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

Updated manuals will be posted on the School of Social Work website at www.wichita.edu/socialwork.
Welcome to the School of Social Work at Wichita State University

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

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

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

**Practice Areas**

- Administration
- Adoption & Foster Care
- Adult Probation
- Clinical Social Work
- Community Organizations
- Community Services
- Family Services
- Gerontology and Social Work
- Group Work
- Hospitals
- Industrial Social Work
- Juvenile Court/Corrections
- Medical Social Work
- Mental Health
- Public Social Services
- Schools
- Services to the Mentally & Physically Challenged
- Social Planning
- Social Research
- Substance Abuse
- International Social Work

**Accreditation**

The MSW Program at Wichita State University was granted initial accreditation by Council on Social Work Education (CSWE) at the June 2003 meeting of the Commission on Accreditation (COA) and received reaccreditation in the spring of 2013. For more information on accreditation status, see our website at www.wichita.edu/socialwork.
Social Work at Wichita State University

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

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

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

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

University, College and School

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

Wichita State University is distinguished from other state-supported schools in Kansas by its urban setting. Wichita State’s location in the largest city in Kansas enhances the traditional classroom experience by providing students greater opportunities in resources, contacts and research with business and government leaders, employment and internships. With an enrollment of approximately 15,000, Wichita State prides itself on specialized attention to each student. The University’s students come from nearly every Kansas county, from almost every state and from 104 foreign countries. WSU offers the traditional fall and spring semesters. It has the largest number of evening and summer course offerings in the Kansas Board of Regents system. The summer session features a flexible time format with two-week, four-week, eight-week, and weekend sessions.

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

Lindquist Hall houses the offices of Fairmount College, the Social Sciences Research Lab, and the School of Social Work. Lindquist Hall’s south entrance faces the plaza of Ablah Library, and its entry is marked with one of our many campus sculptures. A bust of Martin Luther King, mounted under a tree at the south entrance, may remind social work students that professionalism requires the integration of values, skills, and knowledge.

The Liberal Arts Perspective and Its Relationship to Social Work

The disciplines within the liberal arts are part of a living tradition which recognize and affirm the dynamic nature of the world, the dignity and importance of all societies, and the need for citizens to be prepared for a changing future. The liberal arts provide students with communication skills, an appreciation of human diversity, and knowledge of the biological, psychological, social, political, and cultural influences of human behavior. The liberal arts cultivate knowledge of diversity, contemporary social issues, and the scientific method of inquiry that is further developed in the social work curriculum. Additionally, the liberal arts perspective lays the groundwork for students to commit to an understanding of professional education as a lifelong process.

The Liberal Arts Requirement

To meet the liberal arts requirement, applicants to the MSW program must demonstrate that they have completed the following undergraduate coursework:

- Two courses in the humanities (history, philosophy, literature, fine arts, or similar disciplines);
- Three courses in the social sciences (psychology, sociology, political science, anthropology, economics, or similar disciplines);
- One course in oral communication;
- Two courses that stress written communication;
- One course in human biology, anatomy, or another course examining the biological determinants of human behavior (e.g. biological anthropology);
- One course in analytical skills (e.g. mathematics, statistics, logic, or computer science);
- One course in human diversity (e.g. minority studies, ethnic studies, anthropology, or another course that addresses the diversity of human cultures and experiences).
Admission to the MSW Program

Criteria for Admission to the MSW Program

All MSW students must meet admissions criteria for both the MSW program and WSU’s Graduate School. The admissions criteria for the MSW program are as follows:

- Minimum 2.75 grade-point average over the last 63 hours of graded coursework.
- Baccalaureate degree from a regionally accredited college or university with evidence of a strong liberal arts background.
- Application to both WSU Graduate School and the School of Social Work.

The Senior Rule

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

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

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

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

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

Deferred Admissions—One Year Limitation

Students accepted for admission in either the Regular or Advanced Standing Program may request their admission to either program be deferred for a period of one year. A Request for Deferred Admission must be made in writing to the MSW Program Director no later than April 1st following...
the December 15th deadline for submission of application materials for acceptance to the MSW program. Deferred admission will be determined on a case by case basis and is not granted automatically. A deferred admission is only granted for a period of one year and the student must inform the MSW Program Director of their intention to reenter the MSW Program no later than March 1st of the spring semester prior to their anticipated summer or fall admission. Failure to do so will lead to the student’s acceptance into the program being rescinded and will require the student to re-apply for admission to the MSW Program.

Nondegree Admission

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

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

Regular and Advanced Standing Programs

The School of Social Work offers an Advanced Standing program for applicants having a baccalaureate degree in social work. Applicants applying for Advanced Standing must have graduated from a BSW program that is accredited by the Council on Social Work Education. The School of Social Work also offers a Regular Program of study for applicants not having a baccalaureate degree in social work.

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

Students in the full-time Regular Program enroll in four full-time semesters and one summer term, consisting of 12-14 hours per semester, not counting summer semester. All requirements must be completed within two years. The Regular Program has both a full-time and part-time option. Students in the part-time Regular Program must enroll in 6-10 credits a semester, with the exception of summer semester, and complete the degree within four years.

All courses in either the full-time or part-time Regular or Advanced Standing program must be taken in exact sequence and in the semester in which they are offered as specified in the Master of Social Work Course of Study plan. Most MSW courses also have specified prerequisites and/or corequisites that must be adhered to before enrolling in subsequent course work or before entering
practicum placement. Most courses are only offered once a year. It is the student’s responsibility to follow precisely the Course of Study plan. Enrolling in courses outside of sequence or failure to enroll in corequisite courses has an impact on practicum placements and will, at the very least, delay a student’s progress toward graduation and may be grounds for termination from the program. No course may be taken outside the students program Plan of Study. Advanced Standing students may not enroll in Foundation Level Courses. Regular Program students may not enroll in Advanced Standing courses until all foundation courses and foundation practicum are successfully completed.

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

Students must also be aware that if they are offered and accept admission to either the full-time or part-time Regular or Advanced Standing programs they must remain in that full or part-time status throughout their time in the MSW program. The MSW program is highly structured. This is due to the curriculum and core competency requirements of our accrediting body—the Council on Social Work Education—WSU Graduate School policies, resource and staffing needs, classroom availability and the unique features of the MSW program in the School of Social Work. Occasionally students apply for full-time status but are offered a part-time status opening. Students choosing to accept this offer of part-time status must be cognizant that they also will be required to remain as part-time students throughout the remainder of their course of study. The same restrictions apply to students admitted to full-time status. They must remain in full-time status throughout the remainder of their course of study.

**MSW Elective Course Requirements**

All Regular Program and Advanced Standing Program students are required to complete 9 credit hours of elective courses. Elective courses may vary from semester to semester depending on program demands and resource availability. In general, students will take three, 3-hour elective courses to meet this requirement. From time to time, the MSW program does offer select 1-hour and 2-hour elective courses which students may select in combination to meet the 9 hour elective course requirement. Elective courses are generally offered in summer, fall and spring semesters.

Regular Program students must successfully complete 12 credit hours of foundation level core courses before enrolling in any elective course. No undergraduate social work course or elective previously taken at WSU or any other college or university may be substituted for the MSW program elective requirements. No core curriculum MSW course, seminar or practicum may be counted as meeting the MSW elective requirement.
Transfer of Academic Credit at Admission

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

Transfer of Elective Credit

a. Students may transfer **no more than 6 elective hours of graduate credit** from graduate level courses from within **another WSU Graduate Program** and only under the following conditions:
   1. The course(s) must be pre-approved by the MSW Program Director prior to the student’s enrollment.
   2. Students may not transfer for credit or substitute any undergraduate course to meet practicum, core course or elective requirements for the MSW program.
   3. To be considered for transfer of credit the student must have received a grade B or better in the course based on a 4.0 point scale.
   4. The course must be listed on the student’s original Plan of Study as initially signed by the student, approved by the student’s advisor, program director and director of the school and must be filed with the Graduate School at WSU. In the event a student makes an elective course choice at a time subsequent to the original Plan of study, the student must complete and have approved an Amended Plan of Study which must be filed with the Graduate School prior to enrollment in the course. Failure to follow these guidelines will result in the Graduate School and the MSW program not accepting the course as credit toward the completion of the MSW degree.
   5. It is the student’s responsibility to provide substantial evidence that the elective course: (1) is consistent with the program goals and curriculum objectives of the School of Social Work’s Advanced Generalist Curriculum (2) has content specific to or directly applicable to MSW graduate level social work education, has an equivalent degree of academic rigor and is consistent with Competency-Based Educational requirements as specified by the Council on Social Work Education (3) carries a minimum grade value of 3.0 on a 4.0 point scale, (4) is not being taken for Pass/Fail credit, (4) is clearly designated as being offered for graduate level credit, with no other designations such as professional development, continuing education,
bachelor/master credit, etc., (5) is taught by a full or associate level graduate faculty member and not by an adjunct faculty or a community professional brought in to teach the course, (6) is of at least three days in length with 15 hours of instruction per credit hour.

6. The above criteria also applies to any on-line or hybrid graduate level course.

b. Students may transfer no more than 6 elective hours of graduate credit from another Regional Accredited Institution of Higher Learning authorized to offer graduate degree programs appropriate to the level of credit to be transferred. Request of transfer of graduate credit from another Regional Accredited Institution of Higher Learning is subject to the following conditions:

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

5. The above criteria applies to any on-line or hybrid graduate level course.

**Life and Work Experience**

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

**Academic and Professional Advising**

Students have a right to an assigned academic adviser who is accessible and knowledgeable about the MSW program and Wichita State University. The academic adviser can assist students in assessing their aptitude for social work and guide students in selecting courses. Advisors, however, are not to be thought of and may not function in the capacity of personal counselor or therapist. Students requiring assistance with personal or family issues or other emotional concerns are encouraged to avail themselves to the therapeutic services provided through the Wichita State Counseling and Testing Center (http://webs.wichita.edu/?u=coutstctr1&p=/Counseling/).

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

A list of MSW faculty/advisers and information on them can be found on our website at www.wichita.edu/socialwork.

**The Graduate Catalog**

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

Students at Wichita State University have the following responsibilities:

1. To consult their advisers 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 University.

6. To answer promptly all written notices from advisers, faculty, deans, and other University officials.

7. To file a Plan of Study with Graduate School before the 20th day of classes in the semester you expect to graduate; filing early in the program is preferable.

8. To file an Application for Degree/Exit Survey with the Graduate School office within 20 class days after the beginning of the spring (or fall) semester of expected graduation.

9. To enroll in only those courses at the appropriate time and in the appropriate semester in which they are offered and for which the stated prerequisite(s) and/or corequisites have been satisfactorily completed.

Student Rights

MSW students have a right to:

- Career and academic advisement;

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

- Participation in student-led organization for student interests;

- Explicit criteria for evaluating students’ academic and field performance;

- Clearly stated retention, progression, termination criteria, and procedures;
• Clearly stated dispute resolution procedures; and

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

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

Governance

Decisions about the governance of the School of Social Work are made within the university, college, and school, in consultation with concerned groups. Students are encouraged to participate in the program decisions where appropriate. For example, the School’s Advisory Board has an MSW student representative. There are always opportunities to get involved in the life of the School of Social Work. Your participation is an important part of your rights and responsibilities as a student, and we hope you become involved in these critical processes. Not only does it help the School, it enriches your graduate educational experience.

Notice of Nondiscrimination

WSU Policy & Procedures 3.02 Notice of Nondiscrimination (Rev. 3-8-11):

Wichita State University does not discriminate in its programs and activities on the basis of race, religion, color, national origin, gender, age, sexual orientation, marital status, political affiliation, status as a veteran, genetic information or disability. The following person has been designated to handle inquiries regarding nondiscrimination policies: Director, Office of Equal Employment Opportunity, Wichita State University, 1845 Fairmount, Wichita KS 67260-0205; telephone (316) 978-6791.

In keeping with university policy, the policies and procedures of the School of Social Work are adhered to without discrimination on the basis of race, religion, color, national origin, gender, age, sexual orientation, marital status, political affiliation, status as a veteran, genetic information or disability.

Progression, Retention, Dispute Resolution/Grievances and Termination

Purpose of Progression Policies

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

**Progression into the Advanced Generalist Curriculum**

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

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

**Application and Admission to Field Practicum**

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

Practicum orientation is held after admission to the MSW Program. For students already admitted, orientation is held in the fall previous to their Foundation or Advanced Generalist Practicum year. For students newly admitted in the spring, practicum application information is sent with the letter of acceptance. Students are instructed on how to apply to Practicum and are referred to the School of Social Work website (www.wichita.edu/socialwork) to access the required application forms. See the School of Social Work Practicum Manual for more information on application to field practicum.

The admission to practicum involves a completed Practicum Application packet including a field inventory, a narrative, and a resume. An interview with one of the Practicum administrators is conducted to discuss possible placement options and assess your readiness to progress into Practicum. This assessment may suggest that you postpone your entry into Practicum or that you do supplemental preparation, or it may result in your decision not to enter social work. Faculty concerns about your readiness for field instruction and any special recommendations are shared.
with you by the Field Practicum director, or a referral may be made to the Student Concerns Committee (SCC).

The Field Practicum Director will monitor any special conditions or dispositions required by the SCC regarding Practicum and, when appropriate, consult with the MSW Program Director and Director of the School of Social Work.

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

Admission to social work practice and Practicum classes is absolutely restricted to social work students who have been formally admitted to Foundation or Advanced Generalist Practicum.

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

**Field Practicum Component**

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

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

- Develop an awareness of self in the process of intervention;
- Apply social work knowledge, values, ethics, and practice skills to enhance the well-being of people and to work toward social justice;
- Use oral and written professional communications that are consistent with the language of the practicum setting and the profession;
- Use professional supervision to enhance learning; and
- Critically assess, implement, and evaluate agency policy within ethical guidelines.
Students enrolled in the regular MSW Program (63 hours) will be required to complete a total of 1180 agency-based clock hours in Field Practicum placement during their course of study. For their Foundation year practicum, 240 hours per semester, or 480 total hours of field experience are required; for the Advanced Generalist year practicum, 350 hours per semester, or 700 total hours are required. Students enrolled in the Advanced Generalist practicum will complete 350 agency-based clock hours per semester, or 700 total hours.

All Field Practicum placements are made to meet the criteria of not only the Council on Social Work Education (CSWE), but the criteria of the Behavioral Sciences Regulatory Board (BSRB) in Kansas.

**Practicum and Professional Liability Insurance**

As described in the *Field Practicum Manual*, it is strongly recommended that all students carry malpractice insurance while completing their field practicum courses. Some placements (i.e. hospitals), require insurance for placement. Students may check with their insurance providers to see whether they have a rider to cover such malpractice insurance. Students can join the National Association of Social Workers and apply for student malpractice insurance for a nominal fee. The NASW website is at [www.socialworkers.org](http://www.socialworkers.org). See the *Field Practicum Manual* available on the School of Social Work website, [www.wichita.edu/socialwork](http://www.wichita.edu/socialwork) for further information.

**Graduate Plan of Study**

Students **must complete** a Plan of Study (available on the School of Social Work website at [www.wichita.edu/socialwork](http://www.wichita.edu/socialwork)) prior to completing 12 credits of graduate social work course work. The proposed plan must be on file in the Graduate School office no later than the 20th day of spring semester of the graduation year (or the 20th day of the fall semester or 10th day of the eight-week summer term). The Plan of Study outlines the courses you will take to complete your MSW degree. Do not list additional hours over the degree requirement per Graduate School policy. A copy is maintained in the student’s file in the School of Social Work, and the original is submitted to the Graduate School.

At the start of your last semester, check the CAPP degree evaluation on myWSU or make an appointment with your adviser to make sure you have completed your MSW degree requirements. The process of filing an acceptable Plan of Study is not completed until it appears on the CAPP degree evaluation. If a Plan of Study has been filed and approved by Graduate School, it will appear as a list of courses in the left column of the CAPP. The courses in the right column are the courses you have taken. The courses on the left from the Plan of Study must match exactly the courses on the right that you have taken.

If the courses on the Plan of Study differ from the courses you have taken or will take due to changes in planned electives or other course changes, **you must** submit a revision to the Plan of Study. If there are no classes listed in the left column in the CAPP degree evaluation or you have not received confirmation from the Graduate School approximately three weeks following submission of the Plan of Study check with the School of Social Work or Graduate School office. Failure to meet the deadline for filing an acceptable Plan of Study or an Amended Plan of Study will likely result in a delay in graduation or loss of credit planned for use in the program.
Application for Degree / Exit Survey

Students must submit online an Application for Degree/Exit Survey (AFD), together with the filing fee, within four weeks (20 class days) after the beginning of any fall or spring semester in which you plan to finish all requirements for the degree (within 10 class days for the summer term). Failure to meet these deadlines will result in a delay in graduation and awarding of the diploma. The AFD initiates a degree audit to verify you have met the requirements for your degree and are eligible to graduate. This is also where you indicate how you want your name listed on your diploma. You will find the AFD on the Student Resources tab on myWSU under the Graduation Links.

If, after you submit an AFD, you do not complete the degree, a new AFD and filing fee must be filed within the stated deadlines for the semester you expect to complete the degree.

Incomplete Grades

Students are responsible for completing all assigned coursework on time and appropriate to graduate level education. However, exceptional situations may arise that interfere with a student’s ability to complete all work by the end of the course. Instructors do not automatically assign an incomplete (“I”) if a student has missing assignments or failed to perform at expected levels for graduate study. The final grade for a given class is calculated with zero points given for incomplete work and is not sufficient grounds for request of an incomplete grade.

It is the student’s responsibility to work with the instructor if they believe they should be allowed more time to complete coursework due to some exceptional circumstance, event or illness. To request an incomplete, download the Incomplete Grade Form from the School of Social Work website (see copy of Incomplete Grade Form in appendix to this manual), fill in the information including detailed rationale for the incomplete grade request and when course requirements will be completed. Take this form to the instructor for approval. The form is signed by the student and the instructor and must be taken by the student to the School of Social Work office for filing.

