



WICHITA STATE
UNIVERSITY

Graduate Student Handbook | AY 2024-2025

Department of Public Health Sciences | College of Health Professions
Master of Health Administration (MHA)

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Director, Office of Equal Employment Opportunity
Wichita State University
1845 Fairmount
Wichita KS 67260-0205
Telephone (316) 978-6791

College of Health Professions (CHP)

Mission of CHP

The mission of the College of Health Professions is to improve the health of the community by engaging students, faculty, staff, and the larger community in the preparation of healthcare leaders, scholars, and professionals. We create an innovative learning environment embracing:

- Adaptive leadership
- Inter-professional education
- Scholarly engagement
- Community partnership

Vision of CHP

Leading change in healthcare education

Guiding Principles of CHP: Engage, Lead, Educate

1. Model and teach adaptive leadership to equip graduates with skills necessary to address the challenges in healthcare.
2. Strive for excellence and continuous improvement in healthcare education, scholarly engagement, and service to students, colleagues and the community.
3. Exemplify stewardship and accountability for the resources provided by the citizens of the State of Kansas.
4. Assure that all graduates are competent to provide evidence-based professional care within an interdisciplinary healthcare system.
5. Promote and sustain a culturally diverse environment, which respects the values and perspectives of individuals and professional disciplines.

Master of Health Administration (MHA)

Mission of the MHA

To cultivate innovative healthcare leaders by providing dynamic educational programming and applied industry experiences.

Vision of the MHA

To be one of the nation's premier graduate health administration programs leading change at the regional, state, and national levels.

Values

Professionalism – Integrity – Collaboration – Diversity – Innovative Leadership – Empathy

Program Goals

1. Facilitate quality applied learning industry experiences.
2. Equip responsive, innovative healthcare leaders.
3. Prepare students for success.
4. Promote faculty excellence.

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College of Health Professions Overview

The College of Health Professions (CHP), founded in 1970, is one of seven degree-granting colleges at Wichita State University. The Health Management program is housed within the **Department of Public Health Sciences**, one of seven departments in the College of Health Professions. The Department of Public Health Sciences offers a Master of Arts (M.A.) in Aging Studies, Master of Health Administration (MHA), graduate certificates in public health, aging studies, and health administration, the Bachelor of Science (B.S.) degree in Health Management, the Bachelor of Science (B.S.) degree in Health Science, minors and undergraduate certificates in health science, public health, aging studies and health management, and the Administrator-in-Training (AIT) program for long-term care administration.

The College resides on the WSU campus in Ahlberg Hall, a 105,000 square foot building constructed in 1980 specifically for the College and its programs. Ahlberg Hall contains general purpose classrooms, lecture halls, instructional classrooms/laboratories, a multi-purpose Instructional Services Laboratory (ISL) with multimedia classrooms, a distance education classroom, computer classrooms, and computer- and media-assisted instructional technology for CHP students. Students have computer, internet, and e-mail access through the College's ISL.

The faculty and staff of the College of Health Professions have worked hard to develop a strategic plan for the College, as well as a mission, vision, and set of core values which reflect a renewed commitment to excellence in health professions education! Students are our primary focus - and we want to serve you as you plan for your future!

CHP Principles of Academic Ethical Conduct

Professional conduct and ethical patient management and behavior are exemplified by a way of life rather than simply by a set of regulations which must be obeyed. Each violation of professional standards diminishes the dignity and credibility of the entire profession. An important responsibility for the protection of the public and the health professions rests with the professional departments in the College of Health Professions (CHP).

The CHP Principles of Academic Ethical Conduct does not replace nor in anyway override the WSU Code of Student Conduct, departmental or professional codes, or the laws of the land. As a College of Health Professions student:

- I will strive to provide competent care and prevent harm to those I serve.
- I will extend the full measure of my ability and skills to maintain and improve the health and wellness of those I serve.
- I shall provide only those services for which I am qualified, will adhere to all laws governing my practice, and shall follow directions from my faculty and preceptors as they pertain to health care and do not conflict with this code of ethics.
- I will strive to provide sound advice and guidance to those I serve.
- I will promote my knowledge and skill to benefit individuals, the community, and society as a whole.
- I will maintain complete confidentiality in all professional matters.
- I will respect the autonomy of individuals in my care including their right to decide how they will be treated.
- I will treat all individuals with respect, dignity, and compassion.
- I will support accessible, affordable and quality health care.

Master of Health Administration

Welcome to the Master of Health Administration (MHA) program in the College of Health Professions! We are delighted that you have chosen to enter the challenging field of health care, specifically health care leadership and administration. This degree prepares you to make a significant contribution to improving the health of the citizens in the communities you serve.

This Student Handbook has been prepared to serve as a guide to assist you in taking an active role in planning your education through the MHA program at Wichita State University. Read this handbook carefully. The material contained in this handbook constitutes an important part of the information needed by you to proceed through the MHA program. It provides information about the academic and administrative mechanisms specific to the MHA degree. As new policies and procedures evolve, or as revisions are made, appropriate updates to this manual will be provided. It will be a valuable resource throughout the duration of your studies.

Career Areas

Career options for health administrators abound. Job opportunities have never been more diverse. Whether you are a new graduate from a bachelor's program seeking greater employment opportunities in health management or a current mid-level professional looking to advance in your organization to that of an administrator, this program is for you. A master's degree in health administration prepares students with the leadership skills and knowledge needed for employment in the higher levels of management and administration within medical and health services and organizations.

A higher-level of academic preparation is vital to advance in health care management. Today, an estimated 100,000 people serve in health administration positions, from middle management to CEO positions. In Kansas, the largest growth areas are health services, educational services, and business services. Employment in the field of medical and health services managers is projected to grow 32 percent from 2020 to 2030 – **faster than average compared to other careers**. Dedicated, well-qualified individuals are needed in health care! Graduates of the MHA program are equipped to become the health care leaders tomorrow needs.

Graduates from the MHA program will operate under a variety of career titles - as Administrators, Directors, Program Managers, Department Heads, and many more. You will be specifically trained in areas of supervisory management, health care finance, quality, human resource administration, strategic planning, law and ethics, health economics, epidemiology, policy, and health information systems.

Whether you are preparing for mid-level or CEO, local employers are seeking employees who have knowledge and application of health care context for business, management, quantitative and analytic skills, quality of care, leadership and change, coalition building, critical thinking and problem solving, computer technology, and interpersonal skills. The faculty in the MHA program are dedicated to fostering the development of these key skills and ensuring that the program continues to prepare outstanding, well-prepared graduates for a complex and dynamic health care system!

MHA Alumni Placement

The following is a list of the jobs that MHA graduates have had after graduation from the program.*

Job Title	Employer
Business Office Manager	Foot Specialists of Kansas City
Residency Program Coordinator	University of Kansas School of Medicine
Community Health Analyst	Sedgwick County Health Department
CEO	Trust Transportation
Director of Community Outreach	Community Health Center of SE Kansas
Assistant Director of Nursing	LifeCare Center of Wichita
Program Coordinator	Ascension St. Thomas
Business Office Manager	SpringView Manor Healthcare & Rehab Center
Quality Analyst	Advanced Clinical
Regional Chief Financial Officer	Centura Health
Senior Engagement Owner	Cerner Corporation
Marketing Director	Wichita Endodontics
Account Manager	Ascension Technologies

*Alumni job placement data is obtained from an annual social media review by the Director of Graduate Programs and the annual alumni survey. The MHA program graduated its first cohort in Spring/Summer 2020, as such it is still a new and growing program, graduating more cohorts each given year. [Visit the MHA Alumni website](#) for alumni spotlights.

Program Faculty and Staff

The faculty and staff of the MHA program are committed to maintaining and extending our personal and professional excellence and working together to develop and maintain high quality curricula. Faculty members are passionate about their teaching and are actively serving in the community to improve the health of communities. Faculty serve by way of their research, consulting activities, participation in community task forces, and the involvement in state-level policy initiatives. Visit the [Faculty and Staff Directory](#) for faculty profiles.

