

School of Social Work

**BSW Program
Student Manual**

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Welcome to the School of Social Work at Wichita State University

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

from nearly every Kansas county, from almost every state, and from 110 foreign countries. WSU offers the traditional fall and spring semesters and also has the largest number of evening and summer course offerings in the Kansas Board of Regents system. The summer session features a flexible time format with two-week, four-week, eight-week, and weekend sessions.

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

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

The Liberal Arts Perspective and Its Relationship to Social Work

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

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.

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

1. Completion of 45 credit hours.
- 2.

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

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

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

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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

working knowledge of the challenges social workers and agencies face in their efforts to prevent

Governance

Decisions about the governance of the School of Social Work are made within the university, college, and school

Decision Points

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

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

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

Application and Admission to Practicum

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

Practicum orientation is held after admission to the BSW program. For students already admitted, orientation is held in the fall before their senior year. Students are instructed on how to apply to Practicum and are referred to the School of Social Work website (www.wichita.edu/socialwork)

Admission to Practicum is not automatic. Criminal offenses may be a reason why a student is not admitted into practicum and/or would not qualify for licensure. If admission to Practicum is denied, you may appeal the decision to the Student Concerns Committee (SCC) under the grievance procedures (see Grievance Procedures under the Student Rights section of this manual).

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

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

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

Violation of Federal or State laws, County or City ordinances

Violation of Program and Department policies, rules or regulations

Unauthorized possession or use of explosives, firearms, dangerous weapons, or other hazardous objects or substances including:

- a. any device which will expel bullet, shot or shell by the action of an explosive or other propellant;
- b. any handgun, pistol, revolver, rifle, shotgun or other firearm of any nature, including concealed weapons licensed pursuant to the Personal and Family Protection Act
- c. any BB gun, pellet gun, air/CO

Academic Appeal / Disputed Grades

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

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

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

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

The SCC, after a verification of the facts in dispute regarding the grade, reports its findings to the Director of the School of Social Work, who makes the final departmental determination regarding the disputed grade in consult of the ad hoc members of the SCC.

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

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

Non-Academic Grievances

For grievances not related to grades:

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

7. If the issue is still not resolved, the next step is the LAS Dean's Office in Lindquist Hall,

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.

If you must earn a portion of your educational expenses through part-time employment (yet another financial option), some on-campus jobs are available, even if you are not eligible for work-study. Please inquire at Career Services located in 203 Grace Wilkie Hall, (316) 978-3435, <http://careers.wichita.edu>. In addition, Social Work jobs are posted on our employment facebook page at <https://www.facebook.com/shockerworks> and on our website at <http://webs.wichita.edu/?u=socialwork&p=/WSUResourceLinks/Resources/>.

Scholarships

Scholarships for the BSW program are made available through the Fairmount College of Liberal Arts and Sciences (LAS). The application deadline is February 1 for the following fall semester. Application forms are available by November 1 each year on the LAS scholarship website, www.wichita.edu/las/scholarships.

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

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

An induction ceremony for new members is held each spring. Applications may be submitted in the spring and are available on the School of Social Work website at www.wichita.edu/socialwork.