Students must complete deficient assignments for the Incomplete course to receive a grade within two semesters (not counting summer) as specified by WSU Graduate Catalog Requirements or earlier if specified and agreed to by the student and instructor in the Incomplete Grade Form. If deficient assignments have not been completed for the course by the end of the second semester and the student desires credit for the course, students must re-enroll in the specific School of Social Work course for which the Incomplete grade was recorded as a repeat. Incompletes in MSW graduate courses that are not cleared or repeated will remain on the transcript permanently as I. See the Graduate Catalog (www.wichita.edu/catalog) for more information on incompletes. Under no circumstances may students substitute any course work from the MSW curriculum, another graduate program within Wichita State University or from any other Regional Accredited Institution of Higher Learning in lieu of completing assignments in the specific MSW course for which the Incomplete grade was recorded.

Students must be cognizant that failure to complete coursework for a recorded Incomplete Grade in the timeframe specified above will seriously jeopardize the student’s ability to enroll in subsequent courses or field practicum particularly with respect to those courses which are
prerequisite to or corequisite with subsequent courses. For example, if a student receives an incomplete grade in Field Practicum II (SCWK 721) and has not successfully finished the conditions for removal of the incomplete grade they will not be able to enroll in Field Practicum III (SCWK 822) since successful completion of Field Practicum II is a prerequisite to enrolling in Field Practicum III. In practical terms, this means that deficient assignments related to the recording of an Incomplete grade will, in most cases, need to be fully satisfied before the beginning of the next semester following the recording of an Incomplete grade in order for the student to enroll in subsequent courses having prerequisite and/or corequisite requirements.

**Leave of Absence and Failure to Enroll**

To request a leave of absence from the program, a student must completes a Leave of Absence Request Form (see copy of Leave of Absence Request Form in appendix to this manual) which must be approved by their adviser and the MSW Program Director. Students are required to return to the program one year from the semester the leave began. Failure to request a leave of absence from the program and to register for the anticipated semester of return to the program will result in the student being terminated from the program and would require that the student reapply and be formally accepted to the MSW program through the normal application processes. Students who are formally accepted into the MSW program but who fail to fully enroll for their prescribed first summer or fall semester coursework or for prescribed coursework in any subsequent semester will be terminated from the program and would require that the student reapply and be formally accepted to the MSW program through the normal application processes.

**Class Withdrawal**

Withdrawing from classes is a serious change in your graduate program. Students considering withdrawing from classes must consult with their adviser and the MSW Graduate Program Director before taking any action. Students must also complete the formal MSW Course Withdrawal Request Form (see copy of Withdrawal Request Form in appendix to this manual), which must be approved by their advisor and the MSW Program Director. It is the student’s responsibility to clearly communicate with all their instructors, practicum directors, field instructors, and program directors of their intention to withdraw from a class. Should a student choose to withdraw from a class they must also follow the guidelines of the WSU Graduate Catalog for dropping and/or adding a course. Students are also reminded that WSU has strict guidelines respecting when and under what circumstances a student may be entitled to a refund for a courses or courses from which they have withdrawn. It is the student’s responsibility to check with the WSU Office of Financial Aid and the Graduate School with respect to questions involving refunds on courses from which the student has withdrawn.

Students withdrawing from a MSW course must re-enroll in that specific course in the next available semester the course is offered. Failure to do so may be grounds for the student’s termination from the program. Given the prerequisite and corequisite framework of the social work curriculum, students must be mindful that withdrawing from certain foundation and advanced level courses will likely jeopardize the student’s placement in practicum and ability to proceed to other sequential classes, and will likely lengthened the time for completion of the MSW program. Under no circumstances may a student substitute any course work from the MSW curriculum, another
Retention Criteria/Academic Probation/Program Dismissal

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

a. Maintaining a cumulative GPA of 3.0 or above in all MSW social work courses. Students receiving a grade of C- or below in any MSW social work course must repeat that specific course within the WSU School of Social Work curriculum structure. Students may not substitute or transfer course work from another graduate program within WSU, from any other Regional Accredited Institution of Higher Learning or from any undergraduate level course taken at WSU or any other college or university in lieu of retaking the specific MSW course for which they received the substandard grade.

b. Consistent with Graduate School Catalog provisions, students will be placed on academic probation if their graduate GPA falls below 3.0.

c. Consistent with Graduate School Catalog provisions students placed on academic probation are generally not eligible for assistantship awards or federally funded financial aid during the semester or semesters they are on probation.

d. Consistent with Graduate School Catalog provision, students placed on academic probation are not allowed to enroll in more than 12 hours Graduate School courses during semesters in which they are on academic probation. However, the WSU School of Social Work has determined that because of programmatic and prerequisite requirements, students may only enroll in 6 hours of Graduate Social Work courses during the semester or semesters in which they are on academic probation and these courses are limited to non-practice and non-practicum related offerings.

e. Consistent with Graduate School Catalog provisions, students may be dismissed from the MSW program if they fail to attain a grade point average of at least 3.0 upon completion of 9 graduate credit hours after being placed on academic probation or at any time their graduate GPA drops below a 2.0.

f. Consistent with Graduate School Catalog provisions, students may be dismissed from the MSW program if, in the opinion of the School of Social Work graduate faculty, they are unable to carry on advanced graduate level course work or practicum responsibilities, or make satisfactory progress toward their degree.

g. Adherence to social work values and NASW Code of Ethics. (The NASW Code of Ethics can be downloaded at www.socialworkers.org/pubs/code.

h. Maintenance of social functioning that allows for effective professional practice ("social functioning" refers to the student's ability to cope with the demands generated by interactions with their environment including areas such as school, work, family and personal relationships).
i. Demonstrate proficiency in all MSW competencies (see Competencies in the Curriculum section of this manual).

j. Social Work students must also comply with the standards of the University Student Code of Conduct: [http://webs.wichita.edu/inaudit/ch8_05.htm](http://webs.wichita.edu/inaudit/ch8_05.htm) (also located in the appendix of this manual).

For further information, students should refer to WSU’s Graduate Catalog ([www.wichita.edu/catalog](http://www.wichita.edu/catalog)) for WSU policies on admission, retention, academic probation, and dismissal.

**Student Conduct Regulations**

The policies of the School of Social Work are aligned with the University policies in matters of student conduct. The Student Code of Conduct is Section 8.05 of WSU’s Policies & Procedures Manual. It can be found online ([www.wichita.edu/policies](http://www.wichita.edu/policies)) and in the appendix of this manual.

The following actions/behaviors constitute violations of the Student Code of Conduct and will subject any student committing a violation to disciplinary sanctions including separation from the University or any lesser sanction authorized by the Code of Conduct:

- Abuse of student disciplinary procedures, including hearings
- Abetting and aiding, assisting, hiring or encouraging another person to commit an act that violates the Code of Conduct
- Academic dishonesty, including:
  a. Cheating in any form.
  b. Plagiarism.
  c. Misrepresentation of any work done in the classroom or in preparation for class.
  d. Falsification, forgery, or alteration of any documents pertaining to academic records.
  e. Disruptive behavior or abusiveness toward faculty or fellow students.
- Using, possessing, or distributing alcoholic beverages except as expressly permitted by law, University policy, and/or the Housing and Residence Life Handbook. ([See the Cereal Malt Beverage and Alcoholic Liquor Policy, Section 11.07 of WSU’s Policies & Procedures Manual](http://www.wichita.edu/policies)).
- Abuse/assault (physical abuse, verbal abuse, threats, intimidation, coercion, etc.).
- Bribery and extortion.
- Committing acts of dishonesty.
  a. Cheating, plagiarism, or other forms of academic dishonesty.
  b. Tampering with the election of any University-recognized student organization.
  c. Attempting to represent the University, any recognized student organization, or any recognized University body without the consent of the officials of that group.
- Damage to property and vandalism.
- Participating in a campus demonstration *in contravention* of University policies on First Amendment activities.
- Demonstration of psychological or physical harm.
- Disorderly conduct.
• Disruption of classroom or other University activities.
• Manufacturing, possessing, using, delivering, selling, or distributing any controlled substance in violation of the law.
• Falsification of records or misrepresentation of self
• Failing to comply with the directions of a University official acting in the performance of his/her duties.
• Committing acts of arson, creating a fire hazard, or possessing or using, without proper authorization, inflammable materials or hazardous substances on University property.
• Gambling
• Harassment
• Hazing
• Posting signs on or in unauthorized places including trees, shrubbery, sidewalks, buildings, and lawns
• Possessing, duplicating or using keys to any University building or facility without authorization
• Misuse of Computers
  a. Unauthorized entry into a file.
  b. Unauthorized transfer of a file.
  c. Unauthorized use of another's identification and password.
  d. Use of computing facilities to interfere with the work of another.
  e. Use of computing facilities to send obscene or abusive messages.
  f. Use of computing facility to interfere with normal operations of the university computing system.
  g. Unauthorized entry into or use of university facilities or property, entry or occupation at any unauthorized time, or any unauthorized or improper use of any university property.
  h. Damaging or altering records or programs.
  i. Furnishing false information.
• Improper response to a request from a University official
• Sexual Assault
• Sexual Harassment of Students or Faculty
• Smoking in any building on campus, except in designated University housing locations.
• Unauthorized canvassing or solicitation is not allowed.
• Theft
• Violation of Federal or State laws, County or City ordinances
• Violation of Program and Department policies, rules or regulations
• Unauthorized possession or use of explosives, firearms, dangerous weapons, or other hazardous objects or substances including:
  a. any device which will expel bullet, shot or shell by the action of an explosive or other propellant;
  b. any handgun, pistol, revolver, rifle, shotgun or other firearm of any nature, including concealed weapons licensed pursuant to the Personal and Family Protection Act
  c. any BB gun, pellet gun, air/CO2 gun, stun gun or blow gun;
d. any explosive, incendiary or poison gas (A) bomb, (B) mine, (C) grenade, (D) rocket having a propellant charge of more than four ounces, or (E) missile having an explosive or incendiary charge of more than 1/4 ounce;
e. any incendiary or explosive material, liquid, solid or mixture equipped with a detonating device;
f. any tear gas or smoke bomb (excluding personal self-defense items containing mace or pepper spray);
g. any switch-blade or any knife having a blade that opens by the force of gravity or by an outward, downward or centrifugal movement;
h. any straight-blade knife of four inches or more (excluding ordinary pocket knife or culinary knife designed and used solely for food preparation or service).
i. any martial arts weapon such as nunchucks and throwing stars;
j. any longbow, crossbow and arrows or other projectile
k. all fireworks;
l. any operative animal trap (excluding mist nets used to snare birds or devices used by University personnel to control wild animals on campus).

**Dispute Resolution Guidelines**

The School of Social Work faculty recognizes that there may be situations in which problems arise that are not easily resolved. To address such situations, the following dispute resolution guidelines have been established and a Student Concerns Committee has been constituted to hear student and faculty concerns. The dispute resolution guidelines follow strict procedural steps for resolving academic and non-academic disputes to which students must give careful attention.

**Student Concerns Committee**

The Student Concerns Committee (SCC) gives students an opportunity to further voice a concern or gives faculty an opportunity to address concerns involving a student. When indicated by the Director of the School of Social Work, the SCC will also consider termination recommendations. The SCC, as a standing faculty committee, includes faculty and/or program administrators as designated by the Director of the School of Social Work.

Several outcomes may be possible in an SCC intervention. The SCC intervention is purposed with resolving disputes involving students. Its primary aim is for the retention of students in the program and to maintain clarity and transparency in the hearing of concerns.

**Academic/Grade Dispute Resolution: Procedural Steps**

1. The student should begin by discussing the academic/grade dispute with the faculty member who assigned the grade.
2. If the dispute is not resolved or if there are substantial reasons why they may not be able to discuss the issue with the faculty member assigning the grade, the student should next discuss the issue with their faculty adviser.
3. If the dispute remains unresolved, the student should next discuss the issue with the MSW Program Director.
4. If the dispute remains unresolved, the student should next discuss the issue with the Director of the School of Social Work.

5. The Director of the School of Social Work may refer the dispute to the Student Concerns Committee for further consideration if no other resolution is reasonably possible.

6. The SCC, after a verification of the facts in dispute regarding the grade, reports its findings to the Director of the School of Social Work, who makes the final determination regarding the disputed academic/grade issue.

7. The Director of the School of Social Work notifies the student of their decision within five days.

8. If the student feels the issue still remains unresolved, procedural remedies are available to the student through the University Court of Academic Appeals found in University’s Policies & Procedures Manual, Section 2.05 and in the appendix of this manual.

**Non-Academic Dispute Resolution: Procedural Steps**

For disputes not related to academic issues or grades:

1. The student should first discuss the issue with the person they have a dispute with, whether student, faculty, or field instructor.

2. If the dispute is not resolved satisfactorily, the student should then discuss the issue with their adviser.

3. If the dispute is still unresolved, the student should then discuss the issue with the MSW Program Director. The student should take a completed SCC Student Referral Form (found on the School of Social Work website) to the meeting with the MSW Program Director.

4. If the dispute is still unresolved, the student should then discuss the issue with the Director of the School of Social Work.

5. If the dispute is still unresolved, the Director of the School of Social Work may request the issue be heard by the Student Concerns Committee (SCC).

6. The SCC schedules a meeting to be attended by SCC committee members, the student(s), and an advocate for the student(s) if he/she chooses to bring one.

7. The SCC makes a determination of the factual basis of the dispute and makes recommendations to the Director of the School of Social Work. The final determination of the Director of the School of Social Work will be based upon existing School and University policies taking in full consideration the SCC’s recommendations.

8. If the issue is still not resolved, and only after the above procedural steps have been exhausted, the student may take their concern to Dr. Marche Fleming-Randle, Assistant Dean—LAS Dean’s Office, Lindquist Hall, room 200—for further action. A Fairmount College of Liberal Arts and Sciences Student Issue Form, available in the social work office and from the assistant in the LAS Dean’s office, must be completed and taken to the meeting with Dr. Fleming-Randle.

9. If the issue remains unresolved, other procedural remedies may be available to the student. The Office of Student Life (www.wichita.edu/studentlife), the office of Student Conduct...
and Community Standards (www.wichita.edu/studentconduct) and WSU Student Advocate (www.wichita.edu/studentadvocate), can assist with resolution and available grievance procedures.

**Termination Policy: General Features**

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

- Failure to adhere to the NASW *Code of Ethics* (the *Code of Ethics* can be downloaded at www.socialworkers.org/pubs/code/code.asp). Examples of behavior that indicate a failure to adhere to the *Code of Ethics* include:
  - Representing your competence “beyond the boundaries of your education, training, license, certification, consultation received, supervised experience, or other relevant professional experience.” (1.04)
  - Engaging in “dual or multiple relationships with clients or former clients in which there is a risk of exploitation or potential harm to the client…” (1.06c)
  - Engaging in, under any circumstances, “sexual relations or sexual contact with current clients, whether such contact is consensual or forced.” (1.09a)
  - Sexually harassing clients, which include “sexual advances, sexual solicitation, requests for sexual favors, and other verbal or physical conduct of a sexual nature.” (1.11)
  - Allowing “personal problems, psychosocial distress, legal problems, substance abuse, or mental health difficulties to interfere with ….judgment and performance…” (4.05a)
  - Failing to “immediately seek consultation and take appropriate remedial action by seeking professional help, making adjustments in workload, terminating practice, or taking any other steps necessary to protect clients and others.”(4.05b)
  - Agreeing to “participate in, condone or associate with dishonesty, fraud, or deception.” (4.04)
  - Taking responsibility and credit, including authorship credit, for work they have not actually performed and to which they have not contributed. (4.08)
  - Failing to “work toward the maintenance and promotion of high standards of practice.” (5.01a)
- Failure to demonstrate proficiency in all MSW competencies;
- Failure to make satisfactory progress or maintain standards of performance in field practicum placements;
- Failure to maintain a cumulative GPA of 3.0 or above in all MSW courses or at any time the graduate GPA falls below 2.0;
- Failure to maintain academic standing with respect to Retention Criteria/Academic Probation/Program Dismissal requirements;
- Failure to enroll in required coursework of the MSW curriculum and course plan as specified in the Graduate School Plan of Study;
- Failure to register for the expected semester after the student has been granted a temporary leave of absence from the MSW program;
- Failure to comply with faculty instructions with respect to classroom policies of academic, professional and ethical conduct;
- Failure to disclose a criminal background history;
- Failure to follow a written improvement plan recommended by SCC and approved by the Director of the School of Social Work;
- Or if, in the opinion of the School of Social Work graduate faculty, student is unable to carry on advanced graduate level coursework or practicum responsibilities, or make satisfactory progress toward their degree.

**Termination Process**

In the rare instance that the School initiates termination of a student from the MSW program, the Director of the School of Social Work will refer the matter to the Student Concerns Committee to hear the basis for the recommendation of termination. The procedure for reviewing the possible termination of a student from the program is as follows:

1. The student must be given written notice of the allegation and of the time and place for the SCC to meet to discuss the problem.
2. The student has the right to ask questions and offer supporting documentation, either written or verbally at the SCC meeting. This may include the right to have a third party in attendance who has seminal information about the issue of concern.
3. The student has the right to be accompanied by a supporter or advocate.
4. The student will receive a written copy of the termination proceedings and recommendations.
5. The termination proceedings and any record of such proceedings shall be maintained in a way that meets all privacy and confidentiality standards of the University and the profession.
6. The student has the right to appeal any decision and should consult the *WSU Policies and Procedures Manual* ([www.wichita.edu/policies](http://www.wichita.edu/policies)), the Student Life office ([www.wichita.edu/studentlife](http://www.wichita.edu/studentlife)), the Student Conduct and Community Standards office ([www.wichita.edu/studentconduct](http://www.wichita.edu/studentconduct)), the *Graduate Catalog* ([www.wichita.edu/catalog](http://www.wichita.edu/catalog)) and/or the WSU Student Advocate ([www.wichita.edu/studentadvocate](http://www.wichita.edu/studentadvocate)) for the appropriate appeals procedure.
Student Resources

Financial Aid

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

If you must earn a portion of your educational expenses through part-time employment (yet another financial option), some on-campus jobs are available. Please inquire at Career Services located in 203 Grace Wilkie Hall, 316.978.3435, http://careers.wichita.edu. In addition, Social Work jobs are posted on a clipboard in the School of Social Work Student Lounge in Lindquist Hall, Room 504.

Scholarships

Graduate students seeking scholarships may apply through the Fairmount College of Liberal Arts and Sciences (LAS). The application deadline is February 1 for the following fall semester. Application forms are available November 1 each year on the LAS scholarship website at www.wichita.edu/las/scholarships.

