board to consider new information or reevaluate previous information; or
3. Determine that the appeal has standing and remand the case to a new Conduct Administrator or Student Conduct Board with specific corrective instructions.
4. Determine the appeal has standing but the appellant has not provided information to substantiate that the outcome of the case was significantly affected; in which case the original decision stands.

The Appellate Body's decision is considered the final University decision and will be communicated in writing. The Appellate Body will review and respond to the appeal within five (5) University business days of receipt of all documentation but may extend this period of time for specific reasons that will be communicated in writing to the appealing party.

In circumstances in which the appealing party requests, in writing, that the Appellate Body remove themselves from the Appeal on the basis of actual or perceived bias, or in cases in which the Appellate Body is otherwise unable to perform these duties, appeal decisions may be made by another Appellate Body as determined by the Vice President for Student Affairs.

## 13. Records

### A. Holds and Removal of Active Status

Student Conduct & Community Standards staff, the Associate Vice President for Student Affairs and Dean of Students, Housing & Residence Life staff, and/or the Vice President for Student Affairs may place a hold on a student's transcript, registration, and/or diploma; or remove a student group and/or student organization's active status and ability to conduct operations in any of the following situations:

1. A student, student group, or student organization has committed a violation of Section 8.05/Student Code of Conduct culminating in suspension or expulsion;
2. A student, student group, or student organization has been given interim restrictions pending an investigation and resolution of allegations of misconduct;
3. A student, student group, or student organization has failed to schedule or attend a required University meeting or hearing;
4. A student, student group, or student organization has failed to complete one or more sanctions by the assigned deadline; or

5. An individual who is no longer attending the University exhibits disruptive behavior which is impacting the University community, and it is the determination of the Vice President for Student Affairs or designee that a review of the student's file and meeting with the student occur prior to the student's re-enrollment.

#### B. Record Retention

Student conduct records, including investigation records, are maintained electronically by Student Conduct & Community Standards for seven (7) years from the date the case is closed. A record is considered closed when the following criteria have been met:

1. It is determined that the student, student group, or student organization was not in violation of University policy; or
2. The student, student group, or student organization was in violation of University policy; and all periods of probation, deferred suspension, or suspension and all associated outcomes have been completed; or
3. a student, student group, or student organization has been expelled from the University.

If a student remains enrolled after the record is closed, the record will be maintained until the student graduates or is no longer enrolled at the University. When a student proceeds directly from one academic program into another academic program (e.g. undergraduate study to graduate study), the records will be maintained until the completion of the final academic program. Student group and organization records will be maintained for a minimum of seven (7) years after the record is closed. Records of incidents culminating in deferred suspension, suspension, or expulsion will be permanently maintained by the University.

#### C. Access to Records

Student Conduct & Community Standards does not make copies of conduct files or audio recordings. If a student, student group, or student organization wishes to review its own conduct file, they may do so by scheduling an appointment with Student Conduct & Community Standards office. The file may be redacted to protect privacy concerns and to comply with federal and local law.

In instances when the student lives more than 150 miles from campus, a redacted copy of the conduct file may be provided upon request and at the expense of the requestor to be paid in advance of preparing it for transfer. Payment must be received prior to the release of the records. Reasonable costs for making copies, transcribing audio recordings, and/or staff time spent redacting personally identifiable information of other students may be included

#### **14. Emergency Contact Notification**

The University reserves the right to notify the parent(s)/guardian(s) of dependent students and/or a student's emergency contact regarding any conduct situation which poses a health or safety risk to the student or others, particularly alcohol and/or other drug violations. The University may also notify parent(s)/guardian(s) of non-dependent students who are under the age of 21 of alcohol and/or other drug violations. Parental notification may also be utilized discretionarily by Conduct Administrators when permitted by FERPA or consent of the student.

Effective: October 03, 2017

Revised: September 10, 2019

## **APPENDIX IV – Student Academic Honesty**

### **From the WSU Policies and Procedures Manual:**

#### **2.17 / Student Academic Honesty**

##### **1. Purpose**

To set forth the expectations for the responsible acquisition, discovery, and application of knowledge by students at Wichita State University, including the ethical use of information resources, and to ensure the integrity of academic credit and degrees conferred by the University.

##### **2. Philosophy**

Wichita State University is committed to the ethical pursuit of knowledge. In order to ensure the integrity of faculty evaluation of students, all members of the University community share responsibility for ensuring that students have demonstrated successful mastery of the learning objectives for each academic activity. By conferring a degree, Wichita State University is assuring the general public that the student has successfully met all requirements for graduation, including meeting the learning objectives for each academic activity. Indifference to academic misconduct is not a neutral act—failure to confront and or deter such behaviors will reinforce, perpetuate, and increase the prevalence of academic misconduct in the University community.

Students are expected to complete independent, original work for each academic activity unless otherwise specified by the faculty member. Students should seek clarification when in doubt. Faculty members are required to communicate their expectations regarding academic integrity; including, but not limited to, collaboration, information sharing, and conducting ethical research. All syllabi must contain a section that includes information on the Student Academic Misconduct policy. Additionally, faculty members are expected to adhere to the policy pertaining to the reporting and resolution of alleged violations of the Student Academic Misconduct policy.

Discretion is expected by those involved in the academic integrity process, especially as related to investigations of academic misconduct allegations. Details should only be shared with those that are on a need to know basis.

##### **3. Prohibited Conduct**

As members of the University community, all students, student groups, and student organizations are expected to display respect for the rights of themselves and others and to be accountable for their behavior. Lack of familiarity with University policy is not a defense to a violation of this policy. Unless specifically noted in the policy definition, intent is not a required element to establish a policy violation.

Academic misconduct includes a broad range of infractions. The following list, while not comprehensive, provides examples of actions that violate the expectations for the responsible acquisition, discovery, and application of knowledge by students at Wichita State University:

- A. *Plagiarism* – Representing the words, ideas, graphics, or any portion of another's work, whether published or unpublished, as one's own and/or without appropriate and/or



accurate citation/attribution

- B. *Unauthorized Use or Possession of Materials or Resources* – Using or possessing any materials or resources during an academic activity without the express permission of, or in a manner that is inconsistent with the express permission of, the faculty member. Unauthorized use of materials or resources includes, but is not limited to, any electronic device; course textbooks, articles, cheat sheets, other print sources; and/or looking at another individual's current or previous academic work. This includes submission of materials that were purchased or otherwise obtained by an outside or commercial source (e.g. ghostwriting or pay-for-paper services).
- C. *Unauthorized Collaboration or Consultation* – Collaborating or consulting with another individual or group during an academic activity without the express permission of the faculty member.
- D. *Fabrication, Falsification, or Misrepresentation of Information* – Providing fabricated or falsified information or misrepresenting information in an academic activity or related to academic attendance or other academic requirements.
- E. *Academic Interference* – Engaging in any behavior or taking any material(s) for the purpose of interfering with an academic activity. Academic Interference includes, but is not limited to:
  - 1. removing, concealing, damaging, destroying, or stealing materials or resources that are necessary to complete or perform an academic activity;
  - 2. tampering with another person or group's work; and/or
  - 3. interfering with another student's academic performance.
- F. *Unauthorized Resubmission* – Submitting an academic activity which has been previously submitted for credit, publication, or presentation without authorization from the faculty member to which the submission is made. This provision also applies when repeating a course, regardless of whether or not a grade was awarded for the previous enrollment period.
- G. *Facilitation of Academic Misconduct* – Engaging in behavior that facilitates another person or group's ability to engage in or causes another person or group to engage in academic misconduct, including but not limited to providing another student with a copy of the student's work and/or access to unauthorized materials or resources, or forcing or coercing another student to complete academic work on behalf of another.
- H. *Bribery* – Offering, giving, receiving, or soliciting any funds, goods, services, or anything else of value in exchange for an academic advantage for any student.
- I. *Unauthorized Sale, Distribution, or Receipt of Academic Materials* – Buying, selling, receiving, or distributing academic materials without the express permission of the faculty member including, but not limited to previous assessments, study guides, solutions manuals, lecture slides, or any other form of intellectual property. This includes, but is not limited to, providing academic materials to crowdsourced digital databases and web platforms.
- J. Research misconduct as identified in Policy 9.13/Misconduct in Research. Alleged

violations of research misconduct will be resolved through policy 9.13. Academic sanctions can be made when said research misconduct overlaps academics.