Program Overview

Students advance their career potential in health care administration by completing the online Master of Health Administration (MHA) degree program at Wichita State University. The MHA allows students to complement existing experience and educational background in health management, building on that knowledge base to better plan, direct, manage and coordinate medical and health services. The program prepares students in areas of management, health care finance, human resource administration, strategic planning, law and ethics, health economics, and health information systems.

The MHA provides quality distance education, enabling students to earn their Master of Health Administration from almost anywhere in the world; most international students residing in their home country can complete an online degree. As a fully online degree, students pay in-state tuition regardless of residency.

Program Learning Outcomes (LOs) & Competency Attainment

The WSU MHA Program focuses on developing management, leadership, and technical skills in the following five domains and competency areas. Competencies are assessed

1. **Communication and Relationship Management:** The ability to communicate clearly and concisely with internal and external customers, establish and maintain relationships, and facilitate constructive interactions with individuals and groups. Communication and Relationship Management includes:
 - a. Demonstrate effective interpersonal skills
 - b. Produce and deliver quality reports and presentations
 - c. Engage effectively with diverse audiences, stakeholders, and communities
 - d. Facilitate and guide group dynamics
 - e. Demonstrate effective negotiation skills and tactics

Aligns with MHA Program LO 1. Exhibit oral and written communication skills for diverse populations and environments.

2. **Leadership:** The ability to inspire individual and organizational excellence, create a shared vision and successfully manage change to attain the organization's strategic ends and successful performance. According to the HLA model, leadership intersects with each of the other four domains. Leadership includes:
 - a. Demonstrate the ability to facilitate collaboration and trust among stakeholders
 - b. Cultivate an environment of trust and teamwork
 - c. Foster a commitment to organizational mission and values, including a pursuit of meaningful innovation
 - d. Strategically and effectively manage change

Aligns with MHA Program LO 2. Demonstrate competency in health leadership, management, and policy using systems thinking.

3. **Professionalism:** The ability to align personal and organizational conduct with ethical and professional standards that include a responsibility to the patient and community, a service orientation, and a commitment to lifelong learning and improvement. Professionalism includes:
 - a. Uphold personal and professional accountability and ethical standards
 - b. Prioritize professional development and lifelong learning
 - c. Make meaningful contributions to the community and profession

Aligns with MHA Program LO 3. Demonstrate professionalism and knowledge of health care ethics, legal issues, stewardship, social justice, and lifelong learning.

4. **Knowledge of the Healthcare Environment:** The understanding of the healthcare system and the environment in which healthcare managers and providers function.

Knowledge of the Healthcare Environment includes:

- a. Recognize and assess the complex nature of health care systems and organizations
- b. Identify and compare various providers and their roles, interdependencies, integration, and the competitive and regulatory forces guiding health care delivery
- c. Understand and honor the patient's perspective and experience
- d. Interpret the interrelationships among access, quality, cost, resource allocation, accountability, and community

Aligns with MHA Program LO 4. Demonstrate an understanding of social, behavioral, cultural, economic, and environmental factors that impact the operations of health care organizations.

5. **Business Skills and Knowledge:** The ability to apply business principles, including systems thinking, to the healthcare environment.

Business Skills and Knowledge includes:

- a. Apply information from various sources to make management decisions or recommendations using a system thinking approach

- b. Demonstrate knowledge of financial management, revenue generation, and financial analysis principles
- c. Apply principles of human resource management, including the recruitment, support, and retention of health care personnel
- d. Demonstrate an understanding of the role and importance of organizational dynamics and governance activities
- e. Explain and apply characteristics of strategic decision support and strategic planning principles, including marketing analysis
- f. Design, develop, manage, and use information with insight and innovation
- g. Demonstrate an understanding of the systems and processes employed to uncover, mitigate, and prevent risks in health care institutions
- h. Apply standardized processes and structure to reduce variation, achieve predictable results, and improve outcomes for patients, health care systems, and organizations

Aligns with MHA Program LO 5. Develop skills and knowledge of the operation and value of strategic planning in health care settings.

Competency Attainment – Mastery Assignments for all MHA Graduate Students

All required courses in the MHA program include at least one, though often more than one, assignment denoted as a “Mastery Assignment.” Mastery Assignments are required, meaning the student is unable to pass the course without submitting these assignments, regardless of their major, performance on other graded activities, or their overall score in the class. Mastery Assignments facilitate a deep level of learning of the course material for all graduate students. They also allow MHA students to demonstrate their progress toward the attainment of MHA program competencies and build connections across the MHA curriculum which are essential for success on the required Comprehensive Examination at the culmination of the MHA program.

To demonstrate understanding and progress toward attainment of the associated competencies, students are expected to obtain a score of at least 75% on all Mastery Assignments. If a student is unable to meet this expectation, their assignment is flagged, and their advisor is notified. The course instructor will collaborate with the student to ensure the student is able to make progress towards attainment of the relevant competencies and may arrange for the student to redo the Mastery Assignment if necessary and appropriate. Resubmission attempts of Mastery Assignments may be arranged on a case-by-case basis and are not guaranteed. Please reach out to your instructor if you have any questions or concerns about your course’s Mastery Assignment(s) or your attainment of the associated competencies.

Program Requirements

The MHA is offered 100 percent online, including a 3-credit-hour practicum that can be completed in the student's state of residency. Students may be expected to complete some synchronous hours in select coursework across the curriculum and will culminate the program with a comprehensive exam in their final semester of didactic study.

The MHA curriculum consists of 43 credit hours, broken down as follows:

- Students must complete 37 credit hours of core courses which provide sufficient background for the MHA discipline and adhere to standards set forth by the accrediting body, Commission on Accreditation of Health Care Management Education (CAHME).
- Students engage in a practical experience with a health organization through PHS 819 Practicum, typically established mid-program between years one and two.
- Students complete 3 credit hours of an elective.
- Students culminate their degree with a comprehensive examination in the final semester of study.

APA Citation – Reference Expectations

The ability to cite appropriately is important in this graduate program. Plagiarism is taken very seriously and is

considered an element under the section within this handbook, Student Academic Integrity. The Department of Public Health Sciences follows the procedures as defined in the [Conduct Processes and Procedures](#).

We acknowledge that many instances of plagiarism are unintentional; therefore, to best protect yourself from such an event, it is important to learn the basics of APA Citation. The MHA program follows APA standards. The following is a great list of reliable resources to help you:

- <https://apastyle.apa.org/>
- <https://guides.highpoint.edu/c.php?g=985202&p=7124602>
- <https://library.nd.edu.au/instruction/referencing/apa7/video>
- https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_style_introduction.html

You can also expect more detailed instruction within each course as appropriate, and a helpful tip sheet is in the Blackboard student organization page. It is your responsibility as a graduate student to take the time to educate yourself on proper APA formatting standards to best protect yourself from committing plagiarism. You will be held to these APA formatting standards throughout the curriculum and during your comprehensive examination.

Applied Learning & PHS 819 Practicum

Students in the Master of Health Administration program are required to complete an applied learning experience to graduate from this program. The requirements can be met by the successful completion of PHS 819 Practicum. The department maintains a list of potential site supervisors and practicum locations, but PHS does not place students in practicum. MHA students are required to connect with potential sites, establish placement interviews, and provide contact information of the site supervisor to the practicum instructor and department in case an Affiliation Agreement is needed. The student then works directly with the practicum instructor to submit project ideas for approval and maintain a timeline to ensure timely completion of all contact hours. Practicum hours may be extended beyond one semester if necessary, receiving a grade of an “I” incomplete until hours and deliverables are completed.

