



WICHITA STATE  
UNIVERSITY

FAIRMOUNT COLLEGE OF  
LIBERAL ARTS AND SCIENCES

*School of Social Work*

**BSW Program  
Student Manual**

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

Congratulations on your interest in pursuing one of the most rewarding and challenging professions in the human services. A solid preparation is essential for entry into this field, and this manual is designed to help pave the way toward understanding and taking an active role in planning your education through the undergraduate Social Work program at Wichita State University. Read this manual carefully. If you still have questions, feel free to make an appointment with a Social Work faculty adviser. If you have any questions regarding your general education courses, prerequisites or liberal arts coursework, contact the Liberal Arts and Sciences Advising Center (LASAC) at (316) 978-3700 ([www.wichita.edu/advising](http://www.wichita.edu/advising)). For comprehensive information regarding the School of Social Work and its programs, please consult the school's website at [www.wichita.edu/socialwork](http://www.wichita.edu/socialwork).

Wherever there are people with problems, individually or in groups, there are opportunities for employment as a social worker. Social workers are found in both urban and rural areas. Your work can be both physically and emotionally demanding because of its focus on human needs and problems, but it can also be extremely 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 also 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 voluntary organizations that utilize the services of Social Workers.

### **Practice Areas**

|                          |  |
|--------------------------|--|
| Adoption and foster care | Medical social work                                |
| Adult probation          | Mental health                                      |
| Community organizing     | Public social services                             |
| Community services       | Schools  |
| Corrections              | Services to the mentally and physically challenged |
| Family services          | Social planning                                    |
| Gerontology              | Social research                                    |
| Group work               | Social service administration                      |
| Hospitals                | Substance abuse prevention                         |
| Juvenile court           |  |

## **Accreditation**

The School of Social Work's undergraduate Social Work program was accredited in 1974 by the Council on Social Work Education (CSWE) and was reaccredited in 2013. For more information on accreditation status, see our website at [www.wichita.edu/socialwork](http://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 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 BSW curriculum is designed to develop generalist social workers for practice within the region, state and nation. The program's major objectives are to prepare students for generalist practice, for continuing professional development, and to educate students for responsible community participation.

Our offices are on the fifth floor of Lindquist Hall, Room 528.

Our BSW 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 supervision for student practice. 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 with business and government leaders, employment and internships. With an enrollment of more than 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 110 foreign countries. WSU offers the traditional fall and spring semesters and also 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. BSW students gain a strong liberal arts background that helps us understand the biological, psychological, social, and spiritual determinants of human behavior. Electives of special interest to social work students are widely available throughout 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 recognizes and affirms 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.

### **Liberal Arts and Preparation for Social Work**

Your preparation for social work does not begin with your first course in the major. It is a four-year process of full-time study built upon a liberal arts foundation.

Deciding on your intended major can be one of the most difficult decisions you make during your college career. Many students, after initially declaring one major, will change their minds. Some uncertainty is normal, natural, and expected! However, this university, our social work program, and the metropolitan area offer significant opportunities to increase the confidence in your choice and avoid deep investments in major studies which may not always transfer directly with changes in majors. (You can change your major on [www.mywsu.wichita.edu](http://www.mywsu.wichita.edu) on the "Home" tab under "Student Tools.")

The Office of Career Services (203 Grace Wilkie Hall) offers resources for self-assessment and guidance in career decision making.

You may also assess your interest in services through experience as a volunteer. The United Way of the Plains offer a broad range of opportunities for volunteer experiences in the processes of helping, in social problems, and in community services. In addition, the university Office of Cooperative Education offers opportunities for both academic credit and part-time employment in various social service agencies. Cooperative Education and internship offer students valuable experiences in helping and community resources. The Cooperative Education office is located in 223 Grace Wilkie Hall.

This BSW program offers an introductory course (SCWK 201 Introduction to Social Work and Social Welfare) which will help you get a feel for a career in social work. We also conduct a program orientation each semester, which provides an overview of the major curriculum. Attending the orientation is required prior to formal admission to the BSW program. The BSW program admission process is described in the **Admission to the BSW Program** section of this manual. Admission to the program represents a judgment by the faculty that you have reasonable prospects to succeed in Social Work courses and have demonstrated a readiness and suitability to meet the challenges of social work at the beginning professional level after your graduation.

Your own planning and consultations with faculty are crucial to making the best possible use of the opportunities for advancing your social work education at WSU. You must consider academic requirements in three different areas in your planning for an undergraduate degree. First, the University sets requirements for all students in a General Education program and defines broad requirements for graduation. Second, Fairmount College of Liberal Arts and Sciences sets standards for coursework to qualify for the Bachelor of Arts degree. Third, the School of Social Work defines requirements to satisfy the major in social work. In combination, these three areas of requirements account for about 75 percent of the 124 credits needed for a bachelor's degree. In other words, you will have several "free electives" that can be used to give attention to other areas of interest. The number of free electives is dependent on your transfer hours between colleges or changes in your major. There is no substitute for assuming an active role in your individual degree planning. Our faculty advising system has been designed to enable and monitor those decisions beginning with this manual and the program orientation sessions for new students within the Social Work major.

### **The Liberal Arts and Sciences and Social Work**

Social Work is a professional program, integrated within a four-year Liberal Arts and Sciences (LAS) curriculum that includes General Education required courses, further study courses, and courses specific to the major. Instruction in English composition and public speaking provides skill and fluency in oral and written expression for use in all forms of social work practice. By studying the humanities, the social work student learns about the structure and values of our society, with particular reference to the diverse ethnic and cultural groups of which American society is composed. Studies in natural sciences and mathematics help the student develop her/his powers of logic, reasoning, and scientific modes of inquiry as well as understanding of human biological development. Through the study of the social sciences, students will be able to appreciate the relationship of social work to other social science disciplines and understand how social work is a distinctive social science. Through the social sciences, students begin to understand that human interactions are webs of meaning which occur within the context of social organizations. The social sciences acquaint students with the cultural, political, economic and



social components of social organization. Such knowledge is necessary to understand human behavior within a social environment.

### **The General Education Program: A Brief Summary**

All undergraduates must master a core of skills as a common foundation for their major studies. In addition, your General Education program is designed to develop an ability to understand and appreciate the richness and diversity of ideas found in major disciplines. The Liberal Arts and Sciences Advising Center offers advising services for WSU's general education requirements to incoming students. This General Education program combines the requirements of both the University and Fairmount College of Liberal Arts and Sciences. In combination, these requirements account for about one-third of the total hours required for the Bachelor of Arts degree. These studies offer a variety of opportunities to acquire and apply knowledge, to think critically, to solve problems, to communicate effectively, and to understand the roles of science, technology, and the arts. This General Education program is the means by which you gain knowledge and skills that are permanent, practical, and transferable across majors and the pursuits of a lifetime.

"Basic skills" courses must be completed in the first 48 college hours, in the areas of English composition, public speaking, and College Algebra with a grade of "C" or better. Requirements for graduation with a Bachelor of Arts degree in social work include meeting the distribution requirements in Fine Arts and Humanities, Social and Behavioral Sciences, Natural Sciences and Mathematics, and Foreign Languages. Liberal Arts students are also required to complete a course in English or foreign language literature and a course in the American political system (HIST 131 or 132 or POLS 121). Foreign language requirements may be influenced by high school records, as well as a student's decision to reach the intermediate level in a single language or basic mastery in two languages. Most social work majors complete this requirement with three five-hour language courses. The requirements for graduation are described in detail in the Wichita State University *Undergraduate Catalog*, which may be found on the WSU website at [www.wichita.edu/catalog](http://www.wichita.edu/catalog) or purchased in the university bookstore.

Some courses satisfy both your General Education requirements and specific prerequisites to your major Social Work courses. These courses include SOC 111 Introduction to Sociology, PSY 111 General Psychology; and courses that fulfill the Human Diversity requirement (see the **Curriculum** section of this manual). Within the mathematics/natural science area, note that BIOL 106/107 The Human Organism is included in the required prerequisite for admissions into the BSW program. Planning will increase your opportunity to draw courses from the "topical electives" listed in the Curriculum section of this manual.

## **Admission to the BSW Program**

### **Criteria for Admission**

Students normally apply to the BSW program during the semester they are enrolled in SCWK 201 Introduction to Social Work and Social Welfare.

The student must have met the following criteria to qualify for admission to the BSW program:

1. Completion of 45 credit hours.
2. Completion of the "Basic Skills" courses and the "Social Work Pre-Major" courses listed below.
3. GPA of 2.0 or above ("C").
4. Formal declaration of pre-social work, major code A42B, as a major (to change major, fill out the form in the LAS Advising Center, 115 Grace Wilkie Hall).
5. Attend (or complete online if enrolled in the online SCWK 201 course, or with permission from the BSW program director) BSW Orientation session (described below).
6. Completed admission application with positive references.

Students applying to the program must have completed or be in the process of completing the following pre-major courses:

- ENGL 101 College English I
- ENGL 102 College English II
- COMM 111 Public Speaking
- SOC 111 Introduction to Sociology
- PSY 111 General Psychology
- BIOL 106 & 107 The Human Organism and The Human Organism Lab
- MATH 111 College Algebra or MATH 131 Contemporary Mathematics
- SCWK 201 Introduction to Social Work and Social Welfare

The admissions criteria allow admissions decisions to be made on consistent standards. However, they are viewed as minimum standards. Since the population of majors and the enrollment size in practice courses must be balanced with program resources or available faculty, meeting the minimum does not always guarantee admission.

### **BSW Orientation**

Students who are ready to apply to the BSW program attend (or complete on-line if enrolled in the on-line section of the SCWK 201 course, or with permission from the BSW program director) a mandatory BSW Orientation. The orientation is held each semester in some of the SCWK 201 Introduction to Social Work and Social Welfare classes. Students do not need to be enrolled in the class to attend the orientation. Transfer students who have taken an Introduction to Social Work course at another school are welcome to attend, as well as anyone who wants more information on the BSW program. Once scheduled, the dates and locations of the orientations are posted on the School of Social Work website at [www.wichita.edu/socialwork](http://www.wichita.edu/socialwork). Application packets are distributed at the BSW Orientation. The forms are also available on the School's website and in the School of Social Work Office in 528 Lindquist Hall.

### **Application to the BSW Program**

Application to the BSW program requires submitting to the School of Social Work office:

1. BSW program application form
2. Two completed reference forms
3. A personal narrative
4. Model's Release
5. An unofficial copy of your transcript

References are completed on a reference form provided by the School of Social Work in the application packet and available on the School's website.

The personal narrative should be one to two pages long and address your interests and motivations and the experiences you believe establish your suitability for the social work profession. The narrative should also address your academic background. Describe in your own words any academic or transcript challenges that may affect you in the program.

