

Graduate School

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The Graduate School at Wichita State University (WSU) supervises graduate study at the University, establishes standards for admission to graduate work, and recommends students who have completed requirements for graduation.

The Graduate School provides opportunities to pursue advanced study in 56 master's programs, one educational specialist program, nine doctoral programs, and one 1st professional degree for the Doctor in Audiology. More than 3,200 students—roughly one of every five WSU students—are graduate students. The University, classified by the Carnegie Foundation as a Doctoral/Research Intensive institution, annually grants approximately 28 doctoral degrees and more than 700 master's degrees. The Graduate School, an affiliate member of the National Association of Graduate and Professional Students, is a member of the Council of Graduate Schools and the Midwestern Association of Graduate Schools.

Academic programs include master's, specialist, doctoral, and graduate certificate programs. Doctoral degrees are awarded in applied mathematics; chemistry; communicative disorders and sciences; educational administration; psychology; and in aerospace, electrical, industrial, and mechanical engineering.

The primary goals of the Graduate School are to encourage independent scholarship and to develop competence in research or other creative activity. Students are expected to master special fields as well as to develop appropriate methods of inquiry for future professional growth.

The Graduate School operates according to bylaws approved by the graduate faculty. Current bylaws are available online at www.wichita.edu/gradsch.

Graduate Study Defined

The graduate experience involves specialized knowledge and concentrated study in one area. In this respect it differs from undergraduate study, which introduces students to a wide range of subjects and develops general intellectual skills.

A graduate program is generally more focused on a specific area of interest and on accruing specialized skills to practice a profession or do advanced research. There are two types of graduate degrees, professional degrees and research degrees.

At the master's level, a professional degree provides a specific set of skills needed to practice a particular profession. It is generally a final degree. The research master's provides experience in research and scholarship, and it may be a final

degree or a step toward a doctoral degree.

Wichita State University's master's degrees include a minimum of 30 graduate hours and usually take one or two years of full-time study to complete. Students have six years to complete their degree. The professional master's degrees often involve some type of internship or fieldwork. The research degree may involve the writing of a thesis or the completion of comprehensive exams.

The doctoral degree typically involves both coursework and a major research project. Students admitted to a doctoral program usually spend four to six years of full-time study completing their degree. Depending upon the field of study, the first two to three years involve classes, seminars, and directed readings to provide a comprehensive knowledge of an academic field. During this time, students may also begin independent research projects.

As a candidate for a doctoral degree, a student works on a project that involves original research and reports on the research through the production of a dissertation. Depending upon the field, the dissertation project may take one to two years to complete.

Students pursuing graduate certificates are scholars, who for academic, personal, or professional reasons desire graduate-level education without the commitment to a graduate degree program, or who desire interdisciplinary coursework to complement a graduate degree program.

Graduate certificates are awarded by departments, colleges, and the Graduate School to recognize graduate-level accomplishment in a cluster of related graduate courses on a topic, skill, theme, or method, as defined by the appropriate faculty. The courses serve as the student's record of coherent academic accomplishment. Graduate certificate programs are not degrees, concentrations, minors, or certification programs.

Graduate Council

The Graduate Council consists of the dean of the Graduate School, ten members of the graduate faculty elected by the graduate faculty, one member appointed by the graduate dean, and one graduate student. The council determines and recommends general policies for the Graduate School. The council also advises with the dean on matters submitted by the dean and serves as a committee on exceptions.

Doctoral Sub-Council

The Doctoral Program Sub-Council exists for the general advocacy of doctoral programs throughout the University community and to review, determine, and recommend policies for doctoral programs. Membership consists of the graduate dean, one representative from each doctoral program, and one member elected from the Graduate Council.

Graduate Faculty

The graduate faculty consists of the University president, the vice president for academic affairs and research, the deans of the Graduate School and academic colleges, and regular faculty members nominated and approved for graduate faculty status.

The graduate faculty at Wichita State University, by virtue of their qualifications, contribute to graduate education by teaching and advising graduate students; by guiding master's theses and doctoral dissertations; by participating in examinations and evaluations; by engaging in a program of research, scholarship, or creative activity; and by sharing in the administration of their programs and in the governance of the Graduate School. All regular graduate faculty hold the terminal degree in their discipline.

At Wichita State, regular faculty are not automatically members of the graduate faculty. Department chairs nominate faculty for membership on the graduate faculty by submitting an application with a current academic resume. Applications are reviewed and acted upon by the Graduate Council. Regular faculty are normally appointed either as full members or as associate members, while adjunct faculty are appointed in the acting ad hoc category. Full members of the graduate faculty who work in doctoral programs are reviewed by the Doctoral Program Sub-Council for the privilege of chairing doctoral dissertations.

Full Membership reflects the highest level of scholarly attainment and is defined as regular faculty ranking above instructor, with substantial interest in graduate education, and for whom a demonstrable departmental or program need exists. Faculty nominated for membership in this category shall be expected to hold the terminal degree or its equivalent in training and/or experience (with criteria and documentation supplied in cases for which equivalency is claimed) and be judged qualified to bear all designated academic responsibilities of the graduate program(s) in which they serve. It is expected that significant scholarly and/or artistic or creative achievement will be evident in the academic and professional resume presented in support of nominations and renewals for full membership in the graduate faculty.

Full members of the graduate faculty are the only faculty eligible to chair thesis committees. Full membership in the graduate faculty is also a prerequisite for doctoral dissertation chairing status.

Doctoral Dissertation Chairing Status is defined as full membership on the graduate faculty along with a demonstrable departmental or program need for the faculty member to hold dissertation chairing status. Substantial and sustained scholarly and/or artistic or creative achievement over the most recent five to seven years will be evident in the resumes of faculty

nominated for this category. The extent of previous experience in serving on and supervising theses and/or dissertation committees, at WSU or elsewhere, will also enter into the consideration of dissertation chairing status and should be reflected in the resume accompanying the nomination.

Graduate Faculty Associate Membership is available to adjunct faculty whose relationship with an academic department exceeds the usual visiting or joint appointment type of association. Nominations for membership in this category are approved by the Graduate Council and must be accompanied by a detailed statement of the nominee's involvement with the department, including the extent to which the nominee will interact with regular faculty; be involved in department affairs; and be engaged in teaching, advising and supervising students, and research. Other criteria are the same as for the full membership category. Appointments to this category are for one year and are renewable upon request by the department with approval of the Graduate Council.

Associate Membership is defined as regular faculty ranking above instructor, with substantial interest in graduate education, and for whom a demonstrable departmental or program need exists. Faculty nominated for membership in this category shall be judged qualified, because of academic and/or professional experience, to teach graduate credit courses and serve on thesis and/or dissertation committees. Normally, new faculty who have not

had the opportunity to demonstrate scholarly activity will be nominated for the associate member category and, if requested, may be authorized to chair thesis committees for a period of three years.

Acting Ad Hoc Membership is defined as regular faculty or participating faculty in various temporary or part-time assignments. Nominees are judged qualified to teach graduate-level courses according to academic and or professional experience. Appointment may not exceed the term of one year, but can be considered for annual renewal.

A complete listing of graduate faculty is available in the Graduate School Office. Departmental lists are available in the main office of each department. Students are advised to consult this list when selecting faculty advisors for theses and dissertations.

Faculty Restriction

Faculty members of WSU who hold the rank of assistant professor or higher cannot earn graduate degrees from Wichita State except for unassigned faculty (not attached to a particular college) or faculty members granted specific approval by the Graduate Council. Full-time faculty members may not pursue more than 6 hours of graduate credit per semester.

Graduate Coordinators

The Graduate School works closely with the individual program areas to ensure that program

operations function in compliance with Graduate School policies and regulations. As part of this process, a graduate faculty member is recommended by their department chair to the Graduate Dean for appointment as the graduate coordinator, to serve as the program representative to the Graduate School in matters of graduate education.

Although the nature of graduate coordinator appointments and responsibilities varies throughout program areas, they have a primary role in working with students and faculty in their academic programs.

As a standard of expectation, graduate coordinators are charged with the responsibility for overseeing the evaluation of applications for admission and the transmittal of departmental recommendations for admission, academic performance, degree completion, and exceptions to graduate school regulations.

Graduate coordinators also have a primary role in coordinating information between their program and the Graduate School office, working with their departmental chair or other administrators in maintaining the quality and viability of their graduate program, and serving as the local agent for the graduate faculty in their program areas.

Graduate coordinators may also serve on graduate committees in their programs or academic colleges.



Students in WSU's College of Health Professions are placed in jobs at an exceptional rate. The graduate program in physician assistant studies is the only one of its kind in Kansas.

Admission to Graduate Study

In order to receive graduate credit at Wichita State University, students must be admitted to the Graduate School. Two admission statuses, degree and nondegree, are available to accommodate qualified students desiring to pursue graduate degrees as well as those simply desiring to earn graduate credit for personal and professional reasons.

To be considered for degree or nondegree graduate status, students must request and submit a completed Application for Admission and appropriate credentials to:

Graduate School
Wichita State University
1845 Fairmount
Wichita, Kansas 67260-0004

Students may apply on-line through the graduate school Website at <http://webs.wichita.edu/gradsch>.

Paper application forms may be requested by calling the Graduate School at (316) 978-3095, by e-mail at gradinqu@wichita.edu, or through the Web site listed above.

Admission is based primarily upon an applicant's previous academic record; therefore, two official transcripts of all previous academic work, except work completed at WSU must be received along with the Application for Admission to the Graduate School.

Wichita State University transcripts do not need to be ordered, but academic work and degrees from WSU must be declared on the application form. The fact that courses completed at one institution may be included on a transcript from another institution is not sufficient. Transcripts must be mailed directly from the institution where the work was completed. Hand-carried or "issued to student" transcripts cannot be accepted.

Credentials other than official transcripts will be considered only for application as a visiting guest student or nondegree, category B student. Please refer to pages 12-13 regarding the details of these options.

Admission Application

Applications for graduate study are made through the Wichita State University Graduate School regardless of the program. In addition to the WSU Application for Admission to Graduate School, certain program areas will also require a program application.

Records required for admission for programs without application deadlines, and from applicants not requiring visa status, should reach the Graduate School at least three weeks before registration for the semester when admission is desired. Materials received after this date will be processed as the time of staff and faculty permits, but the Graduate School cannot guarantee final action can be taken in time to allow enrollments for graduate credit.

Because of possible limitations in the number of faculty and available facilities, there are restrictions on the number of students admitted to some graduate programs. These limits may prevent some qualified students from being admitted. Since programs with enrollment limitations generally take action on new applicants in February or March for fall admission, early application is recommended. Preference usually is given to degree-seeking applicants.

An admission to the Graduate School remains valid only if students enroll and complete at least one class as a graduate student within one calendar year of the admission semester.

All application materials in the folders (at the Graduate School and departmental levels) may be reviewed by the applicant upon request, except recommendation form/letters where the applicant has waived his/her right to see the recommendations.

Admission Application Fee

All applicants to the Wichita State University Graduate School must pay a nonrefundable application fee each time an application is submitted. The application fee is

\$50 for students who will require a visa status

\$35 for American citizens or lawful permanent residents (proof of green card will be required).

Admission Deadlines

The following are deadlines for submission of complete application materials for all applicants seeking on-time registration except those applying for admission to programs in anthropology, business administration, communicative disorders and sciences, liberal studies, physical therapy, psychology, and social work. Applicants to the program areas identified above should refer to departmental information in this Catalog for admission deadlines.

	International Students	Citizens or Permanent Residents
Fall semester 2004	April 1	June 1
Spring semester 2005	August 1	December 1
Fall semester 2005	April 1	June 1
Spring semester 2006	August 1	December 1

Applicants who submit applications after these dates, if accepted, should be prepared to register during late registration and to pay a late registration fee.

Admission Preparation

Applicants with bachelor's degrees in programs in which credit was awarded for experiences which were outside the control of a regionally accredited educational institution, for example, credit for life experience, may be viewed by some programs as

inadequately prepared to undertake graduate study. In such instances, admission to the Graduate School may be denied or approved with prerequisite coursework assigned to fill the deficiencies.

Levels of Admission

1. Full Standing

Students who have fulfilled all of the admission requirements for a given program, including admission grade point average, entrance exams if required, reference and credentials if required, and prerequisites, may be granted admission on a full-standing basis. Students admitted to full standing are eligible for consideration for assistantships and federally funded financial aid.

2. Conditional Status

Students who may have background deficiencies in excess of 9 hours or who have not submitted required references, examinations, and so forth, but who otherwise have met the full-standing degree program requirements may be granted admission on a conditional basis. Students are allowed one semester to submit the remaining credentials and one year to remove background deficiencies. Transfer to an appropriate nondegree category will result if the necessary conditions are not satisfactorily met. Students admitted with conditions are not eligible for federally funded financial aid, but may be considered for graduate assistantship positions.