Scholarship applications submitted to LAS allow students to be considered for any LAS scholarships for which they may qualify. Copies of applications from social work students are also forwarded to the School of Social Work for consideration for the four graduate fellowships that the School of Social Work awards.

Graduate Fellowships

The Edward H. Tuttle Fellowship fund was established for social work majors in 1994 in honor of Edward H. Tuttle, first Director of the Social Work Program. One graduate fellowship is awarded to an MSW student each year. Eligibility requirements include full admission into the social work program, overall GPA of 3.0 or above, demonstrated academic excellence, and demonstrated interest in social work as a scholarly pursuit. Financial need is not considered for the Tuttle Fellowship.

The Vera Hutton Seamans Memorial Fellowship was established in 1971 by Herbert L. Seamans. Its purpose is to assist graduate students preparing for religious work or social work who have financial need.

The Naomi Anderson Endowed Social Work Fellowship was established in 2005 in honor of Naomi Anderson. Eligibility requirements include admission to the Wichita State University School of Social Work and an overall GPA of 3.0 or above. Preference is given to member(s) of the Delta Delta Delta sorority, then to members of other Greek social fraternities or sororities.

The Karen Countryman-Roswurm Endowed Fellowship in Social Work was established in 2007 in honor of Karen Countryman-Roswurm, a graduate of both the BSW and MSW programs at Wichita State University. Eligibility requirements include full-time enrollment in the MSW
program and minimum GPA of 3.0. Financial need is a key consideration in awarding the Countryman-Roswurm fellowship.

The Taunya Rutenbeck Fund for Social Work in Honor of Larry Rutenbeck was established in 2014 in honor of Larry Rutenbeck, an avid researcher of Native Americans and their culture, and very engaged and supportive of Taunya’s search for the details of her Native American roots. Eligibility requirements include full-time enrollment in the social work program with a minimum GPA of 3.0. Preference given to a student who is Native American or of Native American heritage.

**Student Organizations**

**Student Organization of Social Work (SOSW)**

As a social work major, you are encouraged to join the Student Organization of Social Work (SOSW), made up of social work students and faculty. SOSW encourages and promotes communication among and between social work students, faculty and the general public and provides a means for united action on issues of social concern to the community at large. However, SOSW also provides students with opportunities to become involved in aspects of the social work profession within a range of different roles. Working with your peers, faculty, and community members to promote awareness of community issues or bring about meaningful change can be one of the most rewarding and beneficial accomplishments a student can undertake. SOSW works to help people...ALL people! As social work students, advocacy is one of the most rewarding opportunities for personal and professional growth you may experience in college career. The Student Organization of Social Work helps social workers new to the profession become more engaged in and knowledgeable about their communities, more involved with their fellow students in working toward meaningful change, and better acquainted as student social workers with the roles they may play in a professional setting. Information regarding SOSW can also be found on the School of Social Work website at [www.wichita.edu/socialwork](http://www.wichita.edu/socialwork).

**Phi Alpha National Honor Society**

Through the School of Social Work, you may be eligible for membership in the Wichita State University Beta Delta Chapter of Phi Alpha, the national honor society for social work students. Membership requirements include:

1.) Eight (8) hours of MSW courses completed; and  
2.) A GPA of 3.75 or higher in all Social Work courses.

An induction ceremony for new members is held each spring. Applications may be submitted in the spring and are available outside Lindquist Hall, Room 537 and on the School of Social Work website at [www.wichita.edu/socialwork](http://www.wichita.edu/socialwork).
Graduation and Beyond

The Exit Survey

Students will have an opportunity to provide feedback about their experiences in the School of Social Work on the annual School of Social Work exit survey, which is distributed every year during the spring semester.

Plan of Study and Application for Degree / Exit Survey

In order to graduate when planned, make sure that a current Plan of Study and all graduation forms are turned in on or before the deadlines identified by the Graduate School. The Plan of Study and Application for Degree/Exit Survey must be filed in the Graduate School before the 20th day of classes in the semester you will graduate. Information on commencement can be found at www.wichita.edu/commencement.

Practicing as a Social Worker

The Wichita State MSW Program is accredited by the Council on Social Work Education. To practice as a social worker, the State of Kansas requires a professional license. As a graduate of our program, you will be eligible to take the LMSW Licensing Exam.

Kansas Social Work Licensure Exam

In accordance with Kansas law, graduates must sit for the licensure exam to practice social work and to be able to call themselves social workers. MSW graduates can take the LMSW exam after mid-term of their last semester or after graduation.

Licensure exams are regulated by the Kansas Behavioral Sciences Regulatory Board (BSRB) and administered by the Association of Social Work Board (ASWB) "to protect the public by setting standards of qualification, training and experience for those who seek to engage in the practice of Social Work and by promoting high standards of professional performance for those engaged in the profession of social work” (KSA 75-5346).

Applications and instructions can be found on the BSRB website (www.ksbsrb.org). The School of Social Work sends a list of expected graduates to the BSRB each spring, so you do not need to submit the form “Verification of Completion of Academic Requirements” as indicated among application required forms.

Always refer to BSRB for the most up to date information on licensure and/or licensure requirements for the State of Kansas. You may contact the Kansas BSRB at (785) 296-3240 or www.ksbsrb.org.

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

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

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

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

Curriculum Development: Mission, Goals and Competencies

Curriculum Development

The MSW curriculum has been developed with the following in mind: the mission of the University, Fairmount College of Liberal Arts and Sciences, and the School of Social Work, the Educational Policy and Accreditation Standards (EPAS) of the Council on Social Work Education (CSWE), and Kansas state licensure requirements. (CSWE’s Educational Policy and Accreditation Standards are available under the “Accreditation” link on the CSWE website at www.cswe.org.) We continue to evaluate and strengthen our curriculum with input from students, field instructors and the practice community.

Mission of Wichita State University

Wichita State University is committed to providing comprehensive educational opportunities in an urban setting. Through teaching, scholarship, and public service, the University seeks to equip both students and the larger community with the educational and cultural tools they need to thrive in a complex world, and to achieve both individual responsibility in their own lives and effective citizenship in the local, national, and global community.

High quality teaching and learning are fundamental goals in all undergraduate, graduate, and continuing education programs. Building on a strong tradition in the arts and sciences, the University offers programs in business, education, engineering, fine arts, and health professions, as well as in the liberal arts and sciences. Degree programs range from the associate to the doctoral level and encompass 75 fields of study; non-degree programs are designed to meet the specialized educational and training needs of individuals and organizations in south central Kansas.

Scholarship, including research, creative activity, and artistic performance, is designed to advance the University’s goals of providing high quality instruction, making original contributions to knowledge and human understanding, and serving as an agent of community service. This activity is a basic expectation of all faculty members at Wichita State University.
Public and community service activities seek to foster the cultural, economic, and social development of a diverse metropolitan community and of the state of Kansas. The University’s service constituency includes artistic and cultural agencies, business and industry, and community educational, governmental, health, and labor organizations.

Wichita State University pursues its mission utilizing the human diversity of Wichita, the state’s largest metropolitan community, and its many cultural, economic, and social resources. The University faculty and professional staff are committed to the highest ideals of teaching, scholarship, and public service, as the University strives to be a comprehensive, metropolitan university of national stature.

**Mission of Fairmount College of Liberal Arts and Sciences**

The mission of Fairmount College is to cultivate intellectual curiosity and foster contemplation of the human experience and the natural world. Faculty members are dedicated to creating, expanding, applying and preserving knowledge; and to introducing students to the scholarship, theories, methods and perspectives of their diverse disciplines. A liberal arts and sciences education develops transferable analytical skills—the capacity to gather and interpret information, think critically and communicate effectively—and stimulates a lifelong love of learning that enriches graduates and their communities.

**Mission of the School of Social Work**

The mission of the School of Social Work at Wichita State University is to prepare students for competent and ethical professional practice in urban and rural environments. Through teaching, research, and service, the School is dedicated to the advancement of human well-being, the alleviation of poverty and oppression, and the improvement of social systems with particular attention to the diverse needs of Wichita and the surrounding region.

**Mission of the MSW Program**

The mission of the Master of Social Work program at Wichita State University is to prepare graduates for autonomous Advanced Generalist practice. This mission is accomplished through the preparation of advanced social workers capable of practice in complex, diverse and ever-changing environments. Emphasis is placed on developing evidence-based knowledge and skills for ethical, culturally competent, socially just, and empowering interventions on all practice levels.

**Goals of the MSW Program**

To prepare Advanced Generalist social workers:

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

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

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

The School of Social Work has identified 9 core competencies and 31 measurable practice behaviors that are the basis for professional social work practice. The Foundation curriculum prepares its graduates for generalist practice through mastery of the core competencies. The MSW curriculum prepares its graduates for advanced practice through mastery of the core competencies augmented by knowledge and practice behaviors specific to advanced generalist practice. For listing of the specific practice behaviors required of foundation and advanced students, see the practicum manual on the School of Social Work website at [www.wichita.edu/socialwork](http://www.wichita.edu/socialwork).

**The Four Themes of the MSW Program**

Four themes have been developed to assist in unifying the curriculum. These themes are based on the unique setting and context for MSW practice in the Wichita area. The four themes are cultural competency, social justice, empowerment, and multidimensional practice.

**Cultural Competency**

Data concerning population trends in Wichita, Sedgwick County and surrounding counties support an advanced generalist curriculum that prepares social workers to provide culturally competent services and develop and evaluate programs that are inclusive and seek to remove cultural barriers to service delivery. A curriculum that incorporates cultural competency will not only provide students with basic knowledge on different racial and ethnic groups, but will develop students’ ability to think critically about diversity in social work assessment and practice.
Cultural competency includes the acquisition of the awareness, knowledge, sensitivity and practice skills necessary to effectively understand and address the cultural/racial/ethnic world-views, strengths, issues, and needs of minority populations. The ultimate goal in the development of cultural competency is to actively utilize the appropriate practice methods that foster the outcome of greater development of cultural/racial/ethnic identity and cultural/racial/ethnic empowerment.

**Social Justice**

Within the Wichita metropolitan area, ethnic and racial minorities, the poor, the elderly, and the young are the most vulnerable to experiencing difficulties arising out of economic and social change. To be just means to treat all people fairly. In its most basic meaning, pursuing social justice means to advocate for equal rights, opportunities, protection and treatment for all people. Additionally, social workers who pursue social justice can identify unfair laws and policies that affect their clients and work to have these laws and policies changed. In order to be meaningful, social justice must apply to a wide range of social and economic circumstances, since legal justice has little meaning if not supported by more substantive forms of equality.

The MSW program focuses on social justice as one of its four themes. Students learn that social justice is a part of every social work interaction. As part of this emphasis, the curriculum seeks to develop skills in both community development and in effecting social change through the political process.

**Empowerment**

As in many urban environments, there is an unequal distribution of goods and services within the Wichita community, and discrimination and oppression may contribute to these inequalities.

Empowerment is defined as the process and goal of increasing personal, interpersonal, and political power so that people can take action to improve their life situations (Gutierrez, DeLois, & GlenMaye, 1995). As a curriculum theme, empowerment is linked to four basic processes:

1. Analysis of the social arrangements/institutional structures that create and sustain power inequalities which lead to relative advantage and disadvantage for certain groups in our society.
2. Understanding of the dynamics of oppression and discrimination that work to disempower people by limiting choices and confining people to low status and devalued social positions.
3. Increasing personal and group power through building on individual and group strengths and facilitating efficacy-enhancing skills, knowledge, and experiences.
4. Utilizing empowerment-oriented techniques and values in practice, including a participatory/collaborative worker/client relationship with shared power, active involvement of clients in the change process, raising awareness of structural inequalities and their relation to individual problems, advocacy and mobilization of resources, and a professional commitment to efforts to create a more just and equitable society.
**Multidimensional Practice**

Social service delivery systems in the Wichita metropolitan area are a complex web of public, nonprofit and for-profit agencies. Agency structure, which includes its purpose, scope, size, and type of clients served, is constantly changing. Further, with the onset of privatization in the state, agency boundaries are not always clear. Social workers are serving on teams in which both public and private agencies are represented (Lewandowski & GlenMaye, in press). Most agency funding comes from a variety of private and public sources. Over the past ten years, local agencies have experienced changes in the type and scope of services provided and in the clients they served. These agencies are undergoing changes due to external and internal factors and these changes have contributed to the increasing complexity of agency services and clients served.

The multi-dimensional framework draws upon chaos and complexity theory to develop a practice model that more accurately reflects the dynamic complexity of social work practice.

The multi-dimensional perspective suggests that change and human interactions both occur and affect several levels and dimensions simultaneously. Within an individual, the dimensions consist of the multiple levels of development, including biological, social, psychological, and spiritual development. As individuals interact with their environment, multiple dimensions include the variety of levels of social organization, such as family, groups, and organizations. Rather than being either/or and linear, a multidimensional perspective suggests a both/and, nonlinear approach to understanding human interactions (Lewandowski, GlenMaye, & Bolin, 2001).

**Theoretical Foundations for Advanced Generalist Practice**

Following is a list of theories incorporated into the MSW curriculum, organized by program theme, to provide information on some of the theoretical underpinnings of the curriculum. Though several of the identified theories are relevant for more than one theme, theories are listed under the theme in which they are most closely associated. Other theories and perspectives are incorporated into the curriculum, but only those most salient to the program’s themes are listed. Students learn many of these theories during the foundation year. During the advanced generalist year, these theories are applied to the advanced generalist practice context. Students will look for common elements among theories and assess the extent to which theoretical perspectives are compatible with the advanced generalist model, including the themes of cultural competency, empowerment and social justice.
<table>
<thead>
<tr>
<th>Theme</th>
<th>Theories and Perspective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Multidimensional Practice</td>
<td>Complexity Theory</td>
</tr>
<tr>
<td></td>
<td>Systems Theory</td>
</tr>
<tr>
<td></td>
<td>Ecological/Person in Environment Perspective</td>
</tr>
<tr>
<td></td>
<td>Phenomenology</td>
</tr>
<tr>
<td>Cultural Competency</td>
<td>Constructionism</td>
</tr>
<tr>
<td></td>
<td>Ethnography</td>
</tr>
<tr>
<td></td>
<td>Symbolic Interactional Theory</td>
</tr>
<tr>
<td>Social Justice</td>
<td>Conflict Theory</td>
</tr>
<tr>
<td></td>
<td>Critical Theory</td>
</tr>
<tr>
<td>Empowerment</td>
<td>Empowerment Theory</td>
</tr>
</tbody>
</table>

The Advanced Generalist Model

All advanced generalist practitioners are skilled in both direct and indirect practice, approach practice from an eclectic but disciplined stance, and can engage in both research and practice evaluation (Morales & Sheafor, 1998). The advanced generalist model at Wichita State University builds on this common understanding of advanced generalist practice and the school’s four themes of **social justice, cultural competency, multidimensional practice** and **empowerment**, to develop the school’s model for advanced generalist practice. The model consists of the values and multiple roles the practitioner brings to each intervention. These core values and roles serve to integrate the practitioner’s understanding of practice within a multi-dimensional framework. This framework is used, rather than a micro or macro approach to practice, with the assumption that human events can best be understood in a multidimensional context. Regardless of their position, practice setting, or client, advance generalist practitioners must be prepared to bring direct and indirect practice skills to bear in each intervention. The complexities and ever-changing practice environment require that direct practitioners also be able to supervise and administer. In like manner, supervisors and administrators must be able to problem solve with individuals. In addition to assessment and intervention skills, practice with individuals requires an ability to advocate, access resources, and evaluate practice, all of which are indirect competencies. When the client is an organization, direct practice skills may include lobbying and collaborating on inter-organizational teams. Indirect practice skills include program development, policy analysis and research.
Multi-Dimensional Building Blocks of Advanced Generalist Practice

Evaluation
Intervention
Assessment

Communities

Groups/Family

Individuals

Cultural Competency
Empowerment
Social Justice

Knowledge
Skills

Ethics
Regular Program (63 Credits)
(See reverse side for Advanced Standing Program)

The School of Social Work offers the Regular Program of study for applicants not having a baccalaureate degree in Social Work from a BSW program that is accredited by the Council on Social Work Education.

The Regular Program requires 63 total credit hours of course work which includes 38 credits hours of core courses, 9 credit hours of elective courses and 16 credit hours of practicum.

The Thesis option requires the normal 63 credit hours of course work, including 3 credit hours of Thesis (SCWK 800). Thesis hours may count for 3 of the required 9 elective hours. (See paragraph on Thesis Option in Graduate Catalog.)