If you have something that would prevent you from passing a background check, you will be expected to disclose details of your background history to the BSW Program administrators. In addition, you may be required to complete the University-approved background check at your own expense. Prior offenses may affect your ability to be admitted to the social work program and/or be licensed as a professional social worker.

Application deadline is October 1 for fall semester, March 1 for spring semester and July 1 for summer semester.

Once admitted to the BSW program, your major is changed from Pre-Social Work (major code A42B) to Social Work (major code A42A). This is done by the social work office; you do not need to change your major (unless your major is not Pre-Social Work). Changes of majors by students are now done online on [www.mywsu.wichita.edu](http://www.mywsu.wichita.edu).

### **Application to Practicum**

There is a separate application for the practicum program which is done in the junior year in preparation for the practicum classes taken the senior year. The Social Work 400-level practice and practicum classes are restricted to those who have been admitted to practicum. It is important to have been admitted to the BSW program before applying to practicum, as you cannot be considered for admission to practicum if you have not been admitted to the program. These are two separate admission processes. Application and admission to practicum is discussed under the Progression, Retention, Grievance and Termination section of this manual (and in more detail in the School of Social Work *Field Practicum Manual*) as this second admission process is part of the progression through the program.

## **Transfer of Credit and Proficiency Exam Policy**

Students may not receive credit by proficiency exam for practicum courses. Transfer of credit from unaccredited programs is not allowed for upper division (300 level and above) Social Work courses, including field practicum courses. Transfer of credits from programs accredited by CSWE will be determined on a course by course basis as evaluated for equivalency by the BSW Program Director, the Field Practicum Director, and faculty. Transfer of credit for SCWK 201 Introduction to Social Work and Social Welfare is allowed by transfer agreement with select community colleges. For more information contact the LAS Advising Center or the BSW Program Director.

## **Life and Work Experience**

In accordance with Council on Social Work Education's Accreditation Standards, academic credit is not awarded for life experience or previous work experience. (CSWE Accreditation Standard 3.2.5.)

## **Experiential Learning and the Social Work Program**

You are the instrument in helping in all forms of Social Work, and your preparation for professional practice requires an integration of knowledge, skills and values drawn from the classroom with lessons drawn from life experiences, particularly experiences in the helping process through community services. The WSU program relates to experiential approaches to learning in several ways. Volunteer work, for example is considered an asset in your application for admissions into Practicum. Many students continue volunteer roles related to family, neighborhood, and community life throughout their university education. Classroom discussions are often enriched by student references to their personal experiences in volunteer roles. In addition, social work practice courses make particular use of experience in classroom simulations to develop the skills. The SCWK 302 Social Work Interviewing: Strategies and Techniques class includes community service/volunteer requirements for such experiential learning. That course plays a key role in developing and assessing your readiness to enter the senior Practicum.

There are two ways that our program provides academic credit for your actual experience in the field of social work. The cooperative education course (SCWK 481) is an elective. It may be repeated to earn up to 12 credit hours toward your degree. The Social Work practicum (SCWK 402 and 404) is a required field experience. Practicum (8 credit hours) is split into two semesters of your senior year. The profession's recognition of the importance of experiential learning is required by the Council on Social Work Education (CSWE) and by the State of Kansas Behavioral Sciences Regulatory Board (BSRB).

## **Cooperative Education (SCWK 481)**

Cooperative Education combines some income from employment in community services with academic credit for experiential learning. Traditional letter grades are not provided in social work Cooperative Education, so repeating this type of experience may apply to university credits for graduation, but it does not influence your GPA. The social work program does not shape your role in agency services or your work schedules. However, many social work students have found their experiences with cooperative education to be extremely valuable. It has provided them with a

working knowledge of the challenges social workers and agencies face in their efforts to prevent or correct a broad range of social problems. In addition, their Cooperative Education work experience has been valuable to many in securing their first professional positions after graduation.

All Cooperative Education students are expected to initiate and keep faculty-student appointments and to meet requirements set by the faculty member, the agency, and the staff of the university's Cooperative Education office. The Cooperative Education office recruits students, receives the requests from area agencies, screens student applications, and visits the setting for an evaluation of your work. If interested, contact the Cooperative Education office for more information.

## **Academic and Professional Advising**

### **Liberal Arts and Sciences Advising Center (LASAC)**

Advising for General Education requirements and overall degree requirements is provided by the Liberal Arts and Sciences Advising Center (LASAC), 115 Grace Wilkie Hall. You may meet with any adviser in the LASAC, preferably by appointment, although the advising center may, at times, accept students on a walk-in basis. Students should have regular contact with an adviser in the LASAC to ensure that Bachelor of Arts degree requirements are understood and being met. Social Work majors have one mandatory visit with an LAS adviser at the time of application to the practicum for completion of the Senior Form. The LAS adviser is an important source of information on University academic policies and requirements. Regular contact with an LAS adviser is an important part of your successful progression through the undergraduate program. Appointments in the LASAC can be made by calling (316) 978-3700. You can find more helpful information on the LASAC website at [www.wichita.edu/advising](http://www.wichita.edu/advising).

### **School of Social Work Faculty Advising**

Two types of advising are available within the Social Work program: professional/career advising and academic advising. For professional advising, talk to any of the program's faculty about options in social work and social services.

After your admission to the BSW Program, you will receive written notification of the social work faculty member that has been assigned as your adviser in the School of Social Work. You are encouraged to meet with your adviser on a regular basis to discuss educational and career planning and goals.

You should contact your assigned faculty adviser before registering for classes and with questions regarding your social work curriculum. You are encouraged to meet with your adviser at least once each semester. You need to have an idea of the courses you want and need in order to make solid use of the semester advising sessions. It is advisable for you to bring a proposal for course enrollment into these advising sessions. If you have questions about your proposed schedule or the target you have for your graduation, bring a recent copy of your transcript to the advising sessions. Draw your knowledge for academic/semester planning from the *Undergraduate Catalog* found at [www.wichita.edu/catalog](http://www.wichita.edu/catalog), information you obtain from attending the required Social Work orientation session (usually the semester of application to the program), and this *BSW Student*

*Manual*. Seek clarifications and answers to remaining questions from the Social Work faculty during advising sessions.

Faculty are available for advising during office hours (posted on their doors and available from the Social Work office) and by appointment. You can find information on the School of Social Work faculty advisers on our website at [www.wichita.edu/socialwork](http://www.wichita.edu/socialwork).

There is no real substitute for your own use of a student transcript in charting your overall progress in meeting the degree requirements of the university, college, and major. Student planning and faculty advising does much to ensure that you will not delay your graduation by uneven progress. For example, our advanced courses may be in a sequence with more than one prerequisite so that their combination in a single semester may not be possible even if the total hours fall within the university limits on course loads. Time spent with this manual and in planning may prevent delays in your graduation.

### **The Undergraduate Catalog**

Our university publishes a comprehensive *Undergraduate Catalog* every year. Not only is this your primary means for acquiring academic information, it is your guide regarding your graduation requirements. Consult the *Undergraduate Catalog* for the rules on date of catalog requirements. In most situations, it is beneficial to the student to be under the current catalog. Students should consult with the BSW Program Director regarding catalog requirements. The best procedure is to be familiar with the information listed in the catalog, know its provisions, and check frequently with your adviser to make sure that you are meeting these requirements. **DON'T FORGET...you are responsible for meeting requirements.** A complete copy of the WSU *Undergraduate Catalog* can be obtained at [www.wichita.edu/catalog](http://www.wichita.edu/catalog).

### **Exceptions, Substitutions, and Waivers**

Exceptions to university and program requirements are possible through special petitioning through the University and College Exceptions Committee. The necessary forms can be found in the LAS Advising Center. For Social Work program exceptions, contact the BSW Program Director.

## **Student Responsibilities**

Students at Wichita State University have the following responsibilities:

1. To consult with their academic 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 of Wichita State University.
6. To answer promptly all written notices from advisers, faculty, deans, and other University officials.
7. To file a Senior Form with the LAS Advising Center at the completion of 90 credit hours (this is part of the Practicum Application).
8. To enroll in only those courses for which the stated prerequisites, if there are any, have been satisfactorily completed. Failure to comply with this procedure may result in administrative withdrawal.
9. To complete the online Application for Degree and Exit Survey (under Graduation Links on myWSU), recommended two semesters before graduation.

### **Student Rights**

BSW Students have a right to:

- Career and academic advisement.
- Access to the School's and University's policies relevant to students and the BSW program.
- Participation in the student-led organization of the School, the Student Organization of Social Work (SOSW).
- Explicit criteria for evaluating their academic and field performance.
- Clearly stated grievance procedures.
- Clearly stated termination criteria and procedures.
- Confidentiality of their records under the Privacy Act of 1974.

Please see the WSU *Undergraduate Catalog*, WSU *Policies and Procedures Manual* and the WSU *Student Handbook* for further information on students' rights and responsibilities. These can be found online by going to the WSU website at [www.wichita.edu](http://www.wichita.edu), clicking on Browse A-Z, and looking under "U" for *Undergraduate Catalog*, "P" for *Policies and Procedures Manual*, and "S" for *Student Handbook*. 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 guidelines, in consultation with concerned groups. Students, too, are encouraged to participate in the curriculum and other program decisions. For example, the School's Advisory Board has a BSW student representative, as does the School's Curriculum Committee. There are always opportunities to get involved in the life of the School of Social Work. Your representation on various committees 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 bachelor 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 conducted 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, Grievance and Termination**

### **Application, Retention, Progression**

All professions that accredit their educational programs develop admissions and retention policies for students seeking professional degrees. The policies of the WSU 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 or graduation 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. Faculty and other students are important catalysts in this process.



## **Decision Points**

Throughout your study at Wichita State, there are decision points in the social work curriculum which allow you to evaluate your professional/career goals, and allow for assessment of your progress and faculty evaluation of your suitability for a career in social work. The selection processes of the program function in several ways to evaluate your professional potential. An interruption of progress generally occurs when you have a change in personal circumstances or career goals, but in rare situations, students must be asked to leave the program because of professional unsuitability, or inability to meet educational objectives based on the BSW core competencies (see the Core Competencies of the BSW Program section of this manual).

There are two principal structures for selection and progression in the social work curriculum. The first structure is based upon your mastery of objectives in knowledge, skills and social work values. There are sequences of courses in the areas of practice, policy, human behavior, research, and field instruction. If your grade in a social work course falls below the "C" (2.0) level, you are required to repeat the course.

The second type of selection structure consists of the two formal admissions procedures: admission to the BSW Program (see section on Application to the BSW Program) and admission to Practicum. Each involves a separate student application and evaluation by the faculty. These two admissions procedures are key points in your degree progression.

## **Application and Admission to Practicum**

A crucial point in your preparation for a social work career is 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 BSW program. For students already admitted, orientation is held in the fall before their senior year. Students are instructed on how to apply to Practicum and are referred to the School of Social Work website ([www.wichita.edu/socialwork](http://www.wichita.edu/socialwork)) to access the required application forms.