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

social work and by promoting hig

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

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

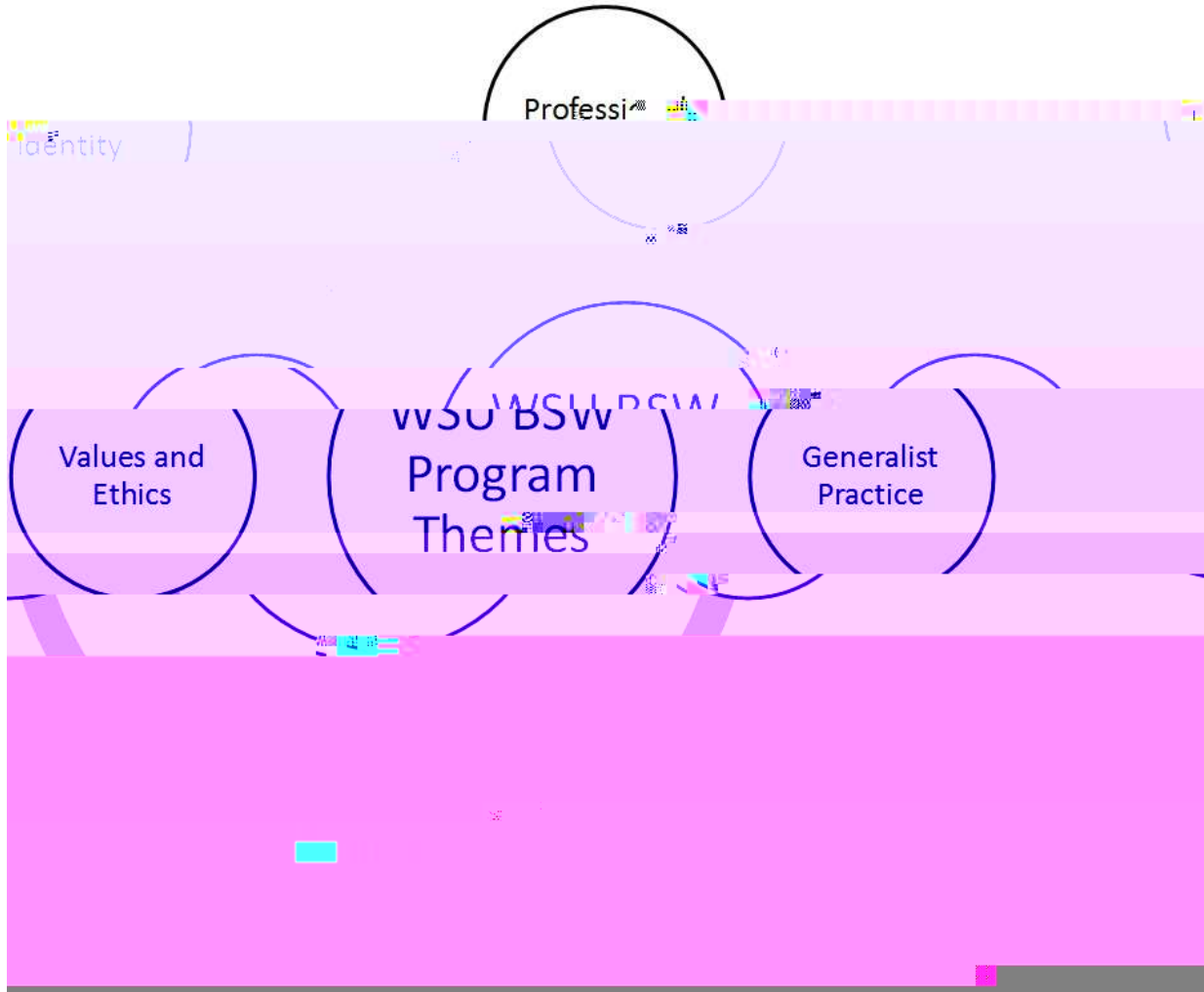
Four Themes of the BSW Program

The BSW curriculum has been designed to meet the objectives of the program and to be consistent with University and College mission and goals and needs of the community. As a program that prepares students for practice within a metropolitan setting, the program's curriculum prepares students for generalist practice based on basic values of social justice, understanding and respect

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)

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.

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 t wT1 0 0 1 250.8 0 1 7wscredewith ue iaer

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

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

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

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

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

The BSW Curriculum

General Requirements for the Bachelor of Arts Degree

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

1. Wichita State University requirements for a Bachelor's degree
2. Fairmount College of Liberal Arts and Sciences requirements for Bachelor of Arts degree
- 3.

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

Requirements for a Social Work Major:

At least **45** hours including:

SCWK 201 Introduction to Social Work and Social Welfare (3)

SCWK 300 Policy I: Understanding Social Welfare Policy

Electives and Approved Human Diversity Courses

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

You may wish to talk to teaching faculty for further information. On the basis of catalog descriptions, however, these courses are recommended for your consideration. They are grouped into seven categories. The first four are broadly defined by fields of practice, including: health and