### FULL-TIME PROGRAM

#### First Year

<table>
<thead>
<tr>
<th>Term</th>
<th>Course Code</th>
<th>Course Title</th>
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<tr>
<td>Fall</td>
<td>SCWK 700</td>
<td>Foundations of Generalist Practice I</td>
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</tr>
<tr>
<td></td>
<td>SCWK 710</td>
<td>Micro Hum Behavior &amp; the Soc Environment</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SCWK 717</td>
<td>Policy I: Social Welfare &amp; Analysis</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>SCWK 720</td>
<td>Field Practicum I *</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>SCWK 702</td>
<td>Foundations of Generalist Practice II</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>SCWK 712</td>
<td>Micro Hum Behavior &amp; the Soc Environment</td>
<td></td>
</tr>
<tr>
<td></td>
<td>SCWK 721</td>
<td>Field Practicum II *</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>SCWK 751</td>
<td>Fundamentals of Social Work Research</td>
<td>3</td>
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#### Summer

<table>
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<th>Course Title</th>
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<tr>
<td>SCWK 760</td>
<td>Advanced Generalist Practice Seminar I</td>
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<tr>
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#### Second Year

<table>
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<tr>
<td>Fall</td>
<td>SCWK 810</td>
<td>Cultural Competency for Adv Gen Practice</td>
<td>3</td>
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<tr>
<td></td>
<td>SCWK 816</td>
<td>Advanced Generalist Practice with Individuals</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>SCWK 822</td>
<td>Field Practicum III *</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>SCWK 851</td>
<td>Applied Social Work Research</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>SCWK 817</td>
<td>Policy II: Advocacy &amp; Social Justice</td>
<td>3</td>
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<tr>
<td></td>
<td>SCWK 823</td>
<td>Field Practicum IV *</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>SCWK 833</td>
<td>Adv Gen Practice with Families &amp; Groups</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>SCWK 860</td>
<td>Adv Gen Pract Admin Orgs &amp; Communities</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>SCWK 899</td>
<td>Advanced Generalist Practice Seminar II</td>
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#### Third Year

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<td></td>
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<tr>
<td></td>
<td>SCWK 816</td>
<td>Advanced Generalist Practice with Individuals</td>
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<tr>
<td></td>
<td>SCWK 823</td>
<td>Field Practicum IV *</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>SCWK 833</td>
<td>Adv Gen Practice with Families &amp; Groups</td>
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#### Fourth Year

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<th>Term</th>
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<tr>
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<td>SCWK 816</td>
<td>Advanced Generalist Practice with Individuals</td>
<td>3</td>
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<tr>
<td></td>
<td>SCWK 822</td>
<td>Field Practicum III *</td>
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</tr>
<tr>
<td></td>
<td>SCWK 851</td>
<td>Applied Social Work Research</td>
<td>3</td>
</tr>
<tr>
<td></td>
<td>SCWK 823</td>
<td>Field Practicum IV *</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>SCWK 860</td>
<td>Adv Gen Pract Admin Orgs &amp; Communities</td>
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<tr>
<td></td>
<td>SCWK 899</td>
<td>Advanced Generalist Practice Seminar II</td>
<td>1</td>
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</table>

* The Field Practicum courses require the following supervised hours in a social work setting:
  - SCWK 720 Field Practicum I: 240 hours (15 hours a week over 16 weeks)
  - SCWK 721 Field Practicum II: 240 hours (15 hours a week over 16 weeks)
  - SCWK 822 Field Practicum III: 350 hours (21-23 hours a week over 16 weeks)
  - SCWK 823 Field Practicum IV: 350 hours (21-23 hours a week over 16 weeks)
School of Social Work  
Master of Social Work Course of Study

Advanced Standing Program (37 Credits)  
(See reverse side for Regular Program)

The School of Social Work offers an Advanced Standing program for applicants having a baccalaureate degree in Social Work from a BSW program that is accredited by the Council on Social Work Education.

The Advanced Standing Program requires 37 total credit hours of course work which includes 20 credits hours of core courses, 9 credit hours of elective courses and 8 credit hours of practicum.

The Thesis option requires the normal 37 credit hours of course work, including 3 credit hours of Thesis (SCWK 800). Thesis hours can count toward electives for the program. (See paragraph on Thesis Option in Graduate Catalog.)

<table>
<thead>
<tr>
<th>FULL-TIME PROGRAM</th>
<th>PART-TIME PROGRAM</th>
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<tr>
<td><strong>One-Year Program</strong></td>
<td><strong>First Year</strong></td>
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<td><strong>Summer</strong></td>
<td><strong>Summer</strong></td>
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<tr>
<td>SCWK 760 Advanced Generalist Practice Seminar I</td>
<td>SCWK 760 Advanced Generalist Practice Seminar I</td>
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<td>Concentration Electives <em>(taken summer, fall or spring)</em></td>
<td>Concentration Electives <em>(taken summer, fall or spring)</em></td>
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<td>1</td>
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<td>9</td>
<td>6</td>
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<tr>
<td><strong>Fall</strong></td>
<td><strong>Fall</strong></td>
</tr>
<tr>
<td>SCWK 810 Cultural Competency for Adv Gen Practice</td>
<td>SCWK 810 Cultural Competency for Adv Gen Practice</td>
</tr>
<tr>
<td>SCWK 816 Advanced Generalist Practice with Individuals</td>
<td>Concentration Electives <em>(taken summer, fall or spring)</em></td>
</tr>
<tr>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>SCWK 822 Field Practicum III *</td>
<td>SCWK 833 Adv Gen Practice with Families &amp; Groups</td>
</tr>
<tr>
<td>SCWK 851 Applied Social Work Research</td>
<td>3</td>
</tr>
<tr>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>13</td>
<td>6</td>
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<tr>
<td><strong>Spring</strong></td>
<td><strong>Second Year</strong></td>
</tr>
<tr>
<td>SCWK 817 Policy II: Advocacy &amp; Social Justice</td>
<td><strong>Fall</strong></td>
</tr>
<tr>
<td>SCWK 823 Field Practicum IV *</td>
<td>SCWK 816 Advanced Generalist Practice with Individuals</td>
</tr>
<tr>
<td>SCWK 833 Adv Gen Practice with Families &amp; Groups</td>
<td>SCWK 822 Field Practicum III *</td>
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<tr>
<td>SCWK 860 Adv Gen Pract Admin Orgs &amp; Communities</td>
<td>SCWK 851 Applied Social Work Research</td>
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<tr>
<td>SCWK 899 Advanced Generalist Practice Seminar II</td>
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Wichita State University | Fairmount College of Liberal Arts and Sciences | 1845 Fairmount Street | Wichita, Kansas 67260-0154  
tele: (316) 978-7260 | fax: (316) 978-3323 | web: www.wichita.edu/socialwork/
## APPENDIX I – WSU Resources and Directory

<table>
<thead>
<tr>
<th>Service</th>
<th>Number</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office</td>
<td>(316) 978-</td>
<td></td>
</tr>
<tr>
<td>Alumni Association</td>
<td>3290</td>
<td>Welcome Center</td>
</tr>
<tr>
<td>Blackboard Support</td>
<td>7777</td>
<td>NA</td>
</tr>
<tr>
<td>Bookstore</td>
<td>3490</td>
<td>Rhatigan Student Center</td>
</tr>
<tr>
<td>Campus Life and University Relations</td>
<td>3021</td>
<td>107 Morrison Hall</td>
</tr>
<tr>
<td>Career Services</td>
<td>3435</td>
<td>203 Grace Wilkie Hall</td>
</tr>
<tr>
<td>Cashier / Tuition &amp; Fees</td>
<td>3333</td>
<td>201 Jardine Hall</td>
</tr>
<tr>
<td>Computer Help Desk</td>
<td>4357</td>
<td>Ablah Library</td>
</tr>
<tr>
<td>Copy Services</td>
<td>3035</td>
<td>011 Morrison Hall (downstairs)</td>
</tr>
<tr>
<td>Counseling and Testing Center</td>
<td>3440</td>
<td>320 Grace Wilkie Hall</td>
</tr>
<tr>
<td>Disability Services</td>
<td>3309</td>
<td>150 Grace Wilkie Annex</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>3430</td>
<td>203 Jardine Hall</td>
</tr>
<tr>
<td>Graduate School, WSU</td>
<td>3095</td>
<td>107 Jardine Hall</td>
</tr>
<tr>
<td>Health Services, Student</td>
<td>3620</td>
<td>209 Ahlberg Hall</td>
</tr>
<tr>
<td>Heskett Center</td>
<td>3082</td>
<td>Heskett Center</td>
</tr>
<tr>
<td>Hughes Metropolitan Complex</td>
<td>3258</td>
<td>5015 E 29th St N, Wichita, KS</td>
</tr>
<tr>
<td>LAS Advising Center (LASAC)</td>
<td>3700</td>
<td>115 Grace Wilkie Hall</td>
</tr>
</tbody>
</table>

Inclement Weather – Call WSU Activity Line – (316) .978-6633
Liberal Arts and Sciences, Fairmount College (LAS) ............ 6659  200 Lindquist Hall  
www.wichita.edu/las
Library, Ablah .................................................... 3481  Ablah Library  
www.wichita.edu/library
Lost and Found:  http://webs.wichita.edu/?u=police&p=/crime_prevention/lostandfound/  
Multicultural Affairs, Office of .......................... 3034  174 Grace Wilkie Annex  
www.wichita.edu/multicultural
Police, WSU Campus Police ............................. 3450  Police Station  
www.wichita.edu/police
Post Office ......................................................... 3550  112 Morrison Hall  
www.wichita.edu/postoffice
Registrar ............................................................. 3055  Jardine Hall  
www.wichita.edu/registrar
Registration ....................................................... 3090  102 Jardine Hall
Transcripts .......................................................... 3057  117 Jardine Hall  
www.wichita.edu/transcripts
Scholarships through LAS ................................. 6659  200 Lindquist Hall  
www.wichita.edu/las/scholarships
School of Social Work ....................................... 7250  528 Lindquist Hall  
www.wichita.edu/socialwork
Social Work Student Lounge ............................. 7047  504 Lindquist Hall
South Campus .................................................... 8000  200 W Greenway, Ste 15, Derby, KS  
www.wichita.edu/south
Student Advocate ............................................... 3026  Rhatigan Student Center  
www.wichita.edu/studentadvocate
Student Conduct and Community Standards .... 6681  
www.wichita.edu/studentconduct
Student Life ........................................................ 6569  303 Grace Wilkie Hall  
www.wichita.edu/studentlife
Tuition & Fees/ Cashier ........................................ 3333  201 Jardine Hall  
www.wichita.edu/tuitionfees
University Information Center ............................. 4636  Rhatigan Student Ctr – Main Floor  
http://webs.wichita.edu/?u=rsc&p=/infocenter/
West Campus ..................................................... 6777  3801 N Walker, Maize, KS 67101  
www.wichita.edu/west
Writing Center .................................................... 3173  601 Lindquist Hall  
www.wichita.edu/writingcenter
APPENDIX II – Websites, Publications, and Forms

Association of Social Work Boards (ASWB)  www.aswb.org
(Find links to licensing boards for all states on this site)

Behavioral Sciences Regulatory Board (BSRB)  www.ksbsrb.org
(State of Kansas licensing information and application)

Council on Social Work Education (CSWE)  www.cswe.org
Social Work program accreditation information –
Educational Policy and Accreditation Standards [EPAS] located under Accreditation link
Directory of accredited social work programs located under Accreditation link

National Association of Social Workers (NASW)  www.socialworkers.org

NASW Code of Ethics  www.socialworkers.org/pubs/code

NASW Insurance Information  www.naswassurance.org

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

The Sunflower (WSU Student Newspaper)  www.thesunflower.com

WSU Policies and Procedures Manual  www.wichita.edu/policies
(click on link to Policies & Procedures Manual)

WSU Schedule of Courses  www.wichita.edu/schedule
(Check here for the most up-to-date schedule information. Changes made after the printed schedule
comes out will appear in the online schedule.)

WSU Student Handbook  www.wichita.edu/studentlife
(Click on Student Policies link)

WSU Undergraduate Catalog  www.wichita.edu/catalog
APPENDIX III – Student Code of Conduct

From the WSU Policies and Procedures Manual:

8.05 / Student Code of Conduct

Purpose
To set forth comprehensive and informational guidelines relative to Student conduct and Student conduct procedures.

Preamble
Wichita State University is a learning community comprised of Students, Faculty and Staff where freedom of inquiry and freedom of expression are valued. Important aspects of attending the University as a Student are having respect for the rights of others in the community, conducting oneself in a manner that is compatible with the University’s mission and taking responsibility for one’s actions. In addition to exhibiting appropriate maturity and self-control, Students, as members of the University community are expected to conduct themselves in accordance with established standards of behavior and social interaction.

To fulfill its functions of promoting and disseminating knowledge, the University has authority and responsibility for maintaining order and for taking appropriate action.

As members of the WSU community, Students should:
• Accept responsibility for personal behavior and appropriately challenge the behavior of others
• Respect individual differences
• Behave in a manner that is honest and upholds the standards of Wichita State University
• Be an engaged member of the Wichita State University community

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. This Code of Conduct is designed for the promotion and protection of such an environment.

Definition of Terms
1. “Appeal Officer” is the Vice President for Campus Life and University Relations, or designee, and has jurisdiction to review cases, based on written request, and make a decision to uphold, modify or reverse the decision of a Hearing Board or Conduct Officer.
2. "Code" means the WSU Student Code of Conduct. The most current version of the Code may be found on the Wichita State University website: http://webs.wichita.edu/inaudit/ch8_05.htm.
3. “Complainant” is the person or entity that submits or presents allegations against a Respondent.
4. “Conduct Board Hearing” is a Hearing conducted by the Hearing Board.
5. “Conduct Hearing” is a meeting with the Respondent conducted by a Conduct Officer to determine whether the Respondent has violated the Code and, if so, to impose sanctions.
6. "Conduct Officer" is the Director or designee authorized to investigate, conduct the Hearing, and assign sanctions to Respondents found to have violated the Code.

7. "Day" refers to any day the University is open for official business (usually Monday through Friday).

8. “Director” refers to the Director of Student Conduct and Community Standards.

9. "Faculty" means any person hired by the University in a Faculty appointment to teach, conduct research or provide academic service.

10. “Hearing” refers to both a Conduct Hearing and a Conduct Board Hearing.

11. "Hearing Board" is a group of persons authorized by the Director to determine whether a Respondent has violated the Code and to impose sanctions.

12. “Housing and Residence Life” means all residence facilities owned, leased or controlled by Wichita State University (current examples of University Housing include, but are not limited to, Wheatshocker Apartments, Fairmount Towers, Brennan Hall).

13. "Member of the University Community" includes any person who is a Student, Faculty, University Official or any other person employed by the University. A person's status in a particular situation shall be determined by the Director.

14. "Organization" refers to any Recognized Student Organization, Greek letter Organization, athletic team (sports clubs, cheer/dance, intercollegiate team, independent varsity sports, etc.), or non-recognized group (SGA, SAC or other group in process of meeting RSO standards) that is assembled and conducts business or participates in University-related activities.

15. "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, WSU Policies and Procedures Manual, and Board of Regents policies. The most current version of the WSU Policies and Procedures Manual is located on the WSU website at http://webs.wichita.edu/inaudit/tablepp.htm. In cases of conflict, Board of Regents policies shall be considered as controlling.

16. “Prehearing Conference” is a meeting scheduled by a Respondent with a Conduct Officer to review policies and procedures related to the Code.

17. “Respondent” is a Student or Organization who responds to an alleged violation(s) of the Code.

18. "Staff" are unclassified or classified non-Faculty employees at WSU.

19. "Student" includes all persons who are admitted and/or enrolled in credit or noncredit courses at WSU.

20. "University" means Wichita State University (or "WSU").

21. "University Official" includes any person employed by the University, performing their assigned responsibilities.

22. "University Premises" includes all land, buildings, facilities, and other property in the possession of, owned, used, leased or otherwise controlled by the University (including adjacent streets and sidewalks).

**Jurisdiction**

The Student Code of Conduct governs individual and group Student behavior.

1. University jurisdiction for violations of the Code encompasses:
   a) Conduct that occurs on University Premises or at a University-sponsored or related event.
   b) Conduct that occurs on premises owned, used by or under the control of an Organization.
c) Conduct that occurs in or on shuttle buses, state vehicles, or other vehicles owned, used by or under the control of the University/State of Kansas;
d) Off-campus conduct that seriously threatens the safety or well-being of other Wichita State University Students, Faculty, or Staff or University property or that adversely affects the University community or the pursuit of its objectives.
e) Conduct that is addressed and/or prescribed by Chapter 19 of the *WSU Policies & Procedures Manual* relating to University computing and information technology resources.
f) Conduct that occurs while earning any type of academic credit.
g) Conduct that occurs during a Student’s enrollment at the University. The University may proceed with the conduct process in cases of alleged conduct violations after the Student is no longer an enrolled Student, if the alleged conduct occurred during the Student’s enrollment.

2. Housing and Residence Life: Students residing in Housing & Residence Life are required to abide by the Code and Housing and Residence Life Policies. The Director of Housing & Residence Life or his/her designee reserves the right to remove from Housing and Residence Life or relocate a Student who is charged with a Code violation pending a Hearing.

3. Academic Colleges, University Departments, or Special Programs: Students are responsible for following guidelines, policies and procedures set forth by academic colleges, University departments, or special programs.

4. Organizations: All Organizations are required to abide by the Code and policies outlined in the Student Organization Handbook issued by the Student Involvement office.

**Student and Organization Prohibited Conduct**

Any Respondent found to have committed, or to have attempted to commit, any act of misconduct described below is subject to conduct sanctions outlined in Section XIV.

**Abuse/Assault**

Physical abuse, verbal abuse, threats, intimidation, coercion, bullying, stalking, domestic violence, retaliation, discrimination and/or other conduct which threatens or endangers the health or safety of another person is prohibited.

**Abuse of the Student Conduct Procedures**

Engaging or participating in abuse of the Student conduct procedures is prohibited, including but not limited to:

a. Falsifying or misrepresenting information before a Conduct Officer or Hearing Board.
b. Obstructing, disrupting or interfering with the orderly conduct of a Conduct Hearing.
c. Instituting a conduct complaint knowingly without cause or initiating a false report/complaint.
d. Attempting to discourage an individual's proper participation in, or use of, the Student conduct procedures.
e. Attempting to influence the impartiality of a member of the Hearing Board or Conduct Officer prior to, during, and/or after a Conduct Hearing.
f. Harassing (verbal or physical) and/or intimidating a member of the Hearing Board or Conduct Officer prior to, during, and/or after a Conduct Hearing.
g. Failing to complete and/or comply with the assigned conduct sanctions according to the specified guidelines.
h. Influencing or attempting to influence another person to commit an abuse of the Student conduct procedures.

**Academic Dishonesty**

Students who compromise the integrity of the classroom are subject to conduct action on the part of the University. Violations of classroom standards include:

a. Cheating in any form, whether in formal examinations or elsewhere.
b. Plagiarism, using the work of others as one's own without assigning proper credit to the source.
c. Misrepresentation of any work done in the classroom or in preparation for class.
d. Falsification, forgery, or alteration of any documents pertaining to academic records.

A standard of honesty, fairly applied to all Students, is essential to a learning environment. Students violating such standards must accept the consequences; penalties are assessed by the course instructor or other designated people. Serious cases may result in discipline at the college or University level and may result in suspension or dismissal. Dismissal from a college for academic dishonesty constitutes dismissal from the University.

Students accused of abridging a standard of academic honesty may utilize established academic appeal procedures. (See the Student Academic Honesty Policy at Section 2.17 of this manual.)

**Alcohol/Alcoholic Beverages**

Possession, use, manufacture, sale, or distribution of any form of alcoholic beverage (including cereal malt beverage) is not allowed on University Premises except as expressly permitted by University Policy. (See the Cereal Malt Beverage and Alcoholic Student Code of Conduct 5 Liquor Policy at Section 11.07 of this manual). University Officials reserve the right to confiscate or require Students and/or guests to dispose of alcohol in the presence of University Officials.