The admission to practicum involves a completed Practicum Application packet including a field inventory, the Senior Form (see section on Senior Form), 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, that you do supplemental preparation, or 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 referral made to the Student Concerns Committee.

The Field Practicum director will monitor any special conditions or dispositions required by the Student Concerns Committee (SCC) where appropriate regarding Practicum with notification to the BSW Program Director and Director of the School of Social Work (SCC information is found in the Grievance section of this manual).

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 Student Concerns Committee (SCC) under the grievance procedures (see Grievance Procedures under the Student Rights section of this manual).

Social work practice and Practicum classes are absolutely restricted to social work students who have been formally admitted to Practicum. Application and formal admission to the BSW Practicum is required prior to enrollment in any 400-level Social Work practice course required in the major curriculum.

Once you are admitted to Practicum, your graduation is expected to be within two semesters. See the School of Social Work *Field Practicum Manual* (available on the School's website at [www.wichita.edu/socialwork](http://www.wichita.edu/socialwork)) for more information on application to Field Practicum and the Field Practicum program.

### **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.

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

### **Senior Form**

All students who wish to graduate must fill out a Senior Form after the completion of 80 hours and at least two semesters before the semester in which he/she graduates. This form is available at the School of Social Work office or on the School of Social Work website ([www.wichita.edu/socialwork](http://www.wichita.edu/socialwork)) and is filled out by the student and LAS and Social Work advisers. You will need to meet with an LAS adviser in order to have them help you correctly complete your remaining course requirements outside the major. After that meeting, you should contact your Social Work faculty adviser to fill out the remaining section. After completing the form with your adviser, you should hand-carry the original form to the LAS Advising Center and attach a copy to the practicum application. *If* you have carefully followed the instructions outlined in this manual, there should be no surprises at this point!

### **Application for Degree**

The Application for Degree (AFD) is found on the myWSU Student Resources tab under Graduation Links and must be completed online. The purpose of the AFD is to notify your college of your intent to graduate and to put in motion an audit of your academic record to ensure that you will meet all degree requirements. You are expected to submit your AFD at least two semesters before your expected date of graduation, but the AFD will not be available on your myWSU until

after you have submitted your Senior Form to the LASAC. The AFD allows you to list the name you wish to appear on your diploma.

You are also required to submit an exit survey with the Application for Degree. The exit survey allows the university to improve services based on the feedback received. The information you provide for the exit survey remains confidential, and the feedback provided to the university and School does not contain any personally identifiable information.

### **Incomplete Grades**

Students are responsible for completing all assigned coursework on time. However, situations can arise that interfere with a student's ability to get all work completed by the end of the course. Instructors do not automatically assign an incomplete ("I") if a student has missing assignments; the final grade is calculated with zero points given for missing work. 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 rationale for the incomplete grade and the course requirements to be completed, and take the form to the instructor for approval. The form is signed by the student and the instructor and taken to the School of Social Work office for filing.

Students must complete within one calendar year from the end of the original semester, or date agreed to by the student and faculty member per the *Undergraduate Catalog*. At the end of the extension time, the "I" will revert to the default grade submitted by the faculty member or an F, unless the faculty member submits an online change of grade request. See the *Undergraduate Catalog* ([www.wichita.edu/catalog](http://www.wichita.edu/catalog)) for more information on incompletes.

### **Leave of Absence**

For any reason you feel you will not be able to continue toward the Social Work degree, we request you meet with or submit a written request to your Social Work adviser and/or the BSW Program Director discussing the reasons for your leave. This will enable us to advise you on options or referrals which may assist in completing your degree.

### **Class Withdrawal**

Withdrawing from classes is a serious change in your social work bachelor's program. Students considering withdrawing from classes must consult with their adviser or the BSW Program Director prior to taking any action. It is the student's responsibility to clearly communicate with all their instructors and program directors in the decision to withdraw.

### **Retention Criteria**

Sometimes students determine that it is in their best interests to change majors. However, sometimes the Social Work faculty finds it necessary to determine for a student that they cannot be retained in the program. This policy statement outlines both the criteria for retention that guides the faculty if such action is taken and the procedures for carrying out this action. Any student who

wishes to appeal a decision concerning his or her retention in the Social Work program has the right and opportunity to do so. (Refer to Grievance Procedures in the Student Rights section of this manual). Any student not retained in the program may, at a later date, apply for re-evaluation and readmission to the program. The decision to re-admit a student will be based upon whether the student has taken actions deemed necessary by faculty to meet retention criteria.

To be retained in the Social Work program, the student is responsible for maintaining:

1. An overall cumulative GPA of 2.0, with no grade lower than C (2.0) in any required Social Work course. Students must repeat any required Social Work course in which a grade of less than C (2.0) was received.
2. Adherence to social work values and ethics as stated in the *NASW Code of Ethics*.
3. A level of social functioning that allows for effective beginning-level professional practice. (“Social functioning” refers to a student’s ability to cope with the demands generated by the interactions with their environment, including school, work, family and personal relationships). See the termination policy for specific behavioral indicators that may lead to termination from the program.

Social Work students are also expected to comply with and be held to the standards of the WSU Student Code of Conduct: [http://webs.wichita.edu/inaudit/ch8\\_05.htm](http://webs.wichita.edu/inaudit/ch8_05.htm) (also located in appendix of this manual).

### **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 which 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).
- 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
- 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).

### **Grievance Procedures**

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 grievance procedures have been instituted and a faculty standing committee has been established to hear student concerns.

### **Student Concerns Committee**

The Student Concerns Committee (SCC) provides students an opportunity to voice a grievance or provides faculty an opportunity to address concerns regarding a student. When indicated by the Director of the School of Social Work, the SCC will also consider termination proceedings. The SCC, as a standing faculty committee, includes a minimum of three faculty members in addition to ad hoc committee members. The ad hoc committee members will include a field practicum representative and a program director for the student's program level (BSW or MSW).

Several outcomes may be possible in an SCC intervention. The SCC intervention is for the retention of students and to maintain consistency in the hearing of concerns which may have an effect on the gatekeeping function for the profession exercised by our School of Social Work.

## **Academic Appeal / Disputed Grades**

In most cases, the student should begin by discussing the issue with the faculty member who assigned the grade or with whom they have a dispute.

If the dispute or grade (issue) is not resolved to the student's satisfaction, or if the student feels they cannot discuss the issue with the faculty member who assigned the grade, the student should discuss the issue with their faculty adviser.

If the issue remains unresolved, the student should discuss the issue with the BSW Program Director.

The BSW Program Director may refer the dispute to the Student Concerns Committee if there is no other resolution.

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 departmental determination regarding the disputed grade in consult of the ad hoc members of the SCC.

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

If at this point the student feels the issue remains unresolved, procedures through the University Court of Academic Appeals may be found in University's *Policies & Procedures Manual*, Section 2.05 and in the appendix of this manual.

## **Non-Academic Grievances**

For grievances not related to grades:

1. The aggrieved person, in most cases, should discuss the issue with the person they have a grievance with, whether student, faculty, or field instructor.
2. If the grievance is still unresolved to the student's satisfaction, or if they feel they cannot discuss the issue with the person involved, the student should discuss the issue with their adviser.
3. If the grievance is still unresolved, the student should discuss the issue with the BSW 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 BSW Program Director.
4. If the grievance is still unresolved, the BSW Program Director may request the grievance be heard by the Student Concerns Committee (SCC).
5. The SCC schedules a meeting to be attended by the SCC committee members, the student, an advocate for the student if he/she chooses to bring one, and the BSW Program Director (or their appointed representative).
6. The SCC presents recommendations to the BSW Program Director and the Director of the School of Social Work. The final decision of the Director will be based upon existing School and University policies and aligned with the SCC's recommendations.

7. If the issue is still not resolved, the next step is the LAS Dean's Office in Lindquist Hall, room 200. Schedule an appointment with Dr. Marche Fleming-Randle, Assistant Dean. 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. You should also take any records from your grievance up to that point.
8. If the issue remains unresolved, other university or appropriate civil procedures can be considered. The Office of Student Life ([www.wichita.edu/studentlife](http://www.wichita.edu/studentlife)), the office of Student Conduct and Community Standards ([www.wichita.edu/studentconduct](http://www.wichita.edu/studentconduct)) and WSU Student Advocate ([www.wichita.edu/studentadvocate](http://www.wichita.edu/studentadvocate)), can help with resolution and available grievance procedures.

### **Termination Policy**

The School of Social Work retains the right to terminate students from the BSW program. It should be noted that termination is considered a rare occurrence and that students have the right to appeal any decision. Following are examples 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](http://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 includes “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)
- Inability to demonstrate BSW competencies
- 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.

### **Termination Process**

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

- 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.
- The student has the right to question and present witnesses at the SCC meeting.
- The student has the right to be accompanied by a supporter or advocate.
- The student will receive a written copy of the termination proceedings and recommendations.
- 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.
- 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 *Undergraduate 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.

### **WSU Policies on Admission, Probation and Retention**

Students should refer to WSU’s *Undergraduate Catalog* ([www.wichita.edu/catalog](http://www.wichita.edu/catalog)) for the WSU policies on admission, probation, and retention.

## **Student Resources**

### **Financial Aid**

To help offset the cost of your education, the University makes work-study programs, Federal student loans, grants and scholarships available to students. For inquiries regarding financial assistance, contact the Office of Financial Aid at 203 Jardine Hall, (316) 978-3430, or online at [www.wichita.edu/financialaid](http://www.wichita.edu/financialaid).

If you must earn a portion of your educational expenses through part-time employment (yet another financial option), some on-campus jobs are available, even if you are not eligible for work-study. 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 our employment facebook page at <https://www.facebook.com/shockerworks> and on our website at <http://webs.wichita.edu/?u=socialwork&p=/WSUResourceLinks/Resources/>.

### **Scholarships**

Scholarships for the BSW program are made available 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 by November 1 each year on the LAS scholarship website, [www.wichita.edu/las/scholarships](http://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, so that they may be considered for one of the two undergraduate scholarships awarded annually by the School of Social Work.

#### **The Edward H. Tuttle Scholarship**

The Edward H. Tuttle Scholarship was established in 1994 for Social Work majors in honor of Edward H. Tuttle, first director of the Social Work Program at Wichita State. Scholarships are awarded annually to junior or senior Social Work students. To be considered for the Tuttle Scholarship, a student should have obtained full admission into the Social Work program, an overall GPA of 2.5 or above and financial need.

#### **The Anne Marie Underhill Endowed Scholarship in Social Work**

The Anne Marie Underhill Endowed Scholarship in Social Work was established in 2003 by Lee D. Underhill. This scholarship is awarded to a BSW student who demonstrates both academic merit and financial need.