Practicum hour requirements are established based on the amount of managerial healthcare experience MHA students have, following the tiered structure below:

- **160hrs** for a student with managerial healthcare experience
- **200hrs** for a student with healthcare experience, but not management
- **240hrs** for a student with no healthcare experience

Experience is assessed by the MHA admissions committee upon resume reviews when MHA students are admitted into the program.

The practicum requires a minimum of 160 to 240 hours on-site (will vary based on student experience) with a health services organization, as well as two analysis papers based on that experience and a power point presentation. It also requires completion of an applied learning project for the organization.

All course descriptions can be found under the [Program Requirements page of the Graduate Catalog](#).

Enrollment

Advising

All incoming MHA students work with the Graduate Program Coordinator to establish an initial plan of study and are assigned a graduate advisor who they work closely with throughout the duration of the program to revise their plan of study as necessary and enroll accordingly. While graduate students have the primary responsibility to know the rules

and regulations and to fulfill the program requirements for their graduate degree, advisors' knowledge and expertise can assist students in their progress toward the degree. Coursework taken without the advisor's expressed approval is not automatically applicable toward a graduate degree. Once students are in possession of their plan of study, it is the student's responsibility to enroll appropriately, following their plan of study. Enrollment reminders will be communicated to all students when enrollment for the next term is available and will be sent to any student not enrolled within one week of the new semester beginning. It is the student's responsibility to reach out to their advisor if they need to change their plan of study or have any complications with registration.

Students may exceed their plan of study hours by two credits but should consult with an advisor if that situation is warranted for any reason. During the first semester, students will be sent their plan of study as a digital PDF and are expected to digitally sign and return to the Graduate Program Coordinator for filing with the graduate school. Upon filing the plan of study with the graduate school, the student's Degree Works will update to match the plan on file. Any course revisions will require a new digital signature and refile to update the Degree Works system accordingly.

More details surrounding the Plan of Study can be found in this handbook under "Degree Completion."

Department Communication & MHA Student Community

All MHA students are added to the Department of Public Health Sciences Health Administration Graduate Blackboard Student Organization site upon beginning their first semester. Within this Blackboard organization, important program information is housed including important semester announcements, orientation materials including this handbook, links to all WSU resources, link to the Office of Instructional Resources for online learning help, faculty directory, program documents including links to the graduate catalog for curriculum and elective options, and the option to message faculty and fellow students.

Students are required to utilize their shockers.wichita.edu e-mail address for all program and course related communication. You must actively be monitoring that inbox for important information from the program and faculty throughout the duration of your studies.

Enrollment Load Definitions

At least 9 credit hours of graduate credit coursework is defined as full-time graduate enrollment during the fall or spring semester. During the summer session, a minimum of 6 credit hours is considered full-time graduate enrollment. Graduate students holding assistantships during a fall or spring semester are expected to enroll in at least 9 credit hours of graduate coursework, of which 6 credit hours must be at the graduate level. Approval to allow graduate assistants who hold a 20-hour appointment to be enrolled in 6 to 8 credit hours may be granted by the program in which the student is admitted. Special consideration for thesis, project, dissertation and research enrollments below 6 credit hours may be obtained by filing an exception with the Graduate School. Students placed on probation after admission are not allowed to enroll in more than 12 credit hours during semesters in which they are on probation.

Transcripts

A transcript is a certified copy of a student's permanent academic record. It contains confidential information and cannot be furnished/released without the student's signed, specific request.

Transcripts may be ordered online, in person at the registrar's office, or by submitting a request form via mail. Request forms and more detailed information are available at the registrar's [transcript webpage](#). A person's undergraduate and graduate transcripts may be ordered separately. Transcript requests received in person or via mail must be accompanied by a readable copy of government-issued photo identification such as WSU ID, driver's license or passport. Requests will not be processed without this ID.

Mailed transcript requests should be sent to:
Attention: Transcripts

Office of the Registrar
Wichita State University
1845 Fairmount
Wichita, Kansas 67260-0058

Reminder: No one, including spouse or parent, can request or pick up another person's transcript without written authorization and proof of identity from that person. If a person still owes the university money, or has not returned borrowed university property, transcript services are withheld, with limited exceptions consistent with state and federal laws.

Registration, Drops, and Adds

The registrar establishes procedures for registration. Graduate students must enroll according to the procedures published online on the [Office of the Registrar website](#). Students register through web registration in the *myWSU* portal. Prior to registering for classes, all students should contact their academic advisors to assure they are taking the appropriate classes. Early registration for one semester normally begins about midway through the preceding semester. **Registration for a course or courses represents a financial commitment that the student is obligated to pay.**

Registration and classes begin and end at varying times so it is important to consult the semester calendar for details. For more information, check the [Schedule of Courses website](#).

Once a student has enrolled, classes may be changed online for a certain period of time that varies according to the start date and length of the course. After the online period has passed, students must process a drop and/or add form with the appropriate approvals. Changes of sections also require such action. If these forms are not submitted, a grade of *F* could be recorded for failure to attend the class shown on the original enrollment records.

Late enrollments or adds normally will not be approved after the 20th class day. Drops of classes with a grade of *W* (withdrawal) are subject to a time limit established by the registrar. Cutoff deadlines for dropping with a refund also vary according to the start date and length of the course. Students who find it necessary to completely withdraw from the university must drop each class.

Payment & Late Fees

Tuition and fees, including any departmental or college fees, are required to be paid in full for any course in which a student is still enrolled after the deadline for dropping that course with a 100 percent refund.

An installment payment plan is available at the time of enrollment to assist students in making tuition payments. Any student who does not have financial aid from other sources sufficient to pay tuition and fees is eligible if the student has paid all previous obligations to the university. The installment plan requires a \$130 nonrefundable down payment which includes a \$30 setup fee making the installment plan interest-free. Installment plans must be repaid in two or three equal installments according to the deadlines for a given semester.

All accounts with a balance greater than \$150 from tuition, enrollment related fees or housing charges assessed in the current term will incur a \$100 late fee on the first business day after the published payment due date. The payment due date for tuition and enrollment related fees will coincide with the financial aid office's recalculation date, the registrar's office late enrollment date, and the financial operations office 100 percent refund date for 16-week courses. The payment due date for housing charges is stated in the housing contract.

All delinquent accounts with a balance due greater than \$150 from tuition, enrollment related fees or housing charges will incur a late payment fee of \$100 ninety (90) calendar days into the current term.

For information on the most recent tuition and fees, students are encouraged to visit the [Tuition and Fees page](#).

Information surrounding special fees/refund policies can be found in the [Special Fees and Refund Policies page of the Graduate Catalog](#).

Academics

Graduate Course Numbering System

Courses carrying graduate credit are listed in the Graduate Catalog. Only courses numbered 500 and above can carry graduate credit and only for students admitted to the Graduate School at the time of enrollment. Courses numbered under 500 carry undergraduate credit only and may be taken as supporting or prerequisite courses but may not be counted toward a graduate degree and are not computed in a student's graduate grade point average. They are also assessed at the appropriate undergraduate tuition rate.

Complaint Procedures and Appeals

The following statements are designed to provide guidance to graduate students in protesting an actual or supposed circumstance in which they feel they have been wronged. Conflicts eligible for resolution under these procedures are restricted to academic matters other than grades. Disputes about grades are resolved through the Court of Student Academic Appeals. These procedures do not include conflicts covered by other policies in the university. This may be initiated for circumstances which are within one year from the time of occurrence.

Steps in the Process

1. The student should first consult with the faculty member or administrator perceived to be causing the circumstance which has resulted in the feeling of being wronged and attempt to resolve the conflict at that level.
2. If the first step is not applicable or does not resolve the problem, the student should attempt to resolve the issue with the department chairperson, college dean or through the use of department/program structures which may exist for this purpose.
3. If the student has exhausted the remedies provided in steps one and two without success, the student should schedule a meeting with the dean of the Graduate School or the dean's designee. All requests must be in writing.

