WICHITA STATE UNIVERSITY

FAIRMOUNT COLLEGE OF LIBERAL ARTS AND SCIENCES

School of Social Work

School of Social Work

BSW Program

Student Manual

Rev June 2020

Table of Contents

Welcome to the School of Social Work at Wichita State University 1
Practice Areas 1
Accreditation 1
Social Work at Wichita State University 1
University, College, and School 1
The Liberal Arts Perspective and Its Relationship to Social Work 2
Liberal Arts and Preparation for Social Work 2
The Liberal Arts and Sciences and Social Work 3
The General Education Program: A Brief Summary 4
Admission to the BSW Program 5
Criteria for Admission 5
BSW Orientation 5
Application to the BSW Program 6
Acceptance of Practicum Field Placement 6
Transfer of Credit and Proficiency Exam Policy 7
Life and Work Experience 7
Experiential Learning and the Social Work Program 7
Cooperative Education (SCWK 481) 7
Academic and Professional Advising 8
Liberal Arts and Sciences Advising Center (LASAC) 8
School of Social Work Faculty Advising 8
The *Undergraduate Catalog* 9
Exceptions, Substitutions, and Waivers 9
Student Responsibilities 9
Student Rights 10
Governance 11
Notice of Nondiscrimination 11
Progression, Retention, Grievance and Termination 11
Application, Retention, Progression 11
Decision Points 12
Acceptance into Practicum 12
Practicum and Professional Liability Insurance 13
Senior Form 13

Application for Degree 13
Incomplete Grades 14
Leave of Absence 14
Class Withdrawal 14
Retention Criteria 15
Student Conduct Regulations 15
Grievance Procedures 19
Student Concerns Committee 19
Academic Appeal / Disputed Grades 19
Non-Academic Grievances 20
Termination Policy 21
Termination Process 22
WSU Policies on Admission, Probation and Retention 22
Student Resources 22
Financial Aid 22
Scholarships 23
The Edward H. Tuttle Scholarship 23
The Anne Marie Underhill Endowed Scholarship in Social Work 23
The Carolyn Risley Hill Scholarship for the School of Social Work 23
Military Veterans Scholarship/Fellowship in Social Work 23
Taunya Rutenbeck Fund for Social Work in Honor of Larry Rutenbeck 23
Student Organizations 24
Student Organization of Social Work (SOSW) 24
Phi Alpha National Honor Society 24
Graduation and Beyond 24
The Exit Survey 24
Practicing as a Social Worker 25
Kansas Social Work Licensure Exam 25
Graduate School 25
School of Social Work Alumni Society and Facebook Page 25
Curriculum Development: Mission, Goals and Competencies 26
Curriculum Development 26
Mission of Wichita State University 26
Mission of Fairmount College of Liberal Arts and Sciences 26

Mission of the School of Social Work 27
Mission of the BSW Program 27
Goals of the BSW Program 27
Core Competencies of the BSW Program 27
Assumptions of the BSW Program 28
The Generalist Model 29
Diversity 29
Social Work Values and Ethics 30
Professional Identity and Use of Self 30
Diagram of BSW Program Themes 31
The Generalist Social Work Model at WSU 31
The BSW Curriculum 35
General Requirements for the Bachelor of Arts Degree 35
Requirements for a Social Work Major: 36
Prerequisites 36
Major Course Options 36
Other Electives within the Program 37
BSW 4-Year Model Course of Study 38
Field Practicum 40
Undergraduate Certificate in Social Work and Addictions 40
Certificate Requirements 40
Undergraduate Certificate in Social Work and Child Welfare 41
Certificate Requirements 41
APPENDIX 43
APPENDIX I – WSU Resources and Directory 44
APPENDIX II – Websites, Publications, and Forms 47
APPENDIX III – Student Code of Conduct 49
APPENDIX IV – Student Academic Honesty 83
APPENDIX V – Sexual Misconduct, Sexual Harassment, Relationship Violence and Stalking Policy for Employees and Visitors 90
APPENDIX VI – Sexual Misconduct, Relationship Violence, and Stalking Policy for Students 110
APPENDIX VI – Academic Appeals 139
APPENDIX VIII – Incomplete Grade Form 142

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 advisor. 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). For comprehensive information regarding the School of Social Work and its programs, please consult the school's website at www.wichita.edu/socialwork.

Wherever there are people with problems, individually or in groups, there are opportunities for employment as a social worker. Social workers are found in both urban and rural areas. Your work can be both physically and emotionally demanding because of its focus on human needs and problems, but it can also be 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
Adult probation
Community organizing
Community services
Corrections
Family services
Gerontology
Group work
Hospitals
Juvenile court
Medical social work
Mental health
Public social services
Schools
Services to the mentally and physically challenged
Social planning
Social research
Social service administration
Substance abuse prevention

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.

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 80 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 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 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 on the "Home" tab under "Student Tools.")

The Office of Career Services (located in Brennan III) 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 Brennan III, with satellite offices in CH 021B, RSC 205, and WH 300.

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 fall and spring 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 120 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 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, go to the “Student Tools” section of the Home Tab on myWSU.wichita.edu).
5. Attend 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
- MATH 111 College Algebra or MATH 131 Contemporary Mathematics
- SOC 111 Introduction to Sociology
- PSY 111 General Psychology
- BIOL 106 & 107 The Human Organism and The Human Organism Lab
- SCWK 201 Introduction to Social Work and Social Welfare

The admissions criteria allows admissions decisions to be made with 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 a mandatory BSW Orientation. The orientation is held each fall or spring semester. 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. 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 form
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. You should also 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 deadlines are October 15th for fall semester and March 15th for spring 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.

Acceptance of Practicum Field Placement

Acceptance into the practicum program which is done in the junior year in preparation for the practicum classes taken the senior year. To be accepted into the practicum program, you must attend a BSW Practicum Orientation (which is held in conjunction with the BSW Program Orientation), complete all practicum inventory forms and processes. The Social Work 400-level practice and practicum classes are restricted to those who have been admitted to the Social Work Program, so it is important to have been admitted to the BSW program before applying to practicum, as you cannot be considered for practicum placement until you have been admitted to the program. Placement in 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 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 acceptance of Practicum field placement. 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 skills. The SCWK 302 Techniques and Skills in Generalist Practice class includes community service/volunteer requirements for such experiential learning. That course plays a key role in developing and assessing your readiness to enter 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 advisor 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 advisor in the LASAC to ensure that Bachelor of Arts degree requirements are understood and being met. Social Work majors have one mandatory visit with a LAS advisor for completion of the Senior Form. We recommend that the appointment for the Senior Form is done in the fall of the Junior Year. The LAS advisor is an important source of information on University academic policies and requirements. Regular contact with a LAS advisor 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.

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 advisor in the School of Social Work. You are encouraged to meet with your advisor on a regular basis to discuss educational and career planning and goals.

You should contact your assigned faculty advisor before registering for classes and with questions regarding your social work curriculum. You are encouraged to meet with your advisor 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, 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 advisors on our website at www.wichita.edu/socialwork.

There is no real substitute for your own use of a student transcript or degree audit 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 advisor 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.

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:
- To consult with their academic advisors on all matters pertaining to their academic careers, including changes in their programs.
- To observe all regulations of their college and select courses according to the requirements of that college.

- 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.
- To fulfill all requirements for graduation.
- To be personally responsible for fulfilling all requirements and observing all regulations of Wichita State University.
- To answer promptly all written notices from advisors, faculty, deans, and other University officials.
- To file a Senior Form with the LAS Advising Center at the completion of 90 credit hours (this is suggested to be done during the fall semester of your junior year before Practicum).
- 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.
- 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, 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. 11-25-2019):

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

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

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 formal admissions procedures: admission to the BSW Program (see section on Application to the BSW Program) and acceptance into Practicum. Each involves a separate student paperwork and evaluation by the faculty. These admissions/acceptance procedures are key points in your degree progression.

Acceptance into 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 in conjunction with the BSW Program orientation. For students already admitted, orientation is held in the fall before their senior year. Students are instructed on items needed before placement into Practicum and are referred to the School of Social Work website (www.wichita.edu/socialwork) to access the required forms.

Acceptance to practicum involves a completed Practicum Inventory packet including a field inventory, 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).

Acceptance into 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 the BSW Program. Application and formal admission to the BSW Program is required prior to enrollment in any 400-level Social Work practice course required in the major curriculum.

Once you are accepted into 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/practicum/manual) for more information on entering 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. See the *Field Practicum Manual* available on the School of Social Work website, 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 90 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) and is filled out by the student and LAS and Social Work advisors. You will need to meet with a LAS advisor 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 advisor to fill out the remaining section. After completing the form with your advisor, you should hand-carry the original form to the LAS Advising Center. *If y*ou 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) 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 advisor 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 advisor 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. It is also recommended to meet with Financial Aid to see if class withdrawal will have any impact on their future financial aid.

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:

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.

Adherence to social work values and ethics as stated in the *NASW Code of Ethics*.

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 (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) 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, promoting, condoning, encouraging, requiring, concealing or facilitating another person to commit an act that violates the Code of Conduct
- Academic dishonesty, including:
    a. Cheating in any form

b. Plagiarism
c. Unauthorized use or possession of materials or resources
d. Unauthorized collaboration or consultation
e. Fabrication, falsification, or misrepresentation of information
f. Academic interference
    1. Removing, concealing, damaging, destroying or stealing materials or resources that are necessary to complete or perform an academic activity
    2. Tampering with another person or group's work
    3. Interfering with another student's academic performance
g. Unauthorized resubmission
h. Facilitation of academic misconduct
i. Unauthorized sale, distribution, or receipt of academic materials
j. Research misconduct

- 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)
    a. Underage possession and/or consumption of alcohol
    b. Unauthorized possession and/or consumption of alcohol
    c. Unauthorized and/or unlawful distribution, sale, and/or service of alcohol
    d. Possession of common source container(s)
    e. Social host
    f. Excessive and/or rapid consumption
    g. Manufacturing and/or producing alcohol
    h. Open container
    i. Unauthorized possession, use, and/or misuse of drugs and/or other substances
    j. Unauthorized possession, and/or use of drug paraphernalia
    k. Unauthorized manufacture, sale, and/or disruption of drugs and/or other substances
    l. Driving while impaired
    m. Public intoxication
- Abuse/assault (physical abuse, verbal abuse, threats, intimidation, coercion, etc.)
- Bribery and extortion
- Committing acts of dishonesty.
    a. Tampering with the election of any University-recognized student organization

b. 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
- Disruptive Behavior
  a. Failure to comply
  b. Interference with a University process or procedure
  c. Academic environment disruption
  d. University event/classroom disruption
  e. Disruptive behavior
- Failing to comply with the directions of a University official acting in the performance of his/her duties
- Fire and General Safety
  a. Breaking the plane
  b. Failure to follow emergency procedures
  c. Falsely reporting an emergency
  d. Fire, explosion, or other safety hazard
  e. Fireworks, hazardous chemicals, or explosives
  f. Misuse of emergency equipment
- Harm and Endangerment
  a. Physical violence
  b. Threats
  c. Harassment
  d. Endangerment
  e. Harm or endangerment of animals
- Hazing
- Improper response to a request from a University official
- Keys/Unauthorized Entry
- Misrepresentation
  a. False or misleading information
  b. Falsification

c. Misrepresentation self, the University or another

d. Fraudulent identification

- 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

j. Violation of copyright law

- Posting signs on or in unauthorized places including trees, shrubbery, sidewalks, buildings, and lawns
- Relationship Violence
- Retaliation
- Sexual Misconduct
- Solicitation
- Stalking
- Theft
- Tobacco Use and Smoking
- Unpiloted Aerial Systems
- Violation of Federal or State laws, County or City ordinances
- Violation of Program and Department policies, rules or regulations
- Unauthorized and/or Unlawful Gambling
- 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 or any device, such as Taser
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 advisor.

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 (SCC) 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 advisor.
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), the office of Student Conduct and Community Standards (www.wichita.edu/studentconduct) and WSU Student Advocate (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). 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), the Student Life office (www.wichita.edu/studentlife), the Student Conduct and Community Standards office (www.wichita.edu/studentconduct), the *Undergraduate Catalog* (www.wichita.edu/catalog) and/or the WSU Student Advocate (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) 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.

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 Brennan III, (316) 978-3435, http://careers.wichita.edu. In addition, Social Work jobs are posted on our employment/volunteer 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.

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.

Military Veterans Scholarship/Fellowship in Social Work

The Military Veteran Scholarship/Fellowship in Social Work was established in 2017, primarily through Don Barry, though many donated to the fund. This scholarship/fellowship is awarded to a military veteran with financial need.

Taunya Rutenbeck Fund for Social Work in Honor of Larry Rutenbeck

The Taunya Rutenbeck Fund for Social Work in Honor of Larry Rutenbeck was established in 2014 by Taunya Rutenbeck in honor of her late husband, Larry Rutenbeck. This scholarship/ fellowship is awarded to a full time MSW or BSW student with a 2.5 GPA or higher.

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.

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. Obtained admission to the BSW Program
2. Achieved Sophomore (30+ credit hours)
3. Earned at least a 3.20 overall grade point average for all university course work
4. Completed at least 9 credit hours in required social work courses
5. Earned at least a 3.50 grade point average over all social work courses.

An induction ceremony for new members is held each fall and spring. Applications may be submitted in the October and March and are available on the School of Social Work website at 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.

1. 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).
2. Applications and instructions can be found on the BSRB website (www.ksbsrb.ks.gov). 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.
3. You will need to request for a copy of your final transcript "After Degree Posted" to be sent to the BSRB before you are licensed.

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

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). 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.

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 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's vision is to be one of America's most innovative research universities known for its impactful student experience and driving the prosperity of people and communities we serve. The mission of Wichita State University is to be an essential educational, cultural and economic driver for Kansas and the greater public good.

At Wichita State University, we value:

- Seizing opportunities
- Adaptive approaches
- Positive risk-taking
- Innovation and creativity
- Knowledge creation and dynamic educational opportunities

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

- Prepare students for competent and ethical generalist social work practice with client systems of all sizes.
- Prepare generalist practitioners who are committed to lifelong learning in order to effectively promote human rights, social and economic justice, and respect for diversity.
- Prepare generalist social workers who apply knowledge of human behavior and are competent in the problem solving process.
- Develop practitioners who are able to think critically, evaluate practice and understand practice issues related to economically evolving and culturally conservative contexts.
- 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. Demonstrate ethical and professional behavior

2. Engage diversity and difference in practice
3. Advance human rights and social, economic and environmental justice
4. Engage in practice-informed research and research-informed practice
5. Engage in policy practice
6. Engage with individuals, families, groups, organizations, and communities
7. Assess individuals, families, groups, organizations, and communities
8. Intervene with individuals, families, groups, organizations, and communities
9. Evaluate practice with individuals, families, groups, organizations, and communities

The School of Social Work has identified 9 core competencies and 31 measurable behaviors that are the basis for professional social work practice. The 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.

Assumptions 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.

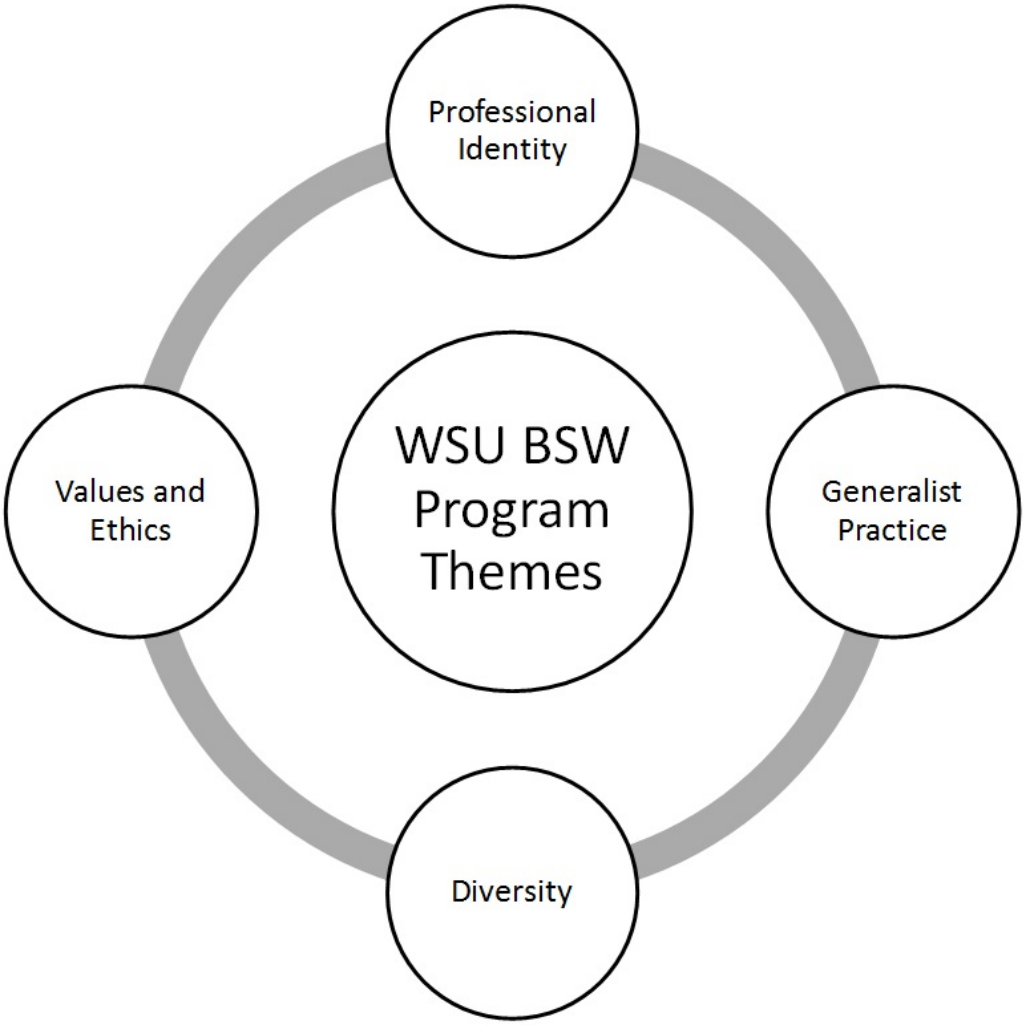
Social Work Values and Ethics

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) 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 advisor in the LAS Advising Center and your Social Work advisor 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 meet 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 advisor 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 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 470 Generalist Practice with Organizations and Communities (3)
2 Major Courses