#### **The Carolyn Risley Hill Scholarship for the School of Social Work**

The Carolyn Risley Hill Scholarship was established in 2010 by Carolyn Risley Hill. This scholarship is awarded to a full time BSW student with a 3.0 GPA or higher and financial need.

### **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 a 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. Junior or senior status (60 or more hours completed);
2. An overall 3.0 or higher GPA;
3. A GPA of 3.5 or higher in all Social Work courses; and
4. At least 12 hours completed in Social Work classes, including SCWK 201 and SCWK 300.

An induction ceremony for new members is held each spring. Applications may be submitted in the spring and are available 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 exit survey, which is distributed every year during the spring semester.

### **Practicing as a Social Worker**

The Wichita State BSW 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 LBSW 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. BSW graduates can take the LBSW 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 Boards (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](http://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 the 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](http://www.ksbsrb.org)).

### **Graduate School**

If you decide to pursue a graduate degree, several things should be taken into account. First and most important: Start the application process early! Most graduate schools set application deadlines early in the spring semester – usually January or February – for admission in the fall. Study alternatives for applying and talk with the faculty and students of the schools to which you are considering applying. Materials from various graduate schools are available in the student lounge, and the Council on Social Work Education (CSWE) website has a directory of accredited MSW programs (under the “Accreditation” link at [www.cswe.org](http://www.cswe.org)). Above all, decide what you specifically want in a graduate program and seek out those programs that you believe will meet your individual needs. You will probably need reference letters. Again, allow the faculty to help you sort out this often confusing process!

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

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

The 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, over eight hundred 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 thirty 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 BSW curriculum has been developed with the following in mind: the surrounding metropolitan area, potential students' interests, the Educational Policy and Accreditation Standards (EPAS) of the Council on Social Work Education, 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](http://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 BSW Program**

The mission of the Baccalaureate Social Work Program at Wichita State University is to prepare students for competent and effective professional entry-level social work practice within a generalist model. The BSW program is grounded in the history of the profession and dedicated to social work values of diversity, ethics and challenging oppression. Students will be prepared to apply evidence-based knowledge and skills to multiple systems to advance human rights and economic, political and social justice. Themes of the program are aimed at:

- Generalist Practice
- Professional Identity
- Values & Ethics
- Diversity

### **Goals of the BSW Program**

1. Prepare students for competent and ethical generalist social work practice with client systems of all sizes.
2. Prepare generalist practitioners who are committed to lifelong learning in order to effectively promote human rights, social and economic justice, and respect for diversity.
3. Prepare generalist social workers who apply knowledge of human behavior and are competent in the problem solving process.
4. Develop practitioners who are able to think critically, evaluate practice and understand practice issues related to economically evolving and culturally conservative contexts.
5. Educate social work graduates committed to the enhancement of human well-being and to the alleviation of discrimination, poverty and oppression.

### **Core Competencies of the BSW Program**

(As defined by CSWE)

1. Identify as a professional social worker and conduct oneself accordingly.
2. Apply social work ethical principles to guide professional practice.

3. Apply critical thinking to inform and communicate professional judgments.
4. Engage diversity and difference in practice.
5. Advance human rights and social and economic justice.
6. Engage in research-informed practice and practice-informed research.
7. Apply knowledge of human behavior and the social environment.
8. Engage in policy practice to advance social and economic wellbeing and to deliver effective social work services.
9. Respond to contexts that shape practice.
10. Engage, assess, intervene, and evaluate with individuals, families, groups, organizations and communities.

The School of Social Work has identified 10 core competencies and 41 measurable practice behaviors that are the basis for professional social work practice. The BSW curriculum prepares its graduates for generalist practice through mastery of the core competencies. For listing of the specific practice behaviors required of BSW students, see the practicum manual on the School of Social Work website at [www.wichita.edu/socialwork](http://www.wichita.edu/socialwork).

#### **Four Themes of the BSW Program**

The BSW curriculum has been designed to meet the objectives of the program and to be consistent with University and College mission and goals and needs of the community. As a program that prepares students for practice within a metropolitan setting, the program's curriculum prepares students for generalist practice based on basic values of social justice, understanding and respect for diversity and on multilevel interventions, taking into account the person-in-environment and the effect of larger socio-economic forces.

As the only urban university within the Kansas Board of Regents system, Wichita State University's BSW and MSW programs in the School of Social Work emphasize the preparation of students for practice within metropolitan environments. BSW graduates have obtained the knowledge, skills, and values needed to be effective beginning-level generalist practitioners. The metropolitan environment is characterized by a substantial number of disadvantaged and minority persons in the population to be served; an urban core, but with significant suburban and rural populations; a number of fluid and changing service delivery systems; and a diverse client population. Consequently, the beginning baccalaureate Social Worker needs the knowledge and skills necessary to understand human diversity and to negotiate effectively within a demanding metropolitan environment. In light of this context, the curriculum design is based on four major assumptions:

1. The curriculum is itself firmly placed upon a liberal arts base. A liberal arts base precedes and supports the Social Work curriculum. The curriculum is sequentially ordered with the expectation that learning takes place both incrementally and through synthesis. Therefore, the curriculum must appropriately sequence the acquisition of knowledge and skills, and must also encourage the integration and synthesis of acquired knowledge and skills. Thus,

courses are sequenced so that knowledge and skills are accumulated and integrated through the use of common themes and through their *internalization* and *application* in field or in course assignments.

2. Baccalaureate social work is generalist in perspective and practice, and practitioners use a *person-in-environment* perspective in multiple roles and in various settings. Students should be prepared for generalist practice within a metropolitan setting with its variety of roles, levels, and populations.
3. The curriculum is necessarily infused with the *values and ethics* of the profession, and the program itself should model a values orientation consistent with social justice and empowerment.
4. The curriculum should reflect an appreciation and understanding of human *diversity* and a commitment to at-risk and minority populations.

These assumptions, which are consistent with the program objectives, provide a guide to the overall development of the curriculum. Closely associated with these assumptions are four major themes that provide for horizontal linkage, or integration, between and among courses. These four themes are: 1) The Generalist Model, 2) Diversity, 3) Social Work Values and Ethics and 4) Professional Identity and Use of Self. These four themes provide integration and coherence to the BSW curriculum. The themes are found in each of the required courses in each sequence area (Practice, Human Behavior, Policy, Research, and Field Practicum).

### **The Generalist Model**

Preparation for generalist practice is the primary organizing theme of the BSW Curriculum. All courses in each sequence area directly contribute to the generalist perspective and skills for planned change and problem solving. The generalist Social Work model educates students for practice in a metropolitan environment. It is practice oriented and strives to instill specific values and skills within the student, drawing upon knowledge and perspectives gained in the liberal arts and Social Work courses. The generalist model serves as a template for the type of generalist practitioner we seek to graduate. There are nine primary characteristics of the generalist model which, together, form the definition of generalist practice that will be described later in this section. These characteristics consist of attitudinal, knowledge and skill attributes. The generalist model is linked to the ability to work at multiple levels of practice, with diverse populations, using varied practice roles and change processes that are directed toward problem solving and enhanced social functioning.

### **Diversity**

The second integrative theme of the curriculum is human diversity in the context of generalist practice in a metropolitan environment. The curriculum includes content on all aspects of diversity noted in the National Association of Social Workers (NASW) *Code of Ethics* and accreditation standards (age, color, disability, ethnicity, gender, national origin, race, religion, sexual orientation). However, because of our metropolitan setting, a strong emphasis is placed on content related to communities of color, women, and gays and lesbians. Content on age, disability, national origin, and religion are found in each sequence but not necessarily in all courses. The theme of diversity is tied to the generalist model through that model's emphasis on understanding all aspects



of the client's situation and environment. The theme of diversity finds expression in several related aspects:

- a) Self-awareness of personal belief and biases,
- b) Understanding and respect for diversity including similarities and differences,
- c) Knowledge of institutionalized oppression,
- d) The ability to engage clients in an empowering helping process that involves both individual and social change,
- e) Application of generalist knowledge and skills to work with diverse populations.

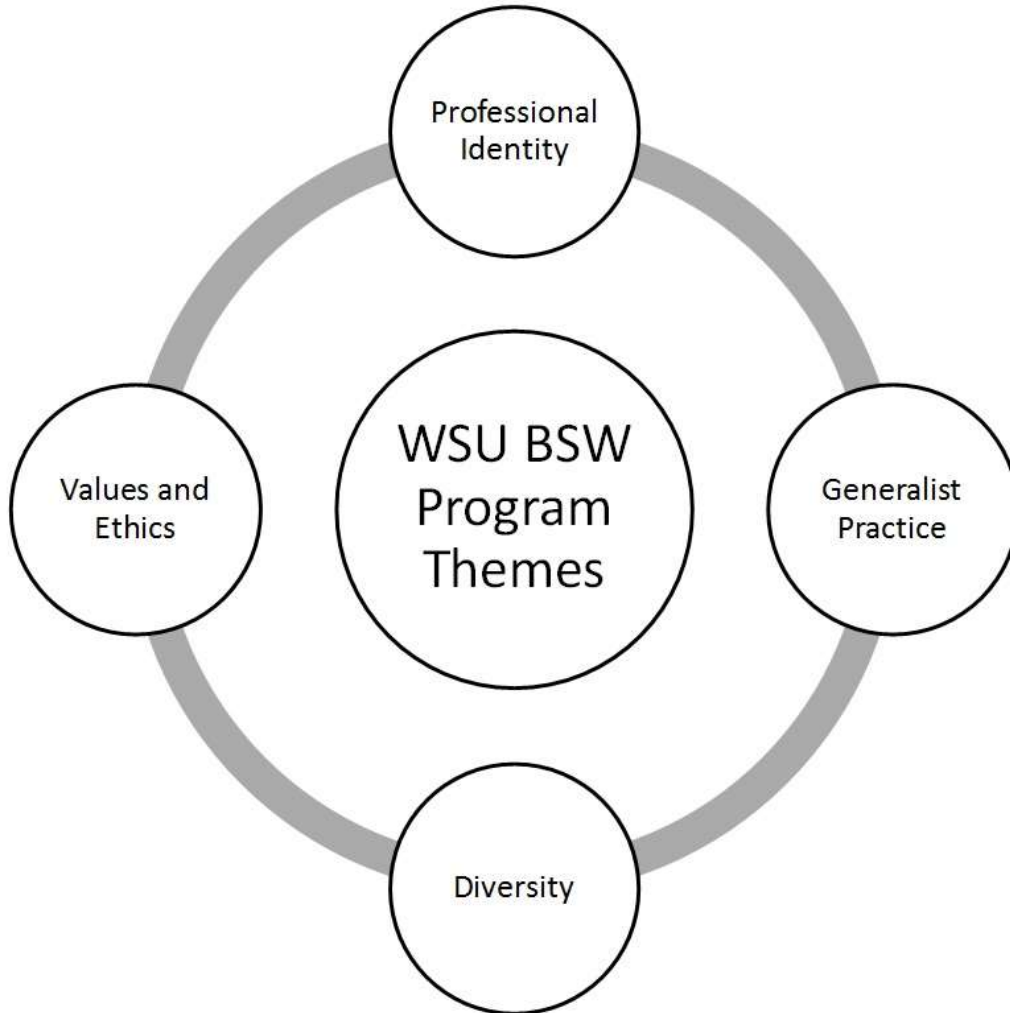
### **Social Work Values and Ethics**

Content in all sequence areas explores the application of Social Work values and ethics to a generalist model of practice. Through role plays, readings, discussions, policy analysis and practicum experience, students engage in the application of the *NASW Code of Ethics* ([www.socialworkers.org/pubs/code](http://www.socialworkers.org/pubs/code)) to direct and indirect services. In terms of the generalist model, Social Work generalist practitioners must demonstrate respect for the individual and for client self-determination, and must be committed to ethical and empowering practice and social justice.