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 from students who believe 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.

The student must file an appeal within one semester after the grade is assigned (excluding summer). The court may waive the time limit if documented and verifiable exceptional circumstances cause a delay in submitting the appeal. Any student may use the appeals procedure. Forms are available in the Office of Academic Affairs, 109 Morrison Hall. The general procedure is explained to students when they pick up the form. Appeals for academic misconduct are handled through the Student Academic Integrity process. For more information see section 2.17 of the [WSU Policies and Procedures Manual](#).

Independent Study Courses

A primary goal of the Graduate School is to encourage independent scholarship. Thus, graduate students have many opportunities to engage in self-initiated independent study under the supervision of an individual member of the graduate faculty. In addition to traditional titles, such as thesis, research project, internship, and practicum, PHS offers

PHS 877 Independent Readings for individual, guided deeper study surrounding an applicable topic or research of choice. The following requirements govern enrollment in independent study offerings:

1. Consent of the instructor must be obtained before enrollment;
2. The content of the study should not be the same as that covered in a regular course (exceptions to this requirement must have the approval of the graduate dean before enrollment);
3. Although scheduled on an arranged basis, there must be a sufficient number of contact hours between the student and supervising instructor during the duration of the independent study to ensure consistency with the amount of graduate credit earned in regular course offerings; and
4. No more than 6 credit hours of independent study coursework (excluding dissertation, thesis and other independent study activities that are terminal requirements for a degree) can be used in a degree program.

Students should consult with graduate advisor if interested in completing PHS 877 as part of their plan of study.

Grading System

Wichita State grades include A (excellent), B (good), C (satisfactory), D (unsatisfactory), F (failure), W (withdrawal), Cr (credit), NCr (no credit), Bg (badge), NBg (no badge), S (satisfactory), U (unsatisfactory), I (incomplete), IP (in progress), NGS (no grade submitted), CrE (credit by examination), and Au (audit). A plus/minus grading system was adopted beginning fall 2009. It applies to grades of A, B, C and D.

I: Incomplete. An incomplete is a temporary grade assigned by a faculty member that grants a student an extension of time to complete the coursework. The extension of time may not exceed one calendar year from the end of the original semester. It is used in exceptional cases where a student is unable to complete coursework due to circumstances beyond his or her control or for PHS 819 Practicum when hours need to extend beyond one semester. Credit is postponed and the course is not included in the student's grade point average until a permanent letter grade is assigned.

The following conditions govern incompletes:

1. When an incomplete grade is assigned, the faculty member may assign a default grade other than an I. If the coursework is not satisfactorily completed by the extension date, the I will revert to the default grade; if the faculty member does not assign a default grade the I will revert to an F. When the student completes the work by the extension date, the faculty member must submit an online change of grade request to assign the appropriate grade.
2. Subsequent enrollment in the course will be governed by the university repeat policy.
3. Students are automatically informed of university policies and procedures when they receive an I grade.

For each hour of work the student takes, credit points are assigned, as follows, to permit averaging of grades:

Grade	Points
A	4.000
A-	3.700
B+	3.300
B	3.000
B-	2.700
C+	2.300
C	2.000
C-	1.700
D+	1.300

D	1.000
D-	0.700
F	0

To remain in good standing in a graduate degree program, students must maintain a grade point average of at least 3.000 in all courses on the student's graduate plan of study (excluding all transfer work) and for all graduate work taken at WSU. Grades lower than C, (generating less than 2.000 grade points), cannot be used to satisfy degree requirements, but such grades earned, beginning fall 2001, may be repeated.

Repeats

A graduate student may enroll in graduate courses (for credit) a second or subsequent time and have it counted as part of the semester's load. If a course is repeated, the Graduate School will consider that the last grade earned replaces the original grade for purposes of admission and degree completion (in calculating initial and subsequent admission GPAs, in certifying the student's eligibility for graduation, in certifying completion of certificate programs, and in computing the WSU grade point average). Although the last grade earned becomes the grade of record (replaces original grade), the original course grade remains on the graduate transcript.

Repeated courses are identified on the transcript by an extra letter after the grade:

- I included in GPA
- E Excluded from GPA

Within existing departmental and university guidelines, WSU courses repeated at another institution may be used to complete program requirements, but the repeat grade will not be counted in the WSU grade point average (as transfer courses are not counted in the WSU grade point average).

Probation and Dismissal Procedures

Admission on Probation: Students admitted on probation will automatically be moved off probation upon completion of their first 9 credit hours of graded graduate-level coursework at Wichita State University with a minimum 3.000 grade point average. If the student already had a graduate record at WSU, then the student's graduate GPA must also reach 3.000 before being removed from probation. Only courses numbered 500 and above which are letter graded (A, B, C, D, F) can be used toward the 9 credit hour requirement. S/U, Cr/NCr or Bg/NBg courses will not count toward the 9 credit hour requirement.

Academic Probation: Students admitted in good standing to a degree program, or nondegree Category A, will be placed on academic probation if their graduate grade point average falls below 3.000. Students are automatically removed from probation once they achieve a graduate grade point average of 3.000 or higher.

Students admitted on probation or placed on academic probation may not be eligible for assistantship awards or federally-funded financial aid during the semesters in which they are on probation. Students on probation should consult the Graduate School for information on exceptions regarding holding an assistantship while on probation, and with the Office of Financial Aid for information on financial aid policies. Students on probation are not allowed to enroll in more than 12 credit hours during semesters in which they are on probation.

Dismissal: Students may be dismissed from their degree program or nondegree Category A status if they fail to attain a grade point average of at least 3.000 upon the completion of 9 graduate credit hours after admission on probation, or fail to raise their graduate grade point average to a 3.000 following placement on academic probation, or at any time their graduate GPA drops below a 2.000. Students in this situation may be dismissed from the Graduate School, or may be dismissed from their program and placed into a nondegree Category B status, upon the recommendation of the graduate coordinator of their program.

Students may also be dismissed from a graduate degree program if, in the opinion of the graduate faculty offering the program they are unable to carry on advanced work, are not making satisfactory progress toward their degree, or have violated professional standards or other degree requirements outlined by their degree program in the Graduate Catalog or program handbook. In these cases, the program will recommend dismissal to the Graduate School. The Graduate School dean, or their designee, will review the recommendation and determine if dismissal is warranted, and if so, whether dismissal from the program will be to nondegree status, or if complete dismissal from the Graduate School is appropriate. Students who are dismissed through this process may appeal to the Graduate Council. Students would need to submit a written statement to the Graduate School dean indicating their desire to appeal within 10 business days of the dismissal decision.

Training in Professional and Scholarly Integrity

Completion of a training program in professional and scholarly integrity is a graduation requirement for all doctoral students admitted into their program in fall 2012 or later and for all master's students admitted into their program in fall 2013 or later. The training, at a minimum, must cover these four topical areas:

1. Research misconduct;
2. Publication practices and responsible authorship;
3. Conflict of interest and commitment; and
4. Ethical issues in data acquisition, management, sharing and ownership.

All MHA students will complete this training during PHS 801 Introduction to the MHA Program where they complete a compilation of CITI modules as part of the course. Uploaded completion certificates of the required CITI modules, as detailed in PHS 801, must happen in the course to complete this requirement. Once completed certificates are uploaded and reviewed, the Graduate Coordinator compiles a list of student names to file with the Graduate School, at which point Degree Works will be updated to reflect completion of that requirement.