#### 4. **Reporting, Procedures and Appeals**

- A. Any individual with a good faith basis for believing a student has violated this policy is encouraged to report the alleged violation to the faculty member responsible for the course and the Office of Student Conduct and Community Standards. When a faculty member has reasonable, good faith belief that a student has committed academic misconduct, that faculty member has the discretion to assign a sanction, including academic sanctions (e.g., failing grade on the assignment or failing grade for the course) or educational sanctions (e.g., plagiarism training or reflection activities). Any faculty member imposing a sanction against a student for a violation of this policy must report the violation to the Office of Student Conduct and Community Standards to ensure due process. In order to identify habitual offenders, faculty members are encouraged to report all alleged Academic Integrity violations to the Office of Student Conduct and Community Standards, even when the faculty member chooses not to sanction a student for violations of this policy, or if the violation was resolved without an academic sanction.
- B. [View the Student Academic Integrity Process Flowchart](#)
- C. Students who disagree with the sanction imposed by the faculty member may request a hearing by the Academic Integrity Committee. The Academic Integrity Committee will hold a hearing to review the evidence to determine if a violation occurred, and if so, if the sanction is appropriate.
- D. The Office of Student Conduct and Community St

## 5. **Sanctions**

Potential sanctions include educational, academic, and disciplinary. Educational sanctions could include required training related to the misconduct. Academic sanctions could include additional academic requirements and/

member, advocate, or legal counsel. An advisor may advise and assist the Respondent in preparation for any meetings, interviews, or hearings that may occur; accompany the Respondent through all process meetings, interviews, or hearings; or assist the Respondent in preparing an appeal. An advisor may not participate in the student academic integrity process in any other capacity in reference to the same incident, including, but not limited to, serving as a Witness or Co-Respondent. Advisors may not directly participate, speak, comment, or make any type of representation or argument on behalf of a Respondent in any aspect of the student academic integrity process including, but not limited to: meetings, interviews, or hearings. The availability of an Advisor to attend a student academic integrity process meeting, interview, or hearing shall not unreasonably interfere with or delay the proceedings.

#### Appeals Committee (graduate)

The Associate Vice President for Student Affairs (or designee) and the Dean of the Graduate School (or designee)

#### Appeals Committee (undergraduate)

The Associate Vice President for Student Affairs (or designee) and either the dean of the academic college in which the violation occurred or the dean of the academic college for the student's academic major depending upon the nature of the appeal

#### Faculty Member

Any member of the University community who has responsibility for classroom or other teaching activities, mentoring, or academic evaluation of a student. This includes, but is not limited to, instructors, researchers, applied learning supervisors, teaching assistants, research assistants, graduate assistants, lab assistants, and course directors.

#### Respondent

Any student, student group, or student organization who has been accused of or reported for allegedly violating University policy. There may be more than one respondent for an incident. In incidents involving student groups or organizations, the president, director, team captain, or other member of student leadership will participate in the student academic integrity process on behalf of the group or organization. Student groups and organizations may not be represented by non-students, alumni, inactive members, or coaches in the student academic integrity process; however, such individuals may be selected by a student group or organization to serve in the role of Advisor in the student academic integrity process.

#### Student

Any individual who has been notified of admission to the University

individual who has been suspended is still considered a student during the suspension period. Students who leave the University before an academic integrity complaint is resolved may be prohibited from future enrollment and/or accessing University records until the matter is resolved.

#### Student Group

Any number of persons who are associated with the University and each other, but who have not registered, or are not required to register, as a student organization that conducts business or participates in University-related activities. Student groups include, but are not limited to, Student Government Association, Student Activities Council, musical or theatrical ensembles, sport clubs, or intercollegiate or independent varsity athletic teams.

#### Student Organization

Any student-led organization that has been approved and is recognized by the Student Government Association.

#### University

Wichita State University (WSU) and its affiliates.

#### University Business Day

Refers to any day the University is open for official business (usually Monday through Friday, not including University breaks or holidays)

#### University Official

Any individual employed by the University, acting within the scope of their employment including, but not limited to, faculty, staff, Resident Assistants, Intramural Officials, law enforcement officers, or facility managers

#### University Policy

Any written guidelines of the University or the Kansas Board of Regents as found in, but not limited to, the *Housing and Residence Life Handbook*, *Graduate/Undergraduate Catalogs*, *Student Organization & Advisor Handbook*, *WSU Policies and Procedures Manual*, *Library Facilities Policy*, *Board of Regents Board Policy Manual*, *Traffic Regulations*, and/or *Intramural Sports Handbook*

#### University Premises

Any land, building, facilities, vehicles, and other property in the possession of, owned, used, leased, or otherwise controlled by the University and/or its affiliates

#### Witness

Individual who is requested to participate in an investigation or a hearing because that individual may have information about the alleged misconduct. Witness names may be provided by the Respondent or others with knowledge of the matter

### **8. Interpretation and Revision**

A. Any question of implementation/application of this policy should be referred to the

Provost or their designee for final determination.

- B. This policy shall be reviewed a minimum of every three (3) years under the direction of the Provost.
- C. The Provost is responsible for notifying the University community of substantial changes to this policy.



**APPENDIX V – Sexual Misconduct, Sexual Harassment, Relationship Violence and Stalking Policy for Employees and Visitors**

**From the WSU Policies and Procedures Manual:**

**3.06 / Sexual Misconduct, Sexual Harassment, Relationship Violence and Stalking Policy for Employees and Visitors**

**1. Purpose**

This policy provides information regarding the University's prevention and education efforts related to sexual misconduct, relationship violence, and stalking. The policy also explains how the University will proceed once it is made aware of a possible sexual misconduct, relationship violence, and/or stalking inci









4. interferes with a person's property.

D. Consent

Informed, knowing, and voluntary agreement to engage in a specific behavior. Consent must be clear and unambiguous for each person for the duration of any sexual contact. Consent to one sexual act does not imply consent to any other sexual act, nor does past consent to a sexual act imply ongoing or future consent. Silence or an absence of

H. Complainant

Individual or group who was subject to alleged misconduct as described in any University policy. There may be more than one complainant for an incident.

I. Witness

Individual who is requested to participate in an investigation or a hearing because that individual may have information about the alleged misconduct. Witness names may be provided by the Complainant, Respondent, or others with knowledge of the matter.

J. Reporter

Individual or group who reports sexual misconduct, relationship violence, or stalking who is not otherwise defined by this policy as a Complainant, Witness, or Respondent.

K. Advisor

An individual selected by a Complainant or Respondent to assist the Complainant or Respondent throughout the University process including, but not limited to, a parent, friend, employee, advocate, or legal counsel. An advisor may advise and assist the Complainant or Respondent in preparation for any meetings, interviews, or hearings that may occur; accompany the Complainant or Respondent through all meetings, interviews, or hearings; or assist the Complainant or Respondent in preparing an appeal. An advisor may not participate in the process in any other capacity in reference to the same incident, including, but not limited to, serving as a Witness, Co-Complainant, or Co-Respondent. Advisors are observers and may not make any type of representation or argument on behalf of a Complainant or Respondent in any aspect of the process including, but not limited to: meetings, interviews, or hearings. The availability of an Advisor to attend a meeting, interview, or hearing shall not unreasonably interfere with or delay the proceedings.