### **Professional Identity and Use of Self**

The development of professional identity is particularly relevant to a metropolitan setting where there is convergence of many professional disciplines and roles. Generalist practitioners must have a strong sense of professional identity in a fluid agency and service environment. The development of professional identity is one of the overriding themes of the BSW program. As a generalist, a social worker must be able to view a problem from multiple perspectives, but must understand the problem from the perspective of a skilled and knowledgeable professional. Every course in the curriculum addresses some aspect of professional identity and use of self, in direct and indirect roles, in exercises that raise self-awareness, or in content that illuminates the history and stance of the profession.

**Diagram of BSW Program Themes**



**The Generalist Social Work Model at WSU**

The generalist Social Work model at Wichita State University educates students for practice in a metropolitan environment. It is practice oriented and strives to instill specific values and skills within the new practitioner, drawing upon knowledge gained in the liberal arts and in their Social Work courses. As such, the model is more outcome-oriented than conceptual and serves as the blueprint for the type of generalist practitioner we seek to graduate. In this way, the program can be accountable to students, the university and to the community in educating students in such a way that they meet our criteria for an entry-level generalist practitioner.

**The generalist practitioner has developed the following skills and capacities:**

- ***First and foremost, the generalist practitioner possesses a deep and abiding commitment to the values of Social Work, to include respect for the individual and for client self-determination;***

Two critical Social Work values are respect for the dignity and worth of each individual and client self-determination. Since these values are repeated so frequently, it can be easy to take them for granted. Regardless of the task or setting, Social Workers are not doing social work if these values are not incorporated into their daily practice.

To respect the dignity and worth of each individual means that social workers recognize the humanity within each person, regardless of how that person may be judged by others. Social workers are reminded that there are times and circumstances when one individual, or a group of individuals, have been judged to be less than fully human. Social workers must resist accepting such judgments and must insist that individual clients be treated with dignity and respect in recognition of our common humanity.

Client self-determination means that clients have the right to make their own decisions. Social workers are responsible for assuring that clients' decisions are voluntary, that they have the knowledge needed to make a decision, and that they have the capacity to make sound decisions. Social workers do not manipulate clients into making decisions that would be more reflective of the worker's ideas of the client's best interests than what the client might think. How social workers implement client self-determination in practice becomes a part of their ethical framework.

- ***Is committed to ethical practice;***

The primary responsibility of all social workers is to practice ethically. While the NASW *Code of Ethics* outlines the criteria for ethical practice, it is the responsibility of all social workers to incorporate this code into their personal code of ethics to develop their own ethical framework. This ethical framework serves as the yardstick by which social workers evaluate all professional and perhaps even personal behaviors.

Social workers have a responsibility to communicate their ethical framework to clients, supervisors, and other individuals who could be affected by the social workers' professional judgments. In addition, social workers are responsible for ongoing evaluation of their ethical framework. Such factors as maturity, new life circumstances and a changing practice environment can have an impact on social workers' ethical framework. Therefore, each social worker is responsible for examining their ethical framework in light of personal and professional development and for recreating their ethical framework to reflect their own development.

Finally, social workers are charged with assuring that professional ethics, as outlined in the NASW *Code of Ethics*, are maintained. It is the NASW *Code of Ethics*, and not our personal ethical framework, to which all social workers are accountable. Social workers who are concerned about a colleague's possible violation of the NASW *Code of Ethics* should report this concern to the colleague's supervisor or to another appropriate authority.

- ***Upholds the integrity of the Social Work profession;***

Just as with ethics, Social Workers must constantly assess what it means to uphold the integrity of the profession within the context of their own practice. In general, all Social Workers contribute to maintaining the integrity of the profession by clearly stating what they can and cannot do based upon their professional degree, credentials, and state license.

For example, no social worker can make independent recommendations to clients regarding prescription medication. While this example is straightforward, social workers can feel pressured to perform other tasks that are beyond the scope of their professional credentials. This is more likely to occur within agencies that are downsizing, declassifying and otherwise feeling pressured to cut costs. As the entry-level professional, the BSW social worker is most vulnerable to these pressures. It is therefore the responsibility of all social workers to clearly state that the entry level practitioner is to work under the supervision of an advanced practitioner.

On the other hand, social workers can feel pressured to understate their professional competencies. For example, this can occur in an environment where individuals with different degrees and/or credentials seek to downplay the value of professional social work. In such an environment, social workers are challenged to collaborate with colleagues while clarifying the unique contribution social work makes to the helping process.

- ***Advances social justice through planned change, particularly on behalf of underserved and oppressed groups within the community;***

Social justice takes many forms. The generalist model at WSU focuses on issues of poverty and the needs of the poor and working poor within our community. The poor and the working poor deserve special attention, as poverty cuts across all boundaries and defies any attempt we may make to categorize the poor. People are poor because they lack the economic resources needed to meet their basic human needs, and they are invisible to many citizens. Advancing social justice means being involved at a variety of levels to create avenues for individuals to move out of poverty and to increase their access to needed economic resources. Since it can be agreed that an underlying bias against the poor exists within our society, advancing social justice also means advocating for the poor in each arena of social work practice.

- ***Develops the capacities of individuals, groups, families, and communities;***

All individuals have human capacities and the ability to persevere. Most individuals who seek assistance from social workers have a diminished sense of their own capacity, due in part to life experiences, limited opportunities, and their own sense of who they are in relationship to their world. It is through engaging the client in a helping relationship that the generalist social worker creates a context for clients to first discover their own capacities and then explores avenues for further growth and change.

- ***Engages the client in a helping process that empowers them to find creative solutions to their own seemingly difficult situations;***

Within the helping process, the generalist social worker can assume the roles of co-creator, coach and role model, among other roles. Generalist social workers do not ‘give over’ their own power or authority to clients; rather, they encourage clients to discover their own power and authority, and then work with clients to strengthen their own sense of power and recognize the extent of their own authority. Authority is legitimate power, which, when translated into everyday living, means that it is the power clients have to make decisions that have a direct impact on their lives. The generalist social worker empowers clients by helping them to exercise their own authority. If needed, the social worker and client together can work to broaden the scope of clients’ authority when clients’ control over their own lives is insufficient.

For example, a woman may feel disempowered if she senses she has no authority to participate in household decisions. Parents may feel disempowered when schools exclude them from the decision-making process that will directly impact their children’s education. Persons with disabilities may feel disempowered when agencies ignore legal requirements to meet their needs. New immigrants may feel disempowered when agencies do not make translators available. A homosexual couple may feel disempowered when faced with housing discrimination or discrimination in the work setting.

These are some examples where individuals have the sense that they lack the authority to participate in processes that can have a direct impact on their quality of life. In order to find creative solutions, the social worker first helps clients to discover their own sense of power, then assesses whether they need more authority to make decisions that impact their life.

Creative solutions are often found by engaging others within the clients’ social environment to expand the scope of the clients’ authority and increase clients’ access to needed resources.

- ***Is an advocate for clients when their needs are not being met, and takes advantage of opportunities within and outside the work setting to advocate on behalf of those who are most vulnerable;***

Vulnerable groups with whom generalist practitioners are concerned include the poor, persons of color and ethnic minorities, gays and lesbians, persons with disabilities, the elderly, children and even families themselves. In an era of multidisciplinary practice, increasing specialization, privatization, and managed care, the skills of the generalist social worker are needed more than ever. Generalist social workers who take a holistic view of clients and assess them within the unique context of their social environment are perhaps in the best situation to see ‘both the forest and the trees’. As such, generalist practitioners are compelled to advocate for their clients within their own practice setting and with other organizations as well.

- ***Uses the problem solving model to assess a client’s situation, plan for change, intervene, and evaluate the outcomes of the planned intervention; and***

In assessment, the generalist practitioner uses an ecological framework to assess the fit between the client and the social environment. The end product of the assessment process is the

identification of clients' goals, which serve as the framework for developing an intervention plan. Once goals are agreed on, the practitioner brings people together to develop a workable plan that specifies who will perform what tasks to achieve the clients' stated goals. The plan includes resources needed to complete the identified tasks. The generalist practitioner monitors the overall intervention process, particularly when more than one individual and/or organization is responsible for completing assigned tasks. Upon completion of the intervention, the generalist practitioner evaluates the effectiveness of intervention in meeting the clients' needs. Feedback from the evaluative process is later used to improve services for subsequent clients with similar situations.

- *Incorporates the role of the research practitioner into their generalist practice model.*

Research is the process of developing new knowledge and gaining deeper understandings of human behavior. Knowledge and understanding gained from the research process provides the needed feedback to improve the quality and effectiveness of services provided to social work clients. Ethical practice is a practice that is accountable to clients, the agency, the profession, and the community, and generalist Social Workers demonstrate accountability by engaging in the ongoing process of evaluating their own practice. The generalist social worker understands that the research process and the problem solving process are quite similar and that incorporating research into the helping process is good practice. At a minimum, generalist social workers are consumers of research, drawing upon knowledge gained from research to make assessments and develop appropriate plans for intervention. As a research practitioner, generalist social workers evaluate the outcomes of their intervention and use this feedback to enhance their own practice effectiveness. At the program level, generalist social workers participate in needs assessments and process and outcome evaluations that can improve services.

This model is reflective of the common agreement that all faculty have in teaching social work practice across the curriculum. It is available to field instructors and is part of the field instructor training sessions offered by the program. It provides the policy guidelines for the selection of field learning activities by the field instructor and allows the faculty to develop agency placements that support learning experiences in appropriate generalist field settings.

## **The BSW Curriculum**

### **General Requirements for the Bachelor of Arts Degree**

Check with both an adviser in the LAS Advising Center and your Social Work adviser to be sure you are meeting the three levels of requirements:

1. Wichita State University requirements for a Bachelor's degree
2. Fairmount College of Liberal Arts and Sciences requirements for Bachelor of Arts degree
3. School of Social Work requirements for a major in Social Work.