Religion

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

Social Work

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

Sociology

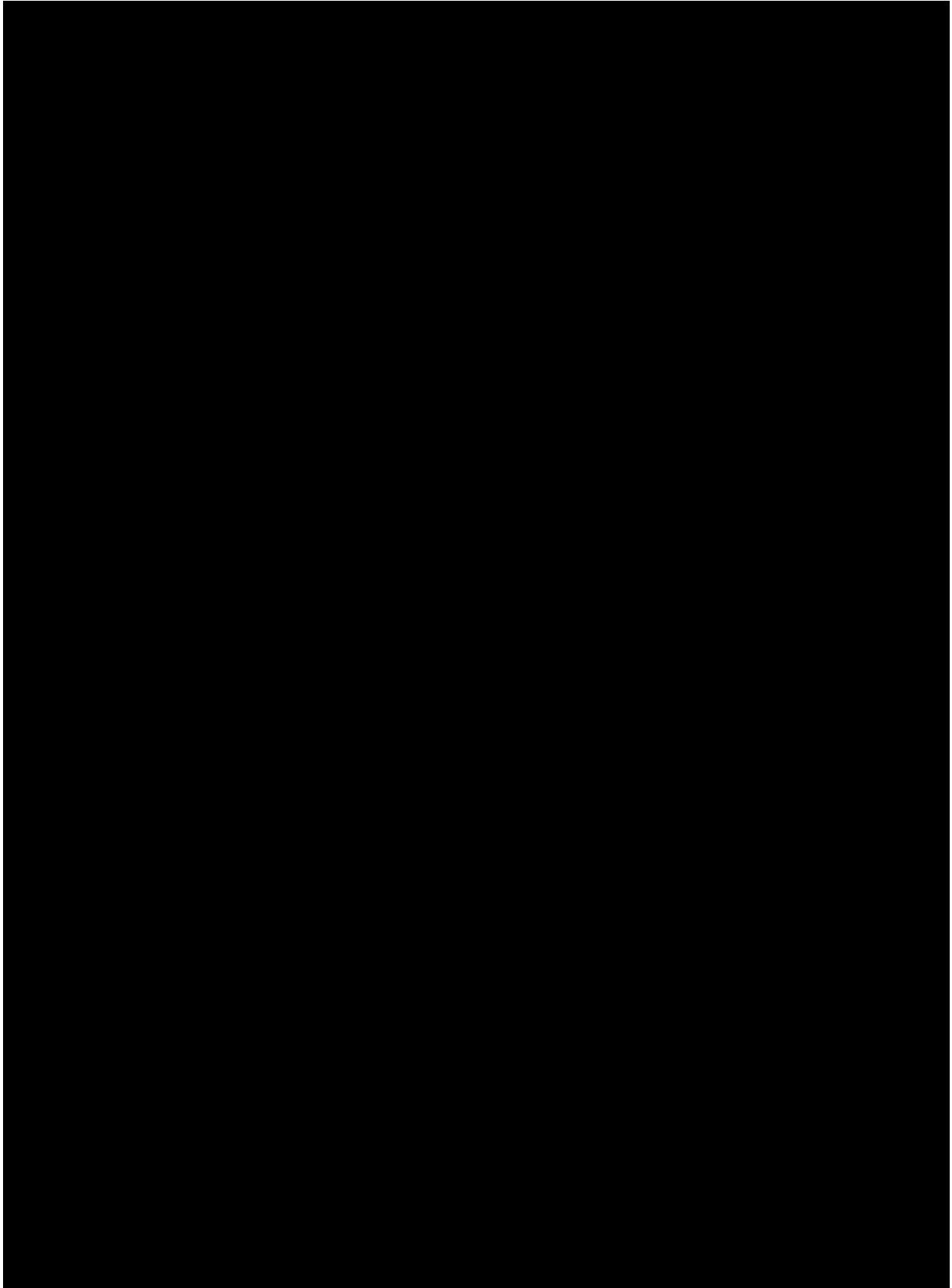
Soc 306 Introduction to Gender Studies (FS)
Soc 316 Men & Masculinities (I&P)
Soc 330 Social Inequality (FS)
Soc 513 Sociology of Aging (FS)
Soc 515 Family Diversity (FS)
Soc 516 Sociology of Gender Roles (FS)
Soc 520 Family and Aging
Soc 534 Urban Sociology (FS)
Soc 537 Social Consequences of Disability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

Women Studies

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

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

BSW 4-Year Model Course of Study



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

Field Practicum

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

The purpose of the practicum (SCWK 402 and SCWK 404) is for students to apply knowledge, skills, values and ethics to practice. Here, students will have an opportunity to:

Develop an awareness of self in the process of intervention.

Apply Social Work knowledge, values, and ethics and practice skills to enhance the wellbeing of people and to work toward social justice.

Use oral and written professional communications that are consistent with the language of the practicum setting and the profession.

Use professional supervision to enhance learning.

Critically assess, implement, and evaluate agency policy within ethical guidelines.