Prerequisites

for SCWK 302: SCWK 201
* for SCWK 400: SCWK 300 and POLS 121 or HIST 132
- For SCWK 401, 402, 403 and 470: SCWK 302
^ for SCWK 404: SCWK 402

Major Course Options

SCWK 304 Social Diversity and Ethics
SCWK 340 Human Sexuality
SCWK 385 Lesbian, Gay, Bisexual, Transgender Studies
SCWK 407 Generalist Practice with Children and Families
SCWK 541 Women, Children and Poverty
SCWK 542 International Social Work
SCWK 571 Contemporary Issues and Perspectives – LGBTQ
SCWK 572 Social Work Practice with Families of Diverse Cultures
SCWK 610G Policy and Practice with Aging

SCWK 611C Domestic Human Trafficking

SCWK 611J Creative Empowerment

Other various topics in SCWK 610, 611 and 730 by program director approval only

Other Electives within the Program

SCWK 521 Forensic Social Work

SCWK 531 Social Work Practice in Addictions

SCWK 532 Pharmacology and Drug Classification in Social Work

SCWK 590 Domestic Violence

SCWK 610 Topics in Social Work (1-3 credits, repeatable)

SCWK 611 Special Topics in Social Work (1-3 credits, repeatable)

SCWK 611Q Social Work in Sports

SCWK 611T Creative Techniques and Skills in Practice with Adolescent Girls

SCWK 730U Exploring Animal Assisted Therapy

BSW 4-Year Model Course of Study

WICHITA STATE UNIVERSITY
FAIRMOUNT COLLEGE OF LIBERAL ARTS AND SCIENCES
School of Social Work

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	ENGL 102 College English II	3
COMM 111 Public Speaking	3	SOC 111 Introduction to Sociology	3
PSY 111 General Psychology	3	BIOL 106 The Human Organism^	4
Fine Arts Introductory Course	3	Humanities Introductory Course	3
Physical Science 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
	15		16
2nd Year (Sophomore)			
* Psychology or Sociology FS or I&P Course	3	# SCWK 201 Intro to Social Work & Social Welfare (or Elective)	3
* Biology or Physical Science FS or I&P Course^	3	Foreign Language 1	5
MATH 111 College Algebra or 131 Contemporary Math	3	* Humanities or Fine Arts FS / I&P	3
Eng Lit (Hum 2 / Intro)	3	Elective	3
Elective	3		14
	15		
3rd Year (Junior)			
SCWK 300 Policy I: Understanding Social Welfare Policy	3	SCWK 302 Techniques & Skills in Generalist Practice	4
SCWK Major Course A (course choices attached)	3	SCWK 351 Introduction to Social Work Research	3
SCWK 360 Person in Society: Micro	3	SCWK 361 Person in Society: Macro	3
Foreign Language 2	5	Foreign Language 3	5
Elective	3	Elective	2
	17		17
4th Year (Senior)			
SCWK 401 Generalist Practice with Groups	3	SCWK 400 Policy II: Connecting Policy & Practice	3
SCWK 402 Practicum I	4	SCWK 404 Practicum II	4
SCWK 403 Generalist Practice with Individuals	3	SCWK Major Course B (course choices attached)	3
Elective	3	SCWK 470 Generalist Practice with Organizations and Communities	3
	13		13

Total Social Work credits: 45
Total credits: 120

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

^ 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.**

Students may choose a Major Course from the following course offerings for their required coursework. BSW students are required to take *two* Major Course selections: one suggested in the fall semester of their junior year, and one suggested in the spring semester of their senior year.

These courses will meet the requirements for a Major Course selection:

ScWk 304 Social Diversity and Ethics
ScWk 340 Human Sexuality
ScWk 385 Lesbian, Gay, Bisexual, Transgender Studies
ScWk 407 Generalist Practice with Children and Families
ScWk 541 Women and Poverty
ScWk 542 International Social Work
ScWk 571 Contemporary Issues & Perspectives – LGBTQ
ScWk 610G Policy and Practice with Aging
ScWk 611C Domestic Human Trafficking
ScWk 611J Creative Empowerment
ScWk 572 Social Work Practice with Families of Diverse Cultures

- *Other various topics in ScWk 610, 611, and 730 by program director approval only*
- *You cannot use a class for both a Major A and B course AND a certificate!*

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

1. 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.
2. 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:
    a. Develop an awareness of self in the process of intervention.
    b. Apply Social Work knowledge, values, and ethics and practice skills to enhance the wellbeing of people and to work toward social justice.
    c. Use oral and written professional communications that are consistent with the language of the practicum setting and the profession.
    d. Use professional supervision to enhance learning.
    e. Critically assess, implement, and evaluate agency policy within ethical guidelines.
3. 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.

Undergraduate Certificate in Social Work and Child Welfare

The Undergraduate Certificate in Social Work and Child Welfare is designed to provide specialized knowledge and skills in this area for bachelor's level students planning to enter the workforce or enter graduate school after graduation. The courses within this certificate program include the specific requirement of an eight credit hour practicum to be in a pre-selected, pre-approved work setting, and nine credit hours of additional coursework. The program can offer students the opportunity to explore the needs of children and families 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:

Junior Year

SCWK 407.....Generalist Practice with Children and Families (3 credit hours)

SCWK 521.....Forensic Social Work (3 credit hours)

Senior Year

SCWK 403 .....Practicum I (4 credit hours)

SCWK 404 .....Practicum II (4 credit hours)
SCWK Elective....(3 credit hours)

Students may take a social work elective from the following list to complete their course elective for the certificate. There may be additional course offerings by the department that could serve as a certificate elective, but this must be approved by your social work faculty advisor.

Approved elective courses:

SCWK 531 .....Practice in Addictions

SCWK 532 .....Pharmacology and Drug Classification in Social Work Practice

SCWK 572 .....Families of Diverse Cultures

SCWK 590 .....Domestic Violence

SCWK 610G .....Policy and Practice with Aging

SCWK 611C .....Domestic Human Trafficking

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 an undergraduate "Certificate in Social Work and Child Welfare," which will appear on your diploma.

APPENDIX

APPENDIX I – WSU Resources and Directory

Inclement Weather – Call WSU Activity Line – (316) 978-6633		
Office	(316) 978-	Location
Alumni Association www.wichita.edu/alumni	3290	Woodman Alumni Center
Blackboard Support www.wichita.edu/helpdesk	4357	NA
Bookstore www.wichita.edu/bookstore	3490	Rhatigan Student Center, 1st Floor
Campus Life and University Relations www.wichita.edu/clur	3021	Rhatigan Student Center, 2nd Floor
Career Services www.wichita.edu/careers	3435	Brennan III
Cashier / Tuition & Fees www.wichita.edu/tuitionfees	3333	201 Jardine Hall
Computer Help Desk (Shocker Technical Assistance) www.wichita.edu/userservices	4357	120 Jabara Hall
Computer Labs www.wichita.edu/userservices		
Ablah Library, 24-Hour Study Room		NE Corner of Ablah Library
Ablah Library		Basement, 1st, 2nd & 3rd floors
Jabara Hall 1st Floor North Wing		120 Jabara Hall
Copy Services www.wichita.edu/centralservices	3035	011 Morrison Hall (downstairs)
CAPS-Counseling and Prevention Services www.wichita.edu/counselingtesting	3440	Steve Clark YMCA
Disability Services www.wichita.edu/disabilityservices	3309	203 Grace Wilkie Hall
Financial Aid www.wichita.edu/financialaid	3430	203 Jardine Hall

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

Student Advocate www.wichita.edu/studentadvocate	3480	Rhatigan Student Center, 2nd Floor
Student Conduct and Community Standards www.wichita.edu/studentconduct	6681	A1060 Shocker Hall
Student Life www.wichita.edu/studentlife	6569	
Tuition & Fees/ Cashier www.wichita.edu/tuitionfees	3333	201 Jardine Hall
University Information Center http://webs.wichita.edu/?u=rsc&p=/infocenter/	4636	Rhatigan Student Center
WSU Haysville www.wichita.edu/haysville	8001	106 Stewart Ave, Haysville, KS
WSU South www.wichita.edu/south	8000	23821 E Harry St, Suite B105 Wichita, KS
WSU West www.wichita.edu/west	6777	3801 N Walker, Maize, KS 67101
Writing Center www.wichita.edu/writingcenter	3173	601 Lindquist Hall

Other Student Resources

https://www.wichita.edu/about/office_hours/index.php

APPENDIX II – Websites, Publications, and Forms

Association of Social Work Boards (ASWB)

www.aswb.org

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

Behavioral Sciences Regulatory Board (BSRB)

www.ksbsrb.ks.gov

(State of Kansas licensing information and application)

Council on Social Work Education (CSWE)

www.cswe.org

Social Work program accreditation information –

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

Directory of accredited social work programs located under Accreditation link

National Association of Social Workers (NASW)

www.socialworkers.org

NASW Code of Ethics

www.socialworkers.org/pubs/code

NASW Insurance Information

www.naswassurance.org

School of Social Work

www.wichita.edu/socialwork

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

School of Social Work Social Media

https://www.facebook.com/wsusw

https://www.facebook.com/shockerworks/

https://www.facebook.com/swalumni/

https://twitter.com/wsusocialwork

http://www.pinterest.com/wsusocialwork/

The Sunflower (WSU Student Newspaper)

www.thesunflower.com

WSU Policies and Procedures Manual

www.wichita.edu/policies

(click on link to Policies & Procedures Manual)

WSU Schedule of Courses

www.wichita.edu/schedule

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

WSU Student Handbook

www.wichita.edu/studentlife

(Click on Student Policies link)

WSU Undergraduate Catalog

www.wichita.edu/catalog

APPENDIX III – Student Code of Conduct

From the WSU Policies and Procedures Manual:

8.05 / Student Code of Conduct

1. **Purpose**

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

2. **Policy Statement**

   By choosing to become a member of the University community, students are expected to demonstrate respect for themselves and others and to conduct themselves in a manner that is consistent with the Kansas Board of Regents' and Wichita State University rules and policies; federal, state, and local laws; and city ordinances. When choosing to become a part of the University community, the student must consider whether they will be able to adhere to the Student Code of Conduct Handbook. Being a member of the Wichita State University community is a privilege, and the student conduct process will determine if a student's conduct warrants that they should no longer share in that privilege.

   This policy applies to behavior conducted online, via e-mail or through other electronic mediums. Wichita State University does not regularly search for this information but may take action if such information is brought to the attention of University officials.

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

   A full listing of all University prohibited conduct, student conduct procedures, and outcomes can be found in the Student Code of Conduct Handbook.

3. **Definitions**

   For the purpose of this policy only*, the following definitions shall apply:

   A. **Member of the University Community** – any student, faculty, staff member, or other person employed by the University or its affiliates or an individual who is participating in a University-sponsored program or activity.

   B. **Student** – any individual who has been notified of admission to the University; is enrolled in, auditing, or participating in any University course or program; or has a continuing relationship with the University. An individual is considered a student until they notify the University they are no longer a student or the University informs them that they are no longer a student. An individual who has been suspended is still considered a student during the suspension period. Students who leave the University

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

C. **Student Code of Conduct Handbook** – refers to the all policies and procedures related to student behavior and expectations.

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

E. **Student Organization** – any student-led organization that has been approved and is recognized by the Student Government Association.

F. **University** – Wichita State University (WSU) and its affiliates.

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

4. **Administrative Procedures**

   A full listing of the Student Code of Conduct administrative procedures can be found in the Student Code of Conduct Handbook.

5. **Related Policies**

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

From the WSU Policies and Procedures Manual:

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

1. **Purpose**

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

2. **Philosophy**

   Wichita State University is a living, learning, and working community dedicated to the personal and academic growth of its students and serves as an educational, cultural, and

economic driver for Kansas and the greater public good. The University also endeavors to provide students with the necessary tools to engage in effective communication and to resolve conflicts in an appropriate manner.

Freedom of inquiry and freedom of expression are valued as critical components in the generation and transfer of knowledge to advance the University's mission. The Handbook is designed for the promotion and protection of an environment that encourages reasoned discourse, integrity, intellectual honesty, openness to constructive change, and respect for the rights and responsibilities of all individuals.

By choosing to become a member of the University community, students are expected to demonstrate respect for themselves and others and to conduct themselves in a manner that is consistent with the Kansas Board of Regents' and Wichita State University rules and policies; federal, state, and local laws; and city ordinances. When choosing to become a part of the University community, the student must consider whether they will be able to adhere to the Handbook. Being a member of the Wichita State University community is a privilege, and the student conduct process will determine if a student's conduct warrants that they should no longer share in that privilege.

3. **Jurisdiction**

   A. Application

      This policy applies to behavior that is committed:

      1. by a University student, student group, or student organization;
      2. by an applicant who becomes a student, for alleged violation(s) committed as part of the application process; or
      3. by an individual who has transferred, graduated, been academically disqualified, or expelled from the University, for alleged violation(s) committed prior to separation from the University.

   B. Location and Manner

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

      1. On University property; or
      2. Off campus, if:
         a. in connection with a University or University-recognized program or activity;
         b. in connection with any academic assignment, internship, co-op, practicum, field experience or trip, clinical experience, student teaching, research, or other academic activity;
         c. in connection with any activity sponsored, conducted, or authorized by, or affiliated with, any student group or organization;
         d. involving a crime of violence (as defined by 18 U.S. Code §16);
            i. an offense that has as an element of the use, attempted use, or threatened use of physical force against the person or property of another, or

ii. it is a felony and that, by its nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense.

e. involving the manufacture, sale, or distribution of illegal drugs or controlled substances; and/or
f. in a manner that may pose an ongoing, obvious, and/or serious threat of harm to, or that may have the effect of creating a hostile living, learning, or working environment for, any member(s) of the University community or their property.

The Handbook applies to behavior conducted online, via e-mail or through other electronic mediums. Wichita State University does not regularly search for this information but may take action if such information is brought to the attention of University officials.

Alleged violations of sexual misconduct, relationship violence, or stalking that occur in connection with an alleged violation of this policy will be resolved through the procedures prescribed in Section 8.16/Sexual Misconduct, Relationship Violence, and Stalking Policy for Students.

4. **Definitions**

- Advisor – an individual selected by a Complainant or Respondent to assist the Complainant or Respondent throughout the University process including, but not limited to, a parent, friend, faculty member, advocate, or legal counsel. An advisor may advise and assist the Complainant or Respondent in preparation for any meetings, interviews, or hearings that may occur; accompany the Complainant or Respondent through all student conduct process meetings, interviews, or hearings; or assist the Complainant or Respondent in preparing an appeal. An advisor may not participate in the student conduct process in any other capacity in reference to the same incident, including, but not limited to, serving as a Witness, Co-Complainant, or Co-Respondent. Advisors may not directly participate, speak, comment, or make any type of representation or argument on behalf of a Complainant or Respondent in any aspect of the student conduct process including, but not limited to: meetings, interviews, or hearings. The availability of an Advisor to attend a student conduct process meeting, interview, or hearing shall not unreasonably interfere with or delay the proceedings.
- Appellate Body – a University employee or group who has the authority to review appeal requests in accordance with the prescribed University procedures as detailed in the Handbook. Typically the appellate body is made up of both students and university staff members.
- Associate Dean – refers to the Associate Dean of Students. The Associate Dean serves as the chief student conduct administrator.
- Complainant – individual, group, or organization who was subject to alleged misconduct as described in any University policy. There may be more than one complainant for an incident.
- Conduct Administrator – the Associate Dean, or their designee, authorized to address a student, student group, or student organization's concerns and/or behavior,

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

- The Family Educational Rights and Privacy Act (FERPA) – a federal law that, among other things, defines student educational records and regulates who may access those records and under what circumstances. The purpose of FERPA is to protect the privacy of student education records. FERPA applies to individuals and not to student groups or student organizations so long as an individual's personally identifiable information is not included in such student group or student organization records.
- Handbook – refers to the Student Code of Conduct Handbook.
- Hearing – refers to either an Administrative Hearing and/or a Student Conduct Hearing Board Hearing.
- Hearing Board Advisor – a staff member from Student Conduct & Community Standards designated to advise members of the Student Conduct Hearing Board during a hearing to ensure that policies and procedures are appropriately followed and that the hearing is prompt, fair, and impartial.
- Instructor - any member of the University community who has responsibility for classroom or other instructional activities, mentoring, or academic evaluation of a student. This includes, but is not limited to, faculty members, instructors, lecturers, researchers, teaching assistants, research assistants, graduate assistants, lab assistants, course directors, and undergraduate teaching assistants.
- Member of the University Community – any student, faculty, staff member, or other person employed by the University or its affiliates or an individual who is participating in a University-sponsored program or activity.
- Respondent – any student, student group, or student organization who has been reported for allegedly violating University policy. There may be more than one respondent for an incident. In incidents involving student groups or organizations, the president, director, team captain, or other member of student leadership will participate in the student conduct process on behalf of the group or organization. Student groups and organizations may not be represented by non-students, alumni, inactive members, or coaches in the student conduct process; however, such individuals may be selected by a student group or organization to serve in the role of Advisor in the student conduct process.
- Reporter – any individual or group who reports alleged policy violations, and who is not otherwise defined by this policy as a Complainant, Witness, or Respondent.
- Staff Member – any individual who is employed as an unclassified or university support staff member, student employee, or who is employed by a University-affiliate.
- Student – any individual who has been notified of admission to the University; is enrolled in, auditing, or participating in any University course or program; or has a continuing relationship with the University. An individual is considered a student until they notify the University they are no longer a student or the University informs them that they are no longer a student. An individual who has been suspended is still

considered a student during the suspension period. Students who leave the University before a conduct complaint is resolved may be prohibited from future enrollment and/or accessing University records until the matter is resolved.