3. Probationary Status

Students who do not meet the minimum academic requirements for full-standing degree program admission may be admitted on probation when reasonable evidence exists to indicate their ability to do satisfactory degree program work. Students must earn a 3.000 GPA after the first 9 hours of graduate credit coursework to be removed from probation. Students admitted on probation or placed on academic probation following admission are not eligible for assistantship awards or federally funded financial aid.

Admission Requirements Degree Admission

To pursue a graduate degree at WSU, students must be admitted to the specific program for which they are seeking a degree. Students may not be admitted to more than one degree program at a time.

Specialist and Master's Programs

Applicants for full-standing degree admission to the specialist and master's programs must meet the following requirements:

1. The applicant must have earned a bachelor's degree from a regionally accredited institution or a recognized institution in another country whose requirements for the bachelor's degree are substantially equivalent to an American four-year

bachelor's degree. The basis on which credits are awarded for the bachelor's degree must be consistent with the policies and procedures for the award of such credit at Wichita State.

2. Specific grade point average (GPA), entrance exam requirements, and prerequisite coursework for degree-seeking students at the master's or specialist level:

A grade point average of at least 2.750 based upon the last 60 hours of coursework (or nearest semester or term break to this), including any post-bachelor's graduate work, and no more than 9 hours of background deficiencies in the desired field of graduate study. Some departments may require a higher minimum grade point average.

Although an entrance exam is not a requirement for admission to Graduate School, certain program areas require either the Graduate Record Exam (GRE), the Graduate Management Admission Test (GMAT), or the Miller Analogies Test (MAT). Applicants should refer to the program summary on pages 6 and 7 to determine if a specific program requires an entrance exam.

Doctoral Programs

Applicants for full standing degree admission to the doctoral programs must meet the following requirements:

1. The applicant must have earned a bachelor's degree from a regionally accredited institution or a recognized institution in another country whose requirements for the bachelor's degree are substantially equivalent to an American four-year bachelor's degree. The basis on which credits are awarded for the bachelor's degree must be consistent with the policies and procedures for the award of such credit at Wichita State.

2. A grade point average of at least 3.000 in the last 60 hours or nearest two years when the bachelor's degree is the admissions credential. Applicants with a master's degree or with completed graduate coursework must have at least a 3.250 grade point average and no more than 9 hours of background deficiencies in the desired field of graduate study.

3. Acceptable scores on the General Aptitude Test of the Graduate Record Examination (within the last five years).

Application Packet

Early application is recommended when seeking admission to a graduate degree program. See the Graduate Program Requirements list (pages 6 and 7) for departmental application deadlines.

Include in the application packet:

1. A completed and signed application form
2. A check or money order payable to Wichita State University:

American citizen	\$35
Non-resident alien (see 4 below)	\$50
Permanent resident (see 5 below)	\$35
3. Two (2) official transcripts in sealed envelopes from the institutions where the bachelor's and/or

master's degree was received or is expected to be received and where other academic work was completed.

Applicants who are not American citizens and who do not have Lawful Permanent Residency Status also require :

4. A WSU Official Financial Statement. Bank statements will not be considered as a substitute for the WSU Official Financial Statement.

Applicants who are not American citizens but who have Permanent Residency Status also require step 5:

5. A notarized copy of both sides of your Resident Alien card.

Nondegree Admission

Persons who already possess a graduate degree, who do not want to seek a graduate degree at Wichita State University at this time, or who wish to take graduate courses for professional advancement or personal satisfaction, should apply for nondegree admission. Students originally admitted to a nondegree category may later request the program to consider a transfer to degree status or may reapply for admission if the degree program is in a different program area. A maximum of 12 hours of graduate credit taken while in a nondegree category may be counted toward a degree program, provided students have obtained the approval of their major departments and the graduate dean.

Nondegree, Category A

Admission to this category provides students the opportunity to take any level of graduate coursework for which they have the prerequisites. Students in this category are not restricted and may take courses at the 800-level or above. Nondegree applicants seeking graduate certificates must be admitted under this category. Upon satisfactory completion of a course, credit is placed on a Wichita State University graduate transcript. However, only credit earned in courses numbered 500 and above is counted as graduate credit work.

Students applying for admission in this category must meet the following requirements:

1. A bachelor's degree from a regionally accredited institution.

2. A grade point average of at least 2.750 based upon the last 60 hours of coursework (or nearest semester or term break to this), including any post-bachelor's graduate work. Some programs require higher grade point averages and other admission credentials.

Students who do not meet the 2.750 grade point average requirement may be admitted to this category on probation if reasonable evidence exists to indicate their ability to perform satisfactorily in 800-level or above coursework.

Although there is no application deadline for nondegree, category A admission, applicants are encouraged to provide the following items no later than three weeks prior to the start of the semester in which they wish to enroll:

1. A completed and signed application form
2. Two (2) official transcripts in sealed envelopes, from the institutions, of all academic work including the bachelor's or a previous master's degree. WSU transcripts will be ordered by the Graduate School for applicants who have completed WSU coursework.

Nondegree, Category B

This category is specifically for students who are not seeking a graduate degree but who want to continue personal and professional development beyond the bachelor's level through enrollment in certain graduate-level courses, including workshops. Students in this category are restricted to enrollment in courses numbered through 799 and for which they have the prerequisites. Credit earned in category B status is placed on a Wichita State University graduate transcript; graduate credit is awarded for courses numbered 500 through 799.

Students applying for admission in this category must meet the following requirement:

1. A bachelor's degree from a regionally accredited institution. Some programs may require a minimum grade point average.

Although there is no application deadline for nondegree, category B admission, applicants are encouraged to provide the following items no later than three weeks prior to the start of the semester in which they wish to enroll:

A completed application packet must contain the following:

1. A completed and signed application form
2. Two (2) official transcripts in sealed envelopes, from the institutions, of a bachelor's degree from a regionally accredited institution or a copy of a teaching certificate.

Graduate Certificate Programs

Graduate certificates are awarded to students who desire interdisciplinary coursework to complement their graduate degree program or to students who, for academic, personal, or professional reasons, desire graduate-level education not leading to a graduate degree.

Students seeking graduate certificates must be admitted to the Graduate School in a degree program or in nondegree, category A status. All Graduate School policies relative to the admission criteria mentioned above apply.

Students completing the requirements for a Graduate Certificate program must submit the Graduate Plan of Study form and the Application for Degree Form no later than the 20th day of the fall or spring semester or the 10th day of the eight-week summer term when certificate completion is anticipated.

The Graduate Plan of Study is prepared in conjunction with the advisor of the Graduate Certificate program area and is forwarded to the Dean of the Graduate School. Graduate departments offering Graduate Certificates should have a process for knowing who is completing certificate work.

Certificate advisors are expected to inform students that a plan of study and certificate degree card are required according to the above deadlines.

Graduate Guest Admission

Graduate students in good standing at another regionally accredited graduate school may be admitted as a visiting guest. Such admission is valid for only one semester. Admission requires the submission of a completed Application for Admission, \$35 application fee, and a signed letter from the graduate dean or the dean's representative at the home institution certifying the student's status as a graduate student in good standing. Visiting guests must have their school's permission to take up to one semester's work for transfer back to their home institutions.

If enrollment is desired beyond one semester, the student must obtain regular admission.

Graduate Readmission Following Academic Dismissal

Following academic dismissal, students who wish to be considered for readmission to Graduate School must first complete a minimum of 9 hours of upper-division letter-graded coursework, selected with appropriate advisement. These 9 hours cannot include repeats of courses for which graduate credit was previously earned. Such coursework must be completed with a grade point average of 3.000 or higher for the readmission application to be considered. Meeting this standard, along with both Graduate School and program-specific requirements, will permit readmission to a graduate program. Previously dismissed students who are recommended for admission under this policy will re-enter on probation.

Senior Rule Admission

Seniors at Wichita State or other bachelor's-degree-granting institutions may qualify to take work for graduate credit under the Senior Rule option. This opportunity applies to students who have an overall grade point average of 3.000 or above in their major field and in upper-division courses and who are within 10 hours of completing the bachelor's degree. Work must go beyond the requirements for the bachelor's degree, and the degree must be completed within the semester in which a student takes the graduate courses.

Students who wish to earn graduate credit under Senior Rule must apply to the Graduate School for regular graduate admission and also complete a Senior Rule application form no later than two weeks before the semester in which they intend to enroll under the Senior Rule option.

Approval is needed from the student's major advisor, the chairperson or graduate coordinator in the program in which the work is to be taken, the undergraduate dean of the student's college, and the dean of the Graduate School before any courses can be taken for graduate credit. In addition, students

from other institutions must be admitted as undergraduates (possibly as guest students) through the WSU undergraduate admissions office.

Supplemental Information for International Applicants

International students presently in the United States on a student visa obtained by admission to another U.S. university will not be considered for admission to Wichita State University until they have attended the institution issuing their original I-20 for at least one semester. Exceptions to this policy require the concurrence, in writing, of the institution issuing the original I-20.

The first semester enrollment at WSU of all graduate international students must be in the program to which the student is admitted.

The formal admission of international applicants is a two-part process. The first part evaluates academic admissibility based upon the application form and transcripts or mark sheets provided. Applicants recommended for admission will be notified by the Graduate School of their eligibility for admission and the application will begin the second part of the admission process.

The second part requires the demonstration of sufficient English proficiency (TOEFL) and financial resources (WSU Statement of Financial Responsibility) to support graduate work in America.

Transcripts

Two (2) official copies of the undergraduate transcript translated into English are required. If the transcript does not indicate the award of a bachelor's degree or its four-year equivalent degree, official copies of the degree statement or diploma are required.

International applicants who have completed graduate work or have attended an American university will need to submit two (2) official transcripts showing that work.

Graduate programs (with the exception of Social Work, Nursing, Public Health, and Physician Assistant) will evaluate international applicants based upon official transcripts of mark sheets through the equivalent of the 1st semester of the applicant's final year of study toward the degree. In most instances, this will be the 7th semester of study. For international students on a yearly program, this will be the 6th semester.

In this instance, applicants who are recommended for admission and who have met all other admission requirements will be notified of admission and issued the I-20 form. Students admitted in this manner must provide the remaining transcript or mark sheet and the degree certification statement or diplomas by the end of their first semester of enrollment as a graduate student at WSU. Students who fail to meet this final requirement will be shown as "Out of Status" and will be reported to the University's Office of International Education.

TOEFL Examination

Applicants whose native language is not English must request the Educational Testing Service (ETS) to send their Test of English as a Foreign Language (TOEFL) scores. An official copy of the TOEFL score—less than two years old—showing a minimum score of 550 for the paper-based test or 213 on the computer-based test is required. Photocopies of the TOEFL scores are unacceptable.

Waivers will be considered if applicants have attended a university in the United States as a full-time student. Full-time is defined as enrollment in academic courses for a minimum of one year.

Waivers will also be considered if the bachelor's degree was awarded from a U.S. university within two years of the proposed semester of admission at WSU.

The following programs currently require a higher score than the minimum score:

	Paper-based	Computer-based
Chemistry	570	230
Communication	600	250
Creative Writing	600	250
English	600	250
Gerontology	575	230
History	600	250
Public Administration	600	250
Public Health	570	230

Applicants interested in studying English at WSU prior to beginning their graduate studies should write to

Intensive English Language Center
Wichita State University
1845 Fairmount
Wichita, Kansas 67260-0122
USA

Application forms may also be requested by e-mail at international@wichita.edu.

WSU Official Statement of Financial Responsibility

International applicants must demonstrate sufficient financial resources in order to support their graduate work in the United States. The WSU Statement of Financial Responsibility is the form that must be used to demonstrate the resources. Bank statements or letters from relatives or employers will not be considered as a substitute for this form.

International Students transferring from universities in the United States must present the following items:

1. A completed and signed application for admission.
2. A non-refundable \$50 application fee.
3. Two (2) official transcripts from each college or university attended in the United States, plus two (2) official copies of the undergraduate transcript translated into English. If the transcript does not indicate the award of a bachelor's degree or its four-year equivalent degree, official copies of the degree statement or diploma are required. Please see the last two paragraphs under the heading "transcripts" on

page 13.

4. Official certification of the minimum TOEFL requirement. A waiver will be considered if the applicant has attended an American university in the United States as a full-time student in academic courses for a minimum of one year, or the bachelor's degree was awarded from an American university within two years of the proposed semester of admission at Wichita State University.

5. A completed and signed WSU Statement of Financial Responsibility for International Graduate School Applicants.

Mandatory Health Insurance

Wichita State University requires that all non-immigrant international students have a specified minimum amount of medical insurance protection for every semester they are enrolled as a student at Wichita State University.