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

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

Undergraduate Certificate in Social Work and Addictions

The Undergraduate Certificate Program in Social Work and Addiction is designed to provide specialized knowledge and skills in addictions for bachelor's level students planning to enter the workforce or enter graduate school after graduation. The courses within this certificate program

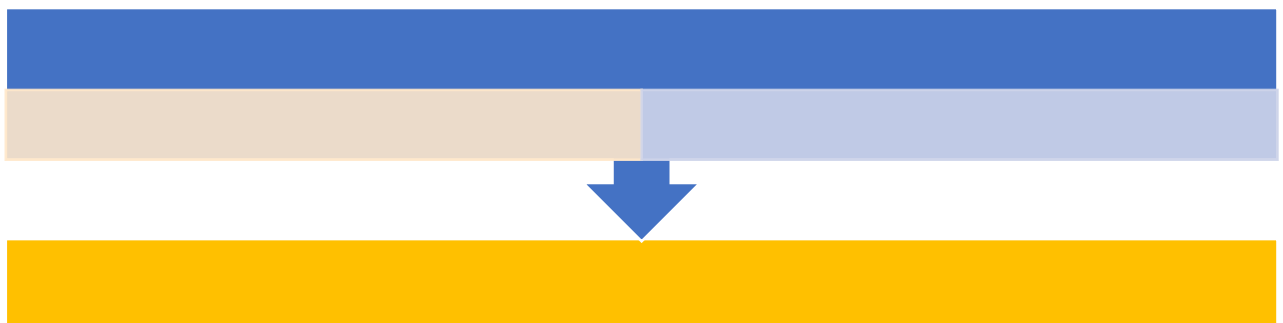
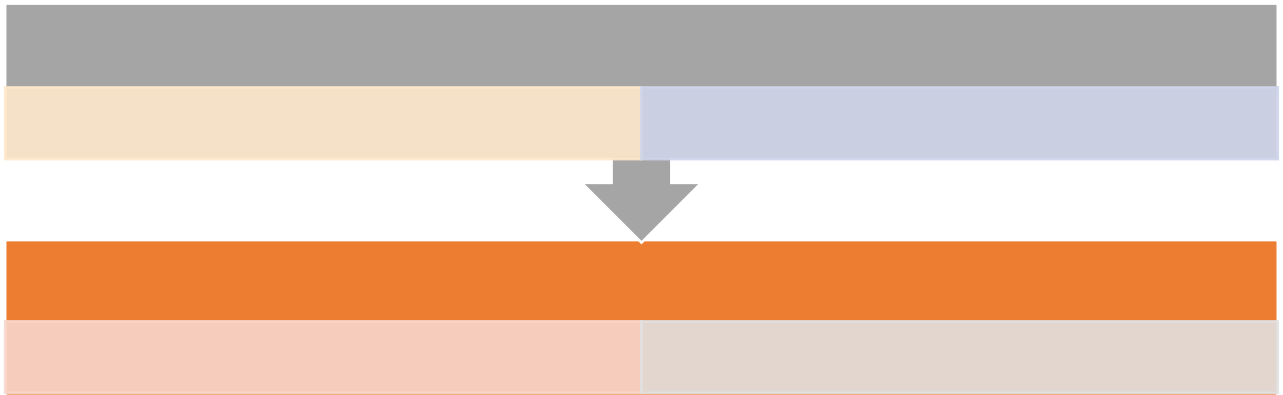
Students who have previously completed a Bachelor of Social Work degree from an accredited social work program, who, for academic, personal, or professional reasons, desire additional education in this area of specialized knowledge, are also invited to apply.

Courses to be completed, in their preferred sequence:

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

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

Flowchart for WSU School of Social Work BSW Program





APPENDIX

APPENDIX I WSU Resources and Directory

Inclement Weather – Call WSU Activity Line – (316) .978-6633		
Office	(316) 978-	Location
Alumni Association	3290	Welcome Center
www.wichita.edu/alumni		
Blackboard Support	4357	NA
www.wichita.edu/helpdesk		
Bookstore	3490	Rhatigan Student Center
www.wichita.edu/bookstore		
Campus Life and University Relations	3021	107 Morrison Hall
www.wichita.edu/clur		
Career Services	3435	203 Grace Wilkie Hall
www.wichita.edu/careers		

	www.wichita.edu/disabilityservices	
Financial Aid.....	3430	203 Jardine Hall
	www.wichita.edu/financialaid	
Graduate School, WSU.....	3095	107 Jardine Hall
	www.wichita.edu/gradschool	
Health Services, Student	3620	209 Ahlberg Hall
	www.wichita.edu/studenthealth	
Heskett Center.....	3082	Heskett Center
	www.wichita.edu/heskettcenter	
Hughes Metropolitan Complex.....	3258	5015 E 29 th St N, Wichita, KS
	http://webs.wichita.edu/?u=conted&p=/metro/	(29 th St N and Oliver)
LAS Advising Center (LASAC).....	3700	115 Grace Wilkie Hall
	www.wichita.edu/advising	
LAS, Fairmount College	6659	200 Lindquist Hall
	www.wichita.edu/las	
Library, Ablah.....	3481	Ablah Library
	www.wichita.edu/library	
Lost and Found:	http://webs.wichita.edu/?u=police&p=/crime_prevention/lostandfound/	
Multicultural Affairs, Office	0 0 1 473.62 291.77 22.53 317.220	