- Student Code of Conduct – refers to section 8.05/Student Code of Conduct in the WSU Policy and Procedures Manual.
- Student Code of Conduct Handbook – refers to the all policies and procedures related to section 8.05/Student Code of Conduct.
- Student Group – any number of persons who are associated with the University and each other, but who have not registered, or are not required to register, as a student organization that conducts business or participates in University-related activities. Student groups include, but are not limited to, Student Government Association, Student Activities Council, musical or theatrical ensembles, sport clubs, the University newspaper, or intercollegiate or independent varsity athletic teams.
- Student Organization – any student-led organization that has been approved and is recognized by the Student Government Association.
- University – Wichita State University (WSU) and its affiliates.
- University Business Day – refers to any day the University is open for official business (usually Monday through Friday, not including University breaks or holidays).
- University Official – any individual employed by the University, acting within the scope of their employment including, but not limited to, faculty, staff, Resident Assistants, Peer Academic Leaders, Intramural Officials, law enforcement officers, or facility managers.
- University Policy – any written guidelines of the University or the Kansas Board of Regents as found in, but not limited to, the Kansas Board of Regents Policy Manual, WSU Policies and Procedures Manual, Housing and Residence Life Handbook, ICAA Manual, Graduate/Undergraduate Catalogs, Student Organization & Advisor Handbook, Library Facilities Policy, Traffic Regulations, and/or Intramural Sports Handbook.
- University Premises – any land, building, facilities, vehicles, and other property in the possession of, owned, used, leased, or otherwise controlled by the University and/or its affiliates.
- Visitor – refers to any person with an affiliation to Wichita State University who does not meet the definition of a student or employee and is involved in an incident.
- Witness – individual who is requested to participate in an investigation or a hearing because that individual may have information about the alleged misconduct. Witness names may be provided by the Complainant, Respondent, or others with knowledge of the matter.

5. **Complainant and Respondent Expectations**

   The following outlines what complainants and respondents should expect as they engage in the student conduct process.

A. All students, student groups, and student organizations will be entitled to the same rights in all investigations and resolution processes relating to reports of alleged violations of the Student Code of Conduct.

B. All students, student groups, and student organizations will be presumed not to have violated the Student Code of Conduct unless it is proven that it is more likely than not that a violation has occurred.

C. All students, student groups, and student organizations will be advised of their rights, in writing, during their first meeting with the Associate Dean, or designee.

D. All students, student groups, and student organizations have the right to:

1. Be notified of the alleged violation(s) of University policy;
2. Be provided advanced notice of all meetings in which they are requested or entitled to participate and be notified of the purpose of those meetings;
3. Be accompanied by an Advisor of the student's, student group's, or student organization's choice throughout the investigation and resolution process;
4. Request reasonable accommodations from the Office of Disability Services or the Office of Human Resources (for employees) in order to ensure full and equitable participation in the investigation and resolution process;
5. Be informed of the available resolution options;
6. Be informed of campus and community resources available for support and assistance;
7. Submit information, including the names of witnesses, for consideration in the investigation;
8. Be informed of all parties contacted to participate in the investigation and their relation to the alleged misconduct;
9. Review, after any required redaction, all information to be considered in determining the outcome of the case upon request by scheduling an appointment with the Associate Dean or designee;
10. May provide a statement or respond to questions during the investigation and resolution process;
11. Submit a written impact statement to be considered before an outcome is reached;
12. Request that the Associate Vice President for Student Affairs and Dean of Students consider removing the individual responsible for investigating or resolving an alleged violation from a case on the basis of actual or perceived bias; and
13. Request one appeal within the University's process.

E. Any student, student group, or student organization may elect to waive any of the aforementioned expectations so long as the waiver is communicated in writing.

6. **Prohibited Conduct**

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

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

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

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

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

A. Academic Integrity

Engaging in prohibited conduct as described by Section 2.17/Student Academic Honesty.

B. Alcohol, Drugs, & Other Substances

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

4. Possession of Common Source Container(s) – possessing common source alcoholic beverage container(s) including, but not limited to, kegs, mini-kegs, coolers, beer balls, trashcans, and tubs.
5. Social Host – permitting any individual or group to consume alcohol in a space owned, occupied, or controlled by the host, except as expressly permitted by law and University policy.
6. Excessive and/or Rapid Consumption – engaging in any behavior which encourages, facilitates, or constitutes excessive and/or rapid alcohol consumption including, but not limited to, keg stands, alcohol luges, beer bongs, beer/water pong, and other drinking games.
7. Manufacturing and/or Producing Alcohol – engaging in the manufacture or production of any alcoholic beverage including, but not limited to, cereal malt beverage (beer), wine, moonshine, and liquor except as expressly permitted by law and University policy.
8. Open Container – possession of an open alcohol container in or on a vehicle (e.g. automobile, motorcycle, bicycle, skateboard, scooter, Segway, hover board, tractor, etc.), in open spaces, or public except as expressly permitted by law and University policy.
9. Unauthorized Possession, Use, and/or Misuse of Drugs and/or Other Substances – unauthorized possession, use, and/or misuse of drugs and/or other substances which may alter a student's mental state or impair a student's behavior including, but not limited to, marijuana and marijuana byproducts, cocaine, heroin, lysergic acid (LSD), MDMA, steroids, amphetamines, prescription medication, and/or over the counter medication.
10. Unauthorized Possession and/or Use of Drug Paraphernalia – engaging in the possession and/or use of drug paraphernalia (i.e. any equipment, product, or material that is for making, using, or concealing drugs and/or other substances) including, but not limited to, pipe(s), bong(s), grinder(s), rolling paper(s), or a scale.
11. Unauthorized Manufacture, Sale, and/or Distribution of Drugs and/or Other Substances – engaging in the unauthorized manufacture, sale, and/or distribution of drugs and/or other substances which may alter a student's mental state or impair a student's behavior including, but not limited to, marijuana, cocaine, heroin, lysergic acid (LSD), MDMA, steroids, amphetamines, prescription medication, and/or over the counter medication.
12. Driving While Impaired – control or operation of a vehicle (e.g. automobile, motorcycle, bicycle, skateboard, scooter, Segway, hover board, tractor, etc.) while impaired by alcohol, drugs, or another substance.
13. Public Intoxication – being impaired by alcohol or another substance to the point where one's behavior adversely affects, or could affect, the regular operations of members of the University community.

C. Damage and/or Destruction of Property

Engaging in the intentional, reckless, and/or unauthorized defacement, damage, or destruction of University property or the property of another.

D. Disruptive Behavior

1. Failure to Comply – failure to comply with the reasonable directive or request (including appearing for meetings or student conduct hearings) of a University official, law enforcement officer, emergency responder, or any protective order including, but not limited to, Protection from Abuse or Stalking Orders, No Contact Orders, No Trespass Notices, building or campus ban/restriction, or removal from campus housing facilities.
2. Interference with a University Process or Procedure – behavior that disrupts, disturbs, impairs, interferes with, or obstructs the orderly conduct, processes, and functions of the University or the rights of other members of the University community.
3. Academic Environment Disruption – behavior that disrupts, disturbs, impairs, or interferes with the orderly conduct, processes, and functions within a classroom, laboratory, or other academic environment. This includes interfering with the academic mission of the University, interfering with other students' ability to benefit from the educational program, or interfering with a faculty member's ability to carry out the normal educational functions of any academic environment.
4. University Event Disruption – behavior that disrupts, disturbs, impairs, or interferes with the orderly conduct and processes involved in a University event. University events include, but are not limited to, meetings, concerts, speakers, film screenings, theatre or musical performances, Convocation, and Commencement.
5. Disruptive Behavior– behavior that the person knows or should have known will disturb, alarm, anger, or provoke others or constitutes a breach of the peace, including, but not limited to, unauthorized or unlawful assembly, or engaging in public fighting.

E. Fire and General Safety

1. Breaking the Plane – throwing, dropping, or releasing any object or substance out or off of a University building or vehicle without express authorization by a University official. This includes, but is not limited to, balconies, railings, roofs, or windows.
2. Failure to Follow Emergency Procedures – failure to follow emergency procedures during an actual emergency or drill including, but not limited to, evacuating during a fire emergency or drill, failure to move to the designated shelter during a tornado emergency or drill, or failure to notify the University of a fire explosion, chemical spill, or other safety hazard.
3. Falsely Reporting an Emergency – making a false report regarding an emergency including, but not limited to, a bomb threat, a fire, or other emergency.

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

F. Harm and Endangerment

1. Physical Violence – engaging in behavior that intentionally or recklessly causes physical harm including, but not limited to, scratching, biting, pulling, throwing objects, pushing, shoving, punching, slapping, spitting, pinching, kicking, or holding another against their will.
2. Threats – engaging in behavior, written or verbal, that causes a reasonable expectation of injury to the health, safety, or well-being of any individual, student group, or student organization; or damage to property. This behavior includes implied threats or acts that cause another individual a reasonable fear of harm. Threats may occur via written, electronic, verbal, or any other form of communication.
3. Harassment – engaging in behavior that is severe, pervasive, or persistent to a degree that it interferes with a reasonable person's ability to work, learn, live, participate in, or benefit from the services, activities, or privileges provided by the University. Harassment may occur via written, electronic, verbal, or any other form of communication; or through physical presence; and includes, but is not limited to, bullying, cyberbullying, intimidation, or coercion.
4. Endangerment – engaging in behavior that endangers the health, safety, or well-being of any individual, student group, or student organization by posing a risk of physical or emotional harm and/or creating hazardous conditions.
5. Harm or Endangerment of Animals – engaging in behavior that threatens or endangers the health or safety of any animal except as permitted by law or University policy.

G. Hazing

Any act or action which has the potential to endanger the mental or physical health or safety of any individual as it relates to an individual's initiation, admission into, or affiliation with any student group or organization. It is not necessary that a person's initiation or continued membership is contingent upon participation in the activity, or that the activity was sanctioned or approved by the student group or organization, for a charge of hazing to be upheld. It shall not constitute an excuse or defense to the charge of hazing that the participants took part voluntarily, gave consent to the conduct, voluntarily assumed the risks or hardship of the activity, or that no injury was suffered or sustained. The actions of alumni, active, new, and/or prospective members of a student group or organization may be considered hazing. Hazing is not confined to the

student group or organization with which the individual subjected to the hazing is associated. Allegations of hazing are considered under the reasonable person standard. Hazing includes:

1. acts that endanger the physical health or safety of an individual including, but not limited to, whipping; beating; paddling; caning; forced calisthenics; forced consumption of alcohol, drugs, food, or any other substances; exposure to the elements; sleep deprivation; kidnapping; abandonment; forced or coerced poor hygiene; or mutilation or alteration of parts of the body;
2. acts that endanger the mental health or safety of an individual including, but not limited to, personal servitude; forced or coerced exclusion from social contact; forced or coerced wearing of apparel which is conspicuous, out of character, and/or inappropriate; line-ups and berating; morally degrading behavior; or conduct that demeans, disgraces, degrades, humiliates, or embarrasses an individual;
3. acts that interfere with an individual's academic attendance or performance or other obligations including, but not limited to, religious or employment responsibilities; and/or
4. acts that explicitly or implicitly encourage or require participation in activities that would constitute a violation of law or University policy.

H. Keys/Unauthorized Entry

1. Unauthorized Entry – engaging in the misuse of access privileges or unauthorized access or entry to any property, building, vehicle, structure, or facility.
2. Unauthorized Keys – engaging in the unauthorized possession, duplication, or use of keys or access cards or codes for any property, building, vehicle, structure, or facility.

I. Misrepresentation

1. False or Misleading Information – providing false or misleading information to a University official or law enforcement officer, or purposefully omitting facts which are material to the purpose for which the information is provided.
2. Falsification – forging, altering, or misusing any University document, record, account, computer account, or instrument of identification.
3. Misrepresenting Self, the University, or Another – acting as an agent of the University or other individuals without authorization.
4. Fraudulent Identification – manufacturing, distributing, delivering, selling, providing, purchasing, using, or possessing any form of fraudulent identification.

J. Misuse of Computers and/or Communication Technology

1. Misuse of Computers or other Technology – engaging in unauthorized access, use, modification, destruction, disclosure, or taking of data, programs, or supporting documentation maintained by a Wichita State University or WSU-affiliate computer, computer system, account, computer network, phone, tablet, or causing an authorized user to be denied system, computer, account, or network access.

2. Misuse of Communication Technology – using communication technology to interrupt the normal operations of any individual, group, organization, or the University, including, but not limited to persistent contact with a University employee or other entity via communication technology.

3. Unacceptable Use – violation of Section 19.01/Acceptable Use and/or Section 19.05/University Information Technology Resources and Email or any other policy referenced therein.

4. Violation of Copyright Law – engaging in unauthorized use or possession of copyrighted material including, but not limited to; downloading, distributing, or facilitating others to be able to access copyrighted music, films, software, or other materials; unauthorized use of copyrighted graphics, logos, or names; or any other violation of Copyright Law.

K. Relationship Violence

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

L. Retaliation

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

M. Sexual Misconduct

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

N. Solicitation

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

O. Stalking

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

P. Theft

Engaging in the taking, misappropriation, or possession of University property or the property of another including anything of value, goods, services, funds, and/or other

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

Q. Tobacco Use and Smoking

Engaging in the use of any tobacco product or device including, but not limited to, cigarettes, cigars, e-cigarettes, vaping, hookah, or chewing tobacco within University property or vehicles as defined by Section 11.11/Tobacco Free Campus.

R. Unauthorized and/or Unlawful Gambling

Conducting, organizing, or participating in any gambling activity except as expressly permitted by law and University policy.

S. Unpiloted Aerial Systems

Engaging in the unauthorized use of any unpiloted aerial system on University premises or at University-related activities except as expressly permitted by law and University policy. Authorization for use of an unpiloted aerial system must be obtained from the University Police Department.

T. Violation of Law or University Policy

1. Violation of Law – behavior that would constitute a violation of any federal, state, and/or local law; city or county ordinance; or when in another state or country, the laws of that state or country.

2. Violation of University Policy – behavior that would constitute a violation of any Wichita State University policy, rule, or regulation including, but not limited to, those found in the Housing and Residence Life Handbook, Graduate/Undergraduate Catalogs, Student Organization & Advisor Handbook, WSU Policies and Procedures Manual, ICAA Manual, Library Facilities Policy, Board of Regents policies, Traffic Regulations, and/or Intramural Sports Handbook.

U. Weapons

Engaging in the possession, use, sale, distribution, or display of any firearm, replica firearm, ammunition, weapon, replica weapon, or similar device unless expressly permitted by law and/or University policy. This includes the use of any object or material to cause or threaten physical harm. For a listing of prohibited weapons refer to Section 11.19/Prohibiting Weapons on University Property.

7. **Responsible Action Protocol**

The health and safety of members of the University community and their visitors is one of Wichita State University's top priorities. The University recognizes a student's concern for potential disciplinary action related to use or possession of alcohol, drugs, and/or other substances may hinder their actions in response to a medical emergency. In order to alleviate those concerns and ensure that students and their visitors receive prompt medical attention, the University has adopted a Responsible Action Protocol.

A. Students are urged to contact emergency officials by calling the University Police Department at (316) 978-3450 or 911 to report the incident, to remain with the

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

B. Students who seek emergency medical attention for themselves or others related to the consumption of alcohol, drugs, or other substances will not face disciplinary action for their personal use provided that the student completes any educational program or activity assigned by the Associate Dean or designee; however, this protocol does not provide protection for disciplinary action for other potential policy violations (e.g. damage and/or destruction of property, failure to comply, physical violence, sexual misconduct, etc.).

C. Student groups or student organizations who seek emergency medical attention for their members or guests related to the consumption of alcohol, drugs, or other substances will not face disciplinary actions for incidents involving alcohol, drugs, or other substances provided that the group or organization followed the event and risk management procedures outlined in the Student Organization & Advisor Handbook, and provided the group or organization completes any educational program or activity assigned by the Associate Dean or designee; however, this protocol does not provide protection for disciplinary action for other potential policy violations (e.g. damage and/or destruction of property, failure to comply, hazing, physical violence, sexual misconduct, etc.).

D. This protection applies only to those students, student groups, and student organization who seek emergency medical assistance in connection with an alcohol, drug, or other substance-related medical emergency and does not apply to individuals experiencing an alcohol, drug, or other substance-related medical emergency who are found by University officials.

E. The Responsible Action Protocol is not intended to shield or protect students, student groups, or student organizations that repeatedly violate University policy. In cases, where repeated policy violations occur, the University reserves the right to take disciplinary action on a case-by-case basis regardless of how the incident was reported. Additionally, the University reserves the right to initiate the student conduct process in cases in which the violation(s) are egregious.

F. This protocol only provides amnesty from violations of WSU policy. It does not grant amnesty for criminal, civil, or other legal consequences for violations of federal, state, or local laws or ordinances.

G. The Associate Dean or designee will make a determination regarding eligibility for amnesty under the Responsible Action Protocol during the initial review or investigation.

8. **Responsibilities of Students, Student Groups, and Student Organizations**

All students, student groups, student organizations, and witnesses who are members of the University community have the following responsibilities relating to all investigations and resolution processes related to reports of alleged violations of the Student Code of Conduct:

A. Honesty

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

B. Communication & Responsiveness

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

C. Preparation

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

D. Adhere to Process

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

E. Organization Responsibility Guidelines

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

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

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

Should there be evidence of at least three (3) factors present in a violation, the associated Organization(s) may be held responsible for the violations in question.

1. Attendance
    a. The violation(s) was/were committed by a significant number of Organization members, prospective members, alumni, and/or guests;
    b. The violation(s) occurred at an activity or gathering conducted in furtherance of the mission or purpose of the Organization;
    c. The violation(s) occurred at an activity or gathering that was designed to circumvent the rules governing Organizational activities/events.
2. Location
    a. The violation(s) occurred at a venue regularly associated with the Organization(s);
    b. The violation(s) occurred at a venue under the exclusive control of the Organization(s).
    c. The violation(s) occurred at a venue under the control of Wichita State University or any of its affiliated entities.
3. Membership Status
    a. If the individual(s) who committed the violation(s) would not have been involved if not for their affiliation with the Organization;
    b. If members of the Organization intentionally acted as a group to commit the violation(s).
4. Knowledge of Organizational Leadership
    a. If an Organization's leadership had knowledge of the potential for violation(s) to occur and failed to take significant and/or reasonable precautions to prevent the violation(s);
    b. If the violation(s) occurred at an activity that the Organization's leadership should have known that a violation could occur and failed to take corrective action;
5. Pattern of Behavior
    a. If a pattern of individual violations, in relation to any Organization capacity, by Organization member(s) exists, without proper and appropriate organizational control, remedy, or sanction.
6. Perception of a Reasonable Observer
    a. If the violation(s) occurred at or in connection with an activity that reasonable people would associate and/or attribute to the Organization;

7. Planning

    a. If the violation(s) occurred at an Organization or alumni-sponsored, financed or endorsed activity;

    b. If the violation(s) occurred at any activity utilizing the Organization's name or logo;

    c. If the Organization was involved in the planning, coordination or preparation of the activity where the violation(s) occurred;

    d. If the activity where the violation(s) occurred was advertised or publicized via posters or various forms of social media, by texts, tweets or emails sent out using standard Organization contact lists, or through other electronic means (examples: GroupMe, WhatsApp, etc.);

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

Once organizational responsibility has been determined by SCCS staff, a summary of rationale will be submitted by the SCCS staff investigators and included in the informational packet provided to the Hearing Board and Responding Organization. The Hearing Board may consider testimony and evidence from the Organization to dispute a finding of organizational responsibility.