L. Deputy Title IX Coordinator

Refers to the University's Deputy Title IX Coordinators who are responsible for providing resources and information about this process regarding complaints of sex discrimination, sexual misconduct, sexual harassment, relationship violence and stalking.

M. Title IX Coordinator

Refers to the University's Title IX Coordinator, or designee, who is responsible for coordinating the University's efforts in reference to its Title IX responsibilities, overseeing the University's response to Title IX violations, and identifying and addressing any patterns or systemic problems.

**7. Rights of the Complainant and Respondent**

A. All Complainants and Respondents shall be entitled to the same rights in all investigations and resolution processes relating to reports of sexual misconduct, relationship violence, and/or stalking.

B. Complainants and Respondents will be advised of their rights, in writing, during their first meeting with the Deputy Title IX Coordinator or designee.

C. Complainants and Respondents have the right to:

1. Be notified of the allegations;
2. Be provided advanced notice of all meetings in which they are requested or entitled to participate and notified of the purpose of those meetings;
3. Be accompanied by an Advisor of the Complainant or Respondent's choice throughout the investigation and resolution process;
4. Request reasonable accommodations from the [Office of Human Resources](#) order to ensure full and equitable participation in the investigation and resolution process;
5. Be informed of campus and community resources available for support and assistance;
6. Submit information, including the names of witnesses, for consideration in the investigation;
7. Choose not to provide a statement or respond to questions during the investigation and resolution process;
8. Submit a written impact statement to be considered before a decision on consequences (if applicable) is rendered;
9. Request that an individual responsible for investigating or resolving an alleged violation be removed from the case on the basis of actual or perceived bias; and
10. Request one appeal within the University's process.

8. **Responsibilities of the Complainant, Respondent, and Witnesses**

All Complainants, Respondents, and Witnesses have the following responsibilities relating to investigating and resolving alleged misconduct:

A. Honesty

All participants are expected to be honest and forthright in all communication relating to the investigation and resolution of allegations of misconduct.ig87 -1.1g0004 Tc-. Tf.7 3h8ies re-

may result in the process proceeding in an individual's absence. Decisions will be made on the information that is available at the time the decision is made.

C. Preparation

All parties are responsible for adequately preparing themselves for investigation and resolution meetings including reviewing applicable University policies and procedures. All parties are also responsible for ensuring that their advisors are familiar with the appropriate policies and procedures. Failure to adequately prepare for a scheduled meeting will not be reason for delaying the meeting or other proceedings.

D. Adhere to Process

Individuals are to refrain from disrupting the orderly process of the investigation and

#### A. Confidential University Reporting Options

An individual who seeks completely confidential assistance may do so by speaking with professionals who have legally protected confidentiality. On campus, confidential reports may be made to licensed health care professionals in the [Counseling and Testing Center](#) ((316) 978-3440) and [Student Health Services](#) ((316) 978-3620). Information shared with these resources will remain confidential and will not be shared with the University or anyone else without express, written permission of the individual seeking services or to comply with a court order.

#### B. Non-Confidential University Reporting Options

1. In general, most University employees do not have legally protected confidentiality. Under Title IX, the University is required to take immediate and corrective action if a “*responsible employee*” knew or, in the exercise of reasonable care, should have known about sexual or gender-based violence or harassment that creates a hostile environment. A “responsible employee” includes any employee who:
  - a. Has the authority to take action to redress the harassment;
  - b. Has the duty to report to appropriate school officials sexual harassment or any



3. Non-confidential reports regarding incidents in which an employee or visitor is the Respondent should be made to the Deputy Title IX Coordinator for Employees and Visitors ((316) 978-6123). Reports or disclosures regarding incidents in which an employee or visitor is the Respondent made to any responsible employee will be directed to the [Deputy Title IX Coordinator for Employees and Visitors](#) for further review. Visit [Wichita.edu/Title IX](#) to access reporting form.
4. Non-confidential reports regarding incidents in which a **student** is the Respondent should be made to the Deputy Title IX Coordinator for Students ((316) 978-6681). An online reporting form can be found at: <https://publicdocs.maxient.com/incidentreport.php?WichitaStateUniv>.

#### C. Law Enforcement Reporting Options

The University encourages any individual who has experienced sexual misconduct, relationship violence, stalking, or any other crime to make a report to the [Wichita State University Police Department \(WSUPD\)](#) ((316) 978-3450) if the incident occurred on campus, or to local law enforcement, for incidents occurring off campus. **Collection and preservation of evidence relating to the reported sexual misconduct or other crime is essential for law enforcement investigations. Specifically, clothing worn before, after, or during an incident should be retained and the person involved should avoid showering or bathing until medical attention has been sought.** Prompt reporting to law enforcement is especially

- E. The University will maintain as confidential any protective or interim measures provided to the Complainant, to the extent that maintaining such confidentiality would not impair the ability of the University to provide such measures or interventions. In cases involving sexual misconduct, complete confidentiality cannot be assured due to the University's legal obligation to investigate such incidents under Title IX.

## 10. University Response Procedures

### A. Services and Support

1. Upon receipt of notice of alleged sexual misconduct, relationship violence, or stalking, the Deputy Title IX Coordinator or designee will attempt to contact the Complainant to arrange a meeting to discuss available resources and resolution processes. During the meeting, the following will be covered with the Complainant:
  - a. Medical, mental health, advocacy, law enforcement, and other resources available to Complainants both on campus and in the surrounding community;
  - b. Possible interim measures that are available (see section below);
  - c. The obligation of the University to investigate every report of alleged sexual misconduct, relationship violence, and stalking both under federal law and out of concern for the safety of members of our campus community;
  - d. The process for investigating and resolving alleged violations of sexual misconduct, relationship violence, and/or stalking;
  - e. The rights that the Complainant and the Respondent have in the process (see section VII of this policy); and
2. d.

## B. Interim Measures

1. The Title IX Coordinator, or designee, will evaluate all reports to promptly determine the necessity of interim measures. The University may implement appropriate interim measures for the individuals involved and for the larger University community based on the information provided in the report and at no cost to the Complainant. Interim measures may be put in place or modified at any point after a report is received and can be implemented even if a formal investigation is not able to proceed. Such interim measures include, but are not limited to assistance in the following categories:
  - a. Administrative directives for no contact;
  - b. Academic;
  - c. Housing;
  - d. Transportation;
  - e. Employment;
  - f. Facility Access;
  - g. Activities;
  - h. Campus Escort;
11. Interim measures may be implemented at any time, even if originally declined, and any measures put into effect will remain in place until the institution determines that they are no longer necessary.
12. When the actions of a person present an ongoing threat to the health, safety, or well-being of others; disrupt the University community; or endanger University, public, or private property; the Title IX Coordinator, or designee, may implement interim measures that restrict access for the Respondent pending the outcome of an investigation and resolution process. These interim measures may include, but are not limited to:
  - a. Restricted access to campus property and/or facilities;
  - b. Administrative leave with or without pay for employees;
  - c. Job reassignment;
  - d. Restricted access to participation in University resources, programs or activities;
  - e. Restricted access to Housing & Residence Life facilities, including dining halls;
  - f. Restricted ability to participate in academic activities, including classes, internships, co-ops, etc.; or
  - g. Any other restriction that can be tailored to the involved individuals to achieve the goals of this policy.