Each non-immigrant international student must obtain and maintain medical insurance from a company authorized to do business in the United

States, with the following minimum coverages:

a. Basic injury and sickness benefits amounting to at least \$10,000.

b. Major medical coverage in an amount of at least \$100,000.

c. Coverage to provide for medical evacuation of the student to the student's home country.

d. Coverage to provide for repatriation of the student's remains to the student's home country in the case of death.

Failure to obtain and maintain such coverage during the student's time of enrollment will be grounds for discipline up to and including expulsion.

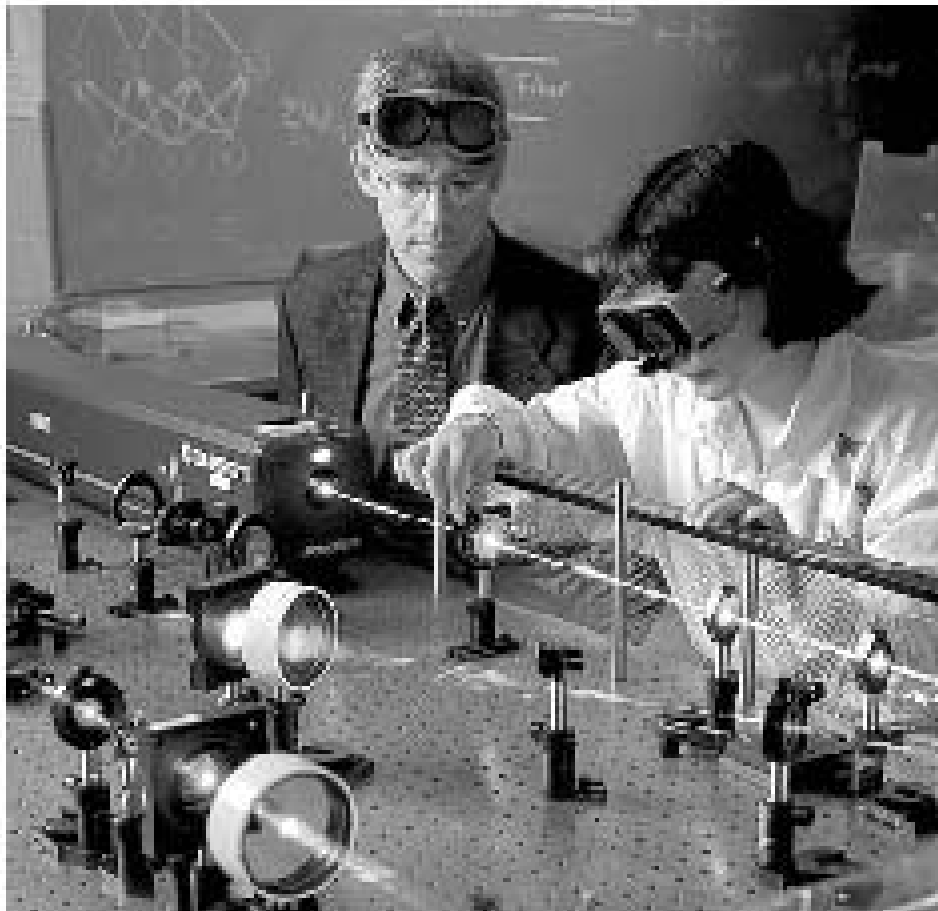
WSU Former Graduate Students in Inactive Status

Students who have completed graduate coursework at Wichita State University but who have not enrolled in the past 24 months are placed in an inactive status on the Registrar's computer database. To enroll again, such students need to call the Graduate School office, (316) 978-3095, and

ask to have their records reactivated. Such notification needs to be done at least one month in advance of any planned enrollment. Because of changes in program requirements, periods of non-enrollment may result in the need to complete an application for readmission to the program.

Exceptions to Regulations

Departures from the rules and regulations stated in the *Graduate Catalog* require the filing and approval of a Request for Exception to Graduate School Regulations form. Such requests must have the approvals indicated on the form and must state in a logical and coherent manner a rational basis for the requested exception. Forms for such requests are available from the Graduate School and graduate program areas and may be downloaded from the Graduate School Web site. Unusual and/or substantial deviations from stated rules and regulations require action by the Graduate Council.



An electrical and computer engineering professor and a student conduct an experiment in the ECE department's Optical Laboratory.

Enrollment

Audit Credit

Students are permitted in credit courses on a non-credit basis with appropriate approval under an auditor classification. To be enrolled as auditors, students must enroll in the same manner and pay the same fees as for credit courses at the University. Auditors may participate fully in the class and expect instructor evaluation of their work. Auditors are expected to attend class regularly. The audited course will appear on the transcript with the grade notation of *Au*. A student's load (total credit hours) does not include audit enrollments. Courses taken on the audit basis may be repeated for credit and if repeated may be used to fulfill degree requirements if the repeated grade is acceptable. Use of the audit basis for a course must be declared at the time of enrollment.

Grade Reports

At the end of each semester, students may access their final grades through the Shocker One Stop (SOS) option on the Web site (www.wichita.edu). Students desiring a printed report of their grades may make such a request through SOS.

Load Definitions

At least 9 hours of graduate credit coursework is defined as full-time graduate enrollment during the fall or spring semester. During the summer session, a minimum of 6 hours is considered full-time graduate enrollment. Load (total credit hours) does not include audit enrollments. Students enrolling in all or a majority of courses that carry undergraduate credit only must meet the undergraduate requirement for certification as a full-time student (12 hours).

Graduate students may not enroll for more than 16 hours per semester (doctoral dissertation credit excluded), or 10 hours during an eight-week summer session. Exceptions will be considered for students admitted to programs requiring more than the maximum hours allowed. International students must enroll as full-time students (at least 9 hours of graduate credit coursework) each semester.

While the Graduate School sets no official maximum number of hours, other than the 16-hour limit, students holding assistantships should work with their advisors to arrive at a load appropriate to their situations.

Graduate students holding assistantships during a fall or spring semester are expected to enroll in at least 9 credit hours of graduate coursework. Exceptions to allow graduate assistants to be enrolled in 6-8 hours may be approved by the department where the student is admitted. Special consideration for thesis and research enrollments may be obtained by petitioning the Graduate School.

Registration, Drops and Adds, Late Fees

The Registrar establishes procedures for registration. Graduate students must enroll according to the procedures published in the *Schedule of Courses*. This publication is available on the University's Web site for any given semester.

Newly admitted, currently enrolled, and former graduate students, not academically dismissed, are eligible for web registration. Some academic restrictions have been built into the system. Some restrictions cannot be overridden including nondegree, category B students enrolling in courses beyond the 799 level. Program specific restrictions may be considered for removal by contacting the appropriate department and requesting an electronic override.

Once a student has enrolled and paid, classes can be changed only by filing a Drop and/or Add Form with the necessary signatures. Changes of sections also require such action. If these forms are not submitted, a grade of *F* could be recorded for failure to attend the class shown on the original enrollment records.

Fees are charged for late enrollments. Only partial refunds are made after certain cutoff dates. Late enrollments or adds normally will not be approved after the 20th class day. Drops of classes with a grade of *W* (withdrawal) are also subject to a time limit established by the Registrar.

Students who find it necessary to completely withdraw from the University must process a drop form for each class.

Fees given in this Catalog were **proposed** for 2004-2005 and **may be changed** by the Kansas Board of Regents or the Kansas Legislature.

Basic Fees: Proposed 2004-2005

Basic fees for on-campus regular enrollment and continuing education credit courses follow:

	Resident	Nonresident
Undergraduate tuition*		
Per credit hour	\$88.25	\$336.70
Designated tuition for technology	1.15	1.15
Designated tuition for library	1.15	1.15
Designated tuition for technology infrastructure upgrade	5.00	5.00
Total tuition per credit hour	\$95.55	\$344.00
Student fee*—all students		
Per credit hour.....	\$20.20	\$20.20
University registration fee—all students		
Per semester.....	\$17.00	\$17.00
Graduate tuition*		
Per credit hour.....	\$129.20	\$402.20
Designated tuition for technology	1.15	1.15

Designated tuition for library	1.15	1.15
Designated tuition for technology infrastructure upgrade	5.00	5.00
Total tuition per credit hour	\$136.50	\$409.50

*Tuition and fees are for the Fall and Spring semesters and Summer Session.

Workshop and Off-Campus Fees

On-campus credit workshops cost \$95.55 tuition and \$20.20 student fees, both per credit hour, and \$10.50 overhead. In addition, there is a \$17 registration fee per semester and a parking fee of \$5.50 per credit hour. A specific course fee of \$115.55 (undergraduate; includes \$20 Area fee) or \$164.50 (graduate; includes \$28 Area fee) per credit hour is assessed for off-campus regular enrollment and continuing education credit courses or workshops. Non-credit workshop fees are based on costs.

Parking Fees and Fines

Parking fees for students will be assessed at the rate of \$5.50 per credit hour, per semester and summer session, up to a maximum of \$49.50. Parking fines will be assessed as printed in the University's parking regulations subsequent to the annual public hearing on such regulations.

Auditing Course Fees

Students pay the same tuition and fees per semester hour for audited courses as for credit courses.

Payment

Tuition and fees are required to be paid in full, including any financial aid or loans a student may have, before enrollment is complete and the student is eligible to attend classes.

A short-term loan program is available to assist students in making tuition payments through an installment payment plan. Any student who does not have financial aid from other sources sufficient to pay tuition and fees is eligible if the student has paid all previous obligations to the University. These interest free loans are limited to 75 percent of a student's total tuition and fees, plus a \$30 nonrefundable administrative fee. Loans are available to students at the time of enrollment. Students must enroll in person to be eligible. Such loans must be repaid in three equal installments according to the deadlines for a given semester.

Residency

The residence of students, for tuition purposes, is

determined by the acts of the Kansas State Legislature rather than University policy. The legislature has also granted the Kansas Board of Regents certain authority to adopt regulations and guidelines for the determination of residence. This law and these regulations are different than those that govern residency for any other purpose.

According to the law and regulations, a resident for tuition purposes is someone who has resided (been physically present) in Kansas for 12 consecutive months prior to enrollment/re-enrollment and who has demonstrated, during those 12 months, the intent to make Kansas their permanent home.

Certain exceptions are authorized by state law to pay the equivalent of resident fees:

(a) regular employees of the University and their spouse and dependent children (does not apply to student assistants and graduate assistants)

(b) persons on full-time active military duty, stationed in Kansas, and their spouse and dependent children

(c) persons who were in active military service who were discharged or retired in Kansas

(d) persons who graduated from a four-year program at an accredited Kansas high school within six months of their enrollment at a state university, and who were Kansas residents for fee purposes at, or within 12 months of, high school graduation

(e) dependent students as long as at least one parent is a Kansas resident for fee purposes

(f) persons who were recruited to, or transferred to Kansas within the last 12 months for a full-time job, and their spouse and dependent children.

Residents of Kansas, for fee purposes, who leave the state retain their residency as long as they return to Kansas in a permanent status within 12 months of departure.

The above information is a partial list of residency exceptions. The details about each of these exceptions are critical. None of the exceptions are automatic. Several require certification of appropriate information on specific forms. Contact the Office of the Registrar, (316) 978-3672, for more information.

Senior Citizen Enrollment

People wishing to enroll under the Senior Citizens Program in courses numbered 800 and above must first obtain the written permission of the instructor.

Special Fees and Refunds

The registration fee, required of all students enrolled on the Wichita State campus, supports the Educational Opportunity Fund, parking, student union, athletics, Heskett Center, Student Health Services, forensics, Student Government Association, University Forum Board, student publications, and other student activities.

Prior to each semester, the Registrar establishes enrollment dates. Late registration is a special service

resulting in extra costs for special staff and facilities. Students who register late are assessed late registration fees as published in the *Schedule of Courses*.

Students who drop credits and do not add credits will be charged the proportional percentage based on the week they drop the credits. The percentages are published in the *Schedule of Courses*.

Students who drop and add credits will not be required to pay additional tuition/fees if the following conditions are met:

(a) The drop and add occurs in one transaction.

(b) There is an equal number of credit hours added as are being dropped.

(c) The credits being added are taken during the same period of the semester as the credit being dropped. Credit hours from workshops and other irregular courses cannot be offset against regular semester courses or vice versa.

Refunds of tuition and fees will be granted for withdrawals in accordance with the dates and regulations published in the *Schedule of Courses* for a given semester. Requests for refunds which occur after the close of the regular refund period must be submitted on the Refund Waiver Form and presented to the Office of the Controller, 201 Jardine Hall.

Students with extenuating circumstances may petition the Tuition Refund Board of Appeals for a higher refund than that allowed by policy. The petition forms are available at the Controller's Office, 201 Jardine Hall. In order to be considered, the petition must be filed with appropriate documentation and within the semester of enrollment for the course.