If you meeting the Fairmount College of Liberal Arts and Sciences requirements for the Bachelor of Arts degree, you will be meeting the Wichita State University requirements. The requirements for the Bachelor of Arts degree can be found in the *Undergraduate Catalog*. These requirements

can be confusing, so it is imperative that you work with your adviser in the LAS Advising Center to make sure you are meeting all requirements.

### **Requirements for a Social Work Major:**

At least **45** hours including:

- SCWK 201 Introduction to Social Work and Social Welfare (3)
- SCWK 300 Policy I: Understanding Social Welfare Policy (3)
- SCWK 302 Techniques and Skills in Generalist Practice (4)
- SCWK 304 Social Diversity and Ethics (3)
- SCWK 351 Introduction to Social Work Research (3)
- SCWK 360 Person in Society: Micro (3)
- SCWK 361 Person in Society: Macro (3)
- \*SCWK 400 Policy II: Connecting Policy & Practice (3)
- SCWK 401 Generalist Practice with Groups (3)
- SCWK 402 Practicum I (4)
- SCWK 403 Generalist Practice with Individuals (3)
- SCWK 404 Practicum II (4)
- SCWK 407 Generalist Practice with Children and Families (3)
- \*SCWK 470 Generalist Practice with Organizations and Communities (3)

#### **\*Prerequisites**

for SCWK 400/470: SCWK 300 and POLS 121 or HIST 132

### **Courses Outside of Social Work Specifically Required By the Social Work Major**

- Human Diversity course (3) - can be a social work course like 340, 541, 610 or 611
- Human Diversity, upper division (3) - can be a social work course like 340, 541, 610 or 611
- BIOL 106/107 Human Organism (a human biology course with lab)

### **Electives Within the Program**

- SCWK 340 Human Sexuality (3 credits, cross-listed with WOMS 340)
- SCWK 385 Lesbian, Gay, Bisexual, Transgender Studies (3 credits, cross-listed with WOMS 385)
- SCWK 541 Women, Children & Poverty (3 credits, cross-listed with WOMS 541)
- SCWK 481 Cooperative Education in Social Work (1-4 credits, repeatable to 12 credits)
- SCWK 541 Women, Children and Poverty (3 credits, cross-list with WOMS 541)
- SCWK 566 Perspectives on Self-Help Groups (3 credits, cross-list with PSY 566)
- SCWK 610 Topics in Social Work (1-3 credits, repeatable)
- SCWK 611 Special Topics in Social Work (1-3 credits, repeatable)

## Electives and Approved Human Diversity Courses

Wichita State University and Fairmount College of Liberal Arts and Sciences offer a wide range of courses which will enhance preparation for entry into professional practice. You, along with your adviser, may wish to consider the following course list in the planning of general education and distribution requirements as well as in the selection of true electives. Most of the listed courses have no specific prerequisites. However, the list does include some with a prerequisite where both courses have clear relevance to an area of Social Work interest. If you have any doubts regarding prerequisite requirements, consult the schedule of course offerings published each semester as it contains a comprehensive listing.

You may wish to talk to teaching faculty for further information. On the basis of catalog descriptions, however, these courses are recommended for your consideration. They are grouped into seven categories. The first four are broadly defined by fields of practice, including: health and disability, family and mental health, juvenile and adult court services, and aging. Two lists focus on human diversity: women's issues, minority, & ethnicity concerns. The final grouping is miscellaneous and those courses have general relevance to Social Work.

Courses which meet the Human Diversity Requirement are noted with (D – lower division) or (UD – upper division).

### Anthropology

Anthro 303 World Cultures (FS)  
Anthro 307 Peoples of Africa (FS)  
Anthro 312 Asia Pacific Cultures (FS)  
Anthro 327 Magic, Witchcraft & Religion (FS)  
Anthro 506 Peoples of the Pacific (FS)  
Anthro 511 The Indians of North America (FS)  
Anthro 515 China (FS)  
Anthro 516 Japan: People & Culture (FS)  
Anthro 522 Art & Culture (FS)  
Anthro 526 Social Organization  
Anthro 542 Women in Other Cultures

### Communication

Comm 335 International & Intercultural Communication (I&P)

### Criminal Justice

CJ 355 Special Populations in the Criminal Justice System (FS)  
CJ 652 Juvenile Justice & Social Policy (FS)

### Ethnic Studies

Eth St 320 Martin Luther King  
Eth St 330 Ethnic America (FS)  
Eth St 331 The Black Family (FS)  
Eth St 332 The Native American (FS)  
Eth St 333 Issues in the Chicano Community (FS)  
Eth St 334 Ethnic America 20<sup>th</sup> Century (FS)  
Eth St 360 Dealing with Diversity (FS)  
Eth St 361 Prominent Ethnic People in the Making of America (FS)  
Eth St 370 The Black Experience  
Eth St 380 Native American Tribal Systems  
Eth St 400 The Black Child  
Eth St 410 African American Male  
Eth St 491 Urban Seminar  
Eth St 512 Issues in Minority Aging (FS)  
Eth St 579 Asian Women in Modern History

### English

Eng 318 Dialectology  
Eng 347 American Multicultural Literature  
Eng 546 Studies in Ethnic Literature

### Health Professions - Public Health Sciences -

#### Aging Studies

AGE 404 Psychology of Aging (FS)  
AGE 512 Issues in Minority Aging (FS)  
AGE 513 Sociology of Aging (FS)  
AGE 515 Women & Aging  
AGE 516 Age, Work & Retirement  
AGE 518 Biology of Aging  
AGE 520 Family and Aging  
AGE 527 - Introduction to Sexuality and Aging  
AGE 543 Aging & Public Policy  
AGE 560 Aging Network Seminar

#### History

Hist 317 The Holocaust (FS)  
Hist 332 Ethnic America (1500-1924) (FS)  
Hist 333 Ethnic America in the 20<sup>th</sup> Century (FS)  
Hist 339 Religion in America  
Hist 509 The African American Historical Experience  
Hist 510 20<sup>th</sup> Century African American History  
Hist 512 Women and Reform in America  
Hist 530 The American Woman in History  
Hist 532 Women in Ethnic America  
Hist 536 Survey of American Indian History  
Hist 579 Asian Women in Modern History

#### Political Science

Pol Sci 325 Women in the Political System  
Pol Sci 356 Civil Liberties (FS)  
Pol Sci 360 Human Rights

#### Psychology

Psy 404 Psychology of Aging (FS)  
Psy 514 Psychology of Health & Illness  
Psy 534 Psychology of Women (I&P)



**Religion**

Rel 327 Magic, Witchcraft & Religion (FS)  
Rel 334 Islam  
Rel 339 Religion in America  
Rel 370 Women in World Religions

**Social Work**

ScWk 340 Human Sexuality  
ScWk 385 Lesbian, Gay, Bisexual, Transgender Studies (FS)  
ScWk 541 Women, Children & Poverty (I&P)  
ScWk 571 Contemporary Issues & Perspective - LGBTQ (I&P)  
ScWk 611C Domestic Human Trafficking  
Various topics in SCWK 610-611 by adviser approval

**Sociology**

Soc 306 Introduction to Gender Studies (FS)  
Soc 316 Men & Masculinities (I&P)  
Soc 330 Social Inequality (FS)  
Soc 513 Sociology of Aging (FS)  
Soc 515 Family Diversity (FS)  
Soc 516 Sociology of Gender Roles (FS)  
Soc 520 Family and Aging  
Soc 534 Urban Sociology (FS)  
Soc 537 Social Consequences of Disability  
Soc 543 Aging & Public Policy

**Women Studies**

Wom St 306 Intro to Gender Studies (FS)  
Wom St 316 Men & Masculinities (I&P)  
Wom St 325 Women in the Political System  
Wom St 334 Islam  
Wom St 345 Women & Dependencies  
Wom St 361 Women and Work (FS)  
Wom St 370 Women in World Religions  
Wom St 380K Women & Peace  
Wom St 382 Feminism and Gun Culture  
Wom St 386 Women and Sports  
Wom St 387 Women in Society: Cultural Images (FS)  
Wom St 391 Women's Global Issues  
Wom St 482 Latinas in Culture & Society  
Wom St 513 Issues & Perspectives on African American Women & Globalism (I&P)  
Wom St 514 Women in the Middle East  
Wom St 532 Women in Ethnic America  
Wom St 541 Women, Children & Poverty (I&P)  
Wom St 542 Women in Other Cultures  
Wom St 586 Gender, Race & Knowledge (I&P)  
Wom St 588 Gender, Race, and the West/East Divide (I&P)

Clearly then, courses are available in topical and/or special interest areas within the university. You may select courses in addition to the major in areas of personal interest in other departments and colleges. For example, if a social work student wanted additional information concerning the aged, courses are available in social work, sociology, psychology, gerontology, business, and biology. You are encouraged to take supplemental courses at an advanced level in areas of special interest. As always, your adviser will be happy to help you make these selections.

## BSW 4-Year Model Course of Study

(Curriculum effective as of 2015-16 catalog)



### School of Social Work Bachelor of Social Work 4-Year Model Course of Study

This is a model plan of study to help you plan completion of a Bachelor of Arts degree in Social Work. You are encouraged to meet with an academic advisor who will evaluate your transcripts and help you with course sequencing and selection.