4. The Title IX Coordinator, or designee, will notify the Complainant and Respondent in writing of any interim measures. The measures will take place immediately upon notification to both parties.
- C. Decision to Investigate and Requests for Confidentiality and/or No Formal Action
1. If the Complainant is willing to participate in the investigation, the University will proceed as described in the Investigation section below.
  2. A Complainant may request that the University maintain confidentiality and/or take no formal action regarding a report of sexual misconduct, relationship violence, or stalking; however, such a request may greatly impact the institution's ability to investigate. Additionally, some interim measures—such as an administrative directive for no contact—cannot be implemented if the Complainant's identity cannot be known.
  3. Requests for confidentiality and/or no formal action will be referred to the Title IX Coordinator for review. The University will make every effort to honor confidentiality and/or no formal action requests; however, there are instances when such a request will not be able to be granted. Circumstances in which a confidentiality and/or no formal action request may be denied include, but are not limited to:
    - a. existence of past or concurrent complaints against the Respondent;
    - b. the institution is aware of past arrests or disciplinary action involving the Respondent;
    - c. significant physical injury resulting from an alleged violation of sexual misconduct, relationship violence, or stalking;
    - d. the reported use of a weapon during the commission of an alleged violation of sexual misconduct, relationship violence, or stalking; or
    - e. the reported use of force during the commission of an alleged violation of sexual misconduct, relationship violence, or stalking.
  4. In all cases, the decision on whether, how, and to what extent the University will conduct an investigation, and where other measures will be taken in connection with any allegation of sexual misconduct, relationship violence, or stalking, rests with the Deputy Title IX Coordinators. Any request for a review of such decision will be resolved by the Title IX Coordinator.

D. Investigation

When a decision to investigate has been made, the Deputy Title IX Coordinator or designee will conduct a prompt, thorough, and impartial investigation of the reported behavior. All investigators have received specific annual training on the issues related to sexual misconduct, relationship violence, and stalking, and how to conduct an investigation that protects the involved parties' safety and promotes accountability. The University strives to avoid any conflict of interest or bias on the part of any individual responsible for investigating and/or resolving alleged misconduct. Any party who wishes to express concerns about a conflict of interest or bias should notify the Title

IX Coordinator in writing. In instances where a conflict of interest or perceived bias on the part of the Title IX

Coordinator occurs, the notification should be made to the Deputy Title IX Coordinator for Employees and Visitors or the University President.

In most cases, the review will involve conducting a fact-finding investigation, which includes meeting separately with the Complainant (if participating), Respondent, Reporter (if applicable), and relevant Witnesses; and reviewing other pertinent information. At any time during the course of an investigation, the Complainant, Respondent, or any Witness may provide a written statement; other supporting materials including, but not limited to, electronic communication, photographs, or

thoroughness and fundamental fairness with promptness. Either party may inquire about the status of the investigation at any point in the process.

G. Investigation Finding and Outcome Notification

At the conclusion of the investigation, the investigator will compile a written investigative report which will include the alleged violations of University policy. The final investigative report will include the following:

A summary of the investigation;

The investigator's findings;

The investigator's rationale in support of the findings;

The investigator's recommendation for interventions and/or consequences (if applicable); and

The investigator's rationale in support of the recommended interventions and/or consequences (if applicable).

The investigator will submit the final investigative report to the Deputy Title IX Coordinator. The Deputy Title IX Coordinator, in consultation with the Title IX Coordinator, will make a determination regarding appropriate interventions and/or consequences (if applicable) and notify the Complainant and Respondent in writing of the case outcome. Interventions and/or consequences (if applicable) become effective upon the written notification of the Deputy Title IX Coordinator's decision. If a Complainant has chosen not to participate in the University's review of the reported behavior but desires to be notified of the outcome, the University will notify the Complainant. If a Complainant has expressed, in writing, that the Complainant does not wish to be notified of the outcome, the University will honor that request. In such instances, the University will not send the notification itself to the Complainant, but

### Demotion

An employee may be demoted to a position previously held or a position in a lower grade. Demotions may be within the same division of the University or to a position in another division.

### Disciplinary Probation

An employee may be placed on disciplinary probation. This action is taken when a supervisor deems that the misconduct or violation of policy is of such a serious nature that if another violation occurs during the probationary period, steps for immediate dismissal will be initiated.

### Dismissal

### Wellness Activities

Activities designed to address the individual's wellness in areas including social, emotional, financial, physical, academic, and environmental wellness including, but not limited to: substance use assessments, counseling assessments, and/or a referral to an employee assistance program.

### Reflective Activities

Activities designed to allow the individual to reflect on one's own behavior choices and the impact of those choices on the student and others, including potential future impacts if the same choices continue.

## 12. Appeals

- A. Either party may submit an appeal request of the Deputy Title IX Coordinator's decision to the Director of Human Resources within five (5) University business days. The first day shall be counted as the day following the date on the decision letter. The appeal request must be received no later than the close of business on the fifth day. Filing an appeal will not delay the sanctions if applicable. Once an appeal request is received, the other party will be notified and provided with an opportunity to review the submitted appeal and submit a written response within three University business days, or by the original appeal submission deadline, whichever is greater. All supporting information from the Complainant and/or Respondent for the appeal request must be submitted by the specified submission deadline in order to be considered by the Director of Human Resources. Upon receipt of the appeal documents from the Complainant and/or Respondent, the Director of Human Resources will conduct an efficient and narrow review of the file limited to the grounds identified by the initiator of the review. Appeals may be filed on one or more of the following grounds:
  1. A procedural or substantive error occurred that significantly affected the outcome of the case.
  2. There is new, relevant information that was not available at the time of the investigation that, if available, could have significantly affected the outcome of the case. This does not include statements from a Complainant or Respondent who chose not to participate in the investigation.
- B. A great degree of deference is given to the original decision. The presumption is that the investigation and decision processes were appropriately conducted and the burden is on the individual requesting the appeal to prove that the appeal has merit.
- C. Appellate reviews are reviews of the record only. There are no additional meetings with the Complainant and/or Respondent unless there are exceptional circumstances as determined by the Title IX Coordinator, in which case the Director of Human Resources must offer both the Complainant and the Respondent the same opportunity to discuss the case. Upon review of the record, the Director of Human Resources may respond as follows:
  1. Determine the appeal lacks standing and is dismissed, in which case the original decision stands;



2. Determine that the appeal has standing and remand the case back to the original investigator to consider new information or reevaluate previous information; or
  3. Determine that the appeal has standing and remand the case to a new investigator with specific corrective instructions.
  4. When the appeal officer determines an appeal has standing under item ii. or iii. above, both parties will be granted appeal rights as stated in XII. Appeals at the conclusion of the remand of the case.
- D. The decision issued by the Director of Human Resources is considered the final University decision and will be communicated simultaneously in writing to both the Complainant and Respondent. The Director of Human Resources will strive to review and respond to the appeal request within ten (10) University business days of receipt of all documentation.
- E. In circumstances in which there is a conflict of interest or perception of bias on behalf of the Director of Human Resources, or in cases in which the Director of Human Resources is otherwise unable to perform these duties, appeal decisions will be made by the Dean of Student Life.

### **13. Records**

#### **A. Records Retention**

Investigation records are maintained electronically for a minimum of seven (7) years from the date that the matter is closed. A record is considered closed when the following criteria have been met:

1. It is determined that the employee or visitor was not in violation of a University policy.
2. The employee or visitor was in violation of University policy; and
3. All periods of disciplinary actions and all associated consequences have been completed; or
4. The employee has been dismissed from University employment.

#### **B. Records of Other Entities**

Police reports may be obtained by contacting the records department at the law enforcement agency which issued the report. In the State of Kansas, police reports are not considered public records; therefore, limited information will be accessible upon request.

### **14. Offices and Roles**

#### **A. Institutional Equity and Compliance Director**

Human Resources Center, Room 110a

Phone: (316) 978-3205

[OIEC@wichita.edu](mailto:OIEC@wichita.edu)

B. Title IX Coordinator

The Title IX Coordinator is responsible for overseeing the University's response to Title IX reports and complaints and identifying and addressing any patterns or systemic problems revealed by such reports and complaints.