If the Hearing Board affirms the finding of organizational responsibility, a disagreement of that finding is not grounds for an appeal by itself.

9. **Reporting**

The University encourages students, employees, and community members to resolve conflicts informally and at the lowest level.

A. Reporting an Incident

Any individual may report alleged student, student group, or student organization misconduct to Student Conduct & Community Standards. An online reporting form can be found at https://www.wichita.edu/studentconduct. The report should describe the alleged misconduct and identify the student(s), student group(s), and/or student organization(s) involved. Submitted allegations of misconduct will be reviewed by the Associate Dean or their designee. If there appears to be reliable information indicating that a violation may have occurred, the student conduct process will be initiated. The University also reserves the right to initiate the conduct process without a formal complaint, including any anonymous reports. Reports may also be addressed through other non-conduct procedures.

B. Timeliness of Reports

In all cases, a decision will be made on existing facts to determine if an investigation is necessary for compliance with legal requirements and/or to protect the living, learning, and/or working environment for all members of the campus community. Individuals are encouraged to report alleged misconduct as soon as possible after the incident occurs to maximize the University's ability to respond promptly and effectively; however, the University does not limit the time for reporting. Prompt reporting allows for the University to obtain the most reliable information, be able to contact relevant witnesses, and provide reasonable assistance and interim measures for affected parties.

C. Assumption of Good Faith Reporting

The University presumes reports of alleged policy violations are made in good faith. An outcome that finds the reported behavior does not constitute a violation of University policy, or that there is insufficient information to conclude that the incident occurred as reported, does not mean that the report was made in bad faith. The University encourages all individuals who have experienced or witnessed behavior they believe violates the Student Code of Conduct to report the matter so that it may be addressed by the University.

10. **Conduct Procedures**

A. Preliminary Investigation

A preliminary investigation of the information provided may be necessary in order to determine if there is credible information that warrants notifying a student, student group, or student organization of alleged policy violation(s). The preliminary investigation is a neutral fact-finding process that is used to determine whether there is sufficient information to warrant action by the University. Preliminary meetings with the Complainant and/or Witnesses may occur prior to initiating the student conduct process or contacting the Respondent. If the Respondent is contacted about the case during the preliminary investigation, the Respondent will be made aware of the initiation of a preliminary investigation and that the incident could result in a student conduct process being initiated.

The preliminary investigation may result in any of the following:

1. No Action – If there does not appear to be credible information to indicate a violation occurred, the case will not be pursued through the formal student conduct process. The information may still be retained by the University to document that the situation was reviewed.
2. Educational Conversation – If the situation is concerning but doesn't appear to be a violation (e.g. an incident which occurs outside of the University's jurisdiction, or repeated low-level behaviors), there may still be an institutional response without formal conduct charges.
3. Conflict Resolution – If the situation involves an identifiable harmed party or community impact, the situation may be addressed through conflict resolution. The conflict resolution process allows individuals involved in a conflict to have

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

4. Initiation of Conduct Process – If it appears that a student/student group/student organization may have violated the Student Code of Conduct, and the incident(s) occurred within the University's jurisdiction, the conduct process will be initiated if another resolution option has not been made available by the Associate Dean or designee.

B. Written Notice

Once the initiation of the conduct process has occurred, the student, the responsible party for the student group, or the president on record with the University for the student organization will be provided with a written notice a minimum of three (3) University business days prior to the scheduled meeting, unless exceptional circumstances exist. The notice will include the following:

1. The alleged policy violation(s);
2. A link to the Handbook for more information;
3. The date and time of a scheduled Informational Meeting;
4. An explanation of the ability to have an advisor of choice present throughout the student conduct process; and
5. The contact information for the Student Conduct Administrator responsible for resolving the case.
6. A checklist of the students' expectations

Notice is considered given to a student if it is sent to the student's official @shockers.wichita.edu e-mail address or is mailed to the local address on file with the Office of the Registrar or to the permanent address on file. For student groups and organizations, notice is considered given if it is sent by any of the aforementioned means to the student who is the last known president of the student group or organization, as provided by Student Involvement office records or the responsible party for the student group/organization, such as an advisor.

C. Informational Meeting

All Respondents are afforded the opportunity to attend a scheduled informational meeting with the Conduct Administrator responsible for resolving the case. An informational meeting is an informal meeting with a Conduct Administrator who will explain the Respondent's rights and the alleged violation(s), discuss resolution options, review the Respondent's responsibilities, and provide an opportunity to review, after any required redaction, the information that was provided as the basis for the alleged policy violation(s). The representative will also answer questions about the process and available options. The informational meeting provides an opportunity for the Respondent to become more informed about the conduct process. The Conduct

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

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

D. Informal Resolution

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

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

E. Formal Resolution

If the Respondent does not wish to proceed with an Informal Resolution, and/or the outcome of an alleged violation would rise above Disciplinary Probation, or result in removal from a residential facility, the Respondent may elect to pursue an Administrator Hearing or a Student Conduct Board Hearing.

Conduct Hearings involve the presentation of information by witnesses (as necessary), and provide an opportunity for the Respondent to present witnesses and information for review as part of the decision. A list of witnesses, their relevance to the alleged violation(s), and their contact information must be submitted, in writing, to the Conduct Administrator within five (5) University business days after the Informational Meeting.

Student groups and student organizations may submit a resolution proposal for consideration by the Student Conduct Hearing Board within five (5) University business days after the Informational Meeting. The resolution proposal is the student group or organization's opportunity to participate collaboratively in the resolution process and demonstrate thoughtful reflection of how to prevent further violations from occurring in the future. This document should outline all steps to be taken to remedy the alleged policy violations and timelines for completion. The resolution proposal may be adopted or adapted—in whole or in part—or denied by the Student Conduct Hearing Board assigned to resolve the case.

1. Administrator Hearing

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

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

2. Student Conduct Board Hearing

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

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

F. Hearing Format

Hearings will be conducted in private in accordance with state privacy laws and the Family Educational Rights and Privacy Act (FERPA).

The Complainant, Respondent, and their respective advisors are permitted to attend the entire hearing, except for deliberation.

In cases involving multiple Respondents, the Associate Dean or designee may determine that the hearings be conducted jointly. Any Respondent wanting to have their hearing conducted individually, may submit a written request a minimum of three (3) University business days prior to the scheduled hearing to the Associate Dean or designee who shall decide whether to grant the request.

The Complainant, the Respondent, and the University may arrange for witnesses to attend the hearing and present relevant information. Failure to call a witness, or failure of a witness to appear shall not automatically require a delay or affect the validity of

the proceedings. A decision will be made on the information presented during the hearing.

Witnesses will provide information to, and answer questions from, the hearing body. Questions may be suggested by the Complainant or the Respondent to be answered by each other or by other Witnesses. This will be conducted by the hearing body with such questions directed to the Conduct Administrator or Conduct Board chairperson, rather than to the individual directly. This method is used to preserve the educational tone of the hearing and to avoid creation of an adversarial environment. The Conduct Administrator and/or the Hearing Board chairperson reserve the right to rephrase the question or to refrain from asking the question. Questions of whether potential information will be received shall be determined by the Conduct Administrator, or Hearing Board chairperson, with the assistance of the Student Conduct Board Advisor.

Relevant records, pictures, written statements, impact statements, and other information may be accepted for consideration for the hearing when submitted to Student Conduct & Community Standards within five (5) days following the Informational Meeting.

All procedural questions are subject to the final decision of the Conduct Administrator, Hearing Board chairperson with the assistance of the Student Conduct Board Advisor.

If the Respondent, with adequate notice, does not attend a hearing, the hearing shall proceed in the Respondent's absence.

SCCS may accommodate concerns for the personal safety, well-being and/or fears of confrontation of the Complainant, Respondent, Reporter, and/or Witnesses during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, video tape, audio tape, written statement, or other means, where the SCCS staff member deems this accommodation to be appropriate.

G. Standard of Information

The Conduct Administrator or Student Conduct Board will make a finding using the preponderance of the evidence standard. This standard requires that it is more likely than not that a violation occurred. Under this standard, individuals are presumed not to have violated Section 8.05/Student Code of Conduct unless a preponderance of the evidence supports a finding that a violation occurred. Formal rules of evidence, procedure, and/or technical rules of evidence, such as those which may be applied in criminal or civil court are not used in University student conduct proceedings.

H. Pending Legal Charges and Requests for Postponement

Student conduct proceedings may be initiated for a student, student group, or student organization for behavior that allegedly violates criminal and/or civil law in addition to University policy. The University is committed to appropriate coordination with WSUPD and local law enforcement agencies and may, if requested and appropriate, share information with those agencies. In the event that law enforcement requests the University to temporarily suspend the fact-finding aspects of an investigation while the law enforcement agency gathers evidence, the University plans to comply with that

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

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

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

If a Respondent is also charged with a criminal or civil violation involving the same incident, the student, student group, or student organization may request up to a 30-day postponement of the student conduct process. The student, student group, or student organization must make this request in writing within five (5) University business days following the date of the Informational Meeting and must provide a rationale for the request. The Associate Vice President for Student Affairs and Dean of Students may determine that it is appropriate to place the Respondent on Disciplinary Probation or request that the Vice President for Student Affairs or designee implement interim measures during the time period allotted for a postponement on a case-by-case basis. The Probation or interim measures will remain in effect until the hearing is completed, including any appeal requests. It will then be the responsibility of the student, student group, or student organization to notify SCCS at the conclusion of the 30-day period to reinstate the conduct process.

In cases where one or more University community member is directly impacted by the incident, such as a Complainant, they will be given the opportunity to object to a postponement. The Associate Vice President for Student Affairs and Dean of Students or designee has full authority to decide whether or not to grant the postponement. A Complainant may also request a 30-day postponement of the hearing if the Complainant has brought criminal or civil charges in a case arising out of the same incident. The Respondent may object to the postponement as described above. If the Complainant requests a postponement, and it is granted against the wishes of the Respondent, the Respondent will not be placed on Disciplinary Probation or given interim measures that would restrict continuing to pursue their education during the period of postponement.

11. **Process Outcomes**

Students, student groups, and student organizations will be notified in writing via e-mail to their official University e-mail address whether they have been found in violation of University policy, and if so, their assigned sanctions. Sanctions may be issued individually, or a combination of sanctions may be issued. In the case of student groups and organizations, if a sanction issued by a national or other governing body exceeds that of the University, the University may concur with that sanction.

A. Students, student groups, and student organizations who are found not responsible for violating Section 8.05/Student Code of Conduct, will not receive any outcomes and charges will be dismissed.

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

1. Interim Measures

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

   a. Restricted communication with one or more individual(s), group(s), or organization(s);

   b. Restricted access to participation in University programs or activities;

   c. Restricted access to Housing & Resident Life facilities, including dining halls;

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

   e. Restricted access to campus employment;

   f. Administrative leave with pay for student employees; or

   g. Any other restriction that can be tailored to the involved individuals to achieve the purpose of 8.05/Student Code of Conduct.

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

   In circumstances in which the Respondent requests, in writing, that the Vice President of Student Affairs remove themselves from the Show Cause Hearing on the basis of actual or perceived bias, or the Vice President for Student Affairs is otherwise unable to perform these duties, decisions regarding interim measures will be made by the Associate Vice President for Student Affairs and Dean of Students or designee.

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

2. Sanctions

- Disciplinary Warning – This written warning is provided to acknowledge a written notice given to draw the Respondent attention to the fact that their behavior violated appropriate with University policy, and does not align with Wichita State University's expectations for community members. Please understand that should you be a breach of University policy occur again or you are found responsible for any future violations of University and/or HRL policy, offenses, you may expect to receive more severe disciplinary action.
- Disciplinary Probation – The student is deemed not in good conduct standing with the University. The duration of any probationary period will be determined by the resolution body on a case-by-case basis. Any further violations of University policy while on probation may result in more serious sanctions being imposed, which may include suspension or expulsion from the University. Restrictions that may be placed on the student during the probationary period include, but are not limited to: participation in student activities, representation of the University on athletic teams or in other leadership positions, eligibility to receive any University award or honorary recognition, entrance into University residence halls or other areas of campus, participation in a study abroad program, or University computer and network usage.
- Deferred Suspension – The student is deemed not in good conduct standing with the university and will be officially suspended from the University. However, the suspension will be deferred, meaning the student may continue to attend classes, but the suspension will be automatically enforced for failure to complete any assigned sanctions by the deadline and/or for any subsequent violation of University policy, unless the Associate Dean determines otherwise. If the student is found responsible for any subsequent violation of Section 8.05/Student Code of Conduct, the student will be automatically suspended for the length of the original deferred suspension in addition to any other sanctions imposed for the subsequent violation. Some of the restrictions that may be placed on the student during the deferred suspension period include, but are not limited to: participation in student activities, representation of the University on athletic teams or in other leadership positions, eligibility to receive any University award or honorary recognition, entrance into University residence halls or other areas of campus, participation in a study abroad program, or University computer and network usage. The duration of any deferred suspension period will be determined by the resolution body on a case-by-case basis.
- Suspension – The student is required to leave the University for a designated period of time. During the suspension period, a student may not attend classes (either in person or online), or participate in student group or student organization activities, whether they occur on or off campus. A student may be withdrawn from any classes in which the student is currently enrolled and will

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

- Expulsion – The student will be separated from the University without the possibility of graduation or future enrollment. The student may not be present on University premises unless authorized in writing in advance under conditions approved by the Associate Dean. A student may be withdrawn from any classes in which they are currently enrolled and will not be eligible for a refund. A permanent registration hold will be placed on the student's account. If the student is an on-campus resident, the student's contract with Housing & Residence Life will also be terminated and the student will be responsible for paying any remaining fees for the duration of the original contract period.
- Withholding of Transcripts or Degree – The University may withhold copies of student transcripts or awarding a degree otherwise earned until the completion of the process set forth in the Handbook, including the completion of all assigned sanctions.
- Revocation of Admission and/or Degree – Admission to the University or a degree awarded from the University may be revoked for fraud, misrepresentation, or other violation of University policy in obtaining the degree from or gaining admission to the University or for other serious violations committed by a student prior to graduation.
- Restitution – The student is required to pay for the loss of, damages to, or injury to University, personal, public, or private property, provided that such payment shall be limited to the actual cost of repair or replacement of such property.
- Loss of University Privileges – The student is restricted from accessing specific University privileges including, but not limited to: parking on campus, participation in student activities, holding a student leadership position, participation in a study abroad program, and University computer and network access.
- Residence Hall Transfer or Removal – The student will be placed in another room or residence hall or restricted from living on campus for a specified or indefinite period. If a student is restricted from living on campus, the student's Housing and Residence Life contract will be terminated and the student will be responsible for paying any remaining fees for the duration of the original contract period.
- No Contact Order – The student is prohibited from intentional direct or indirect contact with another person or group or their property via any means, including,

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

- Campus and/or Building Ban – The student is prohibited from being on any campus property and/or entering specific University facilities. Any student alleged to have violated a campus and/or building ban may be subject to additional disciplinary action.
- No Trespass Order – The student is prohibited from being on any campus property and/or entering specific University facilities. Any student alleged to have violated a campus and/or building ban may be subject to arrest.
- Knowledge Attainment Activities – Activities designed to increase a student's knowledge in areas related to the violation(s) committed including, but not limited to: attending workshops, researching a specific topic, interviewing a professional in a specific field, etc.
- Restorative Activities – Activities designed to repair harms caused and give back to others or the larger community including, but not limited to: community restitution service, letters of apology, educational presentations, etc.
- Wellness Activities – Activities designed to address student's wellness in areas including social, emotional, financial, physical, academic, and environmental wellness including, but not limited to: substance use assessments, counseling assessments, meeting with an academic advisor, meeting with a Student Involvement staff member, etc.
- Reflective Activities – Activities designed to allow the student to reflect on one's own behavior choices and the impact of those choices on the student and others, including potential future impacts if the same choices continue.

3. Sanctions for Student Groups and Organizations

- Disciplinary Warning – Official notification of unacceptable behavior and violation(s) of Section 8.05/Student Code of Conduct. Any further misconduct may result in more serious disciplinary sanctions.
- Disciplinary Probation – The student group or organization is deemed not in good conduct standing with the University. The duration of any probationary period will be determined by the resolution body on a case-by-case basis. Any further violations of University policy while on probation may result in more serious sanctions. Some of the restrictions that may be placed on the student group or organization during the probationary period include, but are not limited to: ability to host a party or philanthropy event, eligibility to receive any University award or honorary recognition, participate in intramurals, represent the University and any travel in connection with such representation, participate in recruitment/intake or receive a new member class, maintain membership or representation of the organization on the governing council, utilize University facilities/grounds, participate in competitions, or receive future institutional funding.