Alcohol consumption can often lead to other violations of the Code. Evidence in a violation may indicate that the Student’s behavior was substantially altered as a result of the consumption of alcohol. The abuse of alcohol by any Student, whether or not of legal drinking age, and any inappropriate behavior that results from consumption of alcohol, including the ability to exercise care for one's own safety or the safety of others due in whole or in part to alcohol consumption, is considered a violation of the University alcohol Policy. The consumption of alcohol is not considered an excuse for misconduct.

For the purpose of this section, individual Students or Organizations may be held responsible if alcohol is consumed by a “guest” of legal age or a minor who is a visitor or participant in an event/activity sponsored by their Organization. In addition, the host may be held responsible for the actions of guests who have consumed alcohol.

In addition, Organizations are required to abide by state laws and University policies concerning alcoholic beverages. Organizations are required to have their activities approved in writing by the group’s Faculty/Staff advisor.

An Organization is responsible for ensuring that alcohol consumption in association with an Organization event does not detrimentally affect the health and well-being of those attending the
event and is responsible for ensuring that no person under the age of 21 possesses or consumes alcoholic beverages at the event.

For events that are not Bring Your Own Beer/Alcoholic Beverage (BYOB), the University requires Organizations to utilize third party vendors in accordance Student Involvement policies for events where alcohol is present.

Only Recognized Student Organizations may hold events involving alcoholic beverages off-campus that meet the following conditions:
1. All events must be registered 10 Days prior to the event with the Student Involvement office using the RSO Registration Form for Events with Alcohol.
2. 15 Days prior to an event with alcohol, Organizations must arrange a prevent risk management meeting with the Center for Student Leadership.
3. A Third Party Vendor Agreement Form, which can be obtained from the Student Involvement office, must be submitted with all registration documents. All events must utilize wristband as indicators of legal drinking age. Wristbands can be obtained free of charge from the Student Involvement office.
4. Organizations may not advertise events involving alcohol that includes but not limited to, BYOB, drink specials, etc.
5. No alcoholic beverage may be purchased using any Organization’s funds, or Student activities fees; nor may the purchase of alcohol for members or guests be undertaken or coordinated by any member in the name of, or on behalf of the Organization. The purchase or use of bulk quantity or common sources of such alcoholic beverages (kegs, punches or cases) are prohibited.
6. Open events, meaning those with unrestricted access to non-members of the Organizations that are not utilizing third party vendors, where alcohol is present are prohibited.
7. No members, collectively or individually shall purchase alcohol for, serve to, or sell alcoholic beverages to any person under the age of 21.
8. No Organization may enter into an agreement to co-sponsor an event with an alcohol distributor, or tavern (tavern defined as an establishment generating more than half of the annual gross sales from alcohol) where alcohol is present.
9. No event shall include any form of “drinking contest” or encourage the rapid/excessive consumption of alcohol in the activity or its promotion

Advertisement or Sponsorship of Activities, Events, or Programs Involving Alcohol by Students or Organizations
a. Advertising or publicity of alcohol is not allowed in connection with student events, student activities, student projects or Organizations. Prohibited are words, symbols, logos, pictures or drawings that denote alcoholic beverages or the drinking of alcoholic beverages. Exempt from this are units promoting alcohol awareness/harm reduction educational campaigns.
b. Sponsorship of University and University-related activities, events or programs by companies or entities that provide alcoholic beverages and products is prohibited.
c. Promotional materials may not promote alcohol as the central theme or focus of the activity, including, but not limited to, the usage of terms such as “happy hour” or other language promoting drink specials.
Assisting a Violation
Assisting, hiring or encouraging another person to commit an act that violates the Code is prohibited.

Bribery and Associated Acts
Bribery, attempted bribery, acceptance of a bribe, or failure to report a bribe is prohibited. Acting or attempting to get money or anything else of value by violence, misuse of authority or improper threats is not allowed.

Committing Acts of Dishonesty
Include but are not limited to the following:
 a. Engaging or participating in cheating; or plagiarism; forgery; or other forms of dishonesty.
   (Students committing acts of academic dishonesty are also subject to academic sanctions. See section on Academic Honesty.)
 b. Tampering with the election of any Organization.
 c. Attempting to represent the University, an Organization, or any recognized University body without the explicit prior consent of the officials of that group.
 d. Using an identification card that does not belong to you, and/or allowing someone to use your identification card.

Cruelty to Animals
Injuring or destroying any animal on University Premises is prohibited. This Policy does not apply to laboratory animals maintained by the University and/or to research approved by the Institutional Review Board.

Damage/Destruction of Property
Engaging or participating in acts of unauthorized possession, use, removal, defacing, tampering, damage, or destruction of University owned or leased property, equipment, programs or materials is prohibited. This also includes property, equipment, programs, or materials belonging to any Member of the University Community, guest, visitor, or contractor.

Demonstration and Picketing
Participating in a campus demonstration in contravention of University policies on First Amendment activities is prohibited. This includes riotous behavior which is defined as a disturbance with the intent to commit or incite any action that presents a clear and present danger to others, causes physical harm to others, or damages property. (See the Use of University Campus by Non-University Groups for First Amendment Activities Policy at Section 11.12 and the Use of University Campus by University Groups for First Amendment Activities Policy at Section 11.13 of this manual).

Demonstration of Psychological or Physical Harm
Any Student who demonstrates intent to harm herself/himself or otherwise poses a danger causing psychological or physical harm to self or others will be counseled by the Vice President of Campus Life and University Relations or the Vice President's designee, who will determine what action needs to be taken. Any Student who attempts to physically harm herself/himself or others will not be allowed to return to classes or the University residential community until such time as an appraisal has been made by a mental health professional designated by and/or
approved the Vice President of Campus Life and University Relations or the Vice President's
designee; failure to cooperate with this directive may result in immediate medical withdrawal of
the Student. Any Student who demonstrates intent to harm herself/himself or others will be
couraged to contact a parent or guardian; provided, however, that should an appropriate
University Official determine that the situation constitutes a medical emergency relating to the
health and welfare of the Student, the Student's parent or guardian will be contacted by the
University.

Disruptive Behavior
Disruptive behavior is defined as behavior that unreasonably interferes with classroom or other
University activity or with the legitimate activities of any Member of the University Community.
Examples of disruptive behavior include but are not limited to: public drunkenness, inciting riot,
disturbance of the peace, loitering, fighting/physical altercations, obstructing traffic, abusiveness
toward other individuals, use of obscene or abusive language, loud or unreasonable noise.

Drugs and Drug Paraphernalia
Students shall not manufacture, possess, use, deliver, sell, or distribute any controlled substance
in violation of state law or federal law. Possession of drug paraphernalia is also prohibited.

Substances prohibited under the Code shall include, but are not limited to: marijuana, hashish,
amphetamines, barbiturates, cocaine, heroin, lysergic acid (LSD), methaqualone, morphine,
pentazocine, peyote, phencyclidine, and anabolic steroids, unless prescribed by a medical doctor.

Falsification of Records
Any Student who, for purposes of fraud or misrepresentation, falsifies, forges, defaces, alters, or
mutilates in any manner any official University document or representation thereof may be
subject to discipline. Some examples of official documents include, but are not limited to:
identification cards, program requests, change slips, receipts, meal cards, parking permits,
financial aid forms, applications, contracts, transcripts of credits, library documents, petitions for
reclassification of residency status.

Fire and Safety
Committing acts or creating an environment which impedes on the safety of the University
community is prohibited. Such acts include but are not limited to:

a. Tampering with or misusing any fire equipment, safety equipment, or any devices designed
to provide a safe environment.
b. Failing to follow emergency procedures in case of actual emergency or in case of emergency
   procedure drills.
c. Interfering with the response of University or municipal officials to emergency calls.
d. Creating a fire hazard.
e. Engaging in any activity which might disturb or endanger the safety of others or damage
   University property.
f. Making false reports regarding an emergency including but not limited to: bomb threat or
   fire.
g. Failing to report a fire or other emergency situation to authorities.
h. Committing acts of arson.
i. Possessing or using inflammable materials or hazardous materials on University property without proper authorization.

Gambling
Conducting, organizing or participating in any illegal gambling activity on University property is prohibited.

Harassment
Harassment, an intentional act, or series of acts, which is extreme or outrageous, or calculated to cause severe embarrassment, humiliation, shame or fright, or which is intended to intimidate or ridicule is prohibited. To constitute harassment, the conduct must be of such a nature that a reasonable person would not tolerate it.

Hazing
The University strictly prohibits any form of hazing. Hazing is an act or acts involving any activity which endangers the health or safety of a person, or subjects him or her to onerous, degrading or hazardous tasks, for the purpose of admission into, or affiliation with any Organization. Said acts are considered hazing regardless of an individual's willingness to participate in the activity.

Examples of hazing include, but are not limited to: paddling, creating excessive fatigue, work sessions, behavior or activities that promote physical or psychological intimidation/gaming, embarrassment, discomfort, harassment, wearing apparel which is conspicuous or intended to embarrass the wearer, public stunts, acts of buffoonery, any act(s) that are morally degrading, humiliating games/events, encouraging illegal or abusive use of alcohol/drugs, or acts that in any way distracts from an individual’s academic pursuit.

Improper Distribution of Printed Materials
Posting, affixing, or otherwise attaching written or printed messages or materials, e.g. posters, signs, handbills, brochures, or pamphlets, on or in unauthorized places including but not limited to trees, shrubbery, sidewalks, buildings, and lawn areas of the University is prohibited. (See the Poster/Flyer Policy for University Grounds and Facilities Policy at Section 11.10 of this manual).

Improper Response to a Request from a University Official
Refusal of any Student while on University Premises to comply with an order from authorized officials to leave such premises or cease behavior that violates the Code is prohibited.

It is the responsibility of each Student to answer promptly all written notices from University Officials. Failure to respond in a timely manner will be construed as a waiver of the Student's right to respond and, in appropriate circumstances, may result in disciplinary action on the part of the University.

Keys/Unauthorized Entry
Possessing, duplicating or using keys (including electronic card access) to any University building or facility without authorization by appropriate University Officials or committing an act of unauthorized entry into or use of University building or facilities is prohibited.
**Misrepresentation of Self**
Knowingly withholding information or giving false information verbally or in any document or materials submitted to any Member of the University Community is prohibited.

**Misuse of Computers**
Students are subject to all computer lab policies. Violations of these ethical standards and unauthorized or inappropriate use of computers is prohibited. Misuse includes but is not limited to:

a. Unauthorized entry into a file, to use, read, or change the contents or for any other purpose.
b. Unauthorized transfer of a file.
c. Unauthorized use of another's identification and password.
d. Use of computing facilities to interfere with the work of another Member of the University Community.
e. Use of computing facilities to send obscene or abusive messages.
f. Use of computing facility to interfere with normal operations of the University computing system.
g. Unauthorized entry into or use of University facilities or property, entry or occupation at any unauthorized time, or any unauthorized or improper use of any University property, equipment or facilities prohibited.
h. Damaging or altering records or programs.
i. Furnishing false information.

(See the Acceptable Use Policy at Section 19.01 and the University Information Technology Systems Relative to E-mail Policy at Section 19.05 of this manual.)

**Misuse of Communication Technology**
No Student shall misuse or abuse, or assist in the misuse or abuse of communication technology at the University. Misuse includes but is not limited to:

a. any form of communication technology used to harass or threaten any person or persons, or
b. any form of communication technology used to disrupt the normal operations or activities of any person, Organization, or the University.
c. any unauthorized use of communications technology.

Communication technology includes, but is not limited to: computers; cell phones; programmable calculators; pagers; personal data assistants (PDA’s), headsets; video cameras; electronic mail; social media; or printers.

**Sexual Misconduct**
Committing acts of sexual misconduct is prohibited. It is the Policy of the University that sexual misconduct by a Member of the University Community will not be tolerated. This Policy applies to all members of the University community: Students, Staff and Faculty.

Sexual misconduct encompasses "Sexual Exploitation," "Sexual Harassment," "Non-Consensual Sexual Contact," and "Non-Consensual Sexual Intercourse," and the legal definitions of sexual assault contained in state and federal law. Sexual misconduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual
misconduct can be committed by men or by women, and it can occur between people of the same or different sex.

"Effective Consent" means words or actions that show an active, knowing and voluntary agreement to engage in mutually agreed-upon sexual activity. Effective consent cannot be gained by force, by ignoring or acting in spite of the objections of another, or by taking advantage of the incapacitation of another, where the actor knows or reasonably should have known of such incapacitation. Effective consent is also lacking when the activity in question exceeds the scope of effective consent previously given.

"Sexual Exploitation" means taking sexual advantage of another person without effective consent, and includes, without limitation, causing or attempting to cause the incapacitation of another person; causing the prostitution of another person; electronically recording, photographing, or transmitting intimate or sexual utterances, sounds or images of another person; allowing third parties to observe sexual acts; engaging in voyeurism; distributing intimate or sexual information about another person; and/or knowingly transmitting a sexually transmitted infection, including HIV, to another person.

“Sexual Harassment” means unwelcome conduct (sexual advances, requests for sexual favors, written or spoken sexual expressions, or physical behavior of a sexual nature) under any of the following circumstances:
1. Submission to such conduct is either an implied or expressed condition for instruction, employment, or other campus activity.
2. Submission to or rejection of such conduct is used as a basis for evaluation.
3. Such conduct has the purpose or effect of unreasonably interfering with performance or creating an intimidating, hostile, or demeaning environment.

A Student who is sexually assaulted is strongly encouraged to report the information to the WSU Police Department and/or law enforcement officials of the city or county. The victim can contact the Division of Campus Life and University Relations if he or she does not wish to report the offense to the police or if he or she desires assistance in notifying such authorities. If the University is informed of an alleged act of sexual misconduct, the University is obligated to investigate the occurrence and to proceed with the conduct process if the alleged individual is a Student.

Services are available on campus to assist the victims of sexual assault on an immediate and ongoing basis. Victims should seek medical attention immediately as it is important that medical evidence be preserved for the investigation of the incident. Medical followup is provided by Student Health Services or local hospitals. Counseling support is available through the Counseling and Testing Center, the Office of Multicultural Affairs, the Office of Student Conduct and Community Standards, and the Wichita Area Sexual Assault Center.

Students who wish to seek a change in housing arrangements are encouraged to contact Housing and Residence Life. Changes will be accommodated as reasonably available. Academic assistance is provided through the dean’s office of the Student's academic college. Other assistance is available through Campus Life and University Relations and Student Conduct and Community Standards.
(See the Prohibiting Sexual Harassment Policy at Section 3.06, the Prohibiting Sexual Harassment of Students Policy at Section 8.11 and the Sexual Assault Policy at Section 8.16 of this manual.)

**Smoking**
Smoking, including E-cigarettes is prohibited in all buildings to provide a smoke-free environment for Students, Faculty, Staff and visitors. Smoking within a ten foot radius outside of any doorway, open window or air intake leading into any building or facility is also prohibited. (See the Smoking Policy Section 11.08 of this manual.)

**Solicitation**
Engaging in unauthorized canvassing or solicitation is not allowed.

**Theft**
The unauthorized taking, embezzlement, misappropriation, possession, or attempt to do same, of property owned or maintained by the University, by any person on University Premises, or by any person attending a University-sponsored event is not allowed. Attempted or actual theft of and or damage to property of the University or property of Member of the University Community or other personal or public property is prohibited.

**Violation of Federal or State Laws, County or City Ordinances**
University conduct procedures may be instituted against a Student charged a violation of a law or ordinance and is also a violation of this Code (if both violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus. Determinations made or sanctions imposed under the Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of the Code were dismissed, reduced, or resolved in favor of or against criminal law defendant.

When a Student is charged by federal, state, or local authorities with a violation of law or ordinance, the University will not request or agree to special consideration for that individual because of his or her status as a Student. If the alleged offense is being processed under the Code, however, the University may advise off-campus authorities of the existence of the Code and of how such matters will be handled within the University community. The University will fully cooperate, to the extent permitted and consistent with the law, with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of Student. Members of the University Community, acting in their personal capacities, remain free to interact with governmental representatives as they deem appropriate.

**Violation of Program and Department Policies, Rules or Regulations**
Students are expected to comply with all policies, rules and regulations that are specific to various departments and facilities on campus.
Weapons
Ammunition and weapons, as defined below, are prohibited on University Premises unless in the possession of a law officer. Engaging or participating in unauthorized possession or use of explosives, firearms, weapons, or other hazardous objects or substances is not allowed. Weapons, explosives and other hazardous objects or substances covered by this regulation shall include, but not be limited to the following:

a. Any object or device which will, is designed to, or may be readily converted to expel bullet, shot or shell by the action of an explosive or other propellant;
b. any handgun, pistol, revolver, rifle, shotgun or other firearm of any nature, including concealed weapons licensed pursuant to the Personal and Family Protection Act, and amendments thereto;
c. any BB gun, pellet gun, air/CO2 gun, stun gun or blow gun;
d. any explosive, incendiary or poison gas (A) bomb, (B) mine, (C) grenade, (D) rocket having a propellant charge of more than four ounces, or (E) missile having an explosive or incendiary charge of more than 1/4 ounce;
e. any incendiary or explosive material, liquid, solid or mixture equipped with a fuse, wick or other detonating device;
f. any tear gas bomb or smoke bomb; however, personal self-defense items containing mace or pepper spray shall not be deemed to be a weapon for the purposes of this Policy;
g. any knife, commonly referred to as a switch-blade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement;
h. any straight-blade knife of four inches or more such as a dagger, dirk, dangerous knife or stiletto; except that an ordinary pocket knife or culinary knife designed for and used solely in the preparation or service of food shall not be construed to be a weapon for the purposes of this Policy;
i. any martial arts weapon such as nun chucks and throwing stars;
j. any longbow, crossbow and arrows or other projectile that could cause serious harm to any person;
k. all fireworks;
l. any operative animal trap or device that is used to ensnare animals (with the exception of mist nets used to snare birds or devices used by Physical Plant personnel or the University Police Department to control wild animals on campus).

(See the Prohibiting Weapons on University Property Policy at Section 11.19 of this manual.)

Student Conduct Procedures

I. Reporting an Incident

a. Any individual can report an incident by submitting a written complaint to the Student Conduct and Community Standards Office or through the online reporting system. The written complaint will be shared with the Respondent during the conduct process.