Sara Zafar, J.D., Title IX Coordinator

Human Resources Center, Room 116

Phone: (316) 978-5177

[OIEC@wichita.edu](mailto:OIEC@wichita.edu)

C. Deputy Title IX Coordinators

The Deputy Title IX Coordinators are responsible for providing information about resources and the process regarding complaints of sex discrimination, sexual misconduct, sexual harassment, relationship violence and stalking. The Deputy Title IX Coordinators will refer complainants to the Title IX Coordinator.

For athletics, contact:

Senior Associate Athletic Director and Senior Women's

Administrator Intercollegiate Athletics

Charles Koch Arena, Room 201

(316) 978-5534

[becky.endicott@wichita.edu](mailto:becky.endicott@wichita.edu)

For university employees and visitors contact:

Executive Director Human Resources

Human Resources Center, Room 117

(316) 978-3540

[judy.espinoza@wichita.edu](mailto:judy.espinoza@wichita.edu)

For university faculty contact:

Associate Vice President for Academic Affairs

Office of Academic Affairs

(316) 978-5054

[linnea.glenmayer@wichita.edu](mailto:linnea.glenmayer@wichita.edu)

For students, contact:

Assistant Vice President for Student Affairs

Rhatigan Student Center, Room 231

(316) 978-6105

[alicia.newell@wichita.edu](mailto:alicia.newell@wichita.edu)

D. Director of Human Resources

The Director of Human Resources serves as the appellate authority for alleged violations of *3.06 Sexual Misconduct/Sexual Harassment, Relationship Violence and Stalking Policy for Employees and Visitors*.

Director of Human Resources

Human Resources Center

Phone: (316) 978-3540

Fax: (316) 978-3201 or (316) 978-6809

Effective: January 08, 2016  
Revised: July 24, 2019



**APPENDIX VI – Sexual Misconduct, Relation**

B. Crime Prevention Programs

The University Police Department offers crime prevention programs, including sexual



B. Location and Manner

Behaviors subject to review under this policy include those which occur:

1. On University property;
2. Off campus, if:
  - a. in connection with a University or University-recognized program or activity;
  - b. in connection with any academic assignment, internship, co-op, practicum, field experience or trip, clinical experience, student teaching, research, or other academic activity;
  - c. in connection with any activity sponsored, conducted, authorized by, or affiliated with, any student group or organization;
  - d. involving a crime of violence or felony;
  - e. in a manner that may pose an obvious and serious threat of harm to, or that may have the effect of creating a hostile living, learning, or working environment for, any member(s) of the University community.
3. This policy may also be applied to behavior conducted online, via e-mail or through other electronic mediums. Wichita State University does not regularly search for this information, but may take action if su



the basis for employment decisions or academic decisions affecting that individual, including but not limited to grades, pay, promotion, and transfers.

- b. **Hostile Environment Sexual Harassment** occurs when unwelcome conduct of a sexual nature becomes sufficiently severe, persistent or pervasive to interfere with a person's work or academic performance or creates an intimidating, hostile, or offensive environment for working, learning, or living on campus, or in connection to an institutional program. The determination for whether an environment is "hostile" is often contextual and must be based on the circumstances.

#### B. Non-consensual Sexual Intercourse

Vaginal or anal penetration by any body part or foreign object or oral copulation (mouth to genital contact or genital to mouth contact), however slight, by a person upon another person without consent. Examples include, but are not limited to, rape and non-consensual sodomy.

#### C. Non-consensual Sexual Contact

Any intentional contact with the breasts, buttocks, groin, or genitals of another person without consent, including, but not limited to, touching another person or making another person touch you or themselves with any of these body parts, or any other intentional bodily contact in a sexual manner. Examples include, but are not limited to, sexual assault; sexual battery; and/or non-consensual kissing, fondling, groping, or massaging.

#### D. Sexual Exploitation

Taking non-consensual or abusive sexual advantage of another person for one's own advantage or benefit, or to benefit or provide advantage to anyone other than the person being exploited, when that behavior does not otherwise constitute one of the other aforementioned sexual misconduct violations. Examples of sexual exploitation include, but are not limited to, invasion of sexual privacy; prostituting another individual; non-consensual video or audio recording of sexual activity; distributing video or audio recordings or photographs of sexual activity without consent of the subject of the media; possession of child pornography; engaging in voyeurism; knowingly transmitting a sexually transmitted infection (STI) to another individual; exposing one's breasts, buttocks, or genitals in non-consensual circumstances; inducing another to expose one's breasts, buttocks, or genitals; or soliciting sexual acts with a minor whether in person or electronically.

#### E. Relationship Violence

Violence committed by an individual who:

1. is or has been in a social relationship of a sexual, romantic or intimate nature with the Complainant;
2. is a current or former spouse or intimate partner of the Complainant; with whom the Complainant shares a child; is or has been cohabitating with the Complainant; or who is a family or household member (i.e., parent, child, or other persons related by blood, marriage, or prior marriage; or

3. is a roommate or former roommate of the Complainant.

The existence of such a relationship shall be, initially, determined based on the Complainant's statement, and with consideration of the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship. Examples include dating and domestic violence as defined by local, state and/or federal law.

#### F. Stalking

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for one's own safety or the safety of others; or suffer substantial emotional distress. "Substantial emotional distress" is defined as significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. Except in situations where the Respondent has been served with or notified of a protective or no contact order prohibiting contact with the Complainant, "course of conduct" is defined as two or more incidents over a period of time. Stalking includes, but is not limited to:

1. acts in which the Respondent directly, indirectly, or through third parties;
2. by any action, method, device, or means;
3. follows, monitors, observes, surveils, threatens, or communicates to or about a person; or
4. Interferes with a person's property.

#### G. Consent

Informed, knowing, and voluntary agreement to engage in a specific behavior. Consent must be clear for each person for the duration of any sexual contact. Consent can be obtained by words or actions. Consent to one sexual act does not imply consent to any other sexual act, nor does past consent to a sexual act imply ongoing or future consent. Consent must be active; silence or an absence of resistance cannot be interpreted as consent. Consent can be revoked at any time. For all of these reasons sexual partners must evaluate consent in an ongoing fashion and should communicate clearly with each other throughout any sexual contact. Consent cannot be obtained from someone who the person or persons engaging in sexual activity knew, or should have known, is asleep or otherwise physically or mentally incapacitated, whether due to alcohol, drugs, or other condition. Consent cannot be obtained by threat, coercion, or force. Agreement given under such conditions does not constitute consent. In order to give effective consent, one must be of legal age in the state where the sexual contact takes place.

#### H. Incapacitation

Lacking the physical and/or mental ability to make informed rational judgments. An incapacitated person cannot understand the "who, what, when, where, why, and/or how" of their sexual contact with another person or persons. This may have a variety of causes, including, but not limited to, being asleep or unconscious, having consumed alcohol or drugs, experiencing blackouts or flashbacks, or an intellectual or other disability.

## I. Retaliation

friend, faculty, member, advocate, or legal counsel. An advisor may advise and assist the Complainant or Respondent in preparation for any meetings, interviews, or hearings that may occur; accompany the Complainant or Respondent through all student conduct process meetings, interviews, or hearings; or assist the Complainant or Respondent in preparing an appeal. An advisor may not participate in the student conduct process in any other capacity in reference to the sa

S. Student Organization

Any student-led organization that has been approved and is recognized by the Student Government Association.

**6. Expectations of the Complainant and Respondent**

A. All Complainants and Respondents shall be entitled to have the same expectations for equal participation and access to information and resources in all investigations and resolution processes relating to reports of sexual misconduct, relationship violence, and/or stalking.