- Deferred Suspension – The student group or organization will be officially suspended from the University, but the suspension will be deferred, meaning that the student group or organization may continue to function at this time. The suspension will be automatically enforced for failure to complete any assigned sanctions by the deadline and/or for any subsequent violation of University policy, unless the Director determines otherwise. If the student group or organization is found responsible for any subsequent violation of Section 8.05/Student Code of Conduct, the student will be automatically suspended for the length of the original deferred suspension in addition to the other sanctions imposed for the subsequent violation. Some of the restrictions that may be placed on the student during the deferred suspension period include, but are not limited to: ability to host a party or philanthropic event, eligibility to receive any University award or honorary recognition, participate in intramurals, represent the University and any travel in connection with such representation, participate in recruitment/intake or receive a new member class, maintain membership or representation of the organization on the governing council, utilize University facilities/grounds, participate in competitions, or receive future institutional funding.
- Suspension – The student group or organization is no longer recognized by the University for a designated period. During the suspension period, a student group or organization may not conduct any formal or informal business, or participate in University-related activities, whether they occur on or off campus. This includes, but is not limited to: ability to host a party or philanthropic event, eligibility to receive any University award or honorary recognition, participate in intramurals, represent the University and any travel in connection with such representation, participate in recruitment/intake or receive a new member class, maintain membership or representation of the organization on the governing council, utilize University facilities/grounds, participate in competitions, or receive future institutional funding. Re-recognition is possible but not guaranteed and will only be considered after the end of the suspension period and based on meeting all re-recognition criteria and obtaining clearance from the University. Any evidence that members of a student group or organization have attempted to sustain an unofficial student group or organization will result in individual charges and will postpone the group or organizations ability to be re-recognized or registered in the future. Any further violations of University policy while on suspension will result in more serious sanctions being imposed. In most cases, the minimum suspension for an organization will be no shorter than two years. During the last three months or an organization's suspension, a group will be allowed to work with the Vice President for Student Affairs, or designee, to create a transition plan for their reactivation.
- Expulsion – The student group or organization will permanently lose its University recognition and/or registration and is ineligible to utilize University resources including facilities and financial support.
- No Contact Order – The student group or organization is prohibited from intentional direct or indirect contact with another person or group or their

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

- Campus and/or Building Ban – the student group or organization is prohibited from being and/or operating on any campus property and/or entering specific University facilities. Any student group or organization alleged to have violated a campus and/or building ban may be subject to additional disciplinary action.
- Recommendation for Charter Revocation – The University will submit an official request to the national or other governing organization to revoke the charter for a student group or organization.
- Restitution – The student group or organization is required to pay for the loss of, damages to, or injury to University, personal, public, or private property, provided that such payment shall be limited to the actual cost of repair or replacement of such property. University and/or student fee funds may not be used to pay restitution.
- Loss of University Privileges – The student group or organization is restricted from accessing specific University privileges including, but not limited to: ability to host a party or philanthropic event, eligibility to receive any University award or honorary recognition, participate in intramurals, represent the University and any travel in connection with such representation, participate in recruitment/intake or receive a new member class, maintain membership or representation of the organization on the governing council, utilize University facilities/grounds, participate in competitions, or receive future institutional funding.
- Knowledge Attainment Activities – activities designed to increase members' knowledge in areas related to the violation(s) committed including, but not limited to: attending workshops, researching a specific topic, interviewing a professional in a specific field, etc.
- Restorative Activities – activities designed to repair harms caused and give back to others or the larger community including, but not limited to: community restitution service, letters of apology, educational presentations, etc.
- Wellness Activities – activities designed to address members' wellness in areas including social, emotional, financial, physical, academic, and environmental wellness including, but not limited to: risk management workshops, assessment and revision of risk management practices, financial management training, communication or teambuilding workshops, leadership or values congruence workshops, etc.
- Reflective Activities – activities designed to allow the student group or organization to reflect on its members' behavior choices and the impact of those choices on the group/organization and others, including potential future impacts if the same choices continue.

12. **Appeals**

Following written notification of the outcome of their cases, Respondents may submit one appeal request within the University's process. The burden is on the individual requesting the appeal to prove that the appeal has merit. Appellate reviews are reviews of the record only.

A. Appeal Request Grounds

Any Respondent or Complainant who participated in the entire conduct process and wish to file an Appeal must do so, in writing within five (5) University business days of the date of the outcome letter. Appeal requests may be filed on one or more of the following grounds:

1. A procedural or substantive error occurred that significantly affected the outcome of the case.
2. There is new, relevant information that could not have been reasonably discovered or was not available at the time of the original decision that, if available, could have significantly affected the outcome of the case. This does not include statements from a Complainant or Respondent who chose not to participate in the investigation, review, and/or hearing.

B. Appeal Request Procedures

Appeal requests must be submitted in writing via the online Appeal Request Form. Once completed, the Appeal Request Form will be processed by SCCS. SCCS will convene an Appellate Body to review the appeal. The Appellate Body for individual conduct cases will be made up of 3 or 5 individuals. Generally this is two staff and one student or three staff and two students. For organizational conduct issues, the Vice President of Student Affairs, or designee, will convene an Appellate Body consisting of organizational presidents or their designee, organizational governing body members, alumni, advisors, and/or current staff/faculty.

The original Conduct Administrator or Student Conduct Board Advisor will provide a written response to the appeal request within three (3) University business days of receiving notice of the appeal request, unless a request to extend this time period has been made and granted prior to the expiration of the three (3) University business day requirement.

Upon receipt of the appeal request, written response, and case file, the Appellate Body will conduct a review of the file limited to the grounds identified by the filing party. The Appellate Body will issue a written response to the appealing party within five (5) University business days, unless a request to extend this time period has been made and granted prior to the expiration of the five (5) University business day requirement.

Great deference is given to the original decision. The presumption is that the investigation and decision processes were appropriately conducted and the burden is on the party requesting the appeal to prove the appeal has merit. Appellate reviews are reviews of the record only. There are no additional meetings with the Complainant or Respondent unless there are exceptional circumstances as determined by the Appellate

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

C. Appeal Request Outcomes

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

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

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

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

13. **Records**

A. Holds and Removal of Active Status

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

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

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

B. Record Retention

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

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

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

C. Access to Records

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

In instances when the student lives more than 150 miles from campus, a redacted copy of the conduct file may be provided upon request and at the expense of the requestor to be paid in advance of preparing it for transfer. Payment must be received prior to the release of the records. Reasonable costs for making copies, transcribing audio recordings, and/or staff time spent redacting personally identifiable information of other students may be included in calculated costs. This provision only applies to the student's location, not that of an advisor and/or family member.

D. Records of Other Entities

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

14. **Emergency Contact Notification**

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

Effective: October 03, 2017

Revised: September 10, 2019

APPENDIX IV – Student Academic Honesty

From the WSU Policies and Procedures Manual:

2.17 / Student Academic Honesty

1. **Purpose**

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

2. **Philosophy**

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

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

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

3. **Prohibited Conduct**

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

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

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

accurate citation/attribution

B. *Unauthorized Use or Possession of Materials or Resources* – Using or possessing any materials or resources during an academic activity without the express permission of, or in a manner that is inconsistent with the express permission of, the faculty member. Unauthorized use of materials or resources includes, but is not limited to, any electronic device; course textbooks, articles, cheat sheets, other print sources; and/or looking at another individual's current or previous academic work. This includes submission of materials that were purchased or otherwise obtained by an outside or commercial source (e.g. ghostwriting or pay-for-paper services).

C. *Unauthorized Collaboration or Consultation* – Collaborating or consulting with another individual or group during an academic activity without the express permission of the faculty member.

D. *Fabrication, Falsification, or Misrepresentation of Information* – Providing fabricated or falsified information or misrepresenting information in an academic activity or related to academic attendance or other academic requirements.

E. *Academic Interference* – Engaging in any behavior or taking any material(s) for the purpose of interfering with an academic activity. Academic Interference includes, but is not limited to:

   1. removing, concealing, damaging, destroying, or stealing materials or resources that are necessary to complete or perform an academic activity;
   2. tampering with another person or group's work; and/or
   3. interfering with another student's academic performance.

F. *Unauthorized Resubmission* – Submitting an academic activity which has been previously submitted for credit, publication, or presentation without authorization from the faculty member to which the submission is made. This provision also applies when repeating a course, regardless of whether or not a grade was awarded for the previous enrollment period.

G. *Facilitation of Academic Misconduct* – Engaging in behavior that facilitates another person or group's ability to engage in or causes another person or group to engage in academic misconduct, including but not limited to providing another student with a copy of the student's work and/or access to unauthorized materials or resources, or forcing or coercing another student to complete academic work on behalf of another.

H. *Bribery* – Offering, giving, receiving, or soliciting any funds, goods, services, or anything else of value in exchange for an academic advantage for any student.

I. *Unauthorized Sale, Distribution, or Receipt of Academic Materials* – Buying, selling, receiving, or distributing academic materials without the express permission of the faculty member including, but not limited to previous assessments, study guides, solutions manuals, lecture slides, or any other form of intellectual property. This includes, but is not limited to, providing academic materials to crowdsourced digital databases and web platforms.

J. Research misconduct as identified in Policy 9.13/Misconduct in Research. Alleged

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

4. **Reporting, Procedures and Appeals**

   A. Any individual with a good faith basis for believing a student has violated this policy is encouraged to report the alleged violation to the faculty member responsible for the course and the Office of Student Conduct and Community Standards. When a faculty member has reasonable, good faith belief that a student has committed academic misconduct, that faculty member has the discretion to assign a sanction, including academic sanctions (e.g., failing grade on the assignment or failing grade for the course) or educational sanctions (e.g., plagiarism training or reflection activities). Any faculty member imposing a sanction against a student for a violation of this policy must report the violation to the Office of Student Conduct and Community Standards to ensure due process. In order to identify habitual offenders, faculty members are encouraged to report all alleged Academic Integrity violations to the Office of Student Conduct and Community Standards, even when the faculty member chooses not to t sanction a student for violations of this policy, or if the violation was resolved without an academic sanction.

   B. View the Student Academic Integrity Process Flowchart

   C. Students who disagree with the sanction imposed by the faculty member may request a hearing by the Academic Integrity Committee. The Academic Integrity Committee will hold a hearing to review the evidence to determine if a violation occurred, and if so, if the sanction is appropriate.

   D. The Office of Student Conduct and Community Standards will maintain a record of all reported incidents of Academic Misconduct. In some cases (e.g., repeat offenders or egregious offenses), the Office of Student Conduct and Community Standards may determine that additional sanctions, including disciplinary sanctions, are appropriate. In these instances, the Academic Integrity Committee will hold an additional hearing to review the evidence and determine if additional sanctions are appropriate. The Academic Integrity Committee may consider previously documented violations, regardless of outcome, along with the current incident and the possibility of additional sanctions. The Academic Integrity Committee will be the same as the prior case unless extenuating circumstances occur as determined by the Associate Vice President of Student Affairs.

   E. Following notification of the outcome of their case, a Respondent may submit one appeal request within the University's process as outlined in Section V. of the Student Academic Integrity Process Procedures. The presumption is that the investigation and decision processes were appropriately conducted and the burden is on the individual requesting the appeal to prove that the appeal has merit. Appellate reviews will be limited in scope and must focus on procedural issues or presenting new information not previously available at the time of the Academic Integrity Committee hearing.

5. **Sanctions**

   Potential sanctions include educational, academic, and disciplinary. Educational sanctions could include required training related to the misconduct. Academic sanctions could include additional academic requirements and/or assignment/course grade reduction. In cases where egregious and/or repeat offenses are found to have occurred, disciplinary actions such as probation, suspension, or expulsion are possible. See Section VII. of the Student Academic Integrity Process Procedures for more details.

6. **Jurisdiction**

   A. This policy applies to behavior that is committed by:

   1. a University student, student group, or student organization;

   2. an applicant who becomes a student, for alleged violation(s) committed as part of the application process; or

   3. an individual who has transferred, graduated, been academically disqualified, or expelled from the University for alleged violation(s) committed prior to separation from the University.

   B. This policy may be applied to any academic activity conducted on campus or elsewhere. Scholarly research is considered an academic activity, which may or may not be related to a specific course. This additionally includes behavior conducted online, via e-mail or through other electronic media. Wichita State University may take action if an alleged violation of this policy is brought to the attention of University officials.

7. **Definitions**

   For purposes of this policy, the following terms have the definitions provided below. Please note that some of these terms may have different meanings in other contexts.

   - Academic Activity

     Any draft, assignment, assessment, examination, project, applied learning (e.g. internships, co-ops, practicums, field experiences or trips, clinical experiences, or student teaching), research, publication, presentation, or other activity that is completed, submitted, and/or required to fulfill course or degree requirements or obtain a specific distinction, or is conducted in conjunction with an academic program or course.

   - Academic Integrity Committee

     A panel of five (5) individuals comprised of three (3) faculty appointed by the Faculty Senate and two (2) students from the Student Conduct Board. The Committee is responsible for determining whether or not the Respondent(s) violated this policy and appropriate sanction(s) (if applicable). One (1) panelist will serve as the Committee Chairperson, selected by the Associate Vice President of Student Affairs (or designee).

   - Advisor

     An individual selected by a Respondent to assist the Respondent throughout the student academic integrity process including, but not limited to, a parent, friend, faculty

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

- Appeals Committee (graduate)

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

- Appeals Committee (undergraduate)

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

- Faculty Member

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

- Respondent

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

- Student

  Any individual who has been notified of admission to the University; is enrolled in, auditing, or participating in any University course or program; is assigned a space in a University owned or managed housing facility; or has a continuing relationship with the University. This includes, but is not limited to, Orientation, Intensive English, National Student Exchange, and Study Abroad. An individual is considered a student until they notify the University they are no longer a student, or the University informs them that they are no longer a student for reasons including, but not limited to, withdrawal, transfer, graduation, academic disqualification, or expulsion. An

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

- Student Group

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

- Student Organization

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

- University

  Wichita State University (WSU) and its affiliates.

- University Business Day

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

- University Official

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

- University Policy

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

- University Premises

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

- Witness

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

8. **Interpretation and Revision**

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

Provost or their designee for final determination.

B. This policy shall be reviewed a minimum of every three (3) years under the direction of the Provost.

C. The Provost is responsible for notifying the University community of substantial changes to this policy.

Effective: July 14, 2010

Revised: July 16, 2018

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

From the WSU Policies and Procedures Manual:

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

1. **Purpose**

   This policy provides information regarding the University's prevention and education efforts related to sexual misconduct, relationship violence, and stalking. The policy also explains how the University will proceed once it is made aware of a possible sexual misconduct, relationship violence, and/or stalking incident. In order to remain consistent with our institutional values, and to meet the University's legal obligations under Title VII, Title IX and other applicable laws, this policy shall supersede all other University policies and procedures. The process outlined will be used to resolve alleged sexual misconduct, relationship violence, and stalking violations in a prompt, fair, and impartial manner.

2. **Responsibility**

   It is the obligation of all designated responsible employees who become aware of discrimination on the basis of sex including incidents of sexual misconduct, relationship violence, or stalking to report the incident to the Title IX Coordinator and to take steps to prevent its continuation. Failure to do so is a violation of this policy.

3. **Consensual Relationship policy**

   This policy addresses sexual, intimate, and/or romantic relations between members of the University whose professional relationship involves professional power differential or supervisory responsibilities. Professional power differential or supervisory responsibilities include, but are not limited to: evaluation of academic or research performance, compensation, work assignments or annual employee performance evaluations. Administrators, employees, faculty members, and students shall not have any direct or indirect supervisory or evaluative role over those with whom they have a sexual, intimate, or romantic relationship.

   In the event employees are married, in an intimate partnership, have a domestic relationship, or have sexual contact with another employee or student with whom they have direct professional power differential or supervisory responsibilities, they are required to disclose the relationship to the appropriate supervisor. Supervisors should contact their Human Resource Business Partner for guidance as necessary if this applies to their employee(s).

4. **Education and Awareness**

   A. Information on Risk Reduction, Prevention and Awareness Programs

      Numerous University offices deliver harm-reduction and educational programming to promote the awareness of sexual misconduct, relationship violence, and stalking. Primary prevention and awareness programs for all new employees include mandatory training programs. Prevention training is offered to identify risky or unacceptable conduct before it occurs. This training promotes positive behaviors that foster healthy,

mutually respectful relationships; encourages safe bystander intervention; and seeks to change behavior and social norms in healthy and safe directions. Awareness programs include community-wide or audience-specific programing which describes initiatives and strategies to prevent sexual misconduct, relationship violence, and stalking, and promote safety, and reduce perpetration of sexual misconduct.

WSU Policy and Procedures Manual Section 3.33/Eschewing Campus/Workplace Violence and Section 8.18 Eschewing Campus/Workplace Violence describe annual training that is available to all University community members, including identifying and diffusing potentially violent or threatening situations.

Additionally, the University acts in partnership with the Wichita Area Sexual Assault Center and YWCA Women's Crisis Center to provide sexual misconduct and relationship violence educational materials, services, and programming to the campus community. These programs and resources can be found at https://www.wichita.edu/services/police/crime_prevention/

B. Crime Prevention Programs

The University Police Department offers crime prevention programs, including sexual misconduct prevention programs. Additional information and resource referrals concerning personal safety and crime prevention information, including alcohol and drug abuse, sexual misconduct, relationship violence, and stalking and other safety information is available from the University Police Department.

C. Safe and Positive Options for Bystander Intervention

Recognizing when an incident of sexual misconduct or relationship violence is occurring or is likely to occur is the first step to intervening. If you make the decision to intervene, do so safely – violence does not stop violence. If you cannot stop the act with your words, call law enforcement. Do not be afraid to ask other people for help with intervention.

If an individual confides in you, listen respectfully and help identify others in whom they can confide. Ask what the individual needs to feel safe, encourage seeking medical attention and counseling, and encourage reporting the incident to law enforcement, or a responsible employee if the individual is comfortable doing so. Be a supportive, kind, understanding, and nonjudgmental person and you can be a positive force for the individual to seek the help that is needed to move forward.

5. **Jurisdiction**

This policy applies to sexual misconduct, relationship violence, and/or stalking that is committed by a University employee or visitor at the time the behavior occurs:

A. On University property;

B. Off campus, if:

1. In connection with a University or University-recognized program or activity; or
2. In a manner that may pose an obvious and serious threat of harm to, or that may have the effect of creating a hostile learning or working environment for, any member(s) of the University community.

Additional alleged violations of any other University policy that occur in connection with an alleged incident of sexual misconduct, relationship violence and/or stalking will be resolved through this policy.

6. **Definitions**

For purposes of this policy, the following terms have the definitions provided below. Please note that some of these terms may have different meanings in other contexts.

A. Sexual Misconduct

Unwelcome conduct of a sexual nature that is committed without consent between people regardless of sex or gender. Sexual misconduct can include both intentional conduct and conduct that results in negative effects, even if those negative effects were unintended.

1. Sexual Harassment

Unwelcome conduct of a sexual nature. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature. Sexual harassment can take several forms:

a. ***Quid Pro Quo Sexual Harassment*** occurs when submission to unwelcome conduct of a sexual nature is made explicitly or implicitly a term or condition of employment or participation in an academic program; or submission to or rejection of unwelcome conduct of a sexual nature by an individual is used as the basis for employment decisions or academic decisions affecting that individual, including but not limited to grades, pay, promotion, and transfers.