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

APPENDIX II Websites, Publications, and Forms

Association of Social Work Boards (ASWB)..... www.aswb.org

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

Behavioral Sciences Regulatory Board (BSRB)..... www.ksbsrb.org

(State of Kansas licensing information and application)

Council on Social Work Education (CSWE) www.cswe.org

Social Work program accreditation information –

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

Directory of accredited social work programs located under Accreditation link

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

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

NASW Insurance Information..... www.naswassurance.org

School of Social Work..... www.wichita.edu/socialwork

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

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

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

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

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

- determine whether the Respondent has violated the Code and, if so, to impose sanctions.
6. "Conduct Officer" is the Director or designee authorized to investigate, conduct the Hearing, and assign sanctions to Respondents found to have violated the Code.

- event.
 - b) Conduct that occurs on premises owned, used by or under the control of an Organization.
 - c) Conduct that occurs in or on shuttle buses, state vehicles, or other vehicles owned, used by or under the control of the University/State of Kansas;
 - d) Off-campus conduct that seriously threatens the safety or well-being of other Wichita State University Students, Faculty, or Staff or University property or that adversely affects the University community or the pursuit of its objectives
 - e) Conduct that is addressed and/or prescribed by Chapter 19 of the *WSU Policies & Procedures Manual* relating to University computing and information technology resources.
 - f) Conduct that occurs while earning any type of academic credit.
 - g) Conduct that occurs during a Student's enrollment at the University. The University may proceed with the conduct process in cases of alleged conduct violations after the Student is no longer an enrolled Student, if the alleged conduct occurred during the Student's enrollment.
2. Housing and Residence Life: Students residing in Housing & Residence Life are required to abide by the Code and Housing and Residence Life Policies. The Director of Housing & Residence Life or his/her designee reserves the right to remove from Housing and Residence Life or relocate a Student who is charged with a Code violation pending a Hearing.
 3. Academic Colleges, University Departments, or Special Programs: Students are responsible for following guidelines, policies and procedures set forth by academic colleges, University departments, or special programs.
 4. Organizations: All Organizations are required to abide by the Code and policies outlined in the Student Organization Handbook issued by the Student Involvement office.

Student and Organization Prohibited Conduct

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

Abuse/Assault

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

Abuse of the Student Conduct Procedures

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

- a. Falsifying or misrepresenting information before a Conduct Officer or Hearing Board.
- b.

e. conduct procedures.

event/activity sponsored by their Organization. In addition, the host may be held responsible for the actions of guests who have consumed alcohol.

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

An Organization is responsible for ensuring that alcohol consumption in association with an Organization event does not detrimentally affect the health and well-being of those attending the

by Students or Organizations

- a. Advertising or publicity of alcohol is not allowed in connection with student events, student activities, student projects or Organizations. Prohibited are words, symbols, logos, pictures or drawings that denote alcoholic beverages or the drinking of alcoholic beverages. Exempt from this are units promoting alcohol awareness/harm reduction educational campaigns.
- b. Sponsorship of University and University-related activities, events or programs by companies or entities that provide alcoholic beverages and products is prohibited.
- c. Promotional materials may not promote alcohol as the central theme or focus of the

disturbance with the intent to commit or incite any action that presents a clear and present danger to others, causes physical harm to others, or damages property. (See the Use of University Campus by Non-University Groups for First Amendment Activities Policy at Section 11.12 and the Use of University Campus by University Groups for First Amendment Activities Policy at Section 11.13 of this manual).

Demonstration of Psychological or Physical Harm

Any Student who demonstrates intent to harm herself/himself or otherwise poses a danger causing psychological or physical harm to self or others will be counseled by the Vice

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

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

Gambling

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

Harassment

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

Hazing

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

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

Improper Distribution of Printed Materials

Posting, affixing, or otherwise attaching written or printed messages or materials, e.g. posters, signs, handbills, brochures, or pamphlets, on or in unauthorized places including but not limited

to trees, shrubbery, sidewalks, buildings, and lawn areas of the University is prohibited. (See the Poster/Flyer Policy for University Grounds and Facilities Policy at Section 11.10 of this manual).