Students who receive approval from the University Exceptions Committee for a late withdrawal from a previous semester are not generally approved for tuition refunds. These are separate issues and decisions. No one other than the Controller's Office or the Tuition Refund Board of Appeals is authorized to determine the amount of tuition refund a student will receive.

Student Identification

All students are identified in the University's computer files by a unique nine-digit number. A Social Security number may be used for this purpose, however, no student is required to give their Social Security number for student identification purposes. A separate nine-digit identification number can be assigned by the Graduate Admissions area for applicants who decline to provide their Social Security number.

All WSU students are required to have a WSU photo identification card called the Shocker Card. The card does not expire and is used to determine a student's current enrollment status. The initial card is free. Lost, stolen or discarded cards may be replaced for a fee.

The Shocker Card is the only means by which

students can utilize the following services: Ablah Library, Heskett Center, Athletic Ticket Office, Student Government, Student Health Services, WSU Police Department, and the Shocker One Stop (SOS) system.

Transcripts

Transcripts may be ordered in person at the Registrar's Office or by written request. Official transcripts are \$8 per copy with the fee waived for currently enrolled WSU students. Some quantity restrictions apply. Current enrollment for a semester/term starts with the first day of classes for a given semester/term, and extends until classes begin for the upcoming semester/term. A \$10 fee for immediate service will be charged for all requests.

When ordering a transcript through the mail, include your full name, student ID number, birth date, first and last semester and years enrolled at WSU, complete information as to where to mail the transcript, your signature, and a check or money order for the appropriate amount (\$8 per copy) payable to WSU. Mail the written request to:

Attention: Transcripts
Registrar's Office
Wichita State University
1845 Fairmount
Wichita, Kansas 67260-0058

Withdrawal—Administrative

Administrative withdrawal may be initiated by the Graduate Dean for the following reasons:

1. The student's class attendance is so irregular that in the instructor's opinion full benefit cannot be derived from the course.

2. The student fails to withdraw from one or more classes by the official procedure given in the Wichita State University *Schedule of Courses*.

3. The student does not meet the conditions for enrollment in courses numbered 800 and above.

4. The student's behavior is prejudicial to Wichita State University.

Exceptions to Regulations

Departures from the rules and regulations stated in the Graduate Catalog require the filing and approval of a Request for Exception to Graduate School Regulations form. Such requests must have the approvals indicated on the form and must state in a logical and coherent manner a rational basis for the requested exception. Forms for such requests are available from the Graduate School and graduate program areas and may be downloaded from the Graduate School Web site. Unusual and/or substantial deviations from stated rules and regulations require action by the Graduate Council.

Academics

Graduate Advisors

Various patterns exist for advising graduate students. Some programs have a central plan for new graduate students, after which individual advisors are assigned. Other programs assign new graduate students to advisors early in their graduate program. Coursework taken without the advisor's expressed approval is not automatically applicable toward a graduate degree.

In all instances, advisors should be familiar with Graduate School rules and regulations as well as program and department requirements. While graduate students have the primary responsibility to know the rules and regulations and to fulfill the program requirements for their graduate degree, advisors' knowledge and expertise can assist students in their progress toward the degree.

An advisor assigned at the time of admission to a doctoral program will assist the student in completing initial tasks such as enrollment, coordination of examinations, submission of a Plan of Study, and the formation of a Supervisory Committee. Depending on individual program procedures, the advisor may chair an Advisory Committee which also will be involved in the advising activities above. It is possible for the advisor to be named as Chairperson of the Supervisory or Dissertation Committee.

Students with assigned advisors should consult their advisors for information on course prerequisites, content, and similar matters.

Graduate Courses

Courses carrying graduate credit are listed in the *Graduate Catalog*. Only courses numbered 500 and above can carry graduate credit and only for students admitted to the Graduate School at the time of enrollment.

Courses numbered under 500 carry undergraduate credit only and may be taken as supporting or prerequisite courses, but may not be counted toward a graduate degree and are not computed in a student's graduate grade point average.

Courses numbered 500 to 699 are aimed primarily at juniors and seniors, but graduate students may also receive graduate credit for these courses if the student was admitted to Graduate School prior to enrollment in the course. Some graduate programs do not allow courses numbered 500 through 699, which carry graduate credit, to meet degree requirements and students should be aware of such restrictions before enrolling. In such mixed classes, a discernably higher level of performance by graduate students is expected with the nature of this differential performance set by the professor. Graduate students enrolling in such classes automatically earn graduate credit unless the professor requests the Graduate School to have the

enrollment designated on the transcript as "undergraduate credit only."

Courses numbered 700 to 799 are structured primarily for graduate students, but upper-division undergraduate students may be admitted if they meet course prerequisites. In such mixed classes, a discernably higher level of performance by graduate students is expected with the nature of this differential performance set by the professor. Graduate students enrolling in such classes automatically earn graduate credit unless the professor requests the Graduate School to have the enrollment designated on the transcript as "undergraduate credit only."

Courses numbered 700-899 are designed primarily for Graduate I students (students who ordinarily have not accumulated more than 30 hours in a graduate program). Courses numbered 900-999 are designed primarily for Graduate II students (those who ordinarily have completed more than 30 hours in a graduate program).

Courses numbered 800 and above are restricted to graduate students only or undergraduate students approved for enrollment under the Senior Rule option.

In special cases, courses in areas where graduate degree programs are not currently available may carry graduate credit and apply toward a graduate degree in a related field or simply count as graduate credit for some nondegree purpose. Any of these courses applied toward an advanced degree program must have the approval of the student's advisor and the chairperson of the department involved in advance of enrollment.

Grievance Procedures

The following statements are designed to provide guidance to graduate students in protesting an actual or supposed circumstance in which they feel they have been wronged.

Conflicts eligible for resolution under these procedures are restricted to academic matters other than grades. Disputes about grades are resolved through the Student Court of Academic Appeals.

These procedures do not include conflicts covered by other policies in the University.

Grievances can be initiated for circumstances which are within one year from the time of occurrence.

Steps in the process:

1. A student with a grievance should first consult with the faculty member or administrator perceived to be causing the circumstance which has resulted in the feeling of being wronged and attempt to resolve the conflict at that level.

2. Failure to resolve the conflict in the first step may lead to an appeal at the chairperson or college dean level, depending on who is perceived as

causing the circumstance. If available, the student should attempt to resolve the grievance through discussions with the department chairperson, college dean, or through utilization of departmental structures which may exist for this purpose.

3. If the student has exhausted the remedies provided in steps 1 and 2 without success, he/she should schedule a meeting with the Dean of the Graduate School or his/her designee (See Role of the Graduate Dean below). Grievances or appeals must be in writing.

Role of the Graduate Dean: The Dean of the Graduate School or his/her designee receives complaints or protests and decides whether to take direct administrative action to resolve the conflict or refer the grievance to the Graduate Council. A decision of the graduate dean may be appealed to the Graduate Council.

The decision of the Dean of the Graduate School on recommendations received from the Graduate Council is final.

Role of the Graduate Council: In addition to being the elected representative of the Graduate Faculty, the Graduate Council serves as the Committee on Exceptions in an advisory capacity to the Dean of the Graduate School. This responsibility may be discharged by the Council acting as a committee of the whole, through Subcommittees, or Ad Hoc Committees consisting of selected members of the Graduate Faculty and graduate student body.

Conclusions reached by the Graduate Council will be transmitted as recommendations to the Dean of the Graduate School.

The Graduate Council also serves as a Committee on Appeals if the student is dissatisfied with direct administrative action taken by the graduate dean. In such cases, the judgment of the Council is final.

Court of Student Academic Appeals

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 from students who believe they have been treated unfairly in grading or in an instructor's charges of plagiarism, cheating, or similar offenses. The court is designed to help resolve differences that cannot be settled in the framework of the student-faculty relationship and offers an important safeguard for students.

The 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.

Any student may use the appeal procedure. Forms are available in the Division of Student Affairs, 105 Grace Wilkie Hall. The general procedure is explained to students when they pick up the form.

Audit Credit

Students are permitted in credit courses on a non-credit basis with appropriate approval under an auditor classification. To be enrolled as auditors, students must enroll in the same manner and pay the same fees as for credit courses at the University. Auditors may participate fully in the class and expect instructor evaluation of their work. Auditors are expected to attend class regularly. The audited course will appear on the transcript with the grade notation of *Au*. A student's load (total credit hours) does not include audit enrollments. Courses taken on the audit basis may be repeated for credit and if repeated may be used to fulfill degree requirements if the repeated grade is acceptable. Use of the audit basis for a course must be declared at the time of enrollment.

Independent and Directed Study Courses

A primary goal of the Graduate School is to encourage independent scholarship. Thus, graduate students have many opportunities to engage in self-initiated independent study under the supervision of an individual member of the graduate faculty.

In addition to traditional titles, such as thesis, research project, internship, and practicum, various departments use various titles to identify opportunities for individual study (e.g., independent study, special problems, directed readings, individual projects, and directed study). The following requirements govern enrollment in independent study offerings:

1. Consent of the instructor must be obtained before enrollment.
2. The content of the study should not be the same as that covered in a regular course (exceptions to this requirement must have the approval of the Graduate Dean before enrollment).
3. Although scheduled on an arranged basis, there must be a sufficient number of contact hours between the student and supervising instructor during the duration of the independent study to ensure consistency with the amount of graduate credit earned in regular course offerings.
4. No more than 6 hours of independent study coursework (excluding dissertation, thesis, and other independent study activities that are terminal requirements for a degree) can be used in a degree program.

Some programs have additional program requirements that must be met before enrolling in independent study courses. Students should consult the appropriate program personnel before enrolling.

Grading System

- A Distinguished achievement. Credit given; four credit points per semester hour.
- B Superior achievement. Credit given; three credit points per semester hour.
- C Average achievement. Credit given; two credit points per semester hour.

- D Below average achievement. Credit given; one credit point per semester hour.
- F Failing work. No credit hours earned toward graduation; zero credit points per semester hour. Counted as a course attempted and completed and included in computation of grade point average.
- W Withdrawal from course. No credit given; no credit points. Does not affect grade point average.
- Au* Audit. No credit given; no credit points. Does not affect grade point average. See Audit Credit, this page.
- S Satisfactory (*A*, *B*, or *C*). Credit given; no credit points assigned.
- U Unsatisfactory (*D* or *F*). No credit given; no credit points assigned.
- I Incomplete. Temporarily recorded as a grade when a student is granted an extension of time to complete coursework. Credit is postponed and the course is not included in the student's grade point average until it is completed and a regular letter grade is assigned.
- R Repeat. A prefix to other grading symbols indicating that the course is a repeat of one taken earlier, such as *RA*, *RB*, *RC*, *RD*, *RE*, or *RI*. The *R* prefix has no evaluative function but is used for information only.

Grades

Coursework for graduate credit is normally graded *A*, *B*, *C*, *D*, *F*, or *S/U*.

Faculty also have the option of assigning an *I* (incomplete) if they feel that sufficient justification exists for the student's failure to complete the course.

The graduate grade point average includes only those courses taken at WSU for which graduate credit is earned and for which a regular letter grade (*A*, *B*, *C*, etc.) is assigned. For repeated courses, only the last assigned grade is used to calculate the WSU graduate grade point average. WSU courses repeated at another institution may be used to fulfill program requirements; however, the repeated course transferred from another institution will not be counted in the WSU graduate grade point average. Courses transferred from another institution and graduate credit courses graded *S* (satisfactory) do not affect the graduate grade point average.

To remain in good standing in a graduate degree program, students must maintain a grade point average of at least 3.000 in all courses on the student's WSU Plan of Study (excluding all transfer work) and for all graduate work taken at WSU. Grades below *C* may not be used to satisfy degree requirements, but such grades earned, beginning Fall 2001, may be repeated.

Incompletes

Students desiring credit for an incomplete grade assigned spring 1999 or later for regular courses (excluding research, dissertation, thesis, independent study, and other terminal projects) must complete their

work within two semesters, excluding summer. If the work is not completed within those semesters and credit is desired, students must enroll in the course(s) as a repeat. If they enroll in the course again, the program assigning the original *I* will need to change the *I* to a *W*, and the grade earned during the repeat semester will become the grade of record. Faculty members may define other conditions for the removal of incomplete grades within the general framework indicated here.

Probation

Students admitted to full standing in a degree program, or nondegree category A, will be placed on academic probation if their graduate grade point average falls below 3.000.

Students admitted on probation are automatically placed in full standing if they attain a cumulative grade point average of at least 3.000 after the completion of 9 hours of graduate credit coursework.

Students placed on probation after admission are automatically returned to full standing if they attain a cumulative grade point average of at least 3.000 within 9 additional hours of graduate credit coursework.