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

c. ***Third Party Sexual Harassment*** occurs when unwelcome conduct of a sexual nature is perpetrated by individuals who are not employees or students at the University.

2. Non-consensual Sexual Intercourse

vaginal or anal penetration by any body part or foreign object or oral copulation (mouth to genital contact or genital to mouth contact), however slight, by a person upon another person without consent.

3. Non-consensual Sexual Contact

Any intentional contact with the breasts, buttocks, groin, or genitals of another person without consent, including, but not limited to, touching another person or making another person touch you or themselves with any of these body parts.

4. Sexual Exploitation

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

B. Relationship Violence

1. Dating Violence

   Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the Complainant. The existence of such a relationship shall be determined based on the Complainant's statement, and with consideration of the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship. Dating Violence does not include behaviors covered under the definition of Domestic Violence.

2. Domestic Violence

   Violence committed by a current or former spouse or intimate partner of the Complainant; by a person with whom the Complainant shares a child; by a person cohabitating with the Complainant; or by a family or household member (i.e., parent, child, or other persons related by blood, marriage, or prior marriage; or roommates or former roommates).

C. Stalking

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

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

4. interferes with a person's property.

D. Consent

Informed, knowing, and voluntary agreement to engage in a specific behavior. Consent must be clear and unambiguous for each person for the duration of any sexual contact. Consent to one sexual act does not imply consent to any other sexual act, nor does past consent to a sexual act imply ongoing or future consent. Silence or an absence of resistance does not in and of itself constitute consent. Consent can be revoked at any time. For all of these reasons, sexual partners must evaluate consent in an ongoing fashion and should communicate clearly with each other throughout any sexual contact.

Consent cannot be obtained from someone who is unconscious, physically powerless or otherwise physically or mentally incapacitated, whether due to alcohol, drugs, or other condition. Consent cannot be obtained by threat, coercion, or force. Agreement given under such conditions does not constitute consent. In order to give effective consent, one must be of legal age in the location of the sexual contact.

E. Incapacitation

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

F. Retaliation

An adverse action or threat of an adverse action taken against a Complainant, Respondent, or any individual or group of individuals involved in the complaint, investigation, and/or resolution of an allegation of sexual misconduct, relationship violence, or stalking; including any individual who attempts to intervene or prevent behavior prohibited by this policy. Retaliation can be committed by an individual or group of individuals, not just a Complainant or Respondent. Retaliation can take many forms including, but not limited to, threats, intimidation, pressuring, continued harassment, violence, or other forms of harm to others. Any complaint regarding retaliation should be reported to the **Title IX Coordinator**. Retaliation is strictly prohibited and can result in disciplinary action up to an including termination of student status and/or employment.

G. Respondent

Any individual or group that allegedly violated University policy. There may be more than one complainant and more than one respondent for an incident.

Complaints regarding employees or visitors as Respondents should be referred to the Deputy Title IX Coordinator for Employees and Visitors for resolution under the appropriate University policy. The behavior of Respondents who are both students and employees may subject to both student and employment policies.

H. Complainant

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

I. Witness

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

J. Reporter

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

K. Advisor

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

L. Deputy Title IX Coordinator

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

M. Title IX Coordinator

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

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

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

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

C. Complainants and Respondents have the right to:

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

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

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

A. Honesty

All participants are expected to be honest and forthright in all communication relating to the investigation and resolution of allegations of misconduct. Any individual who knowingly provides false information, makes a misleading or false claim, or engages in coercion of others may be subject to discipline or, under certain circumstances, legal action.

B. Communication & Responsiveness

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

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

C. Preparation

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

D. Adhere to Process

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

9. **Reporting an Incident**

The privacy of individuals involved in a report of sexual misconduct, relationship violence, or stalking will be protected to the extent permitted by law. All University employees who are involved in the University's response, including the Title IX Coordinator, investigators, and all other parties, receive specific instruction about respecting and safeguarding private information. Throughout the process, every effort will be made to protect the privacy interests of individuals involved in a manner consistent with the need for a thorough review of the report.

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

Information shared by an individual with designated campus or community professionals who are acting within the scope of their professional credentialing is considered confidential. These campus and community professionals include licensed health care professionals, ordained clergy, and attorneys who are required to follow professional rules of conduct and laws that control the disclosure of confidential information. These individuals are prohibited from breaking confidentiality unless there is an imminent threat of harm to self or others, are directed to do so by court order, are given consent or disclosure is provided for by the professional rule of conduct or the law. Additionally, when a report involves suspected abuse of a minor under the age of 18, or the elderly, these confidential resources are required by state law to notify the Department of Children and Families and/or local law enforcement.

A. Confidential University Reporting Options

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

B. Non-Confidential University Reporting Options

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

    a. Has the authority to take action to redress the harassment;

    b. Has the duty to report to appropriate school officials sexual harassment or any other misconduct by students or employees; or

    c. A student, employee or visitor could reasonably believe has the authority or responsibility to take action.

2. The University has designated the following individuals as Responsible Employees:

    a. Title IX Coordinator, Deputy Coordinators, Associate Coordinators, and designees;

    b. Resident Assistants, Peer Academic Leaders, and Residence Hall administrators, including Assistant Residence Life Coordinators;

    c. Deans, Associate Deans, Assistant Deans, and Chairs;

    d. Directors of University offices, centers, institutes, and laboratories;

    e. President, Provost, all Vice Presidents, all Associate Vice Presidents, and all members of the President's Executive Team, or their designees;

    f. Head Coaches, Assistant Coaches, Strength Coaches, and Volunteer Coaches;

    g. Faculty and Staff who supervise employees;

    h. Office of Human Resources personnel;

    i. Sworn law enforcement officers of the University Police Department and other University security personnel;

    j. Faculty/Instructors;

    k. Student Organization Advisors;

    l. All individuals who are designated as Campus Security Authorities.

3. Non-confidential reports regarding incidents in which an employee or visitor is the Respondent should be made to the Deputy Title IX Coordinator for Employees and Visitors ((316) 978-6123). Reports or disclosures regarding incidents in which an employee or visitor is the Respondent made to any responsible employee will be directed to the Deputy Title IX Coordinator for Employees and Visitors for further review. Visit Wichita.edu/Title IX to access reporting form.

4. Non-confidential reports regarding incidents in which a **student** is the Respondent should be made to the Deputy Title IX Coordinator for Students ((316) 978-6681). An online reporting form can be found at: https://publicdocs.maxient.com/incidentreport.php?WichitaStateUniv.

C. Law Enforcement Reporting Options

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

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

D. Timeliness of Reports

Individuals are encouraged to report sexual misconduct, relationship violence, or stalking as soon as possible after the incident occurs to maximize the University's ability to respond promptly and effectively; however, the University does not limit the time for reporting. Prompt reporting allows for the University to obtain the most reliable information, be able to contact relevant witnesses (if any), and provide reasonable assistance and interim measures for affected parties. In all cases, a decision will be made on existing facts to determine if an investigation is necessary for compliance with legal requirements.

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

10. **University Response Procedures**

A. Services and Support

1. Upon receipt of notice of alleged sexual misconduct, relationship violence, or stalking, the Deputy Title IX Coordinator or designee will attempt to contact the Complainant to arrange a meeting to discuss available resources and resolution processes. During the meeting, the following will be covered with the Complainant:

   a. Medical, mental health, advocacy, law enforcement, and other resources available to Complainants both on campus and in the surrounding community;

   b. Possible interim measures that are available (see section below);

   c. The obligation of the University to investigate every report of alleged sexual misconduct, relationship violence, and stalking both under federal law and out of concern for the safety of members of our campus community;

   d. The process for investigating and resolving alleged violations of sexual misconduct, relationship violence, and/or stalking;

   e. The rights that the Complainant and the Respondent have in the process (see section VII of this policy); and

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

3. After meeting with the Complainant, the Deputy Title IX Coordinator or designee will inform the Respondent of the allegations if an investigation will commence and/or a need for contact with the Respondent by the University is deemed necessary. During the meeting, the following will be covered with the Respondent:

   a. Medical, mental health, advocacy, law enforcement, and other resources available to Respondents both on campus and in the surrounding community;

   b. Possible interim measures that are available (see section below);

   c. The obligation of the University to investigate every report of alleged sexual misconduct, relationship violence, and stalking both under federal law and out of concern for the safety of members of our campus community;

   d. The process for investigating and resolving alleged violations of sexual misconduct, relationship violence, and/or stalking;

   e. The rights that the Complainant and the Respondent have in the process (see section VII. of this policy); and

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

B. Interim Measures

1. The Title IX Coordinator, or designee, will evaluate all reports to promptly determine the necessity of interim measures. The University may implement appropriate interim measures for the individuals involved and for the larger University community based on the information provided in the report and at no cost to the Complainant. Interim measures may be put in place or modified at any point after a report is received and can be implemented even if a formal investigation is not able to proceed. Such interim measures include, but are not limited to assistance in the following categories:

    a. Administrative directives for no contact;

    b. Academic;

    c. Housing;

    d. Transportation;

    e. Employment;

    f. Facility Access;

    g. Activities;

    h. Campus Escort;

11. Interim measures may be implemented at any time, even if originally declined, and any measures put into effect will remain in place until the institution determines that they are no longer necessary.

12. When the actions of a person present an ongoing threat to the health, safety, or well-being of others; disrupt the University community; or endanger University, public, or private property; the Title IX Coordinator, or designee, may implement interim measures that restrict access for the Respondent pending the outcome of an investigation and resolution process. These interim measures may include, but are not limited to:

    a. Restricted access to campus property and/or facilities;

    b. Administrative leave with or without pay for employees;

    c. Job reassignment;

    d. Restricted access to participation in University resources, programs or activities;

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

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

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

4. The Title IX Coordinator, or designee, will notify the Complainant and Respondent in writing of any interim measures. The measures will take place immediately upon notification to both parties.

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

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

D. Investigation

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

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

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

In most cases, the review will involve conducting a fact-finding investigation, which includes meeting separately with the Complainant (if participating), Respondent, Reporter (if applicable), and relevant Witnesses; and reviewing other pertinent information. At any time during the course of an investigation, the Complainant, Respondent, or any Witness may provide a written statement; other supporting materials including, but not limited to, electronic communication, photographs, or video or audio recording; or the names of other potential witnesses. Additionally, the investigator may determine through other means that it is necessary to speak with another individual and seek out that person independently. The investigator may need to conduct multiple interviews in order to follow up or clarify information provided by others. In general, the Complainant's prior sexual history, with any individual including the Respondent, is not relevant and will not be considered as evidence during the investigation.

Prior sexual history between the parties may be relevant to assess the manner and nature of communication between the Complainant and Respondent.

The University will inform the Complainant and the Respondent at regular intervals of the status of the investigation. Occasionally, a different or less formal response to the report may be warranted and will be determined by the Title IX Coordinator; however, mediation will not be used to resolve any complaints of sexual misconduct. Either party may elect to end an informal process to pursue the formal process at any time during the resolution of the complaint.

E. Standard of Proof

The investigator will make a finding using the preponderance of the evidence standard. This standard requires that the information supporting a finding of responsibility be more convincing than the information in opposition to it. Under this standard, individuals are presumed not to have violated University policy unless a preponderance of the evidence supports a finding that a violation occurred.

F. Time Frames

The University seeks to resolve all reports within 60 days of the initial report. Extenuating circumstances may arise that require the extension of time frames, including extension beyond 60 days. Extenuating circumstances may include the complexity and scope of the allegations, the number of witnesses involved, the availability of the parties or witnesses, the effect of a concurrent criminal investigation, any intervening academic break or vacation, or other unforeseen circumstances.

In general, a Complainant and Respondent can expect that the process will proceed according to the time frames provided in this policy. In the event that the investigation and resolution exceed this time frame the University will notify all parties of the reason(s) for the delay and the expected adjustment in time frames. Best efforts will be made to complete the process in a timely manner by balancing principles of

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

G. Investigation Finding and Outcome Notification

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

- A summary of the investigation;
- The investigator's findings;
- The investigator's rationale in support of the findings;
- The investigator's recommendation for interventions and/or consequences (if applicable); and
- The investigator's rationale in support of the recommended interventions and/or consequences (if applicable).

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

11. **Process Outcomes & Consequences**

Individuals who are found to have violated University policy will receive disciplinary consequences appropriate to the current violation(s) and in consideration of any prior disciplinary, performance and/or behavioral issues while employed at the University. Consequences may be combined. Consequences may include, but are not limited to, the actions listed below.

- Written Reprimand

  Official written notification of unacceptable behavior and violation(s) of University policy. The written documentation becomes part of the employee's personnel file.

- Suspension

  An employee may be suspended without pay. The length of a suspension will be dependent upon the severity of the violation and will range in length from three to thirty University business days.

- Demotion

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

- Disciplinary Probation

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

- Dismissal

  Final disciplinary action that permanently removes the employee from the work environment.

- Job Reassignment

  An employee may be moved temporarily or permanently to a different position or to a different work location.

- Restitution

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

- Loss of University Privileges

  An employee or visitor may be restricted from accessing specific University privileges including, but not limited to: University computer and network access, sabbatical or eligibility for awards, participation in groups or associations, and utilization of recreation or fitness facilities.

- No Contact Order

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

- No Trespass Order

  The individual is prohibited from being on any campus property and/or entering specific University facilities.

- Knowledge Attainment Activities

  Activities designed to increase knowledge in areas related to the violation(s) committed including, but not limited to: attending workshops, researching a specific topic, writing reflective papers or other relevant activities.

- Wellness Activities

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

- Reflective Activities

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

12. **Appeals**

A. Either party may submit an appeal request of the Deputy Title IX Coordinator's decision to the Director of Human Resources within five (5) University business days. The first day shall be counted as the day following the date on the decision letter. The appeal request must be received no later than the close of business on the fifth day. Filing an appeal will not delay the sanctions if applicable. Once an appeal request is received, the other party will be notified and provided with an opportunity to review the submitted appeal and submit a written response within three University business days, or by the original appeal submission deadline, whichever is greater. All supporting information from the Complainant and/or Respondent for the appeal request must be submitted by the specified submission deadline in order to be considered by the Director of Human Resources. Upon receipt of the appeal documents from the Complainant and/or Respondent, the Director of Human Resources will conduct an efficient and narrow review of the file limited to the grounds identified by the initiator of the review. Appeals may be filed on one or more of the following grounds:

   1. A procedural or substantive error occurred that significantly affected the outcome of the case.

   2. There is new, relevant information that was not available at the time of the investigation that, if available, could have significantly affected the outcome of the case. This does not include statements from a Complainant or Respondent who chose not to participate in the investigation.

B. A great degree of deference is given to the original decision. The presumption is that the investigation and decision processes were appropriately conducted and the burden is on the individual requesting the appeal to prove that the appeal has merit.

C. Appellate reviews are reviews of the record only. There are no additional meetings with the Complainant and/or Respondent unless there are exceptional circumstances as determined by the Title IX Coordinator, in which case the Director of Human Resources must offer both the Complainant and the Respondent the same opportunity to discuss the case. Upon review of the record, the Director of Human Resources may respond as follows:

   1. Determine the appeal lacks standing and is dismissed, in which case the original decision stands;

2. Determine that the appeal has standing and remand the case back to the original investigator to consider new information or reevaluate previous information; or
3. Determine that the appeal has standing and remand the case to a new investigator with specific corrective instructions.
4. When the appeal officer determines an appeal has standing under item ii. or iii. above, both parties will be granted appeal rights as stated in XII. Appeals at the conclusion of the remand of the case.

D. The decision issued by the Director of Human Resources is considered the final University decision and will be communicated simultaneously in writing to both the Complainant and Respondent. The Director of Human Resources will strive to review and respond to the appeal request within ten (10) University business days of receipt of all documentation.

E. In circumstances in which there is a conflict of interest or perception of bias on behalf of the Director of Human Resources, or in cases in which the Director of Human Resources is otherwise unable to perform these duties, appeal decisions will be made by the Dean of Student Life.

13. **Records**

A. Records Retention

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

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

B. Records of Other Entities

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

14. **Offices and Roles**

A. Institutional Equity and Compliance Director

Human Resources Center, Room 110a

Phone: (316) 978-3205

OIEC@wichita.edu

B. Title IX Coordinator

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

Sara Zafar, J.D., Title IX Coordinator

Human Resources Center, Room 116

Phone: (316) 978-5177

OIEC@wichita.edu

C. Deputy Title IX Coordinators

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

- For athletics, contact:
  Senior Associate Athletic Director and Senior Women's
  Administrator Intercollegiate Athletics
  Charles Koch Arena, Room 201
  (316) 978-5534
  becky.endicott@wichita.edu
- For university employees and visitors contact:
  Executive Director Human Resources
  Human Resources Center, Room 117
  (316) 978-3540
  judy.espinoza@wichita.edu
- For university faculty contact:
  Associate Vice President for Academic Affairs
  Office of Academic Affairs
  (316) 978-5054
  linnea.glenmaye@wichita.edu
- For students, contact:
  Assistant Vice President for Student Affairs
  Rhatigan Student Center, Room 231
  (316) 978-6105
  alicia.newell@wichita.edu

D. Director of Human Resources

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

Director of Human Resources
Human Resources Center

Phone: (316) 978-3540
Fax: (316) 978-3201 or (316) 978-6809

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

APPENDIX VI – Sexual Misconduct, Relationship Violence, and Stalking Policy for Students

From the WSU Policies and Procedures Manual:
8.16 / Sexual Misconduct, Relationship Violence, and Stalking Policy for Students

1. **Purpose**

   Wichita State University is committed to the elimination of sexual misconduct, relationship violence, and stalking within the University community. These incidents may interfere with or limit an individual's ability to benefit from or fully participate in the University's educational programs. Additionally, these incidents may cause serious physical and/or psychological harm. Wichita State University maintains a comprehensive program to prevent these behaviors, provides resources to assist and support those who are involved in such incidents, and will respond promptly and equitably to reports of sexual misconduct, relationship violence, and stalking. The University has a responsibility to eliminate the behavior, prevent its recurrence, and address its effects on any individual and/or the community. Retaliatory actions against any individual involved in reporting or participating in the investigation of a complaint will not be tolerated.