B. Complainants and Respondents will be advised of expectations, in writing, during their first meeting with the Title IX Coordinator or designee.

C. Complainants and Respondents may expect to:

1. Be notified of the alleged violations of University policy;

2. Be provided advanced notice of all meetings in which they are requested or entitled to participate and notified of the purpose of those meetings;

3. Be accompanied by an Advisor of their choice throughout the investigation and resolution process;

4. Request reasonable accommodations from the *Office of Disability Services* or *Human Resources* (for employees) in order to ensure full and equitable participation in the investigation and resolution process;

5. Be informed of the available resolution options;

6. Be informed of campus and community resources available for support and assistance (see the p4 (6-17.87b )e sam)159nsure f.75 0 Tub.7(rtiit 0 TD( )T76 Tw[8]-2.l community

## 7. University Expectations of the Reporter, Complainant, Respondent, and Witnesses

All Reporters, Complainants, Respondents, and Witnesses who are members of the University community shall be subject to the following expectations relating to investigating and resolving alleged misconduct:

### A. Honesty

All participants are expected to be honest and forthright in all communication relating to the investigation and resolution of allegations of misconduct. A good faith report that is not later substantiated does not constitute making a false claim. Providing false or misleading information is a violation of University policy.

### B. Communication & Responsiveness

The University uses official University email address (ie: @wichita.edu or @shockers.wichita.edu) as its formal means of communication unless the individual's official University e-mail address is unavailable or inaccessible, in which case alternative means of communication will be utilized including certified mail via the U. S. Postal Service or other expedient methods. Reasons official University e-mail addresses may not be utilized include, but are not limited to: any party being in jail or having legal restrictions on internet use. Communication regarding an investigation and/or resolution process is deemed given when sent to an official University e-mail address. Students and employees are responsible for checking their University e-mail and responding to all requests for information or other responses within a timely manner. Failure to respond or appear by a given deadline may result in the process proceeding in an individual's absence. Decisions will be made on the information that is available at the time the decision is made.

### C. Preparation

All parties are responsible for adequately preparing themselves for investigation and resolution meetings including reviewing applicable University policies and procedures. Students are also responsible for ensuring that their advisors are familiar with the appropriate policies and procedures. Failure to adequately prepare for a scheduled meeting will not be reason for delaying the meeting or other proceedings.

### D. Adhere to Process

Individuals are to refrain from disrupting the orderly process of the investigation and resolution process for alleged violations of University policy. No individual involved in the process other than the investigator or appeal officer may audio or video record any investigation or resolution meetings or other portions of the process without prior authorization from the Title IX Coordinator or designee. Any individual deemed to be disruptive may be removed from a meeting and/or charged with violating University policy.

## 8. Reporting an Incident

The privacy of individuals involved in a report of sexual misconduct, relationship violence, or stalking will be protected to the extent permitted by law. All University employees who are involved in the University's response, including the Title IX Coordinator, investigators,

and all other parties, including the Reporter if not the Complainant, receive specific instruction about respecting and safeguarding private information.

Throughout the process, every effort will be made to protect the privacy interests of individuals involved in a manner consistent with the need for a thorough, reliable, prompt, fair and impartial review of the report.

Privacy and confidentiality have distinct meanings under this policy. Privacy generally means that information related to a report of misconduct will only be shared with a limited number of individuals. The use of this information is limited to those University employees who “need to know” in order to assist in the review, investigation, or resolution of the report. While not bound by confidentiality, these individuals will be discreet and respect the privacy of individuals involved in the process.

Information shared by an individual with designated campus or community professionals *who are acting within the scope of their professional credentialing* is considered confidential. These campus and community professionals include licensed health care professionals, ordained clergy, and attorneys who are required to follow professional rules of conduct and laws that control the disclosure of confidential information. These individuals are prohibited from breaking confidentiality except for reasons that include, but are not limited to the following: if there is an imminent threat of harm to self or others, are directed to do so by court order, are given consent, or disclosure is provided for by the professional rule of conduct or the law. Additionally, when a report involves suspected abuse of a minor under the age of 18, or the elderly, these confidential resources may be required by state law to notify the Department of Children and Families and/or local law enforcement.

The University will maintain as confidential any protective or interim measures provided to the Complainant, to the extent that maintaining such confidentiality would not impair the ability of the University to provide such measures or interventions. The University will not share protective or interim measures provided to one party with the other party. In cases involving sexual misconduct, complete confidentiality cannot be assured due to the University's legal obligation to investigate or respond to such incidents under Title IX. Every reasonable effort will be made to notify Complainants before personally identifiable information that the University believes is necessary to provide an accommodation or protective measure is shared. This notification will include what information will be shared, to whom it will be shared, and the rationale for sharing that information. Decisions regarding the sharing of information will be determined on a case-by-case basis by the Title IX Coordinator or designee.

Records of complaints against individual students received under this policy are protected by the Family Educational Rights and Privacy Act (FERPA) and may only be released to non-University entities with authorization of the student, in compliance with a court order, or when otherwise permitted by law.

#### A. Non-Confidential University Reporting Options

In general, most University employees do not have legally protected confidentiality. Under Title IX, the University is required to take reasonable, needed immediate and corrective action of a reported hostile environment. If a “responsible employee” knew

or, in the exercise of reasonable care, should have known about sexual or gender-based violence or harassment that creates a hostile environment the information will be reported to the Title IX Coordinator.

The University has designated the following individuals as Responsible Employees:

1. Title IX Coordinator, Deputy Coordinators, and designees;
2. Resident Assistants, Peer Academic Leaders, and Residence Hall administrators, including Assistant Residence Life Coordinators;
3. Deans, Associate Deans, Assistant Deans, and Chairs;
4. Directors of University offices, centers, institutes, and laboratories;
- 5.



is important for law enforcement investigations. Specifically, clothing worn before, after, or during an incident, bedding, towels or other items, if related, should be retained and the person involved should avoid showering or bathing until medical attention has been sought. Prompt reporting to law enforcement is especially critical for the collection of evidence. A member of the Counseling and Testing Center advocate team is available to assist students in making a report to law enforcement.

In cases where a Complainant filed a report with law enforcement, the University is committed to appropriate coordination with WSUPD and local law enforcement agencies and may, if requested and appropriate, share information with those agencies. The University will fulfill its legal and ethical obligation to take immediate and appropriate action to investigate or respond to sexual misconduct, dating violence, domestic violence, or stalking; even if there are other external processes or procedures pending in connection with the same reported behavior. In the event that law enforcement requests the University to temporarily suspend the fact-finding aspects of an investigation while the law enforcement agency gathers evidence, the University



7. The right for the Complainant to request confidentiality and the process by which the request will be evaluated (see Section IX.C. of this policy).

After meeting with the Complainant, the

Activities;

Campus Escort.

Interim measures may be implemented at a later time, even if originally not initiated, and any put into effect will remain in place until the institution determines that they are no longer necessary.

When the actions of a student or member(s) of a student group or organization present an ongoing threat to the health, safety, or well-being of others; disrupt the University community; or endanger University, public, or private property; the Vice President for Student Affairs may implement interim measures that restrict access for the Respondent pending the outcome of an investigation and resolution process. These interim measures may include, but are not limited to:

Restricted access to campus property and/or facilities;

Restricted access to participation in University programs or activities;

Restricted access to Housing & Residence Life facilities, including dining halls;

Restricted ability to participate in academic activities, including classes, internships, co-ops, etc.;

Restricted access to campus employment;

Administrative leave with pay for student employees; or

Any other restriction that can be tailored to the involved individuals to achieve the goals of this policy.