#### Fall Semester

#### Spring Semester

##### 1st Year (Freshman)

|   |          |
|---|----------|
| ENGL 101 College English I                        | 3        |
| COMM 111 Public Speaking                          | 3        |
| PSY 111 General Psychology                        | 3        |
| Fine Arts Introductory Course                     | 3        |
| Physical Science Introductory Course <sup>^</sup> | 3        |
|   | <hr/> 15 |

|   |          |
|---|----------|
| ENGL 102 College English II                     | 3        |
| SOC 111 Introduction to Sociology               | 3        |
| BIOL 106 The Human Organism <sup>^</sup>        | 4        |
| Humanities Introductory Course                  | 3        |
| POLS 121 American Politics or                   |          |
| HIST 131 History of the US: Colonial to 1865 or |          |
| HIST 132 History of the US: since 1865          | 3        |
|   | <hr/> 16 |

##### 2nd Year (Sophomore)

|   |          |
|---|----------|
| * Psychology or Sociology FS or I&P Course                  | 3        |
| * Biology or Physical Science FS or I&P Course <sup>^</sup> | 3        |
| MATH 111 College Algebra or                                 |          |
| 131 Contemporary Math                                       | 3        |
| Eng Lit (Hum 2 / Intro)                                     | 3        |
| Human Diversity elective                                    | 3        |
| Elective  | 2        |
|   | <hr/> 17 |

|   |          |
|---|----------|
| * SCWK 201 Intro to Social Work & Social Welfare<br>(or Elective) | 3        |
| Foreign Language 1  | 5        |
| * Humanities or Fine Arts FS / I&P                                | 3        |
| Human Diversity (Upper Division)                                  | 3        |
| Elective  | 2        |
|   | <hr/> 16 |

##### 3rd Year (Junior)

|   |          |
|---|----------|
| SCWK 300 Policy I: Understanding Social<br>Welfare Policy | 3        |
| SCWK 304 Social Diversity and Ethics                      | 3        |
| SCWK 351 Introduction to Social Work<br>Research          | 3        |
| SCWK 360 Person in Society: Micro                         | 3        |
| Foreign Language 2  | 5        |
|   | <hr/> 17 |

|  |          |
|--|----------|
| SCWK 302 Techniques & Skills in Generalist<br>Practice | 4        |
| SCWK 361 Person in Society: Macro                      | 3        |
| Foreign Language 3                                     | 5        |
| Elective   | 3        |
| Elective   | 2        |
|  | <hr/> 17 |

##### 4th Year (Senior)

|  |          |
|--|----------|
| SCWK 401 Generalist Practice with Groups         | 3        |
| SCWK 402 Practicum I                             | 4        |
| SCWK 403 Generalist Practice with<br>Individuals | 3        |
| Elective   | 3        |
|  | <hr/> 13 |

|  |          |
|--|----------|
| SCWK 400 Policy II: Connecting Policy &<br>Practice                | 3        |
| SCWK 404 Practicum II  | 4        |
| SCWK 407 Generalist Practice with Children &<br>Families           | 3        |
| SCWK 470 Generalist Practice with Organizations<br>and Communities | 3        |
|  | <hr/> 13 |

**Total Social Work credits: 45**

**Total credits: 124**

\* SCWK 201 is ideally taken before fall of junior year, but can be taken that fall with SCWK 300 and SCWK 360.

<sup>^</sup> Lab is required for one natural science course.

\* FS indicates *Further Study* courses. Students must complete one but not more than two *Issues & Perspectives* (I&P) courses.

A combined total of 27 hours is required in Humanities or Social and Behavioral Sciences; one of your electives must come from these divisions. You must complete two human diversity courses; one must be upper division. The following Basic Skills classes must be completed within the first 48 Fairmount College hours with a grade of C or above: ENGL 100 or ENGL 101, ENGL 102, COMM 111, and MATH 111 or MATH 131 (or higher-level math).

SCWK 201 Introduction to Social Work and Social Welfare is offered each semester. All other Social Work classes are offered only in the semester indicated on this guide.

Rev. 3/6/15

The BSW 4-year model plan of study is available on the School of Social Work website and in the social work office.

## **Field Practicum**

The 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 integrate classroom learning in the field setting. Placements are based on the BSW Program's objectives and the learning needs of each student. Structured learning opportunities are built into the field practicum experience which enables 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 practicum (SCWK 402 and SCWK 404) is for students to apply 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, and ethics and practice skills to enhance the wellbeing 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.
- Critically assess, implement, and evaluate agency policy within ethical guidelines.

Students will be required to complete 480 clock hours in a practicum placement during their course of study, 240 hours in each practicum semester.

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

## **Undergraduate Certificate in Social Work and Addictions**

The Undergraduate Certificate Program in Social Work and Addiction is designed to provide specialized knowledge and skills in addictions for bachelor's level students planning to enter the workforce or enter graduate school after graduation. The courses within this certificate program include specific requirement of an eight credit hour practicum to be in addictions work setting, and nine credit hours of additional coursework. The program offers students the opportunity to explore addictions from a social work perspective.

### **Certificate Requirements**

Students must be social work majors, and first be accepted into the Bachelor of Social Work program. Students must have a WSU GPA of 2.500, and in their social work courses of at least 3.000. Eligible students must apply to the program coordinator upon completion, or during current enrollment of ScWk 201. No grades below a "C" (2.0) are allowed in the certificate program courses.

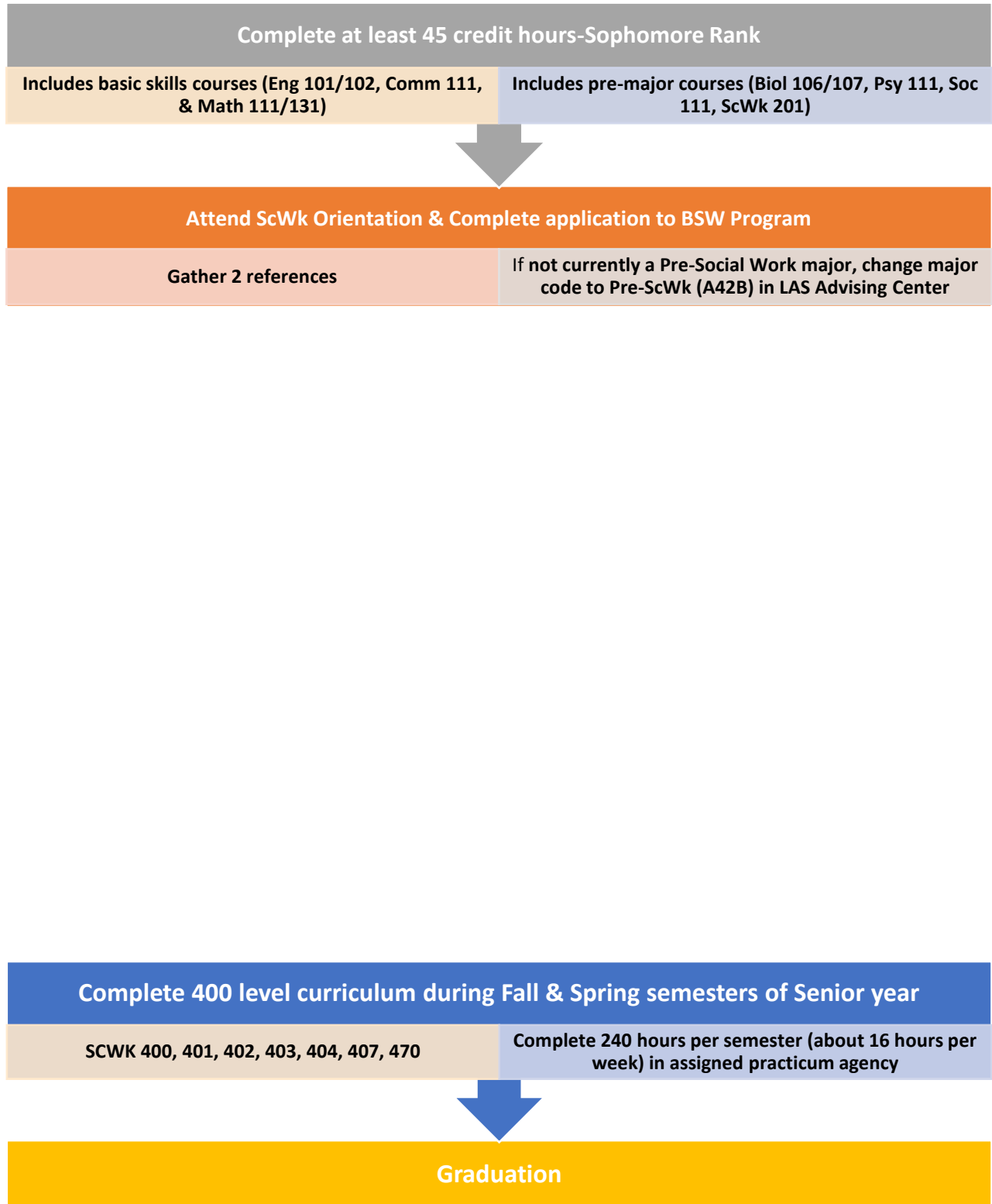
Students who have previously completed a Bachelor of Social Work degree from an accredited social work program, who, for academic, personal, or professional reasons, desire additional education in this area of specialized knowledge, are also invited to apply.

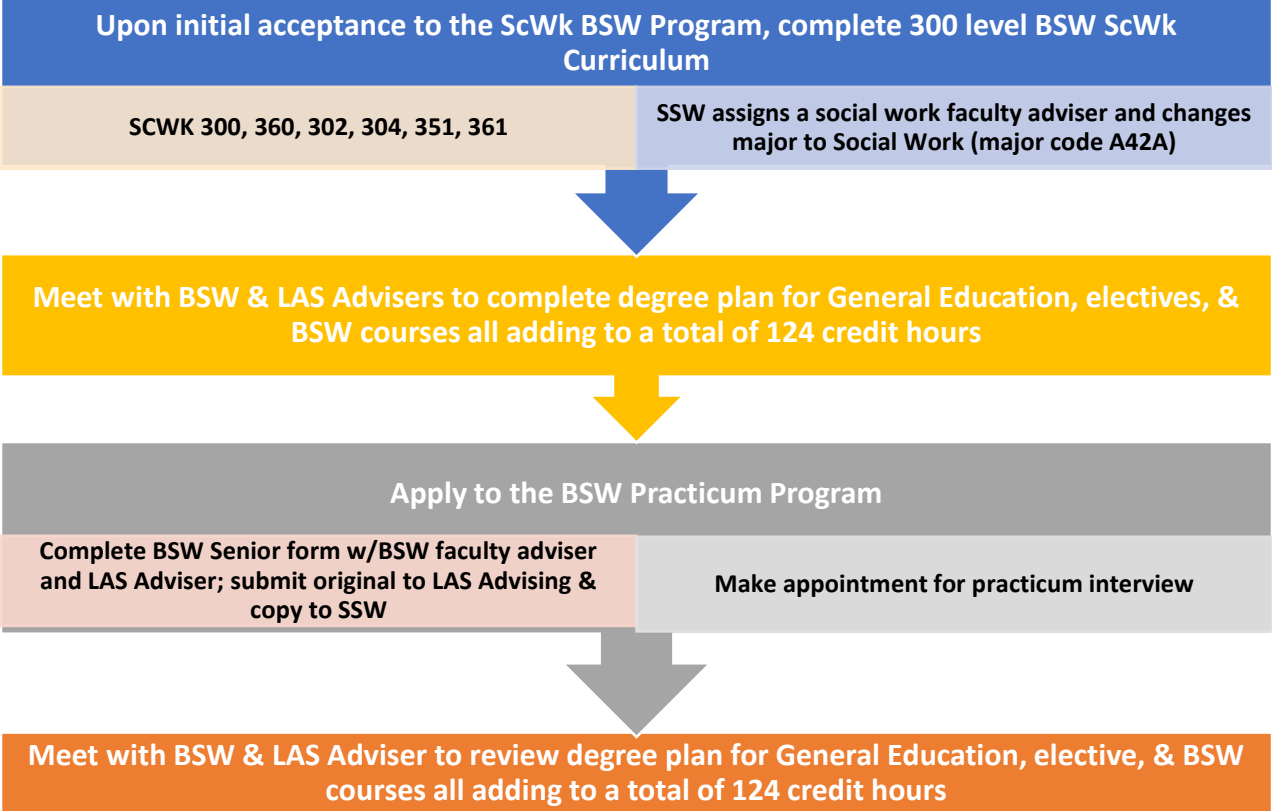
Courses to be completed, in their preferred sequence:

- SCWK 521 ..... Forensic Social Work (3 credit hours)
- SCWK 531 ..... Social Work Practice in Addictions (3 credit hours)
- SCWK 532 ..... Pharmacology and Drug Classification in Social Work Practice (3 credit hours)
- SCWK 402 ..... Practicum I (4 credit hours)
- SCWK 404 ..... Practicum II (4 credit hours)

All courses are letter graded. Students may not transfer any courses from another institution as part of this certificate program. Successful completion of the certificate requirements will be determined by the School of Social Work. If you complete the program you will graduate with a “Certificate in Social Work and Addiction,” which will appear on your diploma.