II. Initial Review by Conduct Officer

a. The Conduct Officer shall make an initial determination as to whether there is sufficient basis to believe that a violation of the Code may have occurred and if there is jurisdiction to consider the complaint under the Code.
i. To assist in making this initial determination, the Conduct Officer may interview the Complainant and/or other witnesses, or request additional information from the Complainant.

b. If the Conduct Officer determines there is insufficient information to believe a violation of the Code has occurred, the case will be closed.

c. If the Conduct Officer determines there is sufficient information to believe a violation of the Code may have occurred, the Conduct Officer will:
   i. Notify the Respondent, in writing, of the alleged violations of the Code and of the opportunity to meet with the Conduct Officer, in a Prehearing Conference, to review the conduct process and procedures.
   ii. When a Student Organization is a Respondent, the president will act as the representative of the Organization throughout the conduct process. The president may designate this responsibility to another officer of the Organization by notifying the Conduct Officer Director in writing at least three (3) Days prior to the scheduled Hearing.
   iii. Notifications shall include the following:
      1. The date of the complaint; the alleged Code violation(s); a brief summary of the alleged conduct; the time, date and location of the Hearing; and the contact information for the Conduct Officer assigned to the case.
      2. Information about the option of a Prehearing Conference.
         a. The purpose of the Prehearing Conference is to insure that the Respondent is sufficiently familiar with the Code (including the conduct regulations and process) in order to accurately prepare and present a response to the alleged violations. The Respondent is responsible for scheduling a Prehearing Conference by the deadline provided in the notification. A Prehearing Conference must be scheduled no later than three (3) Days prior to the Conduct Hearing or Conduct Board Hearing.
   iv. The Conduct Officer may interview witnesses and review documentation in preparation of the Hearing.

d. If the Conduct Officer determines, after initial review, the alleged conduct may justify expulsion or suspension, the Hearing shall be conducted by a Hearing Board, unless the Respondent or Complainant requests a Conduct Hearing. A request for a Conduct Hearing must be submitted at least three (3) Days prior to the scheduled Hearing.

e. Cases that will not result in suspension or expulsion shall be conducted as a Conduct Hearing.

f. During initial review period, the Respondent may admit the charges or decline to contest such charges, although not actually admitting guilt. The Conduct Officer will explain to the Respondent the potential consequences of such action.

III. **Student Rights and Responsibilities**

a. The Respondent shall be presumed not to have violated the Code unless it is proven that it is more likely than not that a violation of the Code has occurred.

b. The Respondent and Complainant are entitled to have an advisor present through the process. The advisor may be a parent, attorney, or other designee. Respondents or Complainants who wish to bring an attorney shall notify the Student Conduct and Community Standards Office three (3) Days prior to the Hearing so that a representative of the University General Counsel’s Office may be present to advise
the Conduct Officer or Hearing Board. Neither advisor nor counsel may speak for or appear in lieu of the Respondent, Complainant, Conduct Officer or Hearing Board.

c. The Respondent and Complainant shall have the right to bring forth witnesses or provide written evidence of the alleged conduct violation.

d. The Respondent may schedule an appointment with the Director to review the documentation related to the complaint prior to the Hearing.

e. Hearings are scheduled a minimum of five (5) Days from the date of Hearing notification to allow the Respondent sufficient time to prepare a response.

f. Any request for a postponement of the Hearing, with reasons to support the request, must be submitted in writing prior to the scheduled Hearing to the Conduct Officer, who will determine whether a delay will be granted.

g. In the event the University needs to postpone the date of a Conduct Hearing, the Respondent shall be notified prior to the scheduled Hearing. The Respondent will receive a notification of the new Hearing at least five (5) Days prior to the new Hearing date.

h. Respondents are expected to give priority to requests made by a Conduct Officer. Failure to be present for the scheduled Hearing may result in a decision based on the information in the complaint and any subsequent investigation.

IV. Hearing Information

a. If at any point during the conduct process the Conduct Officer determines there is insufficient information to proceed, a case may be dismissed.

b. If at any point during the conduct process, prior to the Hearing, the Conduct Officer determines additional violations may exist, the Respondent shall be notified in writing of any such additional violations prior to the Hearing. This may result in the Hearing being rescheduled.

c. If additional information is revealed during the Hearing which may result in further violations of the Code, the Conduct Officer or Hearing Board chair shall notify the Respondent in the Hearing.

d. If information provided leads to the possibility of suspension or expulsion, the Conduct Officer will conclude the Conduct Hearing without a decision and refer the complaint to the Hearing Board. The Respondent may waive the right to appear before a Hearing Board and request a new Conduct Hearing.

e. All Hearings will be recorded. The recording remains a part of the official conduct file and will be used for the appeal process.

f. The Conduct Officer or Hearing Board chair has the discretion to limit admissibility of evidence or testimony based on relevance, repetition, and credibility. The rules of evidence do not apply to Hearings.

g. In Hearings that involve a crime of violence, as defined in the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), the Conduct Officer will inform the Complainant of the outcome, including any sanctions, in writing, within five (5) Days of conclusion of the Hearing.

V. Conduct Hearing Process

a. Cases referred for Conduct Hearing shall be heard by the Conduct Officer. The Conduct Officer shall review all available information with the Respondent at the Conduct Hearing, which will include:

i. An opportunity to review the complaint.
ii. A summary of the fact-finding investigation which has taken place.
iii. A reasonable opportunity for the Respondent to reflect upon and respond, verbally or in writing, to the allegations made in the complaint and any subsequent investigation.
iv. An explanation of the applicable conduct procedures, including the Student's right to request an appeal.
b. Following the conclusion of the Conduct Hearing:
   i. The Conduct Officer shall determine if it is more likely than not that a violation of the Code has occurred based on all information presented.
   ii. The Conduct Officer shall inform the Respondent of the decision, in writing, within five (5) Days of conclusion of the Conduct Hearing.
   iii. The written decision will include a statement of the charges; the Conduct Officer’s determination; the sanction to be imposed, if any; and information about the appeal process.

VI. Hearing Board Membership
a. The Hearing Board will include: two (2) Faculty, two (2) Students, and two (2) Staff. In addition, a University Conduct Officer not previously involved with the incident or investigation shall serve as an advisor of the Hearing Board as a non-voting member.
b. One (1) Student member shall be appointed by the Student Government Association; one (1) Student member shall be appointed by a Housing and Residence Life governing board. Faculty shall be appointed by the Faculty Senate, and Staff shall be appointed by the Director.
c. Quorum for the Hearing Board is a minimum of three (3) members, one (1) of whom must be a Student. A quorum is necessary to convene a Conduct Board Hearing.
d. Selections and appointments to the Hearing Board shall be for two (2) academic years.
e. All selected Hearing Board members will be required to attend a training session. Only trained members can hear cases.
f. The Director may remove a Hearing Board member if the Director reasonably determines there is a conflict.

VII. Conduct Board Hearing Process
a. Cases referred for a Conduct Board Hearing will be heard by the Hearing Board as established in section V above.
b. Two or more Respondents may be asked to participate in a joint Hearing if they are alleged to have taken part in the same incident, act, event, or series of related acts. The alleged conduct violation(s) need not be identical for participation in a joint Conduct Board Hearing.
c. In situations involving two or more Respondents, any Respondent may choose to have the case heard independently of the other Respondents. The request must be submitted in writing to the Student Conduct and Community Standards Office at least three (3) Days prior to the scheduled Hearing. The Conduct Officer will schedule a separate Conduct Board Hearing.
d. Respondent, Complainant or any member of the Hearing Board may request a recess. Recesses should be kept short and to a minimum. If recesses become excessive in number or in length, the person asking for a recess may be asked to provide a reason for the request. The Hearing Board chair may approve or deny a request for a recess.
VIII. Conduct Board Hearing Procedures
   a. The Hearing Board chair begins the Hearing by introducing the parties involved and reading the alleged violation(s) of the Code.
   b. Witnesses are notified that they are to be truthful and that matters presented in a Hearing shall be kept confidential, unless disclosure is required by applicable laws and/or University policies. Witnesses will remain outside the Hearing room until called to appear before the Hearing Board.
   c. The Complainant presents an opening statement. (5 minute limit)
   d. The Respondent presents an opening statement. (5 minute limit)
   e. The Complainant presents witnesses and/or information in the order that he/she chooses.
   f. Following each witness, the Respondent is given an opportunity to question that witness. An opportunity for further questioning of the witnesses by the Complainant and Respondent is provided as deemed necessary or appropriate by the chair.
   g. Following the completion of the questioning of each witness by the Complainant and the Respondent, the Hearing Board may question the witness.
   h. At the conclusion of the Complainant's presentation, the Respondent presents witnesses and/or information.
   i. Following each witness, the Complainant is given an opportunity to question that witness. An opportunity for further questioning of the witnesses by the Complainant and Respondent is provided as deemed necessary or appropriate by the chair.
   j. Following the completion of the questioning of each witness by the Complainant and the Respondent, the Hearing Board may question the witness.
   k. If documentary or tangible information is presented, the Complainant and the Respondent may comment on the information or item(s) at the time it is presented.
   l. Following the completion of the Respondent’s case, the Hearing Board may recall any witnesses for further questioning.
   m. The Complainant may give a closing statement. No new information is allowed to be introduced during Complainant's closing statement. (5 minute limit)
   n. The Respondent may give a closing statement. No new information is allowed to be introduced during Respondent’s closing statement. (5 minute limit)
   o. The formal Hearing is concluded.
   p. At the conclusion of the Conduct Board Hearing, the Hearing Board shall deliberate in closed session. After deliberation and vote, the decision of Student Code of Conduct 19 the Hearing Board will be forwarded to the Student Conduct and Community Standards Office.
   q. Decisions by the Hearing Board shall be determined by a majority vote.
   r. The Hearing Board chair shall advise the Respondent of the decision in writing within five (5) Days of the Hearing.

IX. Mediation
   a. Some alleged Code violations may be resolved through mediation. Mediation is a voluntary process that utilizes an impartial, neutral third-party who acts as a facilitator to help the parties reach a mutually acceptable outcome.
   b. Requests for a conflict to be resolved through mediation can be made in writing to the Director by either party. Requests must be made prior to a scheduled Hearing.
c. The Director will determine if the conflict can be reasonable handled by mediation instead of a Hearing.
d. All parties involved in the conflict must agree on utilizing mediation and will share any costs associated.

X. Confidentiality
Upon the conclusion of a Hearing, all documents pertaining to the complaint shall be returned to the Student Conduct and Community Standards Office for processing. These documents include, but are not limited to the following: incident reports, police reports, written statements, as well as any personal notes taken during the Hearing. The Hearing Board members are also required to refrain from discussing the outcomes of a Hearing beyond the confines of the Hearing.

XI. Appeals of Conduct Hearings
a. Respondent or Complainant, as applicable, are granted one (1) appeal request, which must be made in writing.
b. Appeal requests must be filed with the designated Appeal Officer, as stated in the outcome letter, no later than ten (10) Days following notification of the decision.
c. Except as required to explain the basis of new information, an appeal shall be limited to a review of the record of the initial Hearing and supporting documentation for one or more of the following purposes:
   i. To determine whether the original Hearing was conducted in conformity with prescribed procedures.
   ii. To determine whether the decision reached was reasonably supported by the record.
   iii. To determine whether the sanction(s) imposed were appropriate and reasonable for the Code violation(s).
   iv. To consider new information, it must be shown that such information and/or facts were not known or reasonably could not have been known to the Respondent or Complainant at the time of the original Hearing, and such new information may be sufficient to alter the initial decision.

d. The Appeal Officer shall render a decision which affirms, denies or modifies the original decision. The severity of the sanction shall not be increased. The Appeal Officer shall issue a written decision no later than ten (10) Days following receipt of the appeal.

e. When it becomes necessary to conduct further investigation or to remand the matter to the Conduct Officer or Hearing Board, the written decision will be transmitted no later than ten (10) Days following completion of the investigation or the subsequent decision of the Conduct Officer or Hearing Board. If additional investigation or further proceedings are necessary under this provision, Respondent and/or Complainant shall be given notice and an opportunity to respond.

XII. Temporary Conduct Suspension
a. The Vice President of Campus Life and University Relations may temporarily suspend a Respondent prior to a Hearing if the Vice President of Campus Life and University Relations determines that the Respondent's conduct presents a danger to himself/herself or the University community. Suspension may be imposed only (a) to ensure the safety and well-being of members of the University community or preservation of University property; (b) to ensure the Student's own physical or
emotional safety and well-being; or (c) if the Student poses a definite threat of disruption of or interference with the normal operations of the University.

b. The Vice President of Campus Life and University Relations shall notify the Respondent of the temporary suspension in writing. The suspension will become effective immediately upon receipt of notice.

c. A Respondent who is temporarily suspended for an interim period shall be provided an opportunity to respond to the allegations no later than three (3) Days following the effective date of the temporary suspension.

i. The purpose of this response is to determine only if the suspension shall remain in place pending the outcome of the official Hearing.

d. Prehearing restrictions may include but are not limited to: A temporary residence hall suspension, mandate temporary room reassignment or other restrictions; restrictions to the privileges granted to Recognized Student Organizations, or other rights associated with an Organization; denied access to the residence halls and/or the campus (including classes) and/or all University activities or privileges for which the Student might otherwise be eligible.

e. Whenever a temporary suspension is imposed:

i. The Director or designee shall convene a disciplinary proceeding in a timely manner.

ii. The interim sanction may remain in effect until

1. The Vice President of Campus Life and University Relations determines that the reasons for imposing the temporary suspension no longer exists, or

2. A final outcome of the Conduct Hearing has been determined.

XIII. Emergency Contact/Parental Notification Process

If a Hearing results in a finding of an alcohol or drug violation, the following University Policy will be utilized to notify parents:

a. Parental/Legal Guardian Notification of Alcohol Violations

i. First violation: Unless there are extenuating circumstances, the University will generally not notify parents or legal guardians of Students under the age of 21 of first time violations. Parents/legal guardians may be notified if any of the following occurs as a first violation:

1. The Student demonstrates a reckless disregard for his or her personal safety or the safety of others while under the influence of alcohol;

2. Medical attention is required for any person as a result of the Student’s alcohol-related behavior, including the Student;

3. There is property damage;

4. The Student operates a motor vehicle under the influence of alcohol;

5. The incident involves another serious incident;

6. The Student is arrested or taken into custody by University Police or other law enforcement entity while under the influence of alcohol or other drugs.

7. The Student is charged with violating a federal, state, or local law related to the consumption, possession, sale, dispensation, use or distribution of alcoholic beverage;

8. The Student’s violation results in a temporary or permanent separation from the University (e.g. suspension, expulsion, or termination of a housing contract, etc.).
9. Other appropriate circumstances as determined by the Vice President for Campus Life and University Relations or designee.

ii. **Second and subsequent violations**: The University will notify parents and legal guardians of all second and subsequent alcohol related violations. For purposes of determining what constitutes a second or subsequent violation, multiple and related violations during a single incident will be treated as one violation. Alcohol-related violations occurring prior to the implementation of this parental/legal guardian notification Policy will not be considered.

b. **Parental/Legal Guardian Notification of Drug Violations**
   i. The University will notify parents or legal guardians of Students under the age of 21 who are in violation of the drug and paraphernalia policy.

c. **Guidelines and Principles for Parental/Legal Guardian Notification**
   i. If the University chooses to notify a Student’s parent or legal guardian, it will be done in writing or by telephone. The notification will include that the Student has been found responsible for violating the Wichita State Student Code of Conduct alcohol and/or drug policies.
   ii. Prior to notification, the University will attempt to consult with the Student and, consistent with promotion of personal accountability, encourage the Student to advise his/her parent or legal guardian before the University sends its notification.
   iii. The University will notify the Student's parent or legal guardian only after (i) the Student has been found responsible for violating the Wichita State Student Code of Conduct alcohol and/or drug policies and (ii) time for the appeal process has expired.
   iv. The University will keep a record of the parental/legal guardian notification in the Student’s discipline file.
   v. The Director or designee will be responsible for notifying parents or legal guardians.

XIV. **Sanctions**

a. Expulsion: Permanent separation of the Respondent from the University. An indication of expulsion may appear on the Respondent's transcript. The expelled Respondent shall not participate in any University-sponsored activity and shall be barred from University Premises.

b. Suspension: Separation of the Respondent from the University for a specified period of time not exceeding four (4) semesters or two (2) years. An indication of suspension may appear on the Respondent's transcript. A suspended Respondent shall be barred from the University Premises and shall not participate in any University-sponsored activity, except where prior approval has been granted by the Director.

c. Probation: Probation is the conditional continuation of a Respondent for a specified period of time. This status implies that further violation of the Code may result in other sanctions being imposed which may include suspension or expulsion.

d. Warning: A warning is a written statement of Respondent’s guilt for a violation of the Code with caution that further violations may result in additional sanctions.

e. Housing Contract Termination: Students living on Housing and Residence Life property violating Policy the Code are subject to conduct action which could result in the termination of the contract at the expense of the resident.
f. Other Sanctions: Other sanctions may be applied to cover specific situations or conditions. Sanctions that suspend a Respondent’s privileges shall have a set time of duration indicating when and under what conditions the Respondent may regain the privilege. Other sanctions may include but are not limited to:

i. Restitution or replacement of lost, damaged, or stolen property.
ii. Payment for damage or personal injury.
iii. Suspension of privileges from University sponsored events.
iv. Suspension of privileges to use certain University facilities.
v. Suspension of privileges to represent the University.
vi. Suspension of privileges to occupy an office in a recognized Student Organization.
vii. Community service work to be assigned.
viii. Referral for alcohol or drug abuse counseling or education.

XV. Student Conduct Records
a. The Director may place a hold on a Student's academic and other institutional records should the Student refuse to respond to, or comply with, the conduct procedures or sanctions imposed in accordance with these rules.
b. Conduct records of Students or Organizations found to have violated the Code shall be retained as directed by the Retention of University Records Policy in Section 20.23 of this manual.
c. If the final determination is that no violation has occurred, then all documentation relating to that charge shall be purged from the record, which is kept in the Student Conduct and Community Standards Office.
d. Conduct records designated as permanent shall not be voided without unusual and compelling justification.
e. Conduct records are considered to be educational records and are not open to the public.

XVI. Interpretation and Revision
a. Any question of implementation/application of the Code shall be referred to the Director or his/her designee for final determination.
b. The Code shall be reviewed every three (3) years under the direction of the Director.
c. The Director is that person designated by the University President to be responsible for the administration of the Code.