The Vice President for Student Affairs or designee will notify the Complainant and Respondent in writing of any interim measures. The measures will take place immediately upon notification to both parties. The Respondent will have three (3) University business days to submit a written request for a review of the interim measures to the Vice President for Student Affairs. Upon receipt of a request, the Vice President or designee will conduct the review within three (3) University business days if the interim measures should be lifted, modified, or kept in place. This is a final decision regarding interim measures unless there are exceptional circumstances that come to light during the investigation.

In circumstances in which there is a conflict of interest or perception of bias on behalf of the Vice President for Student Affairs, or in cases in which the Vice President for Student Affairs is otherwise unable to perform these duties, decisions regarding interim measures will be made by the Associate Vice President for Academic Administration and Outreach.

#### C. Decision to Investigate and Requests for Confidentiality and/or No Formal Action

If the Complainant is willing to participate in the investigation, the University will proceed as described in the Investigation section below.

A Complainant may request that the University maintain confidentiality and/or take no formal action regarding a report of sexual misconduct, relationship violence, or

stalking; however, such a request may greatly impact the institution's ability to investigate, and in most cases, the University will be unable to resolve the matter through the student conduct process.

Additionally, some interim interventions — such as an administrative directive for no contact — cannot be implemented if the Complainant's identity cannot be known.

Requests for confidentiality and/or no formal action will be referred to the Title IX Coordinator for review. The University will make every effort to honor confidentiality and/or no formal action requests; however, there are instances when such a request will not be able to be granted.

Circumstances in which a confidentiality and/or no formal action request may be denied include, but are not limited to:

1. existence of past or concurrent complaints against the Respondent;
2. the institution is aware of past arrests or disciplinary action involving the Respondent;
3. significant physical injury resulting from an alleged violation of sexual misconduct, relationship violence, or stalking;
4. the reported use of a weapon during the commission of an alleged violation of sexual misconduct, relationship violence, or stalking; or
5. the reported use of force during the commission of an alleged violation of sexual misconduct, relationship violence, or stalking.

In all cases, the final decision on whether, how, and to what extent the University will respond, and where other measures will be taken in connection with any allegation of sexual misconduct, relationship violence, or



violations of University policy will be included in the investigative report. A

Consequences may be issued individually, or a combination of consequences may be issued. In the case of student groups and organizations, if a consequence issued by a national or other governing body exceeds that of the University, the University may concur



online), or participate in University- related activities, whether they occur on or off campus. The student may not be present on University premises unless authorized in writing in advance under conditions approved by the Title IX Coordinator. A student may be withdrawn from any classes in which the student is currently enrolled and will not be eligible for a refund. A registration and records hold will be placed on the student's account until the conclusion of the suspension period. If the student is an on-campus resident, the student's contract with Housing & Residence Life will also be terminated and the student will be responsible for paying any remaining fees for the duration of the original contract period. The student must successfully complete all assigned educational consequences prior to the conclusion of the suspension period, or the suspension will remain in effect until they are completed. The student must meet with a member of the Student Conduct & Community Standards staff during the last month of the suspension period in order to initiate the removal of the registration and records hold.

5. Expulsion

The student will be separated from the University without the possibility of graduation or future enrollment. The student may not be present on University premises unless authorized in writing in advance under conditions approved by the Title IX Coordinator. A student may be withdrawn from any classes in which they are currently enrolled and will not be eligible for a refund. A permanent registration hold will be placed on the student's account. If the student is an on-campus resident, the student's contract with Housing & Residence Life will also be terminated and the student will be responsible for paying any remaining fees for the duration of the original contract period.

6. Withholding of Transcripts or Degree

The University may withhold copies of st

## 10. Residence Hall Transfer or Removal

IX Coordinator on a case- by-case basis. Any further violations of University policy while on probation may result in more serious consequences being imposed. Some of the restrictions that may be placed on the student group or organization during the probationary period include, but are not limited to: ability to host a party or philanthropy event, eligibility to receive any University award or honorary recognition, participate in intramurals, represent the University and any travel in connection with such representation, participate in recruitment/intake or receive a new member class, maintain membership or representation of the organization on the governing council, utilize University facilities/grounds, participate in competitions, or receive future institutional funding.

3. Deferred Suspension

The student group or organization will be officially suspended from the University, but the suspension will be deferred, meaning that the student group or organization may continue to function at this time. The suspension will be automatically enforced for failure to complete any assigned consequences by the deadline and/or for any subsequent violation of University policy, unless the Title IX Coordinator s determines otherwise in exceptional circumstances. If the student group or organization is found responsible for any subsequent violation of *Section 8.16/Sexual Misconduct, Relationship Violence, and Stalking Policy for Students*, the student will be automatically suspended for the length of the original deferred suspension in addition to the other c

the group or organizations ability to be re- recognized or registered in the future. Any further violations of University policy while on suspension will result in more serious consequences being imposed.

5. Expulsion

The student group or organization will permanently lose its University recognition and/or registration and is ineligible to utilize University resources including facilities and financial support.

6. No Contact Order

The student group or organization is prohibited from intentional direct or indirect contact with another person or group or their property via any means, including, but not limited to: personal contact, electronic communication (e.g. text messages, social media, etc.), telephone, or through third parties.

7. Recommendation for Charter Revocation

The University will submit an official request to the national or other governing organization to revoke the charter for a student group or organization.

8. Restitution

The student group or organization is required to pay for the loss of, damages to, or injury to University, personal, public, or private property, provided that such payment shall be limited to the actual cost of repair or replacement of such property. University funds may not be used to pay restitution.

9. Loss of University Privileges

The student group or organization is restricted from accessing specific University privileges including, but not limited to: ability to host a party or philanthropy event, eligibility to receive any University award or honorary recognition, participate in intramurals, represent the University and any travel in connection with such representation, participate in recruitment/intake or receive a new member class, maintain membership or representation of the organization on the governing council, utilize University facilities/grounds, participate in competitions, or receive future institutional funding.

10. Knowledge Attainment Activities

activities designed to increase members' knowledge in areas related to the violation(s) committed including, but not limited to: attending workshops, researching a specific topic, interviewing a professional in a specific field, etc.

11. Restorative Activities

activities designed to repair harms caused and give back to others or the larger community including, but not limited to: community restitution service, letters of apology, educational presentations, etc.

12. Wellness Activities

activities designed to address members' wellness in areas including social, emotional, financial, physical, academic, and environmental wellness including,

but not limited to: risk management workshops, assessment and revision of risk management practices, financial management training, communication or teambuilding workshops, leadership or values congruence workshops, etc.

### 13. Reflective Activities

activities designed to allow the student group or organization to reflect on its members' behavior choices and the impact of those choices on the group/organization and others, including potential future impacts if the same choices continue.

### 12. Appeals

Either party may submit an appeal request of the Title IX Coordinator or designee's



## B. Record Retention

Student conduct records, including investigation records, are maintained electronically by Student Conduct & Community Standards for a minimum of seven (7) years from the date that the matter is closed. A record is considered closed when the following criteria have been met:

1. It is determined that the student, studen

Fax: (316) 978-3201  
[oi ec@wichita.edu](mailto:oi ec@wichita.edu)

B. Deputy Title IX Coordinators

Deputy Title IX Coordinators provide information and resources regarding complaints of sex discrimination, sexual misconduct, sexual harassment, relationship violence and stalking. The Deputy Title IX Coordinator will refer complainants to the Title IX Coordinator.