Improper Response to a Request from a University Official

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

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

Keys/Unauthorized Entry

Possessing, duplicating or using keys (including electronic card access) to any University building or facility without authorization by appropriate University Officials or committing an act of unauthorized entry into or use of University building or facilities is prohibited.

Misrepresentation of Self

Knowingly withholding information or giving false information verbally or in any document or materials submitted to any Member of the University Community is prohibited.

Misuse of Computers

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

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

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

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

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

Sexual Misconduct

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

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

"Effective Consent" means words or actions that show an active, knowing and voluntary agreement to engage in mutually agreed-

or following civil or criminal proceedings off-campus. Determinations made or sanctions imposed under the Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of the Code were dismissed, reduced, or resolved in favor of or against criminal law defendant.

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

Violation of Program and Department Policies, Rules or Regulations

Students are expected to comply with all policies, rules and regulations that are specific to various departments and facilities on campus.

Weapons

Ammunition and weapons, as defined below, are prohibited on University Premises unless in the possession of a law officer. Engaging or participating in unauthorized possession or use of explosives, firearms, weapons, or other hazardous objects or substances is not allowed.

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solely in the preparation or service of food shall not be construed to be a weapon for the purposes of this Policy;

- i. any martial arts weapon such as nun chucks and throwing stars;
- j. any longbow, crossbow and arrows or other projectile that could cause serious harm to any person;
- k. all fireworks;
- l. any operative animal trap or device that is used to ensnare animals (with the exception of mist nets used to snare birds or devices used by Physical Plant personnel or the University Police Department to control wild animals on campus).

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

Student Conduct Procedures

I. Reporting an Incident

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

II. Initial Review by Conduct Officer

- a. The Conduct Officer shall make an initial determination as to whether there is sufficient basis to believe that

alleged violations. The Respondent is responsible for scheduling a Prehearing Conference by the deadline provided in the notification. A Prehearing Conference must be scheduled no later than three (3) Days prior to the Conduct Hearing or Conduct Board Hearing.

- iv. The Conduct Officer may interview witnesses and review documentation in preparation of the Hearing.
- d. If the Conduct Officer determines, after initial review, the alleged conduct may justify expulsion or suspension, the Hearing shall be conducted by a Hearing Board, unless the Respondent or Complainant requests a Conduct Hearing. A request for a Conduct Hearing must be submitted at least three (3) Days prior to the scheduled Hearing.
- e. Cases that will not result in suspension or expulsion shall be conducted as a Conduct Hearing.
- f. During initial review period, the Respondent may admit the charges or decline to contest such charges, although not actually admitting guilt The Conduct Officer will explain to the Respondent the potential consequences of such action.

III. Student Rights and Responsibilities

- a. The Respondent shall be presumed not to have violated the Code unless it is proven that it is more likely than not that a violation of the Code has occurred.
- b. The Respondent and Complainant are entitled to have an advisor present through the process. The advisor may be a parent, attorney, or other designee. Respondents or Complainants who wish to bring an attorney shall notify the Student Conduct and Community Standards Office three (3) Days prior to the Hearing so that a representative of the University General Counsel's Office may be present to advise the Conduct Officer or Hearing Board. Neither advisor nor counsel may speak for or appear in lieu of the Respondent, Complainant, Conduct Officer or Hearing Board.
- c. The Respondent and Complainant shall have the right to bring forth witnesses or provide written evidence of the alleged conduct violation.
- d. The Respondent may schedule an appointment with the Director to review the documentation related to the complaint prior to the Hearing.
- e.

b. One (1) Student membe

h.

- b. Appeal requests must be filed with the designated Appeal Officer, as stated in the outcome letter, no later than ten (10) Days following notification of the decision.
- c.

associated with an Organization; denied access to the residence halls and/or the campus (including classes) and/or all University activities or privileges for which the Student might otherwise be eligible.

- e. Whenever a temporary suspension is imposed:
 - i. The Director or designee shall convene a disciplinary proceeding in a timely manner.
 - ii. The interim sanction may remain in effect until
 - 1. The Vice President of Campus Life and University Relations determines that the reasons for imposing the temporary suspension no longer exists, or
 - 2. A final outcome of the Conduct Hearing has been determined.

XIII. Emergency Contact/Parental Notification Process

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

a. Parental/Legal Guardian Notification of Alcohol Violations

- i. **First violation:** Unless there are extenuating circumstances, the University will generally not notify parents or legal guardians of Students under the age of 21 of first time violations. Parents/legal guardians may be notified if any of the following occurs as a first violation:
 - 1. The Student demonstrates a reckless disregard for his or her personal safety or the safety of others while under the influence of alcohol;
 - 2. Medical attention is required for any person as a result of the Student's alcohol-related behavior, including the Student;
 - 3. There is property damage;
 - 4. The Student operates a motor vehicle under the influence of alcohol;
 - 5. The incident involves another serious incident;
 - 6. The Student is arrested or taken into custody by University Police or other law enforcement entity while under the influence of alcohol or other drugs.
 - 7. The Student is charged with violating a federal, state, or local law related to the consumption, possession, sale, dispensation, use or distribution of alcoholic beverage;
 - 8. The Student's violation results in a temporary or permanent

c. Guidelines and Principles for Parental/Legal Guardian Notification

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

XIV. Sanctions

- a. Expulsion: Permanent separation of the Respondent from the University. An indication of expulsion may appear on the Respondent's transcript. The expelled Respondent shall not participate in any University-sponsored activity and shall be barred from University Premises.
- b. Suspension: Separation of the Respondent from the University for a specified period of time not exceeding four (4) semesters or two (2) years. An indication of suspension may appear on the Respondent's transcript. A suspended Respondent shall be barred from the University Premises and shall not participate in any University-sponsored activity, except where prior approval has been granted by the Director.
- c. Probation: Probation is the conditional continuation of a Respondent for a specified period of time. This status implies that further violation of the Code may result in other sanctions being imposed which may include suspension or expulsion.
- d. Warning: A warning is a written statement of Respondent's guilt for a status iSRSRUW8WV30Q

- vii. Community service work to be assigned.
- viii. Referral for alcohol or drug abuse counseling or education.

XV. Student Conduct Records

- a. The Director may place a hold on a Student's academic and other institutional records should the Student refuse to respond to, or comply with, the conduct procedures or

APPENDIX IV Student Academic Honesty

From the *WSU Policies and Procedures Manual*:

2.17 / Student Academic Honesty

Purpose:

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

Preamble:

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

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

Policy Statement:

- e. Colluding with others in an effort to obtain a grade or credit not truly reflective of what the student knows or has learned.

Students violating such standards must accept the consequences and appropriately assessed penalties, which may include reprimand, a failing grade, or suspension or dismissal from an academic program or the University. Students accused of abridging a standard of academic honesty will be provided with mechanisms for review and appeal of decisions regarding allegations of academic misconduct.

- 3. The fundamental responsibility for the maintenance of the standards of academic honesty rests

appropriate constituencies of the University.

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

Effective Date:

July 14, 2010

APPENDIX V Prohibiting Sexual Harassment

From the *WSU Policies and Procedures Manual*:

3.06 / Prohibiting Sexual Harassment

I. INTRODUCTION

In addition to being illegal, sexual harassment runs counter to the objectives of Wichita State University. When people, whether student, faculty, unclassified professional, or classified staff, feel coerced, threatened, intimidated, or otherwise pressured by others into granting sexual favors,

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

The behavior creates an environment that a reasonable person of ordinary sensitivity would find intimidating, hostile, or offensive on the basis of sex and which interferes with that person's ability to work or learn.

Any reprisals are taken for reporting or objecting sexual harassment.

IV. PROCEDURES

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

A. COUNSEL AND ADVICE

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

2. Individuals, therefore, may seek counsel and advice from various campus offices, such as the Counseling Center or from trusted individuals in order to clarify in their own minds the situation they find themselves in or to explore mpus 11(orde)7(mp)-11(usdir)-harthex1aounl92(11(or)-3(so8tsdir)-har)5

complainants in developing or pursuing a complaint. While these officers are obligated to enforce and implement University policy, they must seek to assure fairness to both parties and to protect the University's interests. The University's interest is in the fair treatment of all those involved in the process while complying with its legal obligations as an employer.

B. FACULTY PROCEDURES

1. PERSONAL RESPONSIBILITY

a. In general, people should assume responsibility for dealing with conflicts, misunderstanding, and grievances that arise from their interactions with other people in everyday life. This applies to perceived instances of sexual harassment and to other matters. It always is appropriate to inform a perceived harasser that his/her conduct is objectionable and to seek a mutual accommodation.

b. No one shall abridge a faculty member's right to be accompanied to a meeting or discussion by a colleague of his/her choice. Other than as provided below, all parties are obligated to protect the confidentiality of the proceedings.

2. FORMAL PROCEDURE FOR FACULTY

a. When any member of the University community or applicant for employment or admission believes, in good faith, that he or she may have been sexually harassed by a faculty member, they may bring a complaint to any appropriate member of the University community, including any academic or administrative officer such as dean, supervisor, the representative of the Office of the Provost, or department chair. Unless the complainant chooses to withdraw the complaint at the time of initial contact, the person contacted will refer the complaint either to the department chairperson of the faculty member accused in the complaint or to the Director of Equal Employment Opportunity as the complainant prefers.

b. Persons wishing to make complaints should take note that timely reporting of a complaint will greatly facilitate any subsequent investigation.

c. The chairperson or Director of Equal Employment Opportunity will interview the complainant and the accused faculty member and seek to resolve the issues between them in a manner consistent with University policies and satisfactory to both parties.

d. If a satisfactory resolution is achieved, a factual report of the complaint, the accused faculty member's response to it, and the basis of the complaint's resolution will be prepared by the chairperson or Director of Equal Employment Opportunity and signed by both parties. The signature of the parties will signify that they accept the resolution of the complaint as stated in the report and that they agree to abide by its terms.

e. Each party will receive a copy of the report. In addition, the report will be placed in the personnel or student files of both parties and will remain confidential under all circumstances within the

d. Neither findings of fact, assessments of responsibility, nor sanctions or penalties recommended or imposed after a formal hearing require the approval or agreement of either party involved in the complaint.

e. The final report of the hearing panel and a record of the final decision by the President regarding the complaint will be provided to each party and placed in the personnel or student files of both parties.

f. The University will protect the confidentiality of the report under all circumstances within its control except that it may report the filing and resolution of a complaint and imposition of sanctions or penalties without identifying the parties or their departmental or college affiliations. In the absence of similar complaints in the next five years, both copies of the report retained by the university will be destroyed. While the full report may be destroyed, a record of the fact that sanctions or penalties were imposed and agreed to will be retained permanently in the personnel record and may be reported to potential employers.

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

C. PROCEDURES FOR CLASSIFIED AND UNCLASSIFIED PROFESSIONALS AND STUDENTS

1. INFORMAL PROCEDURES

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

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

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

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

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

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

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

7. With or without a response from the respondent, the Director of Equal Employment Opportunity or the Director

interviewed will be informed 1) that the fact that an investigation is underway should not lead to any assumed conclusion and 2) to maintain confidentiality.

8. A determination will be made, after completion of all interviews, as to whether a violation of

administrators with current information on applicable laws, rules, regulations and procedures; and
3) demonstrate appropriate techniques for the careful investigation and mediation of sexual harassment allegations.

VIII. DISSEMINATION

The University administration shall make every reasonable effort to inform all members of the University community regarding the proper procedures and persons available for the handling of sexual harassment complaints. In particular, this information should be communicated to all new students and employees as an integral part of their orientation experience.

Students should first refer to Section 8.11 of this manual, [Prohibiting Sexual Harassment of Students](#).

Revision Date:

August 4, 2000

December 1, 2008

January 15, 2010

APPENDIX VI Prohibiting Sexual Harassment of Students

From the *WSU Policies and Procedures Manual*:

8.11 / Prohibiting Sexual Harassment of Students

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

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

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

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

2.

APPENDIX VII Academic Appeals

From the *WSU Policies and Procedures Manual*:

2.03 / Court of Student Academic Appeals

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

Procedures:

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

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

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

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

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

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

The chair of the court will, after receiving the case, inform the student and the instructor in writing

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

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

These procedures will be followed in an actual hearing:

1. All hearings are closed.
2. Members of the court will be faculty and students who have no connection with either party involved in the appeal.
3. Hearings will be kept as informal as possible. A taped transcript of the hearing but not the deliberations will be made. These tapes will be maintained for one year. The tapes and all written material will be treated as confidential information.
4. The instructor and student are expected to appear at the hearing. If the student does not

offices will result in similar correspondence with those offices.

The court does not rehear cases.

Revision Date:

July 21, 2010

August 1, 2010

APPENDIX VIII Incomplete Grade Form

Incomplete Grade Form

(To be completed by Student)

Student Name: _____ myWSU ID# _____

Course: SCWK _____ CRN #: _____ Semester _____