XVII. Implementation
a. This Policy shall be included in the WSU Policies and Procedures Manual and shared with appropriate constituencies of the University.
b. The Vice President for Campus Life and University Relations and the Director shall have primary responsibility for the publication and distribution of this University Policy.

Effective Date: 8/1/98; Revision Date: 11/1/04; 11/8/06; 2/1/07; 7/14/07; 7/14/08; 1/18/11; 7/17/13
APPENDIX IV – Student Academic Honesty

From the *WSU Policies and Procedures Manual*:

2.17 / Student Academic Honesty

**Purpose:**
The purpose of this statement is to comply with Board of Regents policies regarding Student Academic Honesty.

**Preamble:**
The Board of Regents believes that academic dishonesty is inimical to the fundamental ideas of public higher education. Furthermore, the Board believes that public higher education has a mission to develop the moral reasoning abilities of students and to promote the importance of integrity in all aspects of student life, but particularly in academics. Therefore, it is the policy of the Kansas Board of Regents that student academic dishonesty not be tolerated on the campuses of the Regents institutions.

Board of Regents policy requires that Wichita State University implement and promote specific policies, procedures, and programs which seek to: (i) identify prohibited academic conduct by students; (ii) educate all students, faculty and administrators with regard to the nature, impact and consequences of student academic dishonesty; (iii) effectively report and seek to reduce such behaviors; (iv) provide for due process for students accused of academic dishonesty; (v) set forth clear sanctions, ranging from reprimand to dismissal from the university, for students who have committed acts of academic dishonesty; and (vi) implement a comprehensive and integrated plan to promote academic integrity among students, faculty and administrators.

**Policy Statement:**
1. Opportunities for learning at Wichita State University involve the students' right to express their views and to take reasoned exception to the views of faculty; to examine all questions felt to be appropriate to a course of study; to be protected from improper disclosure or ridicule of their views and beliefs; to be tested and assessed in a fair and impartial manner; and to be treated with dignity and respect. Students are responsible, however, for learning the content of any course of study as outlined by their instructors, regardless of any views or judgments privately held and for demonstrating their attainment and performance regarding a course of study in an honest manner.

2. A standard of academic honesty, fairly applied to all students, is essential to a learning environment. Students who compromise the integrity of the classroom are subject to disciplinary action by their instructor, their department, their college and/or the University. Violations of classroom standards of academic honesty include, but are not limited to:
   a. Cheating in any form, whether in formal examinations or elsewhere.
   b. Using or submitting the work of others as one's own original work without assigning proper credit to the source.
   c. Misrepresentation of any work done in or out of the classroom or in preparation for class.
   d. Falsification, forgery or alteration of any documents pertaining to academic records.
   e. Colluding with others in an effort to obtain a grade or credit not truly reflective of what the student knows or has learned.
Students violating such standards must accept the consequences and appropriately assessed penalties, which may include reprimand, a failing grade, or suspension or dismissal from an academic program or the University. Students accused of abridging a standard of academic honesty will be provided with mechanisms for review and appeal of decisions regarding allegations of academic misconduct.

3. The fundamental responsibility for the maintenance of the standards of academic honesty rests with each student. It is each student's responsibility to be familiar with University policy on academic honesty and to uphold standards of academic honesty at all times and in all situations.

4. Faculty members need to be aware of the possibility of academic misconduct, watchful for any instances of academic misconduct and diligent in addressing those who do not maintain the standards of academic honesty.

5. Faculty members are responsible for clarification to their classes of the expectations and requirements relative to academic honesty for class assignments or projects. Each faculty member shall also make clear to each class the faculty member's individual policy toward penalties given for breaches of academic honesty.

6. If a faculty member alleges a violation of the University's standard of academic honesty, but imposes no academic sanction, no official follow-up is required. The faculty member should discuss her or his concern with the student and may also provide an opportunity for the student to redo the assignment or retake the examination.

7. When a faculty member has reasonable good faith belief that a student or students have committed academic misconduct, that faculty member has the sole discretion to give the student an "F" on the assignment/test on which the student[s] committed academic misconduct or an "F" for the entire course. If the student does not contest the allegation, no further action need be taken. If the student wishes to contest the allegation and/or the grade (for the course or the assignment/test), the student shall contact the Dean of the faculty member's School or College, who will refer the matter for review by an individual appointed by the Dean. The reviewer shall provide a report and recommendations to the Dean within fifteen (15) class days. The Dean shall then have ten (10) class days to act upon the report and recommendation and the Dean's decision regarding the grade (for the course or the assignment/test) shall be final. The Dean shall share her/his decision with the Vice President for Campus Life and University Relations, the Provost, the Dean of the student's School or College (if different) and the faculty member.

8. If the Dean recommends that more severe sanctions should be imposed and/or the Vice President for Campus Life and University Relations determines that more severe sanctions, including suspension or expulsion from the University should be implemented, the Vice President for Campus Life and University Relations will implement disciplinary procedures as set forth in the Student Code of Conduct.

Implementation:
This policy shall be included in the *WSU Policies and Procedures Manual* and shared with appropriate constituencies of the University.

The Provost and the Vice President for Campus Life and University Relations shall have shared responsibility for publication, dissemination and implementation of this University policy.

Effective Date:
July 14, 2010
APPENDIX V – Prohibiting Sexual Harassment

From the WSU Policies and Procedures Manual:

3.06 / Prohibiting Sexual Harassment

I. INTRODUCTION
In addition to being illegal, sexual harassment runs counter to the objectives of Wichita State University. When people, whether student, faculty, unclassified professional, or classified staff, feel coerced, threatened, intimidated, or otherwise pressured by others into granting sexual favors, their academic and work performance is likely to suffer. In addition, such actions violate not only the dignity of the individual but also the integrity of the University as an institution for learning. Academic freedom flourishes when all are free to pursue ideas in a nonthreatening, noncoercive atmosphere of mutual respect. Sexual harassment is thus harmful not only to persons involved but also the entire University community.

With the adoption of this policy on sexual harassment, Wichita State University reaffirms its commitment to maintaining an environment free of intimidation, fear, reprisal, and coercion - one in which students, faculty, unclassified professionals, and classified staff can develop intellectually, personally, and socially.

II. RESPONSIBILITIES
All members of the University community are responsible for promoting a positive working and learning environment where all persons are free to discuss any problems or questions they may have concerning sexual harassment at the University, without fear of intimidation or retaliation. To that end, the University shall disseminate this policy and procedures prohibiting sexual harassment widely so that all members of the University community are informed of their rights and responsibilities.

A. University officials are committed to contributing to a positive learning and working environment by acting in a manner which is fair by attempting to resolve complaints and by educating members of the University community to eliminate prohibited activities and any acts of retaliation.

B. It is the obligation of administrators and supervisors who become aware of sexual harassment in their area of responsibility to take steps to prevent its continuation. Failure to do so is a violation of this policy.

C. Persons experiencing unwelcome, harmful, or offensive behavior are encouraged to communicate directly with the persons whose behavior is perceived or experienced as sexually harassing. Communicating directly that such behavior is unwelcome, harmful, or offensive will often result in the resolution of the complaint prior to resorting to the University's stated informal and/or normal complaint procedures.

D. This policy is not intended and will not be implemented in such a way as to censor or punish students, faculty, or staff members for exercise of their First Amendment right to express their individual ideas and viewpoints on any topic. This policy also is not intended and will not be implemented in a way that infringes on academic freedom.

E. University employees are cautioned against entering romantic and/or sexual relationships with any individual where a professional power differential exists even if
that relationship is a consensual one. The potential for harassment claims arising out of such relationships makes them unwise. Examples of professional power differentials include romantic and/or sexual relationships between a faculty member and a student over whom the faculty member has a supervisory role, a classified supervisor and an employee who reports to the supervisor, or an unclassified professional supervisor and a student assistant/employee who reports to the supervisor. When a charge of sexual harassment is made, in this context, it may be difficult to show immunity on the grounds that the relationship was consensual.

F. Claims of sexual harassment that are frivolous, vindictive, and without support or merit may constitute a form of sexual harassment.

III. DEFINITION
Sexual harassment involves behaviors which interfere with an individual's work or the learning environment through unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct which unreasonably interferes with an individual's work performance or educational experience or creates an intimidating, hostile, or offensive working or learning environment. Conduct which is prohibited by this policy can be manifested physically, verbally, in writing, or through other forms of communication such as email or text messaging. To the extent that individuals are protected from a "hostile environment" it must be understood that the University cannot protect its constituents from conduct which is upsetting, rude, or uncivil. A hostile environment complaint under this policy requires that a reasonable person in the complainant's circumstances experiences conduct which is severe and/or pervasive enough that the conditions of such person's work or educational environment are altered.

In determining whether alleged conduct constitutes sexual harassment, it is necessary to look at the entire context and pattern of behavior. The clearest example of sexual harassment is an attempt to coerce an unwilling person into a sexual relationship by using an employment or educational relationship. However, any behavior constitutes sexual harassment if:

- A person is intimidated by the threat, overt or implicit, that any educational or employment decision may be affected by unwillingness to tolerate or accept sexual attentions.
- A person is required to tolerate or accept sexual attentions as a condition of employment or learning.
- Any educational or employment decision has been affected by a person's refusal to comply with or tolerate inappropriate sexual behavior.
- The behavior creates an environment that a reasonable person of ordinary sensitivity would find intimidating, hostile, or offensive on the basis of sex and which interferes with that person's ability to work or learn.
- Any reprisals are taken for reporting or objecting sexual harassment.

IV. PROCEDURES
The procedures for dealing with sexual harassment issues and complaints essentially are similar for all persons at Wichita State University. The levels or types of procedures: namely, Counsel and Advice, Informal Procedure, and Formal Procedure, are consistent across all employment categories. An intent of this policy is to have the procedures of this
policy compatible with existing related policies such as grievance procedures. Therefore, some differences in procedures exist among the major employment categories of classified, faculty, and unclassified professional. For students, existing established procedures also are recognized and utilized in this policy. The Counsel and Advice procedures are the same for all categories. The informal and formal procedures for classified staff, unclassified professionals, and students are presented with a combined set of procedures. The faculty procedures, while essentially parallel, are presented separately.

A. COUNSEL AND ADVICE

1. Regardless of an individual's personal responsibility to deal with grievances directly and informally, this is not always practical in cases of perceived sexual harassment. The person may fear retaliation from the perceived harasser. Further, the perceived harassment may be of such a nature that engaging in such conduct violates not only reasonable standards of personal conduct but the standards of professional conduct that the University expects and requires its professional employees to observe.

2. Individuals, therefore, may seek counsel and advice from various campus offices, such as the Counseling Center or from trusted individuals in order to clarify in their own minds the situation they find themselves in or to explore various means available for redressing their grievance.

3. When seeking counsel and advice, persons should keep in mind that:
   - Managerial employees of the University, such as, department chairpersons, office supervisors, deans, etc., may be required by law or University policy on the prudent exercise of supervisory responsibilities to report even informal complaints of sexual harassment that come to them.
   - Managerial employees who are required by virtue of their position to report sexual harassment complaints to higher University authorities should so inform potential complainants and advise them where they can go for unofficial discussions if that is what the potential complainant is seeking.
   - Persons who want to pursue unofficial discussions should visit the Counseling Center or speak to others in the University who do not have supervisory responsibilities.
   - Potential complainants should keep in mind that neither the Director of Equal Employment Opportunity nor other University officers are permitted to be advocates for complainants in developing or pursuing a complaint. While these officers are obligated to enforce and implement University policy, they must seek to assure fairness to both parties and to protect the University's interests. The University's interest is in the fair treatment of all those involved in the process while complying with its legal obligations as an employer.

B. FACULTY PROCEDURES

1. PERSONAL RESPONSIBILITY
   a. In general, people should assume responsibility for dealing with conflicts, misunderstanding, and grievances that arise from their interactions with other people in everyday life. This applies to perceived instances of sexual harassment and to other matters. It always is appropriate to inform a perceived harasser that his/her conduct is objectionable and to seek a mutual accommodation.
b. No one shall abridge a faculty member's right to be accompanied to a meeting or discussion by a colleague of his/her choice. Other than as provided below, all parties are obligated to protect the confidentiality of the proceedings.

2. **FORMAL PROCEDURE FOR FACULTY**
   a. When any member of the University community or applicant for employment or admission believes, in good faith, that he or she may have been sexually harassed by a faculty member, they may bring a complaint to any appropriate member of the University community, including any academic or administrative officer such as dean, supervisor, the representative of the Office of the Provost, or department chair. Unless the complainant chooses to withdraw the complaint at the time of initial contact, the person contacted will refer the complaint either to the department chairperson of the faculty member accused in the complaint or to the Director of Equal Employment Opportunity as the complainant prefers.
   b. Persons wishing to make complaints should take note that timely reporting of a complaint will greatly facilitate any subsequent investigation.
   c. The chairperson or Director of Equal Employment Opportunity will interview the complainant and the accused faculty member and seek to resolve the issues between them in a manner consistent with University policies and satisfactory to both parties.
   d. If a satisfactory resolution is achieved, a factual report of the complaint, the accused faculty member's response to it, and the basis of the complaint's resolution will be prepared by the chairperson or Director of Equal Employment Opportunity and signed by both parties. The signature of the parties will signify that they accept the resolution of the complaint as stated in the report and that they agree to abide by its terms.
   e. Each party will receive a copy of the report. In addition, the report will be placed in the personnel or student files of both parties and will remain confidential under all circumstances within the University's control. In the absence of similar complaints in the five years following the date of the report, both copies of the report retained by the University will be destroyed.
   f. The fact that, within the stated time periods, a faculty member agreed to adverse findings in a complaint of sexual harassment may be used as evidence of a pattern of misconduct in a subsequent inquiry. However, a faculty member shall not be held accountable twice for the same misconduct if he/she had abided by the terms to a previous complaint. Evidence of a pattern of misconduct may be used to justify more severe sanctions or penalties in a subsequent complaint. No claims of a pattern that are not substantiated by written reports signed by the faculty member or by the findings of a formal hearing or by direct testimony will be allowed.
   g. In the case of a student complaint against a faculty member where the faculty member makes counter allegations against the student and where the inquiry by the department chairperson or Director of Equal Employment Opportunity finds merit in the faculty member's counter allegations, the allegation against the student will be referred to the Office of Campus Life and University Relations for disposition. In the case of a classified or unclassified professional
employee's complaint against a faculty member where the faculty member makes counter allegations against the employee; and where the department chairperson or Director of Equal Employment Opportunity finds merit in the faculty member's counter allegations, the allegations against the employee will be referred to the Office of Human Resources for disposition.

3. FORMAL HEARING FOR FACULTY
   a. In the event that informal procedures fail to resolve a complaint, either party may request a formal hearing.
   b. When a case is appealed to a formal hearing because one or both parties is unwilling to accept the findings of the informal procedure, the case will be heard by a panel convened under the procedures of the Faculty Grievance process. At the complainant's request or if the dean of the college so determines, the complaint will be presented and argued at the hearing by the department chairperson, the Director of Equal Employment Opportunity, or another designated administrative officer. The complainant must appear as a party to the case and must give testimony. Failing to do this, the case will be dismissed. Both complainant and accused may be assisted during the hearing by a member of the University community of their own choosing.
   c. As provided for in the Grievance Procedure, the Findings of the hearing panel will be reviewed by the Provost and the President of the University. The President's decision will be final in all matters. Although the President has final legal authority in personnel matters from the Board of Regents, the interest of the University in faculty self-governance and the principle of peer evaluation suggest that the recommendations of internal hearing panels will be accepted generally. In cases where the recommendations of an internal panel are not accepted, the President will discuss said recommendations with the internal hearing panel as well as the direct participants in the grievance process. If additional or new information or evidence is brought to the attention of the Provost or the President of the University during their respective reviews, the internal hearing panel should be reconvened to hear said additional or new information or evidence to consider whether revisions of its original findings and recommendations are justified.
   d. Neither findings of fact, assessments of responsibility, nor sanctions or penalties recommended or imposed after a formal hearing require the approval or agreement of either party involved in the complaint.
   e. The final report of the hearing panel and a record of the final decision by the President regarding the complaint will be provided to each party and placed in the personnel or student files of both parties.
   f. The University will protect the confidentiality of the report under all circumstances within its control except that it may report the filing and resolution of a complaint and imposition of sanctions or penalties without identifying the parties or their departmental or college affiliations. In the absence of similar complaints in the next five years, both copies of the report retained by the university will be destroyed. While the full report may be destroyed, a record of the fact that sanctions or penalties were imposed and
agreed to will be retained permanently in the personnel record and may be reported to potential employers.

g. All complaints of sexual harassment will be reviewed initially according to the procedures in this policy. In some cases, however, a formal hearing panel may recommend or the administration may determine that a faculty member found guilty of sexual harassment should be dismissed for cause due to the nature of his/her offense. In that case, the Provost will refer the case to the Dismissal for Cause procedure. The issue in those proceedings shall be whether the offense of which the faculty member has been found guilty warrants dismissal or whether a lesser sanction is appropriate. The dismissal proceedings may consider alleged mitigating circumstances but shall not retry the question of guilt. If the dismissal case is rejected, the original hearing panel in the harassment case, if necessary, will recommend a lesser sanction; and the disposition of the case will proceed as provided for in this policy.