2. **Policy**

   Sexual misconduct, relationship violence and stalking are prohibited behaviors. This policy provides information regarding the University's prevention and education efforts related to sexual misconduct, relationship violence, and stalking by students. The policy also explains how the University will proceed in instances of a Complainant reporting allegations of sexual misconduct, relationship violence, and stalking by a student Respondent. This process is in keeping with our institutional values and our commitment to meet the University's legal obligations under Title IX and other applicable laws. This process will be used to resolve alleged sexual misconduct, relationship violence, and stalking violations in a prompt, fair, and impartial manner. All policies will be interpreted and applied consistent with the First Amendment to the United States Constitution.

1. **Education and Awareness**

   A. Awareness Programs

      The Office of International Education; Office of Student Success; WSU Intercollegiate Athletic Association, Inc.; Human Resources; Academic Affairs; and other offices may conduct orientation sessions for students. During orientation sessions, each office is expected to provide safety information. Additionally, for students residing on campus, Housing and Residence Life staff members provide personal safety and residence hall safety programs and information.

      The Counseling and Testing Center, Student Health Services, and Student Conduct & Community Standards office provide numerous harm-reduction presentations and educational materials throughout the University community. Presentation topics include alcohol and drug abuse, hazing, sexual misconduct, relationship violence, and stalking. WSU Policy and Procedure 8.18 Eschewing Campus/ Workplace Violence describes annual training that is available to all University community members, including identifying and diffusing potentially violent or threatening situations.

B. Crime Prevention Programs

The University Police Department offers crime prevention programs, including sexual misconduct prevention programs. Additional information and resource referrals concerning personal safety and crime prevention information, including alcohol and drug abuse, sexual misconduct, relationship violence, and stalking, and other safety information is available from the University Police and on their website at www.wichita.edu/police.

C. Safe and Positive Options for Bystander Intervention

Recognizing when an incident of sexual misconduct or relationship violence is occurring or is likely to occur serves as an initial intervention. If you make the decision to intervene, do so safely – violence does not stop violence. If you cannot stop the act with your words, call law enforcement. Do not be afraid to ask other people for help with intervention. If the incident is occurring in the residence halls, ask Housing staff or a Resident Assistant for help. It might also be helpful to participate in training to learn more safe and positive options for bystander intervention.

If an individual confides in you, listen respectfully and help identify others they can reach out to in confidence. Ask what the individual needs to feel safe, encourage seeking medical attention and counseling, and encourage reporting the incident to law enforcement or a University official if the individual is comfortable doing so. Be a supportive, kind, understanding, and nonjudgmental person and you can be a positive force for the individual to seek the help that is needed to move forward.

If you have been designated as a Responsible Employee by the University you are required to make a prompt report to the Title IX Coordinator. A Responsible Employee is an individual who:

1. has the authority to redress sexual misconduct, relationship violence or stalking
2. has been given the duty to report such conduct to appropriate school officials.
3. a student, employee or visitor could reasonably believe has the authority or duty to take action. For a list of WSU designated Responsible Employees see section VII. B.

D. Information on Risk Reduction

Offices under the auspices of the Vice President for Student Affairs and the Prevention Services Advisory Board offer programs to describe options to decrease perpetration and bystander inaction, and to increase empowerment for Complainants in order to promote safety and to help prevent conditions that facilitate violence. Such programs include alcohol and drug awareness programs, which explain that substance use and substance abuse increases the risk of sexual misconduct, and programs about safe and healthy choices. This programming is presented to recognized student organizations, including members of Fraternity & Sorority Life.

The Counseling and Testing Center delivers harm-reduction and educational programming to promote the awareness of sexual misconduct, relationship violence, and stalking. Additionally, the Counseling and Testing Center and University Police Department act in partnerships with the Wichita Area Sexual Assault Center and

YWCA Women's Crisis Center to provide sexual misconduct and relationship violence educational materials, services, and programming to the campus community.

E. Prevention and Awareness Programs and Campaigns

A variety of educational programs for University students and employees are offered to promote the awareness of sexual misconduct, relationship violence, and stalking. These programs are offered by:

1. The Counseling and Testing Center;
2. Housing and Residence Life;
3. WSU Police Department;
4. Student Health Services;
5. Selected academic courses;
6. Student Involvement;
7. Human Resources;
8. Student Conduct & Community Standards.

Primary prevention and awareness programs for all incoming students and new employees include mandatory online training programs. Prevention training is offered to identify risky or unacceptable conduct before it occurs. This training promotes positive and healthy behaviors that foster healthy, mutually respectful relationships and sexuality; encourages safe bystander intervention; and seeks to change behavior and social norms in healthy and safe directions.

Awareness programs include community-wide or audience-specific programming which describes initiatives and strategies to prevent sexual misconduct, relationship violence, and stalking, and promote safety, and reduce perpetration of sexual misconduct.

A comprehensive listing of contact information for on- and off-campus assistance and support resources for Complainants and Respondents can be found at https://www.wichita.edu/services/police/crime_prevention/

4. **Jurisdiction**

A. Application

This policy applies to sexual misconduct, relationship violence, and/or stalking that is committed:

1. by a University student, student group, student organization, or participant in a University program;
2. by an applicant who becomes a student, for alleged violation(s) committed as part of the application process; or
3. by an individual who has transferred, graduated, been academically disqualified, or expelled from the University, for alleged violation(s) committed prior to separation from the University.

B. Location and Manner

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

1. On University property;
2. Off campus, if:
   a. in connection with a University or University-recognized program or activity;
   b. in connection with any academic assignment, internship, co-op, practicum, field experience or trip, clinical experience, student teaching, research, or other academic activity;
   c. in connection with any activity sponsored, conducted, authorized by, or affiliated with, any student group or organization;
   d. involving a crime of violence or felony;
   e. in a manner that may pose an obvious and serious threat of harm to, or that may have the effect of creating a hostile living, learning, or working environment for, any member(s) of the University community.
3. This policy may also be applied to behavior conducted online, via e-mail or through other electronic mediums. Wichita State University does not regularly search for this information, but may take action if such information is brought to the attention of University officials. Additional alleged violations of Section 8.05/Student Code of Conduct that occur in connection with an alleged incident of sexual misconduct, relationship violence, and/or stalking will be resolved through this policy. The University will investigate or otherwise respond to all reports of sexual misconduct, relationship violence or stalking.

5. **Definitions**

For purposes of this policy, the following terms have the definitions provided below. Please note that some of these terms may have different meanings in other contexts.

A. Sexual Misconduct

Unwelcome conduct of a sexual nature that is committed without consent between people regardless of sex or gender. Sexual misconduct can include both intentional conduct and conduct that results in negative effects, even if those negative effects were unintended.

1. Sexual Harassment

Unwelcome conduct of a sexual nature. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature.

Examples of sexual harassment include but are not limited to:

a. **Quid Pro Quo Sexual Harassment** occurs when submission to unwelcome conduct of a sexual nature is made explicitly or implicitly a term or condition of employment or participation in an academic program; or submission to or rejection of unwelcome conduct of a sexual nature by an individual is used as

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

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

B. Non-consensual Sexual Intercourse

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

C. Non-consensual Sexual Contact

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

D. Sexual Exploitation

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

E. Relationship Violence

Violence committed by an individual who:

1. is or has been in a social relationship of a sexual, romantic or intimate nature with the Complainant;

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

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

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

F. Stalking

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

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

G. Consent

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

H. Incapacitation

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

I. Retaliation

An adverse action or threat of an adverse action taken against a Complainant, Respondent, or any individual or group of individuals involved in the complaint, investigation, and/or resolution of an allegation of sexual misconduct, relationship violence, or stalking; including any individual who attempts to intervene or prevent behavior prohibited by this policy. Retaliation can be committed by an individual or group of individuals, not just a Complainant or Respondent. Retaliation can take many forms including threats, intimidation, pressuring, continued harassment, violence, or other forms of harm to others. Any complaint regarding retaliation t should be reported to the Title IX Coordinator or designee. Retaliation is strictly prohibited and can result in disciplinary action up to an including termination of student status and/or employment.

J. Respondent

The student, student group, or student organization whom allegedly violated University policy. There may be more than one respondent for an incident. In incidents involving student groups or organizations, the president, director, team captain or other member of student leadership will participate in the student conduct process on behalf of the group or organization. Student groups and organizations may not be represented by non- students, alumni, or inactive members in the student conduct process; however, such individuals may be selected by a student group or organization to serve in the role of advisor in the student conduct process.

Complaints regarding employees or visitors as Respondents should be referred to the Title IX Coordinator for resolution under the appropriate University policy. The behavior of Respondents who are both students and employees may subject them to this policy, Section 8.05/Student Code of Conduct, and employment policies found in Chapter 3 of the *WSU Policies and Procedures Manual*.

K. Complainant

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

L. Witness

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

M. Reporter

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

N. Advisor

An individual selected by a Complainant or Respondent to assist the Complainant or Respondent throughout the University process including, but not limited to, a parent,

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

O. Deputy Title IX Coordinator

Refers to individuals who are designated as Deputy Title IX Coordinators. They serve as department liaisons and provide information about resources regarding complaints of sex discrimination, sexual misconduct, sexual harassment, relationship violence and stalking. The Deputy Title IX Coordinator will refer complainants to the Title IX Coordinator.

P. Title IX Coordinator

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

Q. Student

Any individual who has been notified of admission to the University; is enrolled in, auditing, or participating in any University course or program; is assigned a space in University housing facilities; or has a continuing relationship with the University. This includes, but is not limited to, Orientation, Intensive English, National Student Exchange, and Study Abroad. An individual is considered a student until they notify the University they are no longer a student or the University informs them that they are no longer a student for reasons including, but not limited to, withdrawal, transfer, graduation, academic disqualification, or expulsion. An individual who has been suspended is still considered a student during the suspension period. Students who leave the University before a conduct complaint is resolved may be prohibited from future enrollment and/or accessing University records until the matter is resolved.

R. Student Group

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

S. Student Organization

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

6. Expectations of the Complainant and Respondent

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

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

C. Complainants and Respondents may expect to:

1. Be notified of the alleged violations of University policy;
2. Be provided advanced notice of all meetings in which they are requested or entitled to participate and notified of the purpose of those meetings;
3. Be accompanied by an Advisor of their choice throughout the investigation and resolution process;
4. Request reasonable accommodations from the *Office of Disability Services* or *Human Resources* (for employees) in order to ensure full and equitable participation in the investigation and resolution process;
5. Be informed of the available resolution options;
6. Be informed of campus and community resources available for support and assistance;
7. Submit information, including the names of witnesses, for consideration in the investigation;
8. Be informed of all parties contacted to participate in the investigation and their relation to the alleged misconduct;
9. Review the complete case file upon request by scheduling an appointment with the Title IX Coordinator or designee;
10. Choose not to provide a statement or respond to questions during the investigation and resolution process;
11. Submit a written impact statement to be considered before a decision on consequences (if applicable) is rendered;
12. Request that an individual responsible for investigating or resolving an alleged violation be removed from the case on the basis of actual or perceived bias; and
13. Request one appeal within the University's process.

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

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

   A. Honesty

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

   B. Communication & Responsiveness

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

   C. Preparation

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

   D. Adhere to Process

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

8. **Reporting an Incident**

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

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

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

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

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

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

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

A. Non-Confidential University Reporting Options

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

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

The University has designated the following individuals as Responsible Employees:

1. Title IX Coordinator, Deputy Coordinators, and designees;
2. Resident Assistants, Peer Academic Leaders, and Residence Hall administrators, including Assistant Residence Life Coordinators;
3. Deans, Associate Deans, Assistant Deans, and Chairs;
4. Directors of University offices, centers, institutes, and laboratories;
5. President, Provost, all Vice Presidents, all Associate Vice Presidents, and all members of the President's Executive Team or their designees;
6. Head Coaches, Assistant Coaches, Strength Coaches, and Volunteer Coaches;
7. Faculty and staff who supervise employees;
8. Office of Human Resources personnel;
9. Sworn law enforcement officers of the University Police Department and other University security personnel;
10. Faculty/Instructors;
11. Student Organization Advisors;
12. All individuals who are designated as Campus Security Authorities.

Responsible Employees are required to provide all information they are aware of regarding an incident, to the Title IX Coordinator within two (2) university business days. Failure to do so will be reviewed to determine whether the failure is a violation of University policy subject to disciplinary action up to and including separation from employment.

Non-confidential reports regarding incidents in which a student is the Respondent should be made to the Title IX Coordinator. An online reporting form can be found here. Reports or disclosures made to any responsible employee regarding incidents in which a student is the Respondent will be directed to the Title IX Coordinator for further review.

Non-confidential reports regarding incidents in which an employee or visitor is the Respondent should be made to the Title IX Coordinator Reports or disclosures regarding incidents in which an employee or visitor is the Respondent made to any responsible employee will be directed to the Title IX Coordinator for further review.

B. Law Enforcement Reporting Options

The University encourages any individual who has experienced sexual misconduct, dating violence, domestic violence, stalking, or any other crime to make a report to the Wichita State University Police Department (WSUPD) if the incident occurred on campus, or to local law enforcement, for incidents occurring off campus. Collection and preservation of evidence relating to the reported sexual misconduct or other crime

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

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

C. Confidential University Resources

An individual who seeks completely confidential assistance may do so by speaking with professionals who have legally protected confidentiality. On campus, confidential reports may be made to licensed health care professionals in the Counseling and Testing Center (316-978- 3440); Student Health Services (316-978-3620) and the Wichita Area Sexual Assault Campus Outreach Advocate in Lindquist Hall, room 301, (316-978-5257). Information shared with these resources will remain confidential and will not be shared with the University or anyone else without express, written permission of the individual seeking services except when there is an imminent threat of harm to self or others, are directed to do so by court order or disclosure is provided for by the professional rule of conduct or the law.

D. Timeliness of Reports

Individuals are encouraged to report sexual misconduct, relationship violence, or stalking as soon as possible after the incident occurs to maximize the University's ability to respond promptly and effectively; however, the University does not limit the time for reporting. Prompt reporting allows for the University to obtain the most reliable information, be able to contact relevant witnesses (if any), and provide reasonable assistance and interim measures for affected parties. In all cases, a decision will be made on existing facts to determine if an investigation is necessary for compliance with legal requirements.

E. Protection Orders

Wichita State University does not issue orders of protection. Orders of protection, restraining orders, or similar lawful orders may be obtained through the court system and can be enforced by the University Police Department. Individuals who have obtained a protection order are encouraged to provide a copy to the University Police

Department as soon as possible following the issuance to ensure full enforcement.

Although the University does not issue orders of protection, individuals may request that the University issue an administrative directive for No Contact and/or a No Trespass Notice. Upon request, a determination will be made by the University whether to issue an administrative No Contact Order and/or No Trespass Notice. *(See section XI. Process Outcomes and Consequences for definitions)*

For information regarding how to obtain a protection order, contact the Wichita State University Police Department (316) 978-3450.

9. **Amnesty for Alcohol and/or Other Drugs**

To encourage reporting of alleged sexual misconduct, relationship violence, and stalking violations, neither Complainants nor Witnesses will face referrals for actions under Section 8.05/Student Code of Conduct if they personally engaged in the unlawful or prohibited use of alcohol or drugs during the incident when the alleged violation occurred. Additionally, Respondents will not face additional referrals for actions under Section 8.05/Student Code of Conduct if they personally engaged in the unlawful or prohibited use of alcohol or drugs during the incident when the alleged violation occurred. Amnesty applies only to the personal use of alcohol or drugs and does not extend to other potential violations of Section 8.05/Student Code of Conduct or other University policy. For example, if the Respondent provided alcohol or drugs to the Complainant as a means of facilitating the alleged violation, the Respondent may face additional action.

10. University Response Procedures

A. Services and Support

Upon receipt of notice of alleged sexual misconduct, relationship violence, or stalking, the Title IX Coordinator or designee will attempt to contact the Complainant to arrange a meeting to discuss available resources and resolution processes. During the meeting, the following will be covered with the Complainant:

1. Medical, mental health, advocacy, law enforcement, and other resources available to Complainants both on campus and in the surrounding community;
2. Possible interim measures that are available *(see section below);*
3. The obligation of the University to investigate or respond to every report of alleged sexual misconduct, relationship violence, and stalking both under federal law and out of concern for the safety of members of our campus community;
4. The obligation of the University to comply with a student's reasonable request for a living and/or academic situation change following an alleged sexual misconduct, relationship violence, and stalking;
5. The process for investigating and resolving alleged violations of sexual misconduct, relationship violence, and/or stalking;
6. The rights that the Complainant and the Respondent have in the process (see section III of this policy); and

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

   After meeting with the Complainant, the Title IX Coordinator or designee will determine if a formal investigation will commence and/or need for contact with the Respondent by the University is deemed necessary. If so, the Respondent will be informed of the allegations. During the meeting, the following will be covered with the Respondent:

   a. Medical, mental health, advocacy, law enforcement, and other resources available to Respondents both on campus and in the surrounding community;

   b. Possible interim measures that are available (see section below);

   c. The obligation of the University to investigate or respond to every report of alleged sexual misconduct, relationship violence, and stalking both under federal law and out of concern for the safety of members of our campus community;

   d. The process for investigating and resolving alleged violations of sexual misconduct, relationship violence, and/or stalking;

   e. The rights that the Complainant and the Respondent have in the process (see section V. of this policy); and

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

B. Interim Measures

The Title IX Coordinator or designee, will evaluate all reports to promptly determine the necessity of interim measures. The University may implement appropriate interim measures for the individuals involved and for the larger University community based on the information provided in the report and at no cost to the Complainant. Factors that may be considered in determining reasonable interim measures include, but are not limited to the following: the specific need expressed by the Complainant; the ages of the individuals involved; the severity or pervasiveness of the allegations; any continuing effects on the Complainant; whether the Complainant and Respondent share the same residence hall, dining facility, class, transportation, or employer; and whether other student conduct measures have been taken to protect the Complainant. Interim measures may be put in place or modified at any point after a report is received and can be implemented even if an investigation is not able to proceed. Such interim measures include, but are not limited to assistance in the following categories:

- Administrative directives for no contact;
- Academic;
- Housing;
- Transportation;
- Employment;
- Facility Access;

- Activities;
- Campus Escort.

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

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

- Restricted access to campus property and/or facilities;
- Restricted access to participation in University programs or activities;
- Restricted access to Housing & Residence Life facilities, including dining halls;
- Restricted ability to participate in academic activities, including classes, internships, co- ops, etc.;
- Restricted access to campus employment;
- Administrative leave with pay for student employees; or
- Any other restriction that can be tailored to the involved individuals to achieve the goals of this policy.