Dismissal

Students in any category may be dismissed from the Graduate School if they fail to maintain a grade point average of at least 2.000 in all work taken (including undergraduate courses) after admission.

Students may be dismissed from their degree program or nondegree category A and placed in nondegree category B if they fail to attain a cumulative grade point average of at least 3.000 upon the completion of 9 graduate credits after admission on probation or placement on probation after admission.

Students also may be dismissed from a graduate degree program if, in the opinion of the graduate faculty offering the program, they are unable to carry on advanced work or make satisfactory progress toward the degree. Students dismissed for this reason may be transferred to a nondegree category.

Following academic dismissal, students who wish to be considered for readmission to Graduate School must first complete a minimum of 9 hours of upper-division, letter-graded coursework, selected with appropriate advisement. These 9 hours cannot include repeat of courses for which graduate credit was previously earned. Such coursework must be completed with a grade point average of 3.000 on a 4.000 scale or higher for the readmission application to be considered. Meeting this standard, along with both Graduate School and program-specific requirements, will permit readmission to a graduate program. Previously dismissed students who are recommended for admission under this policy will re-enter on probation.

Repeats

A graduate student may enroll in graduate courses (for credit) a second or subsequent time and have it counted as part of the semester's load. If a course is repeated, the Graduate School will consider that the last grade earned replaces the original grade for purposes of admission and degree completion (in calculating initial and subsequent admission GPAs, in certifying the student's eligibility for graduation, in certifying completion of certificate programs, and in computing the WSU grade point average). Although the last grade earned becomes the grade of record (replaces original grade), the original course grade remains on the graduate transcript. Within existing departmental and university guidelines, WSU courses repeated at another institution may be used to complete program requirements, but the repeat grade will not be counted in the WSU grade point average (as transfer courses are not counted in the WSU grade point average). A student must declare, at the time of enrollment, that the course is being repeated.

Satisfactory/Unsatisfactory Graded Courses

Certain approved courses that carry graduate credit are graded *S/U* (Satisfactory/Unsatisfactory) for all students enrolled. Such courses are identified in the Schedule of Courses, or students enrolling in special offerings for graduate credit will be informed of the *S/U* grading by the instructor if this system is to be used. Students wishing to transfer graduate coursework graded *S/U* to a degree program at another institution should, before enrolling, inquire of that institution's willingness to accept credit graded in this manner.

No more than 6 hours of work graded *S* may be used toward the requirements of a graduate degree.

Transfer of Credit from Another University

Students may transfer, with departmental approval, graduate credit from an accredited graduate school under the following conditions:

- (a) The credit-offering institution is accredited by the cognizant regional accrediting association to offer graduate degree programs appropriate to the level of credit to be transferred; (b) the credit is fully acceptable at the other institution in satisfaction of its advanced degree requirement; (c) the credit is applicable in terms of content to the student's program of study at WSU, and must carry a minimum grade value of 3.000 on a 4.000 point scale. Grades lower than *B*, including *B-*, will not be accepted.

- Master's and specialist degree programs requiring fewer than 40 hours may include no more than one-third of the total hours or 12 hours whichever is greater, of graduate work completed at another accredited graduate school (exclusive of hours in a previous master's degree). Programs may require lower limits on transfer credit and therefore students should consult individual program descriptions.

Doctoral, Master of Fine Arts (MFA), and other more lengthy programs have special transfer credit allowances, as indicated in their program descriptions.

- Doctoral programs may include a maximum of one-third of the coursework hours required, exclusive of acceptable hours in a master's degree.

- An official transcript containing the requested transfer work must be on file in the Graduate School. If such work is shown on the transcripts provided in support of the original admission to the Graduate School, no new record need be provided. Approval by the graduate degree program is necessary to ensure that the coursework has been accepted as an integral part of the candidate's program. Students assume responsibility for initiating the request for transfer of graduate credit as part of their degree plan.

- Transfer credit that is accepted must have been in courses started six years or less before the semester in which the degree work is completed.

Graduate credit work from another university which has been accepted for transfer is not transferred or entered on a Wichita State University transcript, except for students completing degree programs, and only then after completion of all work for the degree, as defined on an approved Graduate Plan of Study.

Cooperative Education and Work-Based Learning Program

Cooperative education is an academic program for undergraduate and graduate students who wish to combine classroom studies with academically related employment by being placed in paid work experiences closely related to their academic majors. Cooperative education places students locally and nationally.

Enrollment in cooperative education courses for graduate credit can be made only through those departments who have an approved course numbered 781 and titled Cooperative Education. No other course titles such as independent study, special topics, and so forth can be used for cooperative education enrollment.

Graduate students desiring to participate in cooperative education classes should first consult with their major department and the Graduate School. The Cooperative Education and Work-Based Learning Program office is located in 223 Grace Wilkie Hall. The telephone number is (316) 978-3688.

Workshop, Extension, Correspondence Credit, and Credit by Exam

Workshops and extension graduate credit courses may be accepted for graduate credit as a part of a graduate degree program under the following conditions:

- The work is approved by the major department.
- The work is approved by the dean of the

Graduate School.

- The work is an integral part of a program planned by the candidate and the advisor and listed on an approved Plan of Study.

Graduate credit cannot be earned under a credit by examination program, and correspondence courses cannot be accepted for graduate credit.

Exceptions to Regulations

Departures from the rules and regulations stated in the *Graduate Catalog* require the filing and approval of a Request for Exception to Graduate School Regulations form. Such requests must have the approvals indicated on the form and must state in a logical and coherent manner a rational basis for the requested exception. Forms for such requests are available from the Graduate School and graduate program areas and may be downloaded from the Graduate School Web site. Unusual and/or substantial deviations from stated rules and regulations require action by the Graduate Council.

Degree and Certificate Completion

Commencement

WSU holds two commencement ceremonies each year, one in December and one in May. All baccalaureate and master's degree candidates for spring ceremonies are eligible to participate in the May ceremony and all baccalaureate and master's degree candidates for the fall semester are eligible to participate in the December ceremony. Baccalaureate and master's degree candidates for the summer semester are eligible to participate in either the preceding May or following December ceremony. Doctoral degree candidates are eligible to participate in the commencement ceremony held in the semester during which they complete their degree requirements (May or December). Doctoral candidates who complete their program during the summer semester are eligible to participate in the following December or following May ceremony.

Diplomas are available for distribution approximately one month following the close of a given semester. Degree recipients may obtain their diplomas from the Registrar's office. Diplomas will be mailed from that office upon a written request that includes the name and student identification number of the degree recipient, the complete address where the diploma is to be mailed, and a copy of the degree recipients driver's license or Shocker ID card.

Committee Structure

Committees for program completion exams are recommended by the major department and approved by the dean of the Graduate School. Each committee must include at least three members chosen from the graduate faculty.

In master's programs, final oral examinations are required of all students presenting thesis or research projects. Thesis committees include a minimum of three and a maximum of five voting members. Voting members are full or associate graduate faculty or people from outside the faculty judged to have exceptional competence in the field of research covered in the thesis and who have been approved for committee service by the dean of the Graduate School.

The chairperson of the examination committee must be a full graduate faculty member or an associate member with temporary authorization to chair the committee. A majority of the voting members must be from the major department. One voting member, the graduate dean's representative, must be from an academic department outside the major department.

In doctoral programs, the Supervisory (Dissertation) Committee is composed of a minimum of five graduate faculty, with at least four having full membership, including the chairperson who also must have authorization to chair doctoral committees. At least one member, the graduate

dean's representative, must be outside the major program. In addition to guiding the student to successful completion of the dissertation, this committee conducts the final oral examination.

Credits Required

All master's degrees require a minimum of 30 credit hours of graduate credit work, including 18 hours in courses numbered 700 and above, excluding workshops. Some programs require more than 30 credit hours, in which case at least 60 percent of the courses must be numbered in the 700 level or above, excluding workshops.

The total number of hours for the doctoral degree varies with the major department offering the program, including the division between coursework and dissertation hours. At least 60 percent of the hours beyond the master's degree must be in courses numbered 800 and above. Specific program requirements are listed in the individual program's section of the Graduate Catalog.

Concentrations in Graduate Programs

Concentrations, consisting of 9-12 credit hours, are offered within existing degree programs where the 9-12 credit hours constitute a coherent academic topic or theme. The concentration may include required and/or elective courses as long as the listing of elective courses (from which the concentration courses are selected) forms a coherent academic topic or theme.

The Graduate Council and the graduate dean must approve concentrations. Once approved, the program area may 1) use the word "concentration" in their publications and 2) may have the concentration identified on the student's transcripts and diplomas (for example, Master of Accountancy/Taxation).

The graduate Plan of Study, filed with the Graduate School, must specify the name of the concentration and the courses to be taken as concentration courses.

Certificates in Graduate Programs

Students completing the requirements for a Graduate Certificate program must submit the Graduate Plan of Study form and the Application for Degree Form no later than the 20th day of the fall or spring semester or the 10th day of the eight-week summer term when certificate completion is anticipated.

The Graduate Plan of Study is prepared in conjunction with the advisor of the Graduate Certificate program area and is forwarded to the Dean of the Graduate School. Graduate programs offering Graduate Certificates should have a process for knowing who is completing certificate work. Certificate advisors are expected to inform students that a plan of study, certificate degree card, and

certificate \$15 filing fee is required according to the above guidelines.

Degree Application

An Application for Degree card and \$15 filing fee must be filed with the Graduate School within four weeks (20 class days) after the beginning of any fall or spring semester in which students plan to finish all requirements for the degree.

Students planning to graduate at the end of the Summer Session must file an Application for Degree card within two weeks (10 class days) after the beginning of the regular eight-week session even if they plan to enroll for the second four-week session only. In the latter case, the degree card must be filed by the second week with an indication of intent to enroll for the second four weeks.

If, after a student files a degree card, the degree is not completed, a new card and filing fee must be filed within the time frame just described for the semester in which requirements for the degree are again expected to be completed.

Failure to meet these deadlines will result in a delay in graduation and in the awarding of the diploma. In these cases, if all requirements are completed and reported to the Graduate School, students need not enroll for the following semester.

Examinations

Preliminary examinations are administered by several programs to determine students' qualifications for further graduate study. Qualifying and/or comprehensive examinations are required in all doctoral programs. The candidate passes if no more than two negative votes are cast in a five-member committee.

Most master's programs also require written or oral comprehensive examinations. The candidate passes if no more than one negative vote is cast in a three-member committee.

Candidates should refer to the appropriate program's section of the *Catalog* or consult with the program for additional information about exams.

Plan of Study

In order to officially define a program of study for a graduate degree, students must submit the Plan of Study form leading to admission to candidacy. Submission of the proposed Plan of Study requires that the conditions of admission (if any) to the program area have been completed. The proposed plan identifying the completion option must be on file in the Graduate School office no later than the 20th day of the fall or spring semester, or the 10th day of the eight-week summer term, during the semester of graduation. Some programs may have earlier deadlines for submitting the Plan of Study.

Students must meet the program requirements in

effect at the time the Plan of Study is officially approved by the Graduate School. It is recommended, therefore, that the Plan of Study be submitted as soon as possible for master's students and by the end of the semester of completion of qualifying examinations for doctoral students.

The Plan of Study is developed in conjunction with the advisor and signed by the candidate, the advisor (and advisory committee members, if applicable), the chairperson of the major department, and the dean of the Graduate School. All academic work completed and planned for the degree must be included in the Plan of Study at the time of submission.

The process of filing an acceptable Plan of Study is not completed until the student has received a Degree Check Sheet of the plan from the Graduate School. If the Degree Check Sheet has not been received approximately three weeks following submission of the proposed plan, students should check with the Graduate School office.

Students may make changes to the Plan of Study that are necessary because of enrollment problems or other circumstances by submitting the Plan of Study form and showing only the necessary revisions. More extensive changes may be accomplished by filing a new Plan of Study marked "revised plan."

Failure to meet the deadline for filing an acceptable Plan of Study may result in a delay in graduation or loss of credit planned for use in the program.

Progress

Degree-seeking graduate students and students completing graduate certificate programs are expected to make satisfactory progress toward their degree or certificate in a timely manner (six-year time limit for master's and specialist degrees; six to nine years for doctoral degrees). Some departments take action to dismiss students who absent themselves for periods of a year or more.

Students who complete graduate degrees at Wichita State University are transferred to nondegree, category A, status in the academic field of their graduate degree which allows continued enrollment for graduate credit at WSU. Should such students desire to undertake a new academic program or change advising areas, a new application for admission to the desired area of work in the Graduate School must be filed with the Graduate School office.

Residency Requirement

Doctoral students are required to spend at least two continuous semesters (summer excluded) as a full-time student.