C. PROCEDURES FOR CLASSIFIED AND UNCLASSIFIED PROFESSIONALS AND STUDENTS

1. INFORMAL PROCEDURES
a. Any member of the University community or applicant for employment or admission who, in good faith, believes that he or she may be experiencing sexual harassment may bring such a complaint to any appropriate member of the University community, including any academic or administrative office of the University. For example, any dean, director, supervisor, department chair, or advisor may serve as the initial contact for an informal complaint. Successful resolution efforts will be facilitated greatly by the timely reporting of complaints. The more time that elapses, the more difficult it will be to ascertain the truth of the matter and pick appropriate remedial action.

b. Upon receipt of possible sexual harassment complaint, the University officer, administrator, or other person shall notify promptly the Director of Equal Employment Opportunity and/or the Director of Human Resources of the existence of the complaint. The Director of Equal Employment Opportunity shall maintain a record of the informal complaint as well as the result of the informal procedures.

c. The responsible University official to whom the complaint was brought, the Director of Equal Employment Opportunity (or designee) or the Director of Human Resources (or designee) shall function as a mediator to attempt to resolve informally the complaint of sexual harassment. To this end, the mediator's responsibilities are:
   • Listen to the complaint and assist the complainant in clarifying his/her experiences and feelings.
   • Advise complainant on his/her options, both informal and formal.
   • At the request of complainant, talk to the person against whom the complaint is brought in an attempt to work out a satisfactory solution and convey to the complainant the results of that discussion.
   If the complainant is pleased with the outcome of the mediation process, the matter ends there.
2. FORMAL PROCEDURE FOR CLASSIFIED AND UNCLASSIFIED PROFESSIONALS AND STUDENTS

Procedures for resolution of formal complaints should be thorough yet expeditious. Should a formal review be deemed necessary, both the complainant and the person against whom the complaint is brought (the respondent) will be informed of the content of the complaint and will have a full opportunity to be heard. All parties will be able to obtain information about the progress of the review. The time period required for the review may vary from case to case, but all parties will be informed if an extended delay is anticipated. Normally, the review period will be completed within 60 days. The Director of Equal Employment Opportunity and the responsible administrator must remain impartial during the administrative process and work in concert to ensure that all involved be treated fairly.

A. PROCEDURES

1. Reporting complaints of sexual harassment:
   a. Complaints Against Classified and Unclassified Professionals. Report the complaint to the University administrator responsible for the department or other unit in which the harassment is believed to have occurred (henceforth referred to as the responsible administrator), unless that person already is involved personally or already is aware of the behavior that is the subject of the complaint. In some cases, there may be more than one responsible administrator. The complaint may also be initiated directly with the Director of Equal Employment Opportunity or the Director of Human Resources.
   b. Complaints Against Students. Complaints by students, faculty members, classified and unclassified professionals against students may be made to either the Office of Campus Life and University Relations, the Director of Equal Employment Opportunity or the Director of Human Resources. For further information about the procedures for sexual harassment complaints against students see Section 8.11, Prohibiting Sexual Harassment of Students, and Section 8.05, Student Code of Conduct, of this manual.

2. Complaints filed later than 180 days from the most recent occurrence normally will not be considered due to the fact that, with the passage of time, it becomes more difficult to investigate a complaint. However, a complainant who files after 180 days will have the opportunity to argue that special circumstances exist and request that the complaint be submitted for investigation or mediation or administrative action in light of special circumstances.

3. If a complaint is made to the responsible administrator, that individual will confer with the Director of Equal Employment Opportunity or Director of Human Resources concerning the resolution of the complaint. Likewise, should the complaint be made to the Director of Equal Employment Opportunity or the Director of Human Resources, they will confer with the responsible administrator. If the substance of the complaint warrants further review, both administrators, acting together, will review the complaint. If a
complaint is made to the Division of Campus Life and University Relations, a staff member will contact the Director of Equal Employment Opportunity.

4. The Director of Equal Employment Opportunity or the Director of Human Resources (or their designee) and the responsible administrator will conduct an interview with the complainant to acquire a thorough understanding of the complaint. A written statement of the complaint will be developed by the complainant. The responsible administrator and the Director of Equal Employment Opportunity will offer assistance to the complainant in the development of this written statement.

5. The Director of Equal Employment Opportunity or the Director of Human Resources (or their designee) and the responsible administrator, after consultation as necessary, will determine whether the complaint, as reported, alleges sexual harassment in violation of Wichita State University Policy Prohibiting Sexual Harassment. The conclusion(s) reached will be communicated to the complainant. The responsible administrator will communicate the conclusion(s) to the respondent of the complaint.

6. If it is concluded that further inquiry is warranted, a meeting will be scheduled with the Director of Equal Employment Opportunity or the Director of Human Resources (or their designee), the responsible administrator, the respondent, and a fourth person, if the respondent chooses to bring one for personal support. At that meeting, the respondent will receive both a verbal explanation and the written statement of the complaint. The respondent will have access to relevant information pertaining to the complaint and will be given the opportunity to respond but is under no obligation to respond immediately. The respondent also will be cautioned against retaliation and to maintain confidentiality. Future meetings may be scheduled to allow the respondent the opportunity to reflect and respond to the complaint. If the respondent chooses to make a written response to the complaint, the responsible administrator and the Director of Equal Employment Opportunity or the Director of Human Resources (or their designee) will offer assistance to the respondent, if needed, in the development of the written response.

7. With or without a response from the respondent, the Director of Equal Employment Opportunity or the Director of Human Resources (or their designee) and the responsible administrator may interview other persons who have specific knowledge about the alleged incident(s). Persons interviewed will be informed 1) that the fact that an investigation is underway should not lead to any assumed conclusion and 2) to maintain confidentiality.

8. A determination will be made, after completion of all interviews, as to whether a violation of the Policy Prohibiting Sexual Harassment has occurred.

9. If it is determined that sexual harassment has not occurred, both the complainant and the respondent will receive letters stating the steps that have been taken in the review process and the determination from the administrators involved in the review.
10. If it is determined that sexual harassment has occurred, the following measures will be taken:
   a. Both the complainant and the respondent will receive letters from the administrators involved in the review outlining the steps taken in the review process, the determination made and the sanctions to be imposed.
   b. Sanctions will be devised in accord with the seriousness of the behavior. Sanctions may range from admonishment to, in extreme cases, a recommendation for dismissal.
   c. Steps will be taken to prevent further acts of sexual harassment.
   d. Steps will be taken to prevent acts of retaliation for bringing the complaint.

If a remedy exists and is within the ability of the University community to provide, then a recommendation to that effect may be made.

V. CONFIDENTIALITY
   It is the obligation of administrators and supervisors to whom a complaint of sexual harassment is brought to maintain confidentiality. This will not preclude investigation, allowing respondents to reply to a complaint, or provision of a remedy to persons injured by acts of harassment where that is practical.

VI. APPEAL BEYOND THE ADMINISTRATIVE PROCEDURES
   A. Complainants who believe that a satisfactory resolution of their complaint of sexual harassment has not been reached by the administrative process described above may take their complaint to the appropriate Grievance Review Committee within 90 days. Unresolved complaints of sexual harassment by students against other students also may be heard by the appropriate student judicial council.
   B. Any employee of Wichita State University aggrieved by sanctions imposed in relation to an alleged act of sexual harassment may appeal through the appropriate grievance procedure.

VII. TRAINING
   The Director of Equal Employment Opportunity and the Director of Human Resources of Wichita State University is responsible for providing training to all University employees concerning sexual harassment issues and procedures. The training program should be designed to: 1) sensitize employees to the rights and responsibilities of all concerned parties; 2) provide supervisors and administrators with current information on applicable laws, rules, regulations and procedures; and 3) demonstrate appropriate techniques for the careful investigation and mediation of sexual harassment allegations.

VIII. DISSEMINATION
   The University administration shall make every reasonable effort to inform all members of the University community regarding the proper procedures and persons available for the handling of sexual harassment complaints. In particular, this information should be communicated to all new students and employees as an integral part of their orientation experience.
Students should first refer to Section 8.11 of this manual, *Prohibiting Sexual Harassment of Students*.

**Revision Date:**
August 4, 2000
December 1, 2008
January 15, 2010
APPENDIX VI – Prohibiting Sexual Harassment of Students

From the WSU Policies and Procedures Manual:

8.11 / Prohibiting Sexual Harassment of Students

Wichita State University is committed to a community in which students, faculty, and staff can work in an atmosphere that is free of sexual harassment. Such behavior is costly in human terms and it is prohibited by law and by University policy. The University intends to prevent sexual harassment and to resolve student complaints of sexual harassment according to the procedures contained herein.

Sexual harassment is defined in terms of unwelcome conduct (sexual advances, requests for sexual favors, written or spoken sexual expressions, physical behavior of a sexual nature) under any of the following circumstances:

1. Submission to such conduct is either an implied or expressed condition for instruction, employment, or other campus activity.
2. Submission to or rejection of such conduct is used as a basis for evaluation.
3. Such conduct has the purpose or effect of unreasonably interfering with performance or creating an intimidating, hostile, or demeaning environment.

Students who suspect that they have been an object of sexual harassment are encouraged to make inquiry, seek advice, and understand University procedure. These services are provided confidentially by the following offices: Student Life and Services, Student Advocate, Counseling Center, and the Office of Multicultural Affairs. Students may pursue either informal or formal procedures in the interest of resolving a complaint. Prompt initiation of a complaint is essential. In no case will the University pursue formal resolution of a complaint that is filed more than six months after the date of the alleged incident.

Informal Resolution of Student Complaints:

1. Discuss the complaint with the Vice President for Campus Life and University Relations or with his/her designee.
2. If the student authorizes, the Vice President or designee will ascertain information and discuss the complaint with the persons involved in the interest of resolution.
3. Failing informal resolution, the student may (a) seek additional advice, (b) drop the complaint, (c) initiate formal resolution.

Formal Resolution of Student Complaints:

Faculty Accused

1. Within six months of alleged incident, the student must file a written complaint with the Office of the Provost. The Director of Student Conduct and Community Standards or designee may assist in the preparation of the complaint and may accompany the student to the Academic Affairs office.
2. The Provost or designee shall investigate the complaint. If it is determined that the complaint has substance, the Vice President may initiate standard procedures according to the University's Prohibiting Sexual Harassment Policy.
Staff Accused
1. Within six months of alleged incident, the student must file a written complaint with the Office of the Director of Human Resources. The Director of Student Conduct and Community Standards or designee may assist in the preparation of the complaint and may accompany the student to the Human Resources Director's office.
2. The Director of Human Resources or designee shall investigate the complaint. If it is determined that the complaint has substance, the Director may initiate procedures for suspension, demotion, or dismissal pursuant to the University Handbook for Classified Staff and Article 10 of the Kansas Department of Administration Personnel Regulations.

Student Accused
1. Within six months of alleged incident, the student must file a written complaint with the Office of the Vice President for Campus Life and University Relations. The Director of Student Conduct and Community Standards or designee may assist in the preparation of the complaint and may accompany the student to the Campus Life and University Relations office.
2. The Vice President for Campus Life and University Relations or designee shall investigate the complaint. If it is determined that the complaint has substance, the Vice President may initiate standard disciplinary procedures according to the University Catalog and the Student Code of Conduct.

Students may also find it helpful to refer to Section 3.06 of this manual, Prohibiting Sexual Harassment.

Revision Date:
January 18, 2011
APPENDIX VII – Academic Appeals

From the WSU Policies and Procedures Manual:

2.03 / 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 for students who feel they have been treated unfairly in grading. The court is designed to help resolve differences that cannot be settled within the framework of the student-faculty relationship and offers an important safeguard for students. Any student may use the appeal procedure.

Procedures:
Students should make every effort to resolve problems with the instructor before filing an appeal. A student must file an appeal within one semester after the grade is assigned (excluding summer). (The court reserves the right, in exceptional circumstances, to suspend this rule.)

The student should pick up an appeal form in the Office of the Provost, 109 Morrison Hall. The complainant should meet with the Associate Provost to determine: (a) whether opportunities for resolving the problem with the instructor have been exhausted, and (b) whether the problem is resolvable through existing University procedures other than the court. The Associate Provost may indicate that a case is inappropriate, but students maintain their right to appeal if they wish to do so.

The student should make an appointment with the Student Advocate, 201 Rhatigan Student Center, for assistance in: (a) resolving the case, and/or (b) preparing the appeal.

The completed appeal is returned by the student to the Office of the Provost for distribution along with a copy of the procedures of the court to the faculty member named in the appeal, and to the department chair and dean. This will be the instructor's dean, not the student's, though they may in some cases, be the same.

The faculty member named in the appeal will submit a written statement on the case to the department chair. After reviewing the case, the department chair should form a judgment and/or attempt to resolve the issue without exerting pressure on either the instructor or the student. The department chair should indicate on the form: (a) a recommendation to sustain the instructor's decision, (b) a recommendation that the appeal be sustained, (c) a statement that the issue cannot be resolved at this level. Space is available on the appeal form for these comments.

After the department chair has made a recommendation, the case is referred to the appropriate academic dean. After reading the appeal and the recommendation of the department chair, the dean may clarify issues by discussing the matter with the student and instructor. The dean should indicate a recommended action and return the appeal form to the Associate Provost, who will submit it to the chair of the court.

The chair of the court will, after receiving the case, inform the student and the instructor in writing of its receipt and request from each a written statement and any additional information the court
might need. This information must be received by the court within two weeks. The instructor and
the student may visit with the court chair or write to the court about questions of procedure.

The instructor and student will be notified in writing no less than seven days in advance of the
projected date of the hearing along with information pertaining to the exact time and place of the
hearing. The court should establish the time for a hearing only after both the student and faculty
member have been contacted and have indicated they can attend the hearing at that time. If the
faculty member is not on campus during the semester of the hearing, only the student need be
called prior to the establishment of the time of the hearing.

These procedures will be followed in an actual hearing:
1. All hearings are closed.
2. Members of the court will be faculty and students who have no connection with either
   party involved in the appeal.
3. Hearings will be kept as informal as possible. A taped transcript of the hearing but not the
deliberations will be made. These tapes will be maintained for one year. The tapes and all
written material will be treated as confidential information.
4. The instructor and student are expected to appear at the hearing. If the student does not
appear for the hearing, the case will not be heard. If the faculty member does not wish to
appear, the case will be heard.
5. The student and faculty member may be represented by counsel from the University
community but not by an attorney.
6. Either party may ask members of the university community (students, faculty, staff) to
   present testimony relevant to the case.
7. The instructor and the student will have access to the written statements of each other at
   least seven days prior to the hearing. These statements will be treated as confidential
material.
8. Relevant class records are to be made available to the court upon request.
9. After opening statements by both parties, each will have the opportunity to question the
   other during the hearing, subject to academic decorum.
10. Members of the court may question both parties to the dispute as well as those persons
    presenting testimony in the case.
11. When questioning is finished, both parties, counsel and witnesses, if any, will be excused.
12. Decisions of the court are based on a majority vote.
13. For conducting business, a quorum consists of four members of the court.

The decision and the rationale for the decision are reported in writing to each party and to the
officials who reviewed the appeal by the chair of the hearing. Majority and minority opinions may
be included. If the court has suggestions for improving or eliminating the conditions which led to
the case, these should be detailed in a separate letter to the faculty member with copies to his/her
department chair and dean.

If the decision calls for a change of grade, the Office of the Registrar will be so advised; the chair
of the court will authorize the registrar to make the official change. Decisions affecting other
offices will result in similar correspondence with those offices.

The court does not rehear cases.
Revision Date:
July 21, 2010
August 1, 2010
APPENDIX VIII – Incomplete Grade Form

Incomplete Grade Form
(To be completed by Student)

Student Name: __________________________________________ myWSU ID# _____________

Course: SCWK _________ CRN #: _____________ Semester _____________ Year: 20 _______

Instructor: ___________________________ Last Date of Attendance: _______________

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

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

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

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

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

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

Student’s signature: ______________________________ Date: ___________________

Instructor’s Approval
(To be completed by instructor)

Current Grade in the Course: _________ Final grade if missing work is not completed: _____

Coursework to be completed by: __________________

Instructor’s signature: __________________________ Date: ___________________

Rev 07/12
APPENDIX IX – MSW Course Withdrawal Request Form

MSW Course Withdrawal Request Form
(To be completed by Student)

Student Name ________________________________________  myWSU ID# ______________
Course: SCWK _____________  CRN # _______________ Semester ____________  Year: 20 __
Instructor _____________________________ Last Date of Attendance/Participation _______
3. Briefly provide a rationale for your request for the withdrawal.

4. Explain when you plan to retake course and finish the MSW program.

5. Be aware that withdrawal from certain practice classes impacts your ability to be placed or to
   maintain placement in practicum since practice classes and practicum must be taken
   concurrently. If your decision to withdraw from the above specified class affects your
   completion of practicum placement, please specify in which semester and year you plan to
   take the following practicum courses:
   a. ScWk 720 (Field Practicum I) _____  c. ScWk 822 (Field Practicum III) _____
   b. ScWk 721 (Field Practicum II) _____  d. ScWk 823 (Field Practicum IV) _____

Student’s signature _____________________________  Date ________________________

Adviser’s Approval (to be completed by MSW Adviser)

☐ Approved

☐ Approved, with the following changes: ___________________________________________

☐ Denied _____________________________________________________________________

Adviser’s signature _____________________________  Date _________________________

MSW Director’s Approval (to be completed by MSW Program Director)

☐ Approved

☐ Approved, with the following changes: __________________________________________

☐ Denied _____________________________________________________________________

Director’s signature _____________________________  Date _________________________
APPENDIX X – MSW Leave of Absence Request Form

Leave of Absence Request Form
(To be completed by Student)

Student Name _________________________________________  myWSU ID# __________________

_____ Regular Program  _____ Advanced Standing Program

_____ Full Time  _____ Part Time

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

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

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

Student’s signature ___________________________________  Date  ___________________

Adviser’s Approval (to be completed by MSW Adviser)

☐ Approved

☐ Approved, with the following changes: __________________________________________

☐ Denied __________________________________________

Adviser’s signature ___________________________________  Date  ___________________

MSW Director’s Approval (to be completed by MSW Program Director)

☐ Approved

☐ Approved, with the following changes: __________________________________________

☐ Denied __________________________________________

Director’s signature ___________________________________  Date  ___________________
APPENDIX XI – MSW Electives

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

Student Name: ____________________________________________________________

Have all 700 level MSW level courses been satisfactorily completed:  □ Yes  □ No

Full Course Title of Elective Course: __________________________________________

Course Number (i.e. SCWK 730X): ____________________________________________

Number of Credit Hours: ____________________________________________________

Dates and Times of course offering: ____________________________________________

Type of Course (regular, on-line, hybrid, continuing education, pass/fail): __________

WSU Graduate Program offering course: ________________________________________

Name of Other University offering course (if applicable): _________________________

Name of Graduate Program at Other University offering course (if applicable): ________

Semester and Year in which you will be taking this course: _________________________

When will amended Plan of Study be filed with WSU Graduate School? ____________

Instructor’s Name __________________________________________________________

Have you attached the course syllabus (required)? □ Yes  □ No

Describe how this course supports the Advanced Generalist Curriculum of the School of Social Work, the Council on Social Work Education educational competencies and how it fits within your own professional social work aspirations.

Approved by:

__________________________  ___________________________
Social Work Adviser               MSW Program Director