## Flowchart for WSU School of Social Work BSW Program





## APPENDIX





**APPENDIX I – WSU Resources and Directory**

| Inclement Weather – Call WSU Activity Line – (316) .978-6633                             |  |  |
|--|--|--|
| Office .....   | (316) 978-   | Location   |
| Alumni Association .....   | 3290   | Welcome Center   |
| <a href="http://www.wichita.edu/alumni">www.wichita.edu/alumni</a>                       |  |  |
| Blackboard Support .....   | 4357   | NA   |
| <a href="http://www.wichita.edu/helpdesk">www.wichita.edu/helpdesk</a>                   |  |  |
| Bookstore .....  | 3490   | Rhatigan Student Center  |
| <a href="http://www.wichita.edu/bookstore">www.wichita.edu/bookstore</a>                 |  |  |
| Campus Life and University Relations .....   | 3021   | 107 Morrison Hall  |
| <a href="http://www.wichita.edu/clur">www.wichita.edu/clur</a>                           |  |  |
| Career Services .....  | 3435   | 203 Grace Wilkie Hall  |
| <a href="http://www.wichita.edu/careers">www.wichita.edu/careers</a>                     |  |  |
| Cashier / Tuition & Fees .....   | 3333   | 201 Jardine Hall   |
| <a href="http://www.wichita.edu/tuitionfees">www.wichita.edu/tuitionfees</a>             |  |  |
| Computer Help Desk (Shocker Technical Assistance).....                                   | 4357   | 120 Jabara Hall  |
| <a href="http://www.wichita.edu/userservices">www.wichita.edu/userservices</a>           |  |  |
| Computer Labs  | <a href="http://www.wichita.edu/userservices">www.wichita.edu/userservices</a> |  |
| Ablah Library, 24-Hour Study Room.....   |  | NE Corner of Ablah Library   |
| Ablah Library .....  |  | Basement, 1 <sup>st</sup> , 2 <sup>nd</sup> & 3 <sup>rd</sup> floors |
| Jabara Hall 1 <sup>st</sup> Floor North Wing .....                                       |  | 120 and 122 Jabara Hall  |
| Copy Services .....  | 3035   | 011 Morrison Hall (downstairs)                                       |
| <a href="http://www.wichita.edu/centralservices">www.wichita.edu/centralservices</a>     |  |  |
| Counseling and Testing Center .....  | 3440   | 320 Grace Wilkie Hall  |
| <a href="http://www.wichita.edu/counselingtesting">www.wichita.edu/counselingtesting</a> |  |  |
| Disability Services .....  | 3309   | 150 Grace Wilkie Annex   |

|   |   |   |
|---|---|---|
|   | <a href="http://www.wichita.edu/disabilityservices">www.wichita.edu/disabilityservices</a>                    |   |
| Financial Aid.....  | 3430  | 203 Jardine Hall  |
|   | <a href="http://www.wichita.edu/financialaid">www.wichita.edu/financialaid</a>                                |   |
| Graduate School, WSU.....   | 3095  | 107 Jardine Hall  |
|   | <a href="http://www.wichita.edu/gradschool">www.wichita.edu/gradschool</a>                                    |   |
| Health Services, Student .....  | 3620  | 209 Ahlberg Hall  |
|   | <a href="http://www.wichita.edu/studenthealth">www.wichita.edu/studenthealth</a>                              |   |
| Heskett Center.....   | 3082  | Heskett Center  |
|   | <a href="http://www.wichita.edu/heskettcenter">www.wichita.edu/heskettcenter</a>                              |   |
| Hughes Metropolitan Complex.....  | 3258  | 5015 E 29 <sup>th</sup> St N, Wichita, KS<br>(29 <sup>th</sup> St N and Oliver) |
|   | <a href="http://webs.wichita.edu/?u=conted&amp;p=/metro/">http://webs.wichita.edu/?u=conted&amp;p=/metro/</a> |   |
| LAS Advising Center (LASAC).....  | 3700  | 115 Grace Wilkie Hall   |
|   | <a href="http://www.wichita.edu/advising">www.wichita.edu/advising</a>  |   |
| LAS, Fairmount College .....  | 6659  | 200 Lindquist Hall  |
|   | <a href="http://www.wichita.edu/las">www.wichita.edu/las</a>  |   |
| Library, Ablah.....   | 3481  | Ablah Library   |
|   | <a href="http://www.wichita.edu/library">www.wichita.edu/library</a>  |   |
| Lost and Found: <a href="http://webs.wichita.edu/?u=police&amp;p=/crime_prevention/lostandfound/">http://webs.wichita.edu/?u=police&amp;p=/crime_prevention/lostandfound/</a> |   |   |
| Multicultural Affairs, Office of.....   | 3034  | 174 Grace Wilkie Annex  |
|   | <a href="http://www.wichita.edu/multicultural">www.wichita.edu/multicultural</a>                              |   |
| Police, WSU Campus Police.....  | 3450  | Police Station  |
|   | <a href="http://www.wichita.edu/police">www.wichita.edu/police</a>  |   |
| Post Office .....   | 3550  | 112 Morrison Hall   |
|   | <a href="http://www.wichita.edu/postoffice">www.wichita.edu/postoffice</a>                                    |   |
| Registrar .....   | 3055  | Jardine Hall  |
|   | <a href="http://www.wichita.edu/registrar">www.wichita.edu/registrar</a>                                      |   |

|   |   |                                |
|---|---|--------------------------------|
| Registration .....                            | 3090  | 102 Jardine Hall               |
| Transcripts.....                              | 3057  | 117 Jardine Hall               |
|   | <a href="http://www.wichita.edu/transcripts">www.wichita.edu/transcripts</a>                                      |                                |
| Scholarships through LAS .....                | 6659  | 200 Lindquist Hall             |
|   | <a href="http://www.wichita.edu/las/scholarships">www.wichita.edu/las/scholarships</a>                            |                                |
| School of Social Work .....                   | 7250  | 528 Lindquist Hall             |
|   | <a href="http://www.wichita.edu/socialwork">www.wichita.edu/socialwork</a>  |                                |
| Social Work Student Lounge .....              |   | 504 Lindquist Hall             |
| South Campus .....                            | 8000  | 200 W Greenway, Ste 15, Derby  |
|   | <a href="http://www.wichita.edu/south">www.wichita.edu/south</a>  |                                |
| Student Advocate .....                        | 3026  | 200 Rhatigan Student Center    |
|   | <a href="http://www.wichita.edu/studentadvocate">www.wichita.edu/studentadvocate</a>                              |                                |
| Student Conduct and Community Standards ..... | 6681  |                                |
|   | <a href="http://www.wichita.edu/studentconduct">www.wichita.edu/studentconduct</a>                                |                                |
| Student Life.....                             | 6569  | 303 Grace Wilkie Hall          |
|   | <a href="http://www.wichita.edu/studentlife">www.wichita.edu/studentlife</a>                                      |                                |
| Tuition & Fees/ Cashier .....                 | 3333  | 201 Jardine Hall               |
|   | <a href="http://www.wichita.edu/tuitionfees">www.wichita.edu/tuitionfees</a>                                      |                                |
| University Information Center .....           | 4636  | Rhatigan Student Center        |
|   | <a href="http://webs.wichita.edu/?u=rsc&amp;p=/infocenter/">http://webs.wichita.edu/?u=rsc&amp;p=/infocenter/</a> |                                |
| West Campus .....                             | 6777  | 3801 N Walker, Maize, KS 67101 |
|   | <a href="http://www.wichita.edu/west">www.wichita.edu/west</a>  |                                |
| Writing Center .....                          | 3173  | 601 Lindquist Hall             |
|   | <a href="http://www.wichita.edu/writingcenter">www.wichita.edu/writingcenter</a>                                  |                                |



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

**Association of Social Work Boards (ASWB)**..... [www.aswb.org](http://www.aswb.org)

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

**Behavioral Sciences Regulatory Board (BSRB)**..... [www.ksbsrb.org](http://www.ksbsrb.org)

(State of Kansas licensing information and application)

**Council on Social Work Education (CSWE)** ..... [www.cswe.org](http://www.cswe.org)

Social Work program accreditation information –

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

Directory of accredited social work programs located under Accreditation link

**National Association of Social Workers (NASW)** ..... [www.socialworkers.org](http://www.socialworkers.org)

**NASW Code of Ethics** ..... [www.socialworkers.org/pubs/code](http://www.socialworkers.org/pubs/code)

**NASW Insurance Information**..... [www.naswassurance.org](http://www.naswassurance.org)

**School of Social Work**..... [www.wichita.edu/socialwork](http://www.wichita.edu/socialwork)

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

**School of Social Work Social Media**..... <https://www.facebook.com/wsusw>

<https://twitter.com/wsusocialwork> ..... <http://www.pinterest.com/wsusocialwork/>

**The Sunflower (WSU Student Newspaper)** ..... [www.thesunflower.com](http://www.thesunflower.com)

**WSU Policies and Procedures Manual** ..... [www.wichita.edu/policies](http://www.wichita.edu/policies)

(click on link to Policies & Procedures Manual)

**WSU Schedule of Courses** ..... [www.wichita.edu/schedule](http://www.wichita.edu/schedule)

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

**WSU Student Handbook** ..... [www.wichita.edu/studentlife](http://www.wichita.edu/studentlife)

(Click on Student Policies link)

**WSU Undergraduate Catalog** ..... [www.wichita.edu/catalog](http://www.wichita.edu/catalog)

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

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

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

#### **Purpose:**

To set forth comprehensive and informational guidelines relative to student conduct and student disciplinary procedures.

#### **Preamble:**

Wichita State University is a learning community comprised of Students, Faculty and Staff where freedom in 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 ones' 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 fulfil 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 Student 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](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 Directors 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 the 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 non-credit 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 pre-event 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 encouraged 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/CO<sub>2</sub> 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 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 alcoholrelated 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:** 1/1/04; 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: \_\_\_\_\_