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

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

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

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

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

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

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

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

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

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

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

D. Investigation

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

of interest or bias should notify the Title IX Coordinator in writing. In instances where a conflict of interest or perceived bias on the part of the Title IX Coordinator occurs, the notification should be made to the University President or designee.

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

limited to, electronic communication, photographs, or video or audio recording; or the names of other potential witnesses. Additionally, the investigator may determine through other means that it is necessary to speak with another individual and seek out that person independently. The investigator may need to conduct multiple interviews in order to follow up or clarify information provided by others. In general, the Complainant's prior sexual history, with any individual including the Respondent, is not relevant and will not be considered as evidence during the investigation. Prior sexual history between the parties may be relevant to assess the manner and nature of communication between the Complainant and Respondent.

The University will inform the Complainant and the Respondent at regular intervals of the status of its investigation. The Title IX Coordinator has the option to decide that an informal process, such as mediation, may be warranted and used when considering a complaint however, mediation will not be used to resolve any complaints of non-consensual sexual intercourse or non-consensual sexual contact. Either party may elect to end an informal process to pursue the formal process at any time during the resolution of the complaint.

E. Standard of Proof

The investigator will make a finding using the preponderance of the evidence standard. This standard requires that the facts supporting a finding of responsibility be more convincing than the information in opposition to it. Under this standard, individuals are presumed not to have violated *Section 8.16/Sexual Misconduct, Relationship Violence, and Stalking Policy for Students* unless a preponderance of the evidence supports a finding that a violation occurred.

F. Time Frames

The University seeks to resolve all reports within 60 days of the initial report. Extenuating circumstances may arise that require the extension of time frames, including extension beyond 60 days. Extenuating circumstances may include, but are not limited to, the complexity and scope of the allegations, the number of witnesses involved, the availability of the parties or witnesses, the effect of a concurrent criminal investigation, any intervening academic break or vacation, or other unforeseen circumstances.

In general, a Complainant and Respondent can expect that the process will proceed according to the time frames provided in this policy. In the event that the investigation and resolution exceed this time frame, the University will notify all parties of the reason(s) for the delay and the expected adjustment in time frames. Best efforts will be made to complete the process in a timely manner by balancing principles of thoroughness, impartiality and fundamental fairness with promptness.

G. Investigation Finding and Outcome Notification

At the conclusion of the investigation, the investigator will compile a written investigative report. Before the report is finalized, the Complainant and Respondent will both be given an opportunity to review a summary of all relevant information that will be used in the determination of responsibility. Every effort will be made to appropriately honor both due process and privacy considerations. The alleged

violations of University policy will be included in the investigative report. A Complainant or Respondent must submit any comments about their own statement, or on any investigation summary that might be provided; and/or an impact statement to be considered when determining interventions and/or consequences (if applicable) to the investigator within five (5) University business day comment period after the statement or summary was provided for review. This deadline may be extended at the discretion of the Title IX Coordinator or designee under exceptional circumstances. A deadline extension request must be submitted in writing and before the expiration of the five day comment period.

Following the receipt of any comments or statements submitted, or after the five (5) University day comment period has lapsed without any submissions, the investigator will address any identified factual inaccuracies or misunderstandings, as appropriate, and then make a determination regarding the alleged policy violation(s).

The final investigative report will include the following:

- A summary of the investigation;
- The investigator's findings;
- The investigator's rationale in support of the findings;
- The investigator's recommendation for interventions and/or consequences (if applicable); and
- The investigator's rationale in support of the recommended interventions and/or consequences (if applicable).

The investigator will submit the final investigative report to the Title IX Coordinator. The Title IX Coordinator will make a determination regarding appropriate interventions and/or consequences (if applicable) and notify the Complainant and Respondent simultaneously in writing of the case outcome. Interventions and/or consequences (if applicable) become effective upon the written notification of the Title IX Coordinator decision and are not stayed until the conclusion of the appeals process. If a Complainant has chosen not to participate in the University's review of the reported behavior but desires to be notified of the outcome, the University will notify the Complainant. If a Complainant has expressed, in writing, that the Complainant does not wish to be notified of the outcome, the University will honor that request. In such instances, the University will not send the notification itself to the Complainant, but may proceed with any necessary follow-up regarding consequences for the Respondent (if applicable) or other process matters. In circumstances in which the Complainant is deceased, the University will notify the individual's emergency contact and/or next of kin of the outcome.

11. **Process Outcomes & Consequences**

Students, student organizations, and student groups who are found to have violated University policy will receive disciplinary consequences appropriate to the current violation(s) and in consideration of any prior conduct history and/or mitigating or aggravating circumstances.

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

The following consequences are specific to violations of *Section 8.16/Sexual Misconduct, Relationship Violence, and Stalking Policy for Students.*

A. Consequences for Individual Students

1. Written Warning

   Official notification of unacceptable behavior and violation(s) of University policy. Any further misconduct may result in more serious disciplinary consequences.

2. Disciplinary Probation

   The student is deemed not in good conduct standing with the University. The duration of any probationary period will be determined by the Title IX Coordinator on a case-by- case basis. Any further violations of University policy while on probation may result in more serious consequences being imposed.

   Some of the restrictions that may be placed on the student during the probationary period include, but are not limited to: participation in student activities, representation of the University on athletic teams or in other leadership positions, eligibility to receive any University award or honorary recognition, entrance into University residence halls or other areas of campus, participation in a study abroad program, or University computer and network usage.

3. Deferred Suspension

   The student will be officially suspended from the University, but the suspension will be deferred, meaning that the student may continue to attend classes at this time. The suspension will be automatically enforced for failure to complete any assigned consequences by the deadline and/or for any subsequent violation of University policy, unless the Title IX Coordinator determines otherwise in exceptional circumstances. If the student is found responsible for any subsequent violation of *Section 8.16/Sexual Misconduct, Relationship Violence, and Stalking Policy for Students*, the student will be automatically suspended for the length of the original deferred suspension in addition to the other consequences imposed for the subsequent violation. Some of the restrictions that may be placed on the student during the deferred suspension period include, but are not limited to: participation in student activities, representation of the University on athletic teams or in other leadership positions, eligibility to receive any University award or honorary recognition, entrance into University residence halls or other areas of campus, participation in a study abroad program, or University computer and network usage. The duration of any deferred suspension period will be determined by the resolution body on a case-by-case basis.

4. Suspension

   The student is required to leave the University for a designated period of time. During the suspension period, a student may not attend classes (either in person or

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

5. Expulsion

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

6. Withholding of Transcripts or Degree

   The University may withhold copies of student transcripts or awarding a degree otherwise earned until the completion of the process set forth University policy, including the completion of all consequences imposed, if any.

7. Revocation of Admission and/or Degree

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

8. Restitution

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

9. Loss of University Privileges

   The student is restricted from accessing specific University privileges including, but not limited to: parking on campus, participation in student activities, holding a student leadership position, participation in a study abroad program, and University computer and network access.

10. Residence Hall Transfer or Removal

    The student will be placed in another room or residence hall or restricted from living on campus for a specified or indefinite period of time. If a student is restricted from living on campus, the student's Housing and Residence Life contract will be terminated and the student will be responsible for paying any remaining fees for the duration of the original contract period.

11. No Contact Order

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

12. No Trespass Order

    The student is prohibited from being on any campus property and/or entering specific University facilities.

13. Knowledge Attainment Activities

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

14. Restorative Activities

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

15. Wellness Activities

    Activities designed to address student's wellness in areas including social, emotional, financial, physical, academic, and environmental wellness including, but not limited to: substance use assessments, counseling assessments, meeting with an academic advisor, meeting with a Student Involvement staff member, etc.

16. Reflective Activities

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

B. Consequences for Student Groups and Organizations

1. Written Warning

   Official notification of unacceptable behavior and violation(s) of University policy. Any further misconduct may result in more serious disciplinary consequences.

2. Disciplinary Probation

   The student group or organization is deemed not in good conduct standing with the University. The duration of any probationary period will be determined by the Title

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

3. Deferred Suspension

   The student group or organization will be officially suspended from the University, but the suspension will be deferred, meaning that the student group or organization may continue to function at this time. The suspension will be automatically enforced for failure to complete any assigned consequences by the deadline and/or for any subsequent violation of University policy, unless the Title IX Coordinator s determines otherwise in exceptional circumstances. If the student group or organization is found responsible for any subsequent violation of *Section 8.16/Sexual Misconduct, Relationship Violence, and Stalking Policy for Students*, the student will be automatically suspended for the length of the original deferred suspension in addition to the other consequences imposed for the subsequent violation. Some of the restrictions that may be placed on the student during the deferred suspension period include, but are not limited to: ability to host a party or philanthropy event, eligibility to receive any University award or honorary recognition, participate in intramurals, represent the University and any travel in connection with such representation, participate in recruitment/intake or receive a new member class, maintain membership or representation of the organization on the governing council, utilize University facilities/grounds, participate in competitions, or receive future institutional funding.

4. Suspension

   The student group or organization is no longer recognized by the University for a designated period of time. During the suspension period, a student group or organization may not conduct any formal or informal business, or participate in University-related activities, whether they occur on or off campus. This includes, but is not limited to: ability to host a party or philanthropy event, eligibility to receive any University award or honorary recognition, participate in intramurals, represent the University and any travel in connection with such representation, participate in recruitment/intake or receive a new member class, maintain membership or representation of the organization on the governing council, utilize University facilities/grounds, participate in competitions, or receive future institutional funding. Re-recognition is possible but not guaranteed and will only be considered after the end of the suspension period and based on meeting all re-recognition criteria and obtaining clearance from the University. Any evidence that members of a student group or organization have attempted to sustain an unofficial student group or organization will result in individual charges and will postpone

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

5. Expulsion

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

6. No Contact Order

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

7. Recommendation for Charter Revocation

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

8. Restitution

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

9. Loss of University Privileges

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

10. Knowledge Attainment Activities

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

11. Restorative Activities

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

12. Wellness Activities

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

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

13. Reflective Activities

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

12. **Appeals**

Either party may submit an appeal request of the Title IX Coordinator or designee's decision to the Associate Vice President for Student Affairs/Student Life within five (5) University business days. The five (5) day period begins on the first University business day following the date on the decision letter. Once an appeal request is received, the other party will be notified and provided with an opportunity to review the submitted appeal request and submit a written response within three (3) University business days, or by the original appeal submission deadline, whichever is greater. Deadlines may be extended at the discretion of the Associate Vice President for Student Affairs/Student Life under exceptional circumstances. A deadline extension request must be submitted in writing. The Title IX Coordinator or designee will also provide a written response for review by the Associate Vice President for Student Affairs/Student Life after reviewing all submissions from the Complainant and/or Respondent. All supporting information from the Complainant and/or Respondent for the appeal request must be submitted by the specified submission deadline in order to be considered by the Associate Vice President for Student Affairs/Student Life. Upon receipt of all documents, the Associate Vice President for Student Affairs/Student Life will conduct an efficient and narrow review of the file limited to the grounds identified by the initiator of the review. Appeal requests may be filed on one or more of the following grounds:

- A procedural or substantive error occurred that significantly affected the outcome of the case.
- There is new, relevant information that was not available at the time of the investigation that, if available, could have significantly affected the outcome of the case. This does not include statements from a Complainant or Respondent who chose not to participate in the investigation.

If the Associate Vice President for Student Affairs/Student Life or designee determines that the appeal request sufficiently meets one or more of the appeal grounds, the appeal request will be forwarded to the Vice President for Student Affairs for review. A great degree of deference is given to the original decision. The presumption is that the investigation and decision processes were appropriately conducted and the burden is on the individual requesting the appeal to prove that the appeal has merit. Appellate reviews are reviews of the record only.

There are no additional meetings with the Complainant and/or Respondent unless there are exceptional circumstances as determined by the Title IX Coordinator, in which case the Vice President for Student Affairs must offer both the Complainant and the Respondent

the same opportunity to discuss the case. Upon review of the record, the Vice President for Student Affairs may respond as follows:

- Determine the appeal does not substantiate that a procedural or substantive error occurred, or that there is new relevant information that could significantly affect the outcome of the case. In which case, the original decision stands;
- Determine that the appeal may substantiate that a procedural or substantive error occurred, or that there is new relevant information that could significantly affect the outcome of the case. In which case the case is remanded back to the original investigator to consider new information or reevaluate previous information; or to a new investigator with specific corrective instructions.

The Vice President for Student Affairs' decision is considered the final University decision and will be communicated simultaneously in writing to both the Complainant and Respondent. The Vice President for Student Affairs will strive to review and respond to the appeal request within ten (10) University business days of receipt of all documentation.

In circumstances in which a Complainant or Respondent raises a concern about a conflict of interest or perception of bias on behalf of the Vice President for Student Affairs, or in cases in which the Vice President for Student Affairs is otherwise unable to perform these duties, appeal decisions will be made by the Associate Vice President for Academic Administration and Outreach.

13. **Student Records**

A. Holds and Removal of Active Status

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

1. A student, student group, or student organization has committed a violation of Section 8.16/Sexual Misconduct, Relationship Violence, or Stalking and/or Section 8.05/Student Code of Conduct culminating in suspension or expulsion;
2. A student, student group, or student organization has been given interim restrictions pending an investigation and resolution of allegations of misconduct;
3. A student, student group, or student organization has failed to schedule or attend a required University meeting or hearing;
4. A student, student group, or student organization has failed to complete one or more consequences by the assigned deadline; or
5. A student with severe behavioral problems is no longer attending the University, and it is the determination of the Vice President for Student Affairs or designee that a review of the student's file and meeting with the student occur prior to the student's re- enrollment.

B. Record Retention

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

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

If a student remains enrolled after the seven-year retention period has lapsed, the record will be maintained until the student graduates or is no longer enrolled at the University. When a student proceeds directly from one academic program into another academic program (e.g. undergraduate study to graduate study), the records will be maintained until the completion of the final academic program. Records of incidents culminated in deferred suspension, suspension, or expulsion will be permanently maintained by the University.

C. Access to Records

Student Conduct & Community Standards does not make copies of conduct files or audio recordings. If a student wishes to review the student's own conduct file or recorded investigation interview, the student may do so by scheduling an appointment with Student Conduct & Community Standards.

A request for a redacted copy of the investigation summary may be provided upon written request to the Title IX Coordinator

D. Records of Other Entities

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

14. **Offices and Roles**

A. Title IX Coordinator

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

Sara Zafar, JD
Title IX Coordinator
Human Resources Center, 116 Phone: (316) 978-5177

Fax: (316) 978-3201
oiec@wichita.edu

B. Deputy Title IX Coordinators

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

- For athletics, contact:

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

- For university employees and visitors contact:

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

- For university faculty contact:

  Associate Vice President for Academic Affairs
  Office of Academic Affairs
  (316) 978-5054
  linnea.glenmaye@wichita.edu

- For students, contact:

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

  Associate Vice President for Student Affairs/Student Life

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

  Dr. Aaron L. Austin
  Associate Vice President for Student Affairs/Student Life
  Rhatigan Student Center, 231
  Phone: (316)978-5483
  Fax: (316)978-3216
  Aaron.Austin@wichita.edu

15. **Vice President for Student Affairs**

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

Dr. Teresa L. Hall
Vice President for Student Affairs
Rhatigan Student Center, 210A
Phone: (316) 978-3021
Fax: (316) 978-3366
Teri.Hall@wichita.edu

Effective: September 11, 2015

Revised: July 24, 2019

APPENDIX VI – Academic Appeals

From the WSU Policies and Procedures Manual:

8.20 / Court of Student Academic Appeals

1. **Purpose**

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

2. **Procedures**

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

   B. The student should pick up an appeal form in the Office of Academic Affairs, 109 Morrison Hall. The complainant should meet with the Associate Vice President for Academic Affairs to determine:

      1. whether opportunities for resolving the problem with the instructor have been exhausted, and

      2. whether the problem is resolvable through existing University procedures other than the court

      The Associate Vice President for Academic Affairs may indicate that a case is inappropriate, but students maintain their right to appeal if they wish to do so.

   C. The student should make an appointment with the Student Advocate, officed in the Rhatigan Student Center, for assistance in:

      1. resolving the case and/or

      2. preparing the appeal

   D. The completed appeal is returned by the student to the Office of Academic Affairs 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.

   E. 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:

      1. a recommendation to sustain the instructor's decision,

      2. a recommendation that the appeal be sustained, and

3. a statement that the issue cannot be resolved at this level

Space is available on the appeal form for these comments.

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

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

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

I. These procedures will be followed in an actual hearing:

1. All hearings are closed.
2. Members of the court will be faculty and students who have no connection with either party involved in the appeal.
3. Hearings will be kept as informal as possible. A taped transcript of the hearing but not the deliberations will be made. These tapes will be maintained for one year. The tapes and all written material will be treated as confidential information.
4. The instructor and student are expected to appear at the hearing. If the student does not appear for the hearing, the case will not be heard. If the faculty member does not wish to appear, the case will be heard.
5. The student and faculty member may be represented by counsel from the University community but not by an attorney.
6. Either party may ask members of the university community (students, faculty, staff) to present testimony relevant to the case.
7. The instructor and the student will have access to the written statements of each other at least seven days prior to the hearing. These statements will be treated as confidential material.
8. Relevant class records are to be made available to the court upon request.
9. After opening statements by both parties, each will have the opportunity to question the other during the hearing, subject to academic decorum.

10. Members of the court may question both parties to the dispute as well as those persons presenting testimony in the case.
11. When questioning is finished, both parties, counsel and witnesses, if any, will be excused.
12. Decisions of the court are based on a majority vote.
13. For conducting business, a quorum consists of four members of the court.

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

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

L. The court does not rehear cases.

Effective: July 1, 1997

Revised: August 1, 2010

APPENDIX VIII – Incomplete Grade Form

Incomplete Grade Form

(To be completed by Student)

Student Name:_____myWSU ID# _____

Course: SCWK _____ CRN #: _____Semester _____ Year: 20 _____

Instructor: _____ Last Date of Attendance: _____

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

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

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

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

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

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

Student's signature:_____ Date: _____

Instructor's Approval

(To be completed by instructor)

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

Coursework to be completed by: _____

Instructor's signature: _____ Date: _____

Rev 07/12