Time Limits

Students have six years in which to complete a master's degree program starting from the first semester the student begins the coursework that is designated in the Plan of Study.

For doctoral programs requiring a master's degree

for admission, the doctorate must be completed within six years from the effective date of admission. In those programs permitting admission directly after the bachelor's degree, the doctorate must be completed within nine years after the semester of admission.

In cases where the above time limits are exceeded and in which the student desires to have a course count toward degree completion, the outdated course must be validated or substituted with a course within the time limits, or a Request for Exception to Graduate Regulations must be filed and approved to waive the time limits for the course in question. To have courses validated, students must submit a Validation Request Form to the Graduate School for validation approval. The instructor must identify on the form the process that will be used to certify B or better performance by the student.

Transfer courses and work that originally received a grade of C or below may not be validated. Courses completed 10 or more years before the degree is granted, even if previously validated, may not be used to meet degree requirements.

Thesis or Research Credit

When a thesis is part of a student's master's degree program, and for all doctoral students, thesis or dissertation or research project credit must show on their graduate transcripts. The transcript will normally carry the grade of I (incomplete) until the thesis or dissertation is completed and the student has met the requirements of the supervisory committee and the Graduate School. An S (satisfactory) or grade of B or better is required for an acceptable thesis/dissertation. Thesis or dissertation hours in excess of the minimum required for the degree will be graded S.

Students writing a thesis or dissertation or engaged in research must be enrolled in courses entitled Thesis, Dissertation, or Research each semester in which they receive advice, counseling, or research direction from their advisors. This includes the semester of graduation unless all degree requirements are met and officially reported to the Graduate School prior to the first day of classes of the semester of graduation. Enrollment is for the number of hours that accurately reflects demands of the student on University faculty and facilities.

Students engaged in terminal activities other than thesis, dissertation, or research (e.g., internship, practicum, portfolio, directed project) must be enrolled in courses carrying these titles each semester in which they receive advice, counseling, or direction from their advisors. This includes the semester of graduation unless all degree requirements are met and officially reported to the Graduate School prior to the first day of classes of the semester of graduation. Such hours in excess of the minimum required for the degree will be graded S. Enrollment is for the number of hours that accurately reflect demands of the student on University faculty and facilities.

Thesis Preparation

Three copies of the thesis/dissertation must be bound on white 8 1/2 x 11 inch paper. All copies must be on acid-neutral, 20-24 weight bond with a minimum rag content of 25 percent. Digital materials that are considered a part of the document must be included in a pocket attached by the bindery to the inside back cover.

The Graduate School will transmit two copies of the document to the University Library. The third bound copy will be presented by the student to the academic department that supervised the work.

For additional information about the preparation of the thesis, the student is referred to the Graduate School publication, *Guide to the Preparation of Theses and Dissertations*, which can be purchased in the WSU Bookstore.

Tool or Language Requirements

The Graduate School has no overall tool or language requirements, although such requirements have been established by some programs. Students should consult an individual program's section of the *Graduate Catalog* for information regarding such requirements.

Any tool subjects (e.g., foreign language, computer programming, statistics, etc.) required by the major program must be identified in the student's Plan of Study. The completion of this tool is not required prior to submission of the Plan of Study but is required prior to graduation.

Transfer of Credit from Another University

Students may transfer, with departmental approval, graduate credit from an accredited graduate school under the following conditions:

1. (a) The credit-offering institution is accredited by the cognizant regional accrediting association to offer graduate degree programs appropriate to the level of credit to be transferred; (b) the credit is fully acceptable at the other institution in satisfaction of its advanced degree requirement; (c) the credit is applicable in terms of content to the student's program of study at WSU, and must carry a minimum grade value of 3.000 on a 4.000 point scale. Grades lower than B, including B-, will not be accepted.

2. Master's and specialist degree programs requiring fewer than 40 hours may include no more than one-third of the total hours or 12 hours whichever is greater, of graduate work completed at another accredited graduate school (exclusive of hours in a previous master's degree). Programs may require lower limits on transfer credit and therefore students should consult individual program descriptions. Doctoral, Master of Fine Arts (MFA), and other more lengthy programs have special transfer credit allowances, as indicated in their program descriptions.

3. Doctoral programs may include a maximum of

one-third of the coursework hours required, exclusive of acceptable hours in a master's degree.

4. An official transcript containing the requested transfer work must be on file in the Graduate School. If such work is shown on the transcripts provided in support of the original admission to the Graduate School, no new record need be provided. Approval by the graduate degree program is necessary to ensure that the coursework has been accepted as an integral part of the candidate's program. Students assume responsibility for initiating the request for transfer of graduate credit as part of their degree plan.

5. Transfer credit that is accepted must have been in courses started six years or less before the semester in which the degree work is completed.

Graduate credit work from another university which has been accepted for transfer is not transferred or entered on a Wichita State University transcript, except for students completing degree programs, and only then after completion of all work for the degree, as defined on an approved Graduate Plan of Study.

Supplementary Degree Program Regulations

1. To pursue a graduate degree at Wichita State, students must be admitted to the specific program for which they are seeking a degree. Students may not be admitted to more than one graduate degree program at a time.

2. To remain in good standing in a graduate degree program, students must maintain a grade point average of at least 3.000 in all courses on the student's WSU Plan of Study (excluding transfer work) and for all graduate work taken at WSU. Grades below C may not be used to satisfy degree requirements, but such grades earned, beginning Fall 2001, may be repeated.

Demonstrated suitability for professional practice, as determined by faculty, is also a consideration for remaining in good standing in graduate programs leading to advanced certificates or other endorsements indicating advanced professional practice or achievement.

3. Upon the advice and consent of the major department, a maximum of 6 semester hours of work in one earned master's degree program may be applied to a second master's degree. Such hours must meet the time limit requirement.

4. No more than 6 hours of independent study coursework (excluding dissertation, thesis, and other independent study activities that are terminal requirements for a degree) can be used in a degree program.

5. Master's and specialist degree programs requiring fewer than 40 hours may include no more than one-third of the total hours or 12 hours whichever is greater of graduate work completed at another institution accredited to offer graduate

degree programs (exclusive of hours in a previous master's degree). Departments may require lower limits on transfer credit and, therefore, students should consult individual program descriptions. Doctoral, Master of Fine Arts (MFA), and other more lengthy programs have special transfer credit allowances, as indicated in their program descriptions.

6. Transfer credit that is accepted must have been in courses started six years or less before the semester in which the degree work is completed.

7. Graduate students must be enrolled in the semester of graduation unless all degree requirements are met and officially reported to the Graduate School prior to the first day of classes of the semester of graduation. Such enrollment recognizes the use of university resources, including faculty and staff, as part of degree completion.

8. Doctoral students are required to spend at least two continuous semesters (summer excluded) as a full-time student.

9. Faculty members of Wichita State University who hold the rank of assistant professor or higher cannot earn graduate degrees from Wichita State except for unassigned faculty (not attached to a particular college) or faculty members granted specific approval by the Graduate Council. Full-time faculty members may not pursue more than 6 hours of graduate credit per semester.

Exceptions to Regulations

Departures from the rules and regulations stated in the *Graduate Catalog* require the filing and approval of a Request for Exception to Graduate School Regulations form. Such requests must have the approvals indicated on the form and must state in a logical and coherent manner a rational basis for the requested exception. Forms for such requests are available from the Graduate School and graduate program areas and may be downloaded from the Graduate School Web site. Unusual and/or substantial deviations from stated rules and regulations require action by the Graduate Council.

Financial Opportunities

Students wishing to be considered for assistantships, fellowships, scholarships, or other forms of financial awards should indicate their interest to their graduate coordinator or program chair as soon as possible after notification of admission.

Students admitted on probation or placed on academic probation following admission are not eligible for assistantship, fellowship awards, or federally-funded financial aid.

Assistantships

Each year Wichita State University awards a number of assistantships for advanced study. Grants are made in most departments offering advanced degrees. Assistantships are awarded primarily on the basis of a student's academic record and demonstrated teaching, research, and leadership abilities, together with any other available supporting evidence.

Students must be admitted to a degree program in either full standing or conditional status. Students admitted on probation or placed on academic probation following admission are not eligible for assistantship awards. Undergraduate students admitted under the Senior Rule option are not normally considered for assistantship awards.

Recipients of a full-time graduate assistantship may not hold appointments totaling more than 20 hours per week and may not hold other WSU remunerative employment without the written approval of the department chairperson and dean of the Graduate School.

A graduate teaching assistantship may qualify the recipient for up to a 100 percent waiver of tuition. Graduate students must provide service from the 20th day of the semester through the remainder of the semester to be eligible for the non-resident to resident tuition waiver. Only courses numbered 500 and above are eligible for full or partial waiver of in-state tuition for graduate teaching assistants. Potential applicants for graduate teaching assistantships who are non-native speakers of English must first attain a score of 50 or above on the Test of Spoken English (TSE)/SPEAK. The department chair or graduate coordinator should be contacted for further information. The actual dollar amount of an assistantship varies according to the length of the appointment, the number of hours worked per week, and the funding base within each department. At Wichita State University, assistantships for 20 hours of work per week for a nine-month period range from \$5,000 to \$12,000.

Graduate students holding assistantships during a fall or spring semester are expected to enroll in at least 9 credit hours of coursework. Exceptions to allow graduate assistants to be enrolled in 6-8 hours may be approved by the program where the student holds admission. Special consideration for thesis and research enrollments may be obtained by petitioning the Graduate School through the exception process.

Fellowships

Fellowships are awarded to a limited number of graduate students in good academic standing who are admitted to a program of study leading to a doctoral degree and to certain programs at the master's level. Awards are made primarily on the basis of the academic achievement and potential of the student as a degree candidate. Credentials including transcripts of all previous academic work, scores on national or local exams, experience related to the field of study, and evaluations by former teachers, advisors, or employers are used in determining the awards. Selections are made on a competitive basis without regard to race, creed, sex, or national origin and are generally announced by April 15 for the following fall. Award amounts are determined by the individual program area.

Students desiring a listing of programs offering graduate assistantships, fellowships, and scholarships are referred to the graduate school Web site or the program area of their interest.

General Awards

The Graduate School oversees and distributes general awards and certain fellowships activities as described below. Inquiries about these awards and additional eligibility requirements should be made to:

Graduate School
107 Jardine Hall
Wichita State University
1845 Fairmount
Wichita, Kansas 67260-0004
Phone: (316) 978-3095
E-mail: gradinqu@wichita.edu

Dora Wallace Hodgson Outstanding Graduate Student Awards

Established through a donation to the WSU Foundation from the Dora Wallace Hodgson estate, awards are given annually for the following categories: Outstanding Doctoral Dissertation, Outstanding Master's Thesis, Outstanding Doctoral Student, Outstanding Master's Student, and Outstanding Master's Non-Thesis Award. Students nominated for any of the Dora Wallace Hodgson Awards must meet general eligibility requirements including: good standing in a degree-bound program, nomination by a faculty member, and approval by the Graduate School awards committee and Associate Dean of the Graduate School.

Michael P. Tilford Graduate Fellowship

The Michael P. Tilford Graduate Fellowship, established in memory of former WSU Graduate School Dean Michael P. Tilford, is awarded to a currently enrolled full-time graduate student in good academic standing in any graduate degree program.

Preference is for a minority student who is a U.S. citizen. Financial need is also considered. Deserving students are nominated by faculty.

Dr. Laiten L. and Verna Nye Camien Fellowship

The Dr. Laiten L. and Verna Nye Camien Fellowship is awarded to a fully admitted graduate student in good academic standing in a graduate degree program in social science, foreign language, or education. Deserving students are nominated by faculty.

WSU Foundation and City of Wichita Assistantships

In addition to the regular teaching and research awards, a number of graduate assistantships are provided by Wichita State University Foundation and from the City of Wichita and Sedgwick County mill levy funds. These awards require full-time study or a combination of research assistance and study equivalent to full-time study. The awards are made in graduate program areas judged to have a special need for graduate student support and are based primarily upon a student's academic record, experience, and other available supporting evidence. All such awards are made by the graduate dean upon recommendation of the selected departmental chairpersons and may include programs at both the master's or doctoral program level.

Educational Opportunity Fund

Funds are provided by the Student Government Association from student fees for new and continuing part-time students with financial need. Tuition awards are made contingent on annual funding to full-standing degree-bound students who are enrolled in at least 3 hours but not more than 8 hours, and who qualify for financial assistance. Applications are due by the first Monday in June for fall; first Monday in October for spring. A financial statement form is part of the application.

Research Fellowships

Delano Maggard, Jr., Graduate Research Grant

The Maggard Research grant supports graduate students in their pursuit of independent research and investigation in their field of major interest. Funds are provided through the WSU Foundation, Delano Maggard, Jr. endowed account.