For athletics, contact:

Senior Associate Athletic Director and Senior Women's  
Administrator Intercollegiate Athletics  
Charles Koch Arena, Room 201  
(316) 978-5534  
[becky.endicott@wichita.edu](mailto:becky.endicott@wichita.edu)

For university employees and visitors contact:

Executive Director Human Resources  
Human Resources Center, Room 117  
(316) 978-3540  
[judy.espinoza@wichita.edu](mailto:judy.espinoza@wichita.edu)

For university faculty contact:

Associate Vice President for Academic Affairs  
Office of Academic Affairs  
(316) 978-5054  
[linnea.glenmayer@wichita.edu](mailto:linnea.glenmayer@wichita.edu)

For students, contact:

Assistant Vice President for Student Affairs  
Rhatigan Student Center, Room 231  
(316) 978-6105  
[alicia.newell@wichita.edu](mailto:alicia.newell@wichita.edu)

Associate Vice President for Student Affairs/Student Life

The Associate Vice President for Student



#### **15. Vice President for Student Affairs**

The Vice President for Student Affairs serves as the appeal authority for alleged violations of Section 8.16/Sexual Misconduct, Relationship, Violence and Stalking Policy for Students.

Dr. Teresa L. Hall

## **APPENDIX VI – Academic Appeals**

### **From the WSU Policies and Procedures Manual:**

#### **8.20 / Court of Student Academic Appeals**

##### **1. Purpose**

The faculty at Wichita State has established a procedure to resolve disputes arising out of the classroom through the Court of Student Academic Appeals. The court hears appeals for students who feel they have been treated unfairly in grading. The court is designed to help resolve differences that cannot be settled within the framework of the student-faculty relationship and offers an important safeguard for students. Any student may use the appeal procedure.

##### **2. Procedures**

- A. Students should make every effort to resolve problems with the instructor before filing an appeal. A student must file an appeal within one semester after the grade is assigned (excluding summer). (The court reserves the right, in exceptional circumstances, to suspend this rule.)
- B. The student should pick up an appeal form in the Office of Academic Affairs, 109 Morrison Hall. The complainant should meet

Space is available on the appeal form for these comments.

- F. After the department chair has made a recommendation, the case is referred to the appropriate academic dean. After reading the appeal and the recommendation of the department chair, the dean may clarify issues by discussing the matter with the student and instructor. The dean should indicate a recommended action and return the appeal form to the Associate Vice President for Academic Affairs, who will submit it to the chair of the court.
- G. The chair of the court will, after receiving the case, inform the student and the instructor in writing of its receipt and request from each a written statement and any additional information the court might need. This information must be received by the court within two weeks. The instructor and the student may visit with the court chair or write to the court about questions of procedure.
- H. The instructor and student will be notified in writing no less than seven days in advance of the projected date of the hearing along with information pertaining to the exact time and place of the hearing. The court should establish the time for a hearing only after both the student and faculty member have been contacted and have indicated they can attend the hearing at that time. If the faculty member is not on campus during the semester of the hearing, only the student need be called prior to the establishment of the time of the hearing.
- I. These procedures will be followed in an actual hearing:
  - 1. All hearings are closed.
  - 2. Members of the court will be faculty and students who have no connection with either party involved in the appeal.
  - 3. Hearings will be kept as informal as possible. A taped transcript of the hearing but not the deliberations will be made. These tapes will be maintained for one year. The tapes and all written material will be treated as confidential information.
  - 4. The instructor and student are expected to appear at the hearing. If the student does not appear for the hearing, the case will not be heard. If the faculty member does not wish to appear, the case will be heard.
  - 5. The student and faculty member may be represented by counsel from the University community but not by an attorney.
  - 6. Either party may ask members of the university community (students, faculty, staff) to present testimony relevant to the case.
  - 7. The instructor and the student will have access to the written statements of each other at least seven days prior to the hearing. These statements will be treated as confidential material.
  - 8. Relevant class records are to be made available to the court upon request.
  - 9. After opening statements by both parties, each will have the opportunity to question the other during the hearing, subject to academic decorum.
  - 10. Members of the court may question both parties to the dispute as well as those

persons presenting testimony in the case.

11. When questioning is finished, both parties, counsel and witnesses, if any, will be excused.
  12. Decisions of the court are based on a majority vote.
  13. For conducting business, a quorum consists of four members of the court.
- J. The decision and the rationale for the decision are reported in writing to each party and to the officials who reviewed the appeal by the chair of the hearing. Majority and minority opinions may be included. If the court has suggestions for improving or eliminating the conditions which led to the case, these should be detailed in a separate letter to the faculty member with copies to his/her department chair and dean.
  - K. If the decision calls for a change of grade, the Office of the Registrar will be so advised; the chair of the court will authorize the registrar to make the official change. Decisions affecting other offices will result in similar correspondence with those offices.
  - L. The court does not rehear cases.

Effective: July 1, 1997

Revised: August 1, 2010



**APPENDIX VIII – Incomplete Grade Form**

**Incomplete Grade Form**  
(To be completed by Student)

Student Name: \_\_\_\_\_ myWSU ID# \_\_\_\_\_

Course: SCWK \_\_\_\_\_ CRN #: \_\_\_\_\_ Semester \_\_\_\_\_ Year: 20 \_\_\_\_\_

Instructor: \_\_\_\_\_ Last Date of Attendance: \_\_\_\_\_

1. Briefly provide a rationale for your request for the incomplete.

2. What needs to be completed for the course requirements?

I understand that instructors do not automatically grant nor are they obligated to give an incomplete in a course. There must be extenuating circumstances that lead to the decision to request an incomplete and the opportunity to complete this course. It is my responsibility as the student to complete all course work in agreement with the instructor.

I understand that I will not be able to progress into the practicum until the incomplete grade is resolved.

BSW ONLY: I understand that, according to university policy, the incomplete will automatically be changed to an “F” if I have not completed the course requirements by the end of the next semester in which I enroll (excluding the summer term).

MSPW ONLY: I understand that, according to the Graduate School policy, if I have not completed the course requirements by the end of the second semester following the assignment of the incomplete (excluding the summer term), I will have to retake the course to receive credit.

Student’s signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Instructor’s Approval**  
(To be completed by instructor)

Current Grade in the Course: \_\_\_\_\_ Final grade if missing work is not completed: \_\_\_\_\_

Coursework to be completed by: \_\_\_\_\_

Instructor’s signature: \_\_\_\_\_ Date: \_\_\_\_\_

**APPENDIX IX – MSW Course Withdrawal Request Form**

**APPENDIX X – MSW Leave of Absence Request Form**

**Leave of Absence Request Form**

(To be completed by Student)

Student Name \_\_\_\_\_ myWSU ID# \_\_\_\_\_

\_\_\_\_\_ Regular Program      \_\_\_\_\_ Advanced Standing Program

\_\_\_\_\_ Full Time                      \_\_\_\_\_ Part Time

6. Briefly provide a rationale for your request for the leave of absence.

7. Explain when you plan to return and finish the MSW program.

8. Be aware that students are expected to return to the program one year from the semester the leave began. Failure to request a leave of absence from the program and to register for the anticipated semester of return to the program will result in the student being placed into nondegree admission status and would require that the student reapply to the MSW program through the normal application processes if they wish to continue their graduate studies. Students who are formally admitted into the MSW program but fail to register for their first summer or fall semester coursework will be terminated from the program.

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

**Adviser's Approval** (to be completed by MSW Adviser)

Approved

Approved, with the following changes: \_\_\_\_\_

Denied \_\_\_\_\_

Adviser's signature \_\_\_\_\_ Date \_\_\_\_\_

**MSW Director's Approval** (to be completed by MSW Program Director)

Approved

Approved, with the following changes: \_\_\_\_\_

Denied \_\_\_\_\_

Director's signature \_\_\_\_\_ Date \_\_\_\_\_



**APPENDIX XI – MSW Electives**

MSW Electives Requests  
(For electives taken outside the WSU School of Social Work)

Student Name: \_\_\_\_\_

Have all 700 level MSW level courses been satisfactorily completed: