Professional and Scholarly Integrity Training (PSIT) for Graduate Students

READ THIS FIRST:
1. Check with your department’s Graduate Coordinator first to find out what your program requires as “Professional and Scholarly Integrity Training (PSIT)”.
2. Read below and follow instructions if you are required to complete specific CITI training modules.
3. If you do not complete Graduate School’s “Registration Form” first (STEP 1), your CITI results will NOT be reported to the Graduate School.
4. You should complete the PSIT requirement as soon as possible, preferably within the first year of your graduate education at WSU.

STEP 1: Register on the Graduate School web page.
NOTE: This step needs to be completed only once.
- Click on www.wichita.edu/citi to declare your intent to complete CITI modules.

STEP 2: Register as a CITI user.
NOTE: This step needs to be completed only once.
- Click on https://www.citiprogram.org/default.asp
- Register as a new user:
  - Choose Wichita State University as your institution from the drop-down menu (NOT the SSO option)
  - Click on “Continue to Create Your CITI Program Username/Password
  - Enter your first and last names, and use your WSU email address for the email address field
  - For Username – enter your WSUID
  - Enter all other required information
  - For step six: Please note that the institutional email is your WSU email. The category of highest degree is the degree you are currently seeking. Most students will *not* need to enter an employee ID number and for the role in research, most will select “student researcher – grad level.”

STEP 3: Add the required CITI modules.
- Click on Add a course
- You only need to answer questions 2, 6, & 7
- Question 2: Select the appropriate “Graduate Student _____ Programs” for your discipline*
- Question 6: Answer “No”
- Question 7: Answer “Not at this time”
- Complete the modules required by your program. You can repeat a module multiple times until you get a passing grade (80% or better). Note that you must achieve 80% or better in all modules to pass – even if the class says you passed, each individual module score must be 80% in order for the Graduate School to consider you to have passed.
- If you filled out the online form on the Graduate School website, we will get your results each semester. If you did not, please copy your individual module results (or the link to them) and email them to wsugradschool@wichita.edu and they will be recorded in your student record.
- Go to CITI homepage if you have to start over or need help

*Select the course whose discipline is closest to your field of study. Interdisciplinary programs such as the MALS or MID may select the course whose discipline is closest to their primary focus area in their degree. Most programs require only the completion of four total modules: Authorship, Conflict of Interest, Data Management, and Research Misconduct. Some programs may require additional modules, which will be added to their discipline-specific course.