Transfer of Credit from Another University

Students may transfer, with departmental approval, graduate credit from an accredited graduate school under the following conditions:

1. The credit-offering institution is accredited by the cognizant regional accrediting association to offer graduate degree programs appropriate to the level of credit to be transferred.
2. The credit is fully acceptable at the issuing institution in satisfaction of its advanced degree requirement.
3. The credit must be approved by the student's advisor as applicable in terms of content to the student's program of study at WSU, and must carry a minimum grade value of 3.000 on a 4.000 point scale, with no course having a grade that generates fewer than 3.000 points on a 4.000 scale.
4. The course must be clearly marked as graduate level credit, with no other designation, such as: professional development, continuing education, etc.
5. Master's and specialist degree programs may include no more than one-third of the total hours or 12 credit hours whichever is greater, of graduate work completed at another regionally accredited graduate school. (No more than 6 credit hours of the transfer amount may be coursework from an earned master's degree.)
6. Terminal activity hours specifically related to thesis and dissertation research may not be transferred from another institution. Some exceptions may apply for degree programs in which research hours constitute a larger portion of the program requirements. These instances and specific amounts must be approved by both the department and the Graduate School.
7. An official transcript containing the requested transfer work must be on file in the Graduate School. If such work is shown on the transcripts provided in support of the original admission to the Graduate School, no new record need be provided. Approval by the graduate degree program is necessary to ensure that the coursework has been accepted as an integral part of the candidate's program. Students assume responsibility for initiating the request for transfer of graduate credit as part of their degree plan.

8. Transfer credit that is accepted must have been in courses started 10 years or less before the semester in which the degree work is completed, unless the transfer work is from a previously earned graduate degree, graduate certificate or graduate badge.
9. WSU courses repeated at another institution may be used to fulfill program requirements; however, the repeated course transferred from another institution will not be counted in the WSU grade point average.

Graduate credit work from another university is posted on the WSU transcript only after it has been approved for transfer through the approved plan of study, and once the official transcript, sent directly from the transfer institution, has been received and accepted. Only the specific courses approved for transfer are posted. Coursework completed in another graduate program at Wichita State University is not considered transfer credit, therefore transfer credit rules do not apply. Official Wichita State University transcripts reflect only a total number of transfer hours accepted and the transfer institution's name. Additional detail, including course name and grade, appears only on the unofficial transcript.

Changing Graduate Programs

Students who wish to change from one graduate program to a new graduate program must submit a new online application, application fee and any required departmental materials. Unlike at the undergraduate level, graduate students must be admitted to a new program; they cannot simply transfer between graduate programs. If admitted to a new graduate program, it is up to the new program to decide how much (if any) of the student's prior graduate coursework can be used in the new graduate program. All rules relative to time limits and other degree completion requirements apply. Rules relative to "Transfer of Credit" would only apply if the student also has work completed at an institution other than Wichita State. Work completed in a different graduate program at WSU would not be considered transfer credit. As usual, the student will need to declare the coursework they wish to use on the plan of study, which will be approved first by the department, then reviewed by the Graduate School for approval.

Exceptions to Regulations

Departures from the rules and regulations stated in the Graduate Catalog require the filing and approval of an Application for Exception to Graduate School Regulations form. Such requests must have the approvals indicated on the form and must state in a logical and coherent manner a rational basis for the requested exception. Forms for such requests are available from the Graduate School, from graduate program areas, and may be downloaded from the Graduate School website. Unusual and/or substantial deviations from stated rules and regulations may require action by the Graduate Council.

Degree Completion

Commencement

WSU holds commencement ceremonies each year in December and in May. All master's degree candidates for the spring semester are eligible to participate in the May ceremony and all master's degree candidates for the fall semester are eligible to participate in the December ceremony. Master's degree candidates for the summer semester are eligible to participate in either the preceding May or following December ceremony. More information may be found at the [WSU commencement website](#).

Degree recipients may obtain their diplomas from the registrar's office per the schedule posted on the office's website. Diplomas will be mailed from that office upon a written, signed request that includes the name and student identification number of the degree recipient, the complete address where the diploma is to be mailed, the appropriate mailing fee, and a readable copy of the degree recipient's driver's license or other government issued photo ID. More information can be found on the [registrar's website](#).

Certificates in Graduate Programs

Students wishing to pursue a certificate who are already admitted to a degree program or appropriate non-degree

status may declare their interest in pursuing a certificate by filling out the online [Declaration of Intent to Pursue a Graduate Certificate](#) form.

Students completing the requirements for a graduate certificate must submit the Graduate Plan of Study (paper) form and the Application for Graduate Certificate (online) form no later than the 20th day of the fall or spring semester or the 10th day of the eight-week summer term when certificate completion is anticipated. Transfer hours and substitutions are usually not acceptable for certificate programs. Required certificate coursework previously completed at the undergraduate level must be substituted with an acceptable graduate-level course chosen in consultation with the advisor. The substituted course must be included on the plan of study with an explanation for why the substitution is being made. The graduate plan of study is prepared in conjunction with the advisor of the graduate certificate program area and is forwarded to the dean of the Graduate School for formal review and approval.

Certificate advisors are expected to inform students that a plan of study, application for graduate certificate form, and \$25 certificate filing fee are required according to the above guidelines. Students filing to earn their certificate who also file to earn their graduate degree the same semester need to file both the application for graduate certificate and the application for degree, and if they file both at the same time, need only pay one \$25 filing fee. Students who file the forms separately pay the fee for each form.

If, after a student files an application for graduate certificate, the certificate is not completed, a new application for graduate certificate and filing fee must be filed within the time frame previously described for the semester in which the requirements for the certificate are again expected to be completed. If a student later wishes to pursue a graduate degree program, coursework completed as a part of an earned graduate certificate can be used toward the degree program if approved by the department and Graduate School through the plan of study. The 10 year time limit will not apply to coursework from an earned graduate certificate.

A certificate within a degree program that was not applied for at the time the degree was earned can be awarded in a later term, upon student request and application. Certificates not offered when a student attended but now available can also be awarded based on past completion of coursework. All requirements for certificates, as listed in the term the certificate is awarded, must be met. Certificates cannot be awarded more than five years after the student's degree containing the certificate coursework is conferred or after the semester in which the certificate requirements were met. No coursework on the certificate plan of study can exceed the 10 year time limit.

Certificates that are recommended for MHA students include but are not limited to the Graduate Certificate in Public Health, the Graduate Certificate in Aging Studies, the Graduate Certificate in Human Resource Management Skills, and the Graduate Certificate in Human Resource Management Decision Making. More details surrounding these certificates can be found in the [Graduate Catalog](#).

Culminating Program Requirement: Comprehensive Examination

During the final semester of didactic study, all MHA students are required to complete a comprehensive examination. During Week 12 of the final semester (or the spring semester for summer graduates), you will be added to a Blackboard course specifically for the comp exam. Within the course, students will find the comp questions to complete. The exam consists of five total questions, one per program domain (refer to "Program Learning Outcomes" in this handbook for a comprehensive list of those domains). Each question is graded via a rubric of seven criteria areas. A passing grade is considered 85%, achieving a score of 6 out of 7 for each question. Students are given a week to complete the comp exam in its entirety. Each essay answer is submitted as a Word document and assessed for plagiarism. Passing all five questions is required for graduation. If any question(s) does not receive a passing grade, you will be contacted by the faculty member of the answer in question to discuss options to re-submit your answer.

Plan of Study

A student's catalog year is defined by the semester in which they first enroll after gaining admission to their current program. Students must submit a plan of study to finalize all aspects of their degree completion. Submission of the proposed plan of study requires that the conditions of admission (if any) to the program area have been completed. A plan of study will not be approved until these admission conditions have been completed (including but not limited to prerequisites). Students should submit their proposed plan, identifying the completion option and proposed coursework, by the end of the second semester of enrollment in the program. Early submission of the plan is vital to successful degree completion.

The plan of study is developed in conjunction with the advisor and signed by the candidate, the advisor (and advisory committee members, if applicable), the graduate coordinator or chairperson of the major department, and the dean of the Graduate School. All academic work completed and planned for the degree must be included in the plan of study at the time of submission. Undetermined electives can be indicated as "Elective – TBD" on the plan of study.