Applicants must be in full-standing in a degree program. Applicants must be enrolled in the semester prior to the semester of award and show satisfactory academic progress in coursework related to the proposed course of study. Applications are due by the first Monday in October for fall; first Monday in February for spring.

The Robert and Darlene Anderson Fellowship

The Robert and Darlene Anderson Fellowship is awarded to a school nurse pursuing graduate study in any graduate program. The award is made without regard to financial need and may be renewable based on satisfactory academic progress.

Special Research Fellowships

Special Research Scholarships encourage research among graduate students and recognizes their superior achievement by providing financial support to students who present the results of their scholarly research at professional meetings and conferences.

Applicants must be in good academic standing, have a comprehensive Plan of Study on file with the Graduate School, and submit documentation that the presentation has been accepted for presentation at a professional meeting. One award per student per calendar year may be considered. The application deadline is ongoing, but the application must be received in the Graduate School office four weeks prior to the presentation.

Dora Wallace Summer Research Award

The Dora Wallace Summer Research Award provides one-time summer support for master's and doctoral candidates enrolled in at least 1 hour of research courses. Nominations are accepted from faculty advisors with awards made upon availability of funds. Programs will be notified of fund availability on an annual basis.

Need-Based Financial Aid

WSU's Office of Financial Aid helps graduate students secure federal and state financial aid on the basis of need. Need is the difference between the cost of education—which includes tuition, fees, room,

board, books, supplies, and other expenses—and the amount the student and their family can afford to pay.

The amount the student and their family can pay is the Expected Family Contribution. The Expected Family Contribution is determined by evaluating the information provided on the financial aid application submitted to the government. The federal processing agency considers income, assets, family size, and the number in family attending college to determine the need for aid.

The first step in applying for these programs or loans is to complete a financial assessment form and to request the results be sent to the Wichita State University Office of Financial Aid. If need-based financial aid is required, the Graduate School strongly recommends that the completed application for admission to Graduate School is received in the Graduate School by February 1 for the following fall semester. Graduate students admitted on probation or placed on academic probation following admission are not eligible for need-based financial aid.

Application Deadlines

To ensure federal aid is processed before the end of the semester, please adhere to the schedule below. Financial aid applications and all required documents must be in the Office of Financial Aid by the dates below.

Enrollment Period	Due Date
Spring	November 1
Summer	April 1
Fall	March 15

Work Opportunities

The Kansas Career Work-Study Program is administered by Wichita State's Office of Cooperative Education and Work-Based Learning Program. This state-funded program increases the number of off-campus jobs available to students. Besides earning money to help with graduate school expenses, graduate students also earn academic credit and gain practical degree-related experience. The earnings from a work-study program are figured into the total financial assistance package.

Many graduate students also participate in the University's Cooperative Education and Work-Based Learning Program. In this program, students work at the local, state, or national level in a well-paying job that complements their academic field of study. Students earn academic credit while learning degree-related skills and earn money to support their graduate studies.

Exceptions to Regulations

Departures from the rules and regulations stated in the *Graduate Catalog* require the filing and approval of a Request for Exception to Graduate School Regulations form. Such requests must have the approvals indicated on the form and must state in a logical and coherent manner a rational basis for the requested exception. Forms for such requests are available from the Graduate School and graduate program areas and may be downloaded from the Graduate School Web site. Unusual and/or substantial deviations from stated rules and regulations require action by the Graduate Council.



Students in WSU's art and design programs have the opportunity to exhibit their work in the Clayton Staples Gallery.

General University Policies

Human Relations

Notice of nondiscrimination.

1. It is the stated policy of Wichita State University to prohibit discrimination in employment and in educational programs and activities because of race, color, religion, gender, age, marital status, national origin, sexual orientation, political affiliation, disabled/Vietnam-era veteran status, or physical or mental disability.

2. In working to achieve and maintain a welcoming and discrimination-free environment, it is necessary and appropriate that employees and students be encouraged to make complaints and concerns about perceived discriminatory behaviors known to University supervisors and officials.

3. Any University employee or student who engages in retaliatory conduct against a University employee or student who has filed a complaint alleging discrimination or otherwise exercised their rights and privileges against illegal discrimination will be subject to disciplinary actions pursuant to established University procedures, up to and including termination of employment or student status.

4. This prohibition against retaliatory conduct applies regardless of the merits of the initial complaint of illegal discrimination.

The Vice President and General Counsel and the Office of Human Resources shall have primary responsibility for publication, dissemination, and implementation of this University policy.

Any person having inquiries concerning Wichita State University's compliance with the regulations implementing Title VI, Title IX, or Section 504 is directed to the Office of Equal Employment Opportunity, Wichita State University, 1845 Fairmount, Wichita, Kansas 67260-0145. The Office of Equal Employment Opportunity has been designated by Wichita State to coordinate the institution's efforts to comply with the regulations implementing Title VI, Title IX, Section 504, and Americans with Disabilities Act. Any person also may contact the Assistant Secretary for Civil Rights, U.S. Department of Education, regarding the institution's compliance with these regulations. The *WSU Graduate Catalog* is available in other formats. Inquiries should be addressed to the Office of Disability Services.

Student Responsibility

Students at Wichita State University have the following responsibilities:

1. To consult their advisors on all matters pertaining to their academic careers, including changes in their programs

2. To observe all regulations of their college and select courses according to the requirements of that college

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

6. To answer promptly to all written notices from advisors, faculty, deans, and other University officers

7. To file an Application for Degree card in the dean's office of the appropriate college at least two semesters before the expected date of graduation

8. To enroll in only those courses for which the stated prerequisite(s) have been satisfactorily completed. Failure to comply with this procedure may result in administrative withdrawal.

Students also should comply with the principles in the following statement:

Wichita State University reaffirms the principle of intellectual freedom in scholarly activity for University students, and it recognizes the full citizenship rights of students in inquiry, discussion, and such actions as they may choose to take on public issues.

The rights and freedoms of students involve concomitant responsibilities. Incumbent on all students, as on all citizens, is the responsibility to observe the University's rules of orderly procedures and the laws of the larger community of which the University is a part. In the matter of actions on public issues, to speak one's opinion, to petition, to distribute literature, to assemble peacefully and hold meetings, to use the persuasion of ideas and other actions within the bounds of orderly and lawful procedures are sanctioned by the University. But infringement on the rights of others, acts or threats of violence to persons, destruction of property, disruption, or other interference with the normal functioning of the University and its personnel and other disorderly and unlawful acts will not be countenanced.

Within its sphere of responsibilities the University will afford students proper procedural safeguards to resolve matters in dispute. Those who willfully violate University standards must expect to face disciplinary action on the part of the institution, which may include reprimand, probation, or suspension, consistent with campus provisions for due process.

Student Code of Conduct

Wichita State University is a learning community comprised of students, faculty, and staff committed to the highest pursuit of intellectual inquiry and knowledge. As members of the WSU community, we:

1. Practice personal integrity and academic honesty.

2. Value the worth, dignity, and uniqueness of each person through words and actions

3. Demonstrate civic responsibilities by being involved members of the University and the greater Wichita community.

4. Respect University property, the surrounding environment, and the personal possessions of others.

The educational process is ideally conducted in an environment that encourages reasoned discourse, intellectual honesty, openness to constructive change, and respect for the rights and responsibilities of all individuals. The Student Code of Conduct is designed for the promotion and protection of such an environment. It provides guidelines for students' behavior as well as an overview of the discipline process.

A. Definitions

"Faculty member" means any person hired or appointed by the University to teach.

"Student" includes all persons taking credit and non-credit courses at WSU, both full-time and part-time; pursuing undergraduate, graduate, or professional studies.

"Policy" is defined as the written guidelines of the University as found in, but not limited to, The Housing and Residence Life Handbook, Graduate/Undergraduate Catalogs, Faculty Handbook, University Policy and Procedures Manual, and Board of Regents' policies. The most current version of the University Policy & Procedures Manual is located at www.wichita.edu under "Administration-More Administration."

In cases of conflicts, Board of Regents' policies shall be considered as controlling.

B. Academic Dishonesty

Students who compromise the integrity of the classroom are subject to disciplinary action on the part of the University. Further, it is the policy of the Kansas Board of Regents that student academic dishonesty should not be tolerated. Violations of classroom standards include:

1. Cheating in any form, whether in formal examinations or elsewhere;

2. Plagiarism, using the work of others as one's own without assigning proper credit to the source;

3. Misrepresentation of any work done in the classroom or in preparation for class;

4. Falsification, forgery, or alteration of any documents pertaining to academic records;

5. Disruptive behavior in a course of study or abusiveness toward faculty or fellow students.

The Code is located in section 8.05 of the WSU Policy and Procedures Manual. It is also available through the WSU Student Affairs website:

www.studentaffairs.wichita.edu

Access to Records (Privacy Law)

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a Federal law which provides that the institution will maintain the confidentiality of student education records.

Wichita State University accords all the rights under the law to students who are declared independent. Those rights are: 1) the right to inspect and review the student's education records; 2) the right to request the amendment of the student's education records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights; 3) the right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent; 4) the right to file with the U.S. Department of Education a complaint concerning alleged failures by Wichita State University to comply with the requirements of FERPA; and 5) the right to obtain a copy of Wichita State University's student records policy. You can obtain a copy of the policy from the Registrar's office.

No one outside the institution shall have access to, nor will the institution disclose any information from students' education records without the prior written consent of the student(s) except to personnel within the institution who have a legitimate educational interest, to persons or organizations providing students financial aid, to accrediting agencies carrying out their accreditation function, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other persons. All these exceptions are permitted under the Act.

Within the Wichita State University community, only those members, individually or collectively, acting in the students' "legitimate educational interests" are allowed access to student education records. These members include personnel in the offices of Admissions, Registrar, Controller, Computing Center, Dean of Students, Financial Aid, Career Services, Cooperative Education, Planning, Testing, Library, College deans, academic advisors, and other administrative and academic personnel within the limitation of their need-to-know. "Legitimate educational interests" means 1) the information or records requested is (are) relevant and necessary to accomplishment of some task or determination; 2) the task or determination is an employment responsibility for the inquirer or is a properly assigned subject matter for the inquirer's employment responsibility. A Social Security number and student status data may be provided to other state agencies for use in detection of fraudulent or

illegal claims against state monies.

Public Notice Designation

At its discretion the institution may provide "Directory Information" to anyone in accordance with the provisions of the Act.

Wichita State University hereby designates the following student information as public or "Directory Information." Name, address(es), telephone number(s), dates of attendance, classification (freshman, sophomore, etc.), course load (full-time, half-time, less than half-time) class type (day, day/evening, weekend only) previous institution(s) attended, major field(s) of study, awards, honors (includes Dean's list), degree(s) conferred (including dates), past and present participation in officially recognized sports and activities, physical factors (height, weight of athletes). Currently enrolled students may withhold disclosure of "Directory Information" (on an all or none basis) to non-institutional persons or organizations. You have an option to protect your privacy and not have such information as your address and telephone number released. Forms requesting the withholding of this information are available in the Registrar's Office, 117 Jardine Hall, and are returned to that office. Otherwise, the University assumes that you approve of disclosure of that information. The completed form must be received at the Registrar's Office by the end of the second week of the fall semester if you do not want to be included in the *Campus Directory*, which is published each fall and which is available to people outside WSU. Requests to withhold "Directory Information" must be filed annually. Other than the *Campus Directory*, the University does not give or sell lists of students to private companies.

Family Educational Rights and Privacy Act

1. Definitions

A. Consent: consent shall be in writing and shall be signed and dated by the student giving consent. It shall include: (a) specification of records to be released; (b) purposes for such release; and (c) parties or class of parties to whom such records may be released.

B. Directory Information: That information described in Section 99.3 of the "Final Rule on Education Records, Privacy Rights of Parents and Students." The information is defined by the code as: "Information relating to a student: Name, current address, level and school, date of birth, major field of study, participation in officially recognized activities and sports, height and weight of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational institution attended by the student. The name(s) and address(es) of the student's parent(s) or guardian(s) may be disclosed when used for an official University news release about the student's receipt of degrees or awards or about participation in officially recognized activities or sports."

C. Disclosure: permitting access or the release, transfer, or other communication of education records of the student or the personally identifiable information contained therein, orally, or in writing, or by electronic means, or by any other means to any party.

D. Education Records: those records that are directly related to a student and that are maintained by the University or by a party acting for the University. Excluded from the category of "education records" are the following and to which the law does not guarantee the right of student access:

(1) Records created by an individual staff member that are not revealed to any other individual except to a person who might substitute for, or replace, the original staff member.

(2) Medical and psychological records that are maintained only in connection with provision of treatment to the student and that are not available to persons other than those providing treatment except that such records may be personally reviewed by a physician or other appropriate professional of the student's choice and with the student's written consent.

(3) Records of the WSU Police Department maintained solely for law enforcement purposes, which are maintained separately, and which are not disclosed to individuals other than law enforcement officials sharing the same territorial jurisdiction.

(4) Records that contain only information relating to a person after that person was no longer a student at the University. An example would be information collected by the University or the WSU Alumni Association pertaining to the accomplishments of its alumni.

(5) Employment records of any person if maintained in the normal course of business and used only for purposes relating to the employment, unless the person is employed at the University only because of her/his status as a student (that is, student hourly). In such cases, student employment records are education records but are to be maintained separately from other education records.

E. Legitimate Educational Interests: the interests of University personnel who have a demonstrably legitimate need to review records in order to fulfill their official professional responsibilities. Such responsibilities must involve the University in its primary educational and scholarly functions and/or secondary administrative functions of maintaining property, disbursing funds, keeping records, providing living accommodations and other services, sponsoring activities, and protecting the health and safety of persons or property in the University community. If a question arises concerning the legitimacy of a request to review records, such question shall be referred to the Vice President for Student Affairs.

F. Parent: includes a parent, a guardian, or an individual acting as a parent of a student in the absence of a parent or guardian.

G. Personally Identifiable Information: includes the name of the student; the student's parent or other family member; the address of the student; personal identifiers, such as Social Security or student

numbers; personal characteristics or other information that would make the student's identity easily traceable.

H. School Official: faculty, staff, student employees or committees (when the members of the committee are appointed or elected to an officially constituted committee) that perform a function or task on behalf of, and at the request of, the University, its faculty, colleges, schools or divisions.

I. Student: for purposes of this policy, anyone who is or has been enrolled at Wichita State University, with the following exception:

A person who has applied for admission to, but has never been in attendance at a component unit of the University (such as the various schools and colleges of the University), even if that individual is or has been in attendance at another component unit of the University, is not considered to be a student with respect to the component to which an application for admission has been made.

J. Unit Custodian of Student Records: except as otherwise designated in this policy, the head of each academic or administrative unit is responsible for the education records within the unit.

2. Student Access to Education Records

A. A student has the right and shall be accorded the opportunity to inspect, review, and/or receive copies of his or her educational record, except as provided for below. The University must comply with the student's request within a reasonable period of time, not to exceed 45 days after the request.

B. The student has the right to a reasonable request for explanation of the records and to copies of the records where necessary to provide full inspection and review. Such copies will be provided at the student's request and expense; however, the charge to the student for any such records may not exceed \$.25 per page. The University may not charge a fee to search for or retrieve a record. If any question arises as to the identity of the requesting student, the student shall be asked to provide his or her University identification card and/or other positive identification.

D. The University is not required to afford inspection and review of the following records:

- (1) Financial records of the student's parents submitted as part of the financial aid process;
- (2) Confidential letters and statements of recommendation that were placed in the student's education records prior to January 1, 1975, if such letters were submitted with an understanding of confidentiality, and are used only for the purpose for which they were specifically intended;
- (3) Confidential letters and statements of recommendation received after January 1, 1975, for which the student has signed a waiver of the right to access and which pertain to: (a) admission to this or any other educational institution or agency; (b) application for employment; (c) receipt of an honor or honorary recognition so long as these letters are used solely for the purpose(s) for which they were specifically intended.

E. An individual who is an applicant for admission to the University, or to one of its component parts, or who is a student in attendance at the University, may waive his or her right to inspect and review confidential letters and confidential statements of recommendation, except that the waiver may apply to confidential letters and statements only if:

- (1) The applicant or student is, upon request, notified of the names of all individuals providing the letters or statements;
- (2) The letters or statements are used only for the purpose for which they were originally intended;
- (3) Such waiver is not required by the University as a condition of admission to or receipt of any other service or benefit from the University.

All waivers under this paragraph must be executed by the individual, regardless of age, rather than by the parent of the individual. All waivers must be in writing and signed by the student.

If an education record contains information on more than one student, the student may inspect only the information on herself or himself.

3. Waiver of Rights

The University may request, but not require, students to waive rights under this policy; the waivers must be in writing and signed by the student. Applicants for admission to the University and eligible students may waive rights to review confidential letters of recommendation only if:

- (1) The applicant or student, upon request, is notified of the names of all persons providing letters;
- (2) The letters are used only for the purpose for which they were originally intended;
- (3) The waiver is not required as a condition of admission or for any other service or benefit of the University.

Waivers may be made with respect to specified classes of education records and/or persons or institutions. The student may revoke any waiver in writing, the revocation to apply only to documents received or entered into the record after the date of execution of the revocation.

4. Disclosure of "Personally Identifiable" and "Directory" Information

The University shall obtain the written consent of the student before disclosing personally identifiable information from the education records of a student, other than directory information, except as otherwise provided in this policy.

The University may, without the consent of the student, disclose directory information, as described earlier. If a student wishes to have such information withheld, he/she must notify the Office of the Registrar. If a student wishes to prevent the publication of such information in the University telephone directory, he/she must notify the Office of the Registrar.

The University may disclose personally identifiable information without the consent of the student to school officials within the institution determined to have legitimate educational interests;

to authorities to comply with a judicial order or subpoena, provided the University makes a reasonable effort to notify the student in advance of compliance (unless judicial order of subpoena specifically prohibits such contact); to financial aid personnel in conjunction with an application for financial assistance; to organizations conducting studies for accrediting functions; to appropriate persons in a health or safety emergency. Disclosure of personally identifiable information without the consent of the student may also be made when required by law or government regulation.

The University may disclose personally identifiable information from the education records of a student without a student's consent in connection with a student's request or receipt of financial aid, provided the disclosure is needed: (1) to determine the eligibility of the student for financial aid; (2) to determine the amount of financial aid; (3) to determine the conditions which will be imposed; (4) to enforce the terms or conditions of the financial aid.

The University may disclose personally identifiable information from the education records of a student to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of the student or other individuals. Disclosures for this purpose shall take into account: (1) the seriousness of the threat to the health or safety of the student or individuals; (2) the need for the information to meet the emergency; (3) whether the parties to whom the information is disclosed are in a position to deal with the emergency; (4) the extent to which time is of the essence in dealing with the emergency.

The University Student Health Service is required to report to the Kansas Department of Health the names of students who have certain communicable diseases such as hepatitis, tuberculosis, and venereal disease. The Health Service is also required to report to local law enforcement officials the name of any student who is wounded with a deadly weapon.

5. Release of a Student's Grades

Board of Regents policy provides that the University may not withhold the written record of grades earned by any dependent student when the University receives a written request for any such grades from a student, a student's parents, or a student's legal guardian. The student will be notified in writing of any disclosure of grades made to his or her parents or legal guardian. Dependency, for this purpose, is defined by the Internal Revenue Code of 1954, Section 152. Should the student be financially indebted to the University, the transcript request will not be honored and the person submitting the request will be so notified.

6. Notice to Third Parties

The University must inform the parties to whom personally identifiable information is given that they are not permitted to disclose that information to others without the written consent of the student and

that the information is to be used only for the purpose(s) intended.

7. Providing Copies of Disclosed Records

When the unit custodian discloses personally identifiable information from the education record of a student, the unit custodian shall, at the student's request and expense, provide a copy of the disclosed record to the student, unless otherwise specified by this policy.

8. Destruction of Records

Each office which maintains education records shall adopt its own policy with regard to destruction of education records. No education record, however, may be destroyed if there is an outstanding request to inspect and review the record. Also, the record of access to the education record and any explanations which are a part of the record must be maintained for as long as the education record to which it pertains is maintained.

9. Maintaining Records of Request and Disclosures

The unit custodian shall maintain records of requests and disclosures of personally identifiable information from a student's education record. The record shall include, whether requests are granted or not, the name(s) of the person(s) who requested the information and their legitimate interests in the information. Records of requests and disclosures will not be maintained: (1) for requests made by the student; (2) for requests for which the student has given written consent; (3) for requests made by school officials with legitimate educational interests; (4) for requests for directory information.

The record of requests and disclosures may be inspected by the student, by school officials responsible for the custody of the records, and by federal and state officials who have been given permission to access by the vice president for student affairs.

10. Students' Right to Challenge Information Contained in Education Records

A student may challenge the content of an education record on the grounds that the record is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student. No hearing under this policy shall be granted for challenging the underlying basis for the grade. However, the accuracy of its recording could be challenged.

The following procedure for challenging the content of an education record shall apply:

(1) The student has the right, upon reasonable request, for a brief explanation and interpretation of the record in question from the respective unit custodian.

(2) The unit custodian of the challenged education record, after reviewing the record with the student, may settle the dispute informally with the student with regard to the deletion or modification of the education record. The unit custodian shall make his or her decision within a reasonable amount of time and shall notify the student of the decision.

(3) In the event the unit custodian disapproves the

student's request to delete or modify the record in question, the student shall be notified by the unit custodian, in writing, of the decision and of the student's right to a formal hearing upon the request.

(a) All requests for formal hearings by the student shall be directed to the Vice President for Student Affairs, and shall contain a plain and concise written statement of the specific facts constituting the student's claim.

(b) The hearings shall be conducted by a University staff member (hearing officer) who does not have a direct interest in the outcome of the challenge and who shall be appointed by the Vice President for Student Affairs or designee. The hearing shall be held within a reasonable time of receipt of the student's request, and the student shall be notified reasonably in advance by the hearing officer of the date, place, and time of the hearing.

(c) At the hearing the student shall be afforded a full and fair opportunity to present evidence relevant to claim and may, at his or her expense, receive assistance or be represented by any individuals of choice.

(d) Based solely on the evidence presented at the hearing and within ten (10) working days of the hearing, the hearing officer shall make a written recommendation to the Vice President for Student Affairs or designee together with written findings of fact concerning the student's request. Within an additional fourteen (14) working days of receipt of the hearing officer's report, the Vice President for Student Affairs or designee shall notify the student in writing of the decision. The decision must include a summary of the evidence and the reasons for the decision.

(1) In the event the decision of the Vice President for Student Affairs is adverse to the student's request, the student shall be notified of the opportunity to place with the education record a summary statement commenting upon the information in the records and/or setting forth any reason for disagreeing with the decision. If the questioned document is released to a third person, the student's summary statement shall accompany the release of any such information. The summary information shall be maintained for as long as the contested record is maintained.

(2) If a student challenge to the content of a given record is successful, the University shall amend the education record accordingly and so inform the student. Upon the student's specific written request to the Vice President for Student Affairs, the University shall make a reasonable effort to contact student-designated third persons who have received copies of the previous record to inform them of the change which has been made.

11. Complaint Procedure

If a student believes that the University is not in compliance with the Privacy Act, he/she should check first with the office involved and/or the Office of the Vice President for Student Affairs.

If a student wishes to file a complaint with the federal government concerning the University's

failure to comply with the Privacy Act, he/she must submit the complaint, in writing, to the Office of the Family Educational Rights and Privacy Act, Department of Health, Education and Welfare, 330 Independence Avenue, S.W., Washington, D.C. 20201. The FERPA office will notify the student when the complaint has been received. The FERPA office will investigate the complaint, and may require further information of its findings and basis for such findings. In the event the University is found not to be in compliance, it will be afforded the necessary time to comply. If it does not then comply, the matter will be sent to a review board for a hearing. For guidelines concerning this hearing procedure, see Section 99.64 and following of the Privacy Act.

Offender Registry

Law enforcement agency information concerning registered sex offenders who are employed by or who are currently enrolled at Wichita State University may be obtained from the University Police Department. This information is made available to the campus community pursuant to the requirements of the Campus Sex Crimes Prevention Act. Further information on any registered offender can be obtained from the Kansas Bureau of Investigation or the sheriff's office in the registrant's county of registration.

Accident or Injury

The State of Kansas and Wichita State University do not insure against accidents or injury to students which may occur during University-sponsored activities on or off campus. The University will make every reasonable attempt to advise students concerning potential danger of accident or injury. Students are expected to act responsibly by taking necessary precautions to prevent accidents. Students also are advised to protect themselves from the financial burden of accident or injury through a personal insurance policy.

Safety

Campus safety is a priority at Wichita State, and based on FBI statistics reported by universities nationwide, WSU is one of the safest campuses of its kind in the state and nation. Our well-lighted campus and parking lots are regularly patrolled by WSU police officers and student cadets. Beginning at 5:30 p.m., the University provides shuttle bus service from residence halls to the academic buildings, and student cadets are available to escort students in the evenings. In case of emergencies, phones (designated by a blue light at the top of the pole) with direct access to the campus police station are strategically placed around the campus.

Campus crime statistics are reported in the *Schedule of Courses* and on the Web. Contact the University Police Department at (316) 978-3450.