The process of filing an acceptable plan of study is not complete until the student has received a copy of their approved plan of study from the Graduate School. If notification has not been received within three weeks of submitting the plan to the Graduate School Office, please contact the degree audit staff to inquire about the status of the plan review and approval. Excess hours beyond the program requirements are not permitted on a graduate plan of study. A variation of one or two hours can occur due to slight variations in course offerings, but a graduate plan of study may not exceed the program requirements by any significant amount.

Students may make changes to the plan of study that are necessary because of enrollment changes, determination of elective courses, or other circumstances by submitting a revised plan of study form and indicating the necessary revisions. Failure to submit an acceptable plan of study in a timely manner may result in a delay in graduation or loss of credit planned for use in the program. Students will not be able to file an Application for Degree or Application for Graduate Certificate unless an approved plan of study is on file for the corresponding program.

Students may not include a graduate-level course on their plan of study that has been previously taken as an undergraduate-level enrollment. No course in which a grade below C (2.000) was earned can be included on the plan of study. In order to graduate, the GPA for all plan of study courses, AND for all graduate level coursework, must be a 3.000 or above.

Progress, Applying for Degree

Progress: Degree-seeking graduate students and students completing graduate certificate programs are expected to make satisfactory progress toward their degree or certificate in a timely manner (10-year time limit). Some departments take action to dismiss students who absent themselves for periods of a year or more.

Demonstrated suitability for professional practice, as determined by faculty, is also a consideration for remaining in good standing in graduate programs leading to advanced certificates or other endorsements indicating advanced professional practice or achievement.

Students who complete graduate degrees at Wichita State University are transferred to nondegree, Category A, status in the academic field of their graduate degree which allows continued enrollment for graduate credit at WSU. Should such students desire to undertake a new academic program or change advising areas, a new application for admission to the desired area of study and application fee must be filed with the Graduate School office.

Degree Application: An Application for Degree form (AFD) and filing fee must be filed online through the *myWSU* portal within four weeks (20 class days) after the beginning of any fall or spring semester in which a student plans to finish all requirements for the degree.

Students planning to graduate at the end of the summer session must file the online application for degree form and fee

within two weeks (10 class days) after the beginning of the regular eight-week session even if they plan to enroll for the second four-week session only.

If, after a student files an AFD, the degree is not completed, a new AFD and filing fee must be filed within the time frame just described for the semester in which requirements for the degree are again expected to be completed. Students must have an approved Plan of Study on file with the Graduate School in order to file the AFD.

Failure to meet these deadlines will result in a delay in graduation and in the awarding of the diploma.

Time Limits

Students have 10 years in which to complete a graduate degree program starting from the first semester the student begins the coursework that is designated on the plan of study. Time limits are not imposed on transfer courses from a previously awarded graduate degree or from a graduate certificate awarded by Wichita State University. Courses completed more than 10 years before the degree is granted may not be used to meet degree requirements.

Financial Opportunities

A graduate teaching assistantship may qualify the recipient for a full or partial waiver of in-state tuition for up to 12 credit hours of graduate-level coursework numbered 500 and above. Graduate students must provide service from the 20th day of the semester through the remainder of the semester to be eligible for the nonresident to resident tuition waiver. Only graduate courses numbered 500 and above are eligible for full or partial waiver of tuition for graduate teaching assistants. Graduate students holding assistantships during a fall or spring semester are expected to enroll in at least 9 credit hours of coursework, of which 6 credit hours must be at the graduate level and taken for graduate credit. Exceptions to allow graduate assistants who hold a 20-hour appointment to be enrolled in 6–8 credit hours may be approved by the program where the student holds admission. Special consideration for thesis and research enrollments may be obtained by petitioning the Graduate School through the exceptions process. As a part of the hiring process at WSU, all graduate assistants are required to submit to a criminal background check before employment commences. Speak with the Director of Graduate Programs if interested in a GTA position. Availability of positions vary from year to year.

Scholarship opportunities are available, specifically within the Aetna Scholarship/Fellowship in Public Health Sciences:

1. Scholarship/Fellowship(s) will be awarded annually to an undergraduate student(s) enrolled full-time at Wichita State University in the Department of Public Health Sciences or a graduate student(s) enrolled full-time in the Master of Health Administration program at Wichita State University in the College of Health Professions.
2. Recipient(s) must meet and maintain the academic eligibility criteria determined by their college.
3. Award(s) will be made with regard to financial need.
4. The Scholarship Office of Wichita State University will administer the scholarship(s) and/or fellowship(s) and make the award(s) based on the recommendation(s) submitted by the College of Health Professions, Department of Public Health Sciences.
5. The scholarship(s) may be renewed as long as the recipient(s) meets the required criteria.
6. No recipient will be excluded from consideration on the basis of age, ancestry, color, disability, gender, gender expression, gender identity, genetic information, marital status, national origin, political affiliation, pregnancy, race, religion, sex, sexual orientation, or status as a veteran.

To apply, students should follow the instructions to complete and submit the application on the [Scholarship Universe website](#).

Federal Financial Assistance: WSU's Office of Financial Aid assists graduate students secure federal financial aid based on each individual student's eligibility for aid, which generally consists of Direct unsubsidized loans, Direct PLUS loans for graduate students, or Federal Work Study.

The first step in applying for federal aid is to complete a [Free Application for Federal Student Aid \(FAFSA\)](#) and to request the results be sent to Wichita State University (school code 001950). If financial aid is required, the Graduate School strongly recommends that the completed application for admission to Graduate School is received in the Graduate School by February 1 for the following fall semester. Graduate students who are fully admitted into eligible programs are eligible for federal financial aid. Students who are not fully admitted into an eligible degree or certificate program are not eligible for federal student aid. Students fully admitted, but under conditional or probationary status, must continue to meet the conditions of their admissions to continue receiving federally-funded financial aid.

Students must be enrolled in at least half-time status to qualify for federal aid. Half-time status for graduate students is defined as 5 credit hours for the fall or spring semesters, and 3 credit hours for the summer session. For additional information, visit the [financial aid website](#). Additional information about financial aid policies is available at the [Financial Aid Terms and Conditions](#) webpage.

General Information

Online Student Support

The fully online MHA program allows for degree completion from anywhere. Beyond working one-on-one with a graduate advisor, it is important that online program students have access to a robust student support system, including a dedicated student success specialist who provides focused support, academic resources and access to services like tutoring, counseling and more. Learn more at the [Online Student Support webpage](#).

Student Early Alert System (SEAS)

WSU cares about student success. For this reason, WSU has implemented an academic early alert system. Under this system, called SEAS, instructors provide feedback to students who appear to be struggling and offer any assistance that may be needed to help get them back on track academically. Students who are contacted by their instructors through SEAS are encouraged to take full advantage of the help offered.

Technology Help Desk

Technology Help Desk is housed in 120 Jabara Hall. Technology Help Desk provides technical support to all students, faculty and staff of Wichita State University. More details about the help desk and its services are available online at the [help desk website](#). The phone number for the help desk is 316-978-HELP (4357).

OneStop

OneStop offers student-focused support for many WSU student-related needs. OneStop allows students the ability to get answers for questions related to admissions, financial aid, advising, student accounts and registration in one central location. OneStop offers self-service options 24/7/365 at the [OneStop website](#) and toll-free phone service at 855-978-1787. Students will need a OneStop telephone access code found by logging in to the [myWSU portal](#) and selecting “Manage your Password” for current students or “New to myWSU” for incoming students. In-person service is also available in the OneStop office. OneStop is located in Jardine Hall, Room 112. Regular office hours are 8 a.m.–6 p.m. Mondays–Thursdays, and 8 a.m.–5 p.m. on Fridays.

Email (@shockers.wichita.edu)

Every WSU student is automatically assigned an email account with the “@shockers.wichita.edu” suffix. This email account provides students with a convenient way to communicate with other students, faculty and university offices in their academic pursuits. Students are expected to use this email address for official communication with faculty and university offices. Applications, instructions and other information about email accounts are available at the online [WSU email center](#).

myWSU Portal

The myWSU portal is a website that allows students to view and update their own WSU information. Examples are: add/drop courses, check academic status, check on status of financial assistance and get academic history (grades). For more information about this service, go to the [myWSU website](#) and click on the *New to myWSU* link.

University Libraries

Librarians offer instruction through in-class or online collaboration with faculty, workshops, online tutorials and research guides. Reference and technical help desk personnel are available to assist library users with research and technical needs, including discussing assignments, specific databases and answering other research inquiries. Reference assistance is available by phone, email, Zoom, chat and in person.

University Libraries offers a wealth of electronic, print and non-print resources that can be located through the Libraries' website. Onsite library collections include more than two million books and research journals, federal and state documents, music recordings and scores, and other materials. The digital collections provide access to a variety of information resources such as full-text research databases, e-books, e-journals, company information, statistics, historical documents, as well as streaming audio and video. SOAR, the University's institutional repository, provides access to faculty research and institutional documents. In addition to its own collections, University Libraries is able to borrow materials from a worldwide network of other libraries. Ablah Library has been a Federal Documents Depository Library for over 100 years and is an official United States Patent and Trademark Resource Center, the only such depository in Kansas. More information about resources and services is located on the [University Libraries website](#).

CARE Team

(Campus Assessment Response Evaluation) Wichita State cares about the well-being of all members of the campus community. The CARE Team assesses student concerns and intervenes in a manner intended to promote the success and safety of individual students as well as that of the entire campus community. To submit a concern or learn more about the CARE Team visit [their website](#).

Disability Services

The Office of Disability Services provides academic accommodations for students who experience physical, learning or mental disabilities. Students are required to provide appropriate documentation to the director of Disability Services before classroom services are provided. For more information, contact:

Office of Disability Services
Wichita State University
1845 Fairmount
Wichita, Kansas 67260-0132
316-978-3309 front office
316-978-6128 for rides
316-854-3032 video phone
316-978-3114 fax

[Disability Services Webpage](#)

Services are based on the student's need for academic accommodation. Disability Services encourages students to be independent on campus and to use those services which help maximize their educational experience.

Diversity and Inclusion

The Office of Diversity and Inclusion aims to cultivate and sustain an inclusive campus that strives for academic excellence by creating an environment that educates, empowers and mobilizes all members of the Shocker community. The office provides dynamic programs, which range from speakers and film showings to award ceremonies, cultural

festivities and LGBTQ programming — each representing a small piece of the diversity displayed on the WSU campus. The Office of Diversity and Inclusion collaborates with many campus departments and student organizations for various diversity and multicultural student success initiatives. In conjunction with campus partners, the office celebrates Hispanic Heritage, LGBTQ, Native American, Black History, Women’s History and Asian/Pacific American Heritage months.

The office also sponsors the Promoting Academic Student Success (PASS) which facilitates the retention, academic success, holistic development and timely graduation of all minority students at WSU, through academic support services, educational and cultural programming, interpersonal relationships and mentoring. PASS matches successful continuing WSU students with freshmen and transfer students to help ease the transition from high school or community college to WSU. The program helps new students quickly identify all the support services available and provides direct tutorial assistance to any program participants who have committed to achieving their personal best.

The Office of Diversity and Inclusion is located in the Rhatigan Student Center, suite 208. Much more detailed information describing the Ambassadors for Diversity and Inclusion, Men of Excellence and Phenomenal Women support groups and additional resources the office provides can be found at the [office website](#).

Military and Veteran Services

Wichita State is proud to be committed to helping veterans, active service members, dependents and spouses receiving military benefits make the successful transition into WSU’s academic community. Whether it’s needing assistance with educational benefits, access to resources that ease the transition into the university, or wanting to connect with fellow vets, WSU has access to resources that will help smooth the transition. An overview of resources can be found at the [military student services website](#).

In the capacity of serving active duty military and veterans, the Director of Adult Learning serves as the point of contact (POC) for inquiries pursuant to the Department of Defense Memorandum of Understanding. For questions concerning POC needs, visit the [Adult Learning website](#).

Student Responsibility

Students at Wichita State University have the following responsibilities:

1. To consult their advisors on all matters pertaining to their academic careers, including changes in their programs;
2. To observe all regulations of their colleges and select courses according to the requirements of that college;
3. To attend all meetings of each class in which they are enrolled (instructors will announce at the beginning of the semester if they consider attendance in computing final grades);
4. To fulfill all requirements for graduation;
5. To be personally responsible for fulfilling all requirements and observing all regulations at Wichita State;
6. To answer promptly all written notices from advisors, faculty, deans and other university officers;
7. To file an application for degree in the appropriate college office by the published deadline for the semester in which graduation is intended; and
8. To enroll in only those courses for which the stated prerequisite(s) have been satisfactorily completed. Failure to comply with this procedure may result in administrative withdrawal.

Students also should comply with the principles in the following statement:

“Wichita State University reaffirms the principle of intellectual freedom in scholarly activity for university students, and it recognizes the full citizenship rights of students in inquiry, discussion and such actions as they may choose to take on public issues.

The rights and freedoms of students involve concomitant responsibilities. Incumbent on all students, as on all citizens, is the responsibility to observe the university's rules of orderly procedures and the laws of the larger community of which the university is a part. In the matter of actions on public issues, to speak one's opinion, to petition, to distribute literature, to assemble peacefully and hold meetings, to use the persuasion of ideas, and other actions within the bounds of orderly and lawful procedures are sanctioned by the university. But infringement on the rights of others, acts or threats of violence to persons, destruction of property, disruption, or other interference with the normal functioning of the university and its personnel and other disorderly and unlawful acts will not be countenanced.

Within its sphere of responsibility the university will afford students proper procedural safeguards to resolve matters in dispute. Those who willfully violate university standards must expect to face disciplinary action on the part of the institution, which may include reprimand, administrative withdrawal, and suspension or expulsion, consistent with campus provisions for due process."

Student Code of Conduct

The Student Code of Conduct and Student Code of Conduct Handbook outlines university behavior expectations for students, student groups and student organizations in keeping with institutional values and to meet the university's legal obligations. These expectations cover topics such as academic integrity, drug use, hazing, alcohol, weapons, physical violence and harassment. The conduct procedures (in the Student Code of Conduct Handbook) outline the actions needed to file a complaint and the course followed in the student conduct process. Additionally, information on informal and conflict resolution processes for student-involved conflicts is also provided.

The Student Code of Conduct is located online at the [student conduct webpage](#). Individuals wanting to file an incident report about a student, student group or student organization can [submit a report online](#).

Wichita State University is committed to providing a workplace and educational environment, as well as other benefits, programs and activities, that are free from discrimination, harassment and retaliation. To ensure compliance with federal and state civil rights laws and regulations, and to affirm its commitment to promoting the goals of fairness and equity in all aspects of the educational program or activity, the University has developed internal policies and procedures that provide a prompt, fair and impartial process for those involved in an allegation of discrimination or harassment on the basis of sex.

Wichita State University Policy prohibits all forms of discrimination on the basis of sex. Sometimes, discrimination involves the exclusion from activities, such as admission, athletics or employment. Other times, discrimination takes the form of harassment, or can encompass sexual harassment, sexual assault, stalking, sexual exploitation, dating violence or domestic violence. When an alleged policy violation is reported, the allegations are subject to resolution using the Formal Grievance Process as determined by the Title IX Coordinator and set forth in WSU Policy 3.06/Sexual Harassment, Discrimination and Retaliation for Employees, Students and Visitors.

Information regarding the university's policies can be found in [3.06/Sexual Harassment, Discrimination and Retaliation for Employees, Students and Visitors](#).

Campus and community resource information can be found at the [Care Team's website](#) or by contacting the Office of Institutional Equity and Compliance at 916-978-3205.

Student Academic Integrity

A standard of academic integrity, fairly applied to all students, is essential to a learning environment. Students who compromise the integrity of the classroom are subject to disciplinary action by their instructor, their department, their

college and/or the university. Violations of classroom standards of academic integrity include, but are not limited to:

1. Plagiarism;
2. Unauthorized use of possession of material or resources;
3. Unauthorized collaboration or consultation;
4. Fabrication, falsification or misrepresentation of information;
5. Academic interference;
6. Unauthorized resubmission;
7. Facilitation of academic misconduct;
8. Bribery;
9. Unauthorized sale, distribution or receipt of academic materials; and
10. Research misconduct.

The Academic Integrity Policy is located online at the [student conduct webpage](#). Individuals wanting to file an incident report about a student, student group or student organization can [submit a report online](#).

Release of Student Information Policy (Privacy Law)

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, is a federal law that sets forth requirements pertaining to the disclosure of, and access to, education records maintained by Wichita State University. Wichita State University accords all rights under the law to students. Those rights are:

1. The right to inspect and review the student's education records;
2. The right to request amendment of the student's education records to ensure that they are not inaccurate, misleading or otherwise in violation of the student's privacy or other rights;
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent; and
4. The right to file with the U.S. Department of Education a complaint concerning alleged failures by Wichita State University to comply with the requirements of FERPA.

No one outside the institution shall have access to, nor will the institution disclose any information from, students' education records without the prior written consent of the student **with the exception of** disclosure to:

1. Personnel within the institution who have a legitimate educational interest,
2. Persons or organizations providing students financial aid,
3. Accrediting agencies carrying out an accreditation function,
4. Persons in compliance with a judicial order,
5. Persons in an emergency in order to protect the health or safety of the student or other persons, or
6. Other persons or entities to whom disclosure is permitted under FERPA.

Upon request, the institution may also disclose, without the student's consent, education records to officials of another school in which the student seeks or intends to enroll, or is enrolled.

Within the Wichita State community, only those members, individually or collectively, acting in the students' "legitimate educational interests" are allowed access to student education records. These members include personnel in the offices of admissions, registrar, financial operations, computing center, dean of students, financial aid, career services, cooperative education, planning, testing, library, college deans, academic advisors, and other administrative and academic personnel within the limitation of their need to know. "Legitimate educational interests" means:

1. The information or records requested is/are relevant and necessary to the accomplishment of some task or

determination; and

2. The task or determination is an employment responsibility for the inquirer or is a properly assigned subject matter for the inquirer's employment responsibility.

A Social Security number and student status data may be provided to other state agencies for use in detection of fraudulent or illegal claims against state monies.

Family Educational Rights and Privacy Act (FERPA)

1. **Definitions**

- a. **Attendance:** Attendance at Wichita State University is considered to begin on the announced first day of classes for the initial semester (fall, spring or summer) for which a person is enrolled in one or more classes, and shall include any person "attending" on campus or via any format (e.g., online, face-to-face, hybrid, etc.) as prescribed by the class requirements. Noncredit-bearing courses, workshops, seminars, etc., developed for and targeted to external audiences or consisting solely of minor children shall not be considered in attendance for the purposes of this policy.
- b. **Consent:** Consent shall be in writing and shall be signed and dated by the student giving consent. It shall include:
 - i. Specification of records to be released;
 - ii. Purposes for such release; and
 - iii. Parties or class of parties to whom such records may be released.
- c. **Directory Information:** FERPA defines directory information as: "Information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed." Under FERPA, such information includes, but is not limited to, the student's name, address, telephone listing, electronic mail address, photograph, age in years, place of birth, major field of study, dates of attendance, grade level, enrollment status, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent educational agency or institution attended.
- d. **Disclosure:** Permitting access to, or the release, transfer, or other communication of, the education records of the student or the personally identifiable information contained therein, orally, or in writing, or by electronic means, or by any other means to any party.
- e. **Education Records:** Those records that are directly related to a student and that are maintained by the university or by a party acting for the university. A record means any information recorded in any way, including, but not limited to, handwriting, print, tape, film, microfilm, microfiche, computerized and/or digitized storage. Records described in items i-vi below are excluded from the category of "education records." Therefore, the law does not guarantee the right of student access to the following:
 - i. **Sole possession records:** Records that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record.
 - ii. **Employment records:** Records related solely to the employment of a student by the institution, provided the student is not "employed as a result of his or her status as a student." Records on a work study or GTA/GRA student are covered by FERPA.
 - iii. **Medical and mental health records used only for the treatment of the student:** Such records may be personally reviewed by a physician or other appropriate professional of the student's choice and with the student's written consent.
 - iv. **University law enforcement records:** Records of the WSU Police Department maintained solely for law enforcement purposes, which are maintained separately, and which are not disclosed to individuals other than law enforcement officials sharing the same territorial jurisdiction.
 - v. **Alumni records:** Records that contain only information relating to a person after that person is

no longer a student at the university. An example would be information collected by the university or the WSU Alumni Association pertaining to the accomplishments of its alumni.

- vi. **Peer graded papers and exams prior to the grade being recorded in the instructor's grade book.**
- f. **Legitimate Educational Interests:** The interests of university personnel who have a demonstrably legitimate need to review records in order to fulfill their official professional responsibilities. Such responsibilities must involve the university in its primary educational and scholarly functions and/or secondary administrative functions of maintaining property, disbursing funds, keeping records, providing living accommodations and other services, sponsoring activities, and protecting the health and safety of persons or property in the university community. If a question arises concerning the legitimacy of a request to review records, such question shall be referred to the registrar and/or the general counsel prior to release of the records.
- g. **Parent:** Includes a parent, guardian, or individual acting as a parent of a student in the absence of a parent or guardian.
- h. **Personally Identifiable Information:** Includes the name of the student; the student's parent(s) or other family member(s); the address of the student or student's family; personal identifiers such as a social security number, student number, or biometric record; or other indirect identifiers such as the student's date of birth, place of birth, and mother's maiden name; or other information that, alone or in combination, is linked or is linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who WSU reasonably believes knows the identity of the student to whom the education record relates.
- i. **School Official:** Includes a teacher, school principal, president, chancellor, board member, trustee, registrar, counselor, admissions officer, attorney, accountant, human resources professional, information systems specialist, and support or clerical personnel. A contractor, consultant, volunteer, or other party to whom a school or institution has outsourced institutional services or functions may also be considered a "school official" provided that they are performing an institutional service or function for which the agency would otherwise use employees and is under the direct control of the agency or institution with respect to the use and maintenance of education records.
- j. **Student:** Anyone who is or has been enrolled at Wichita State University, with the following exception: A person who has applied for admission to, but has never been in attendance at a component unit of the university (such as the various schools and colleges of the university), even if that individual is or has been in attendance at another component unit of the university, is not considered to be a student with respect to the component to which an application for admission has been made. Enrolled is defined as registered for any course in any format (online, face-to-face, hybrid) on the first day of a regular (full) term — spring, summer or fall.
- k. **Unit Custodian of Student Records:** The head of each academic or administrative unit that is responsible for the education records within the unit (unless otherwise defined elsewhere in this policy).

2. **Student Access to Education Records**

- a. A student has the right and shall be accorded the opportunity to inspect, review, and/or receive copies of his or her educational record, except as provided for below. The university must comply with the student's request within a reasonable period of time, not to exceed 45 days after the request.
- b. The student has the right to a reasonable request for explanation of the records and to copies of the records where necessary to provide full inspection and review. Such copies will be provided at the student's request and expense; however, the charge to the student for any such records may not exceed \$0.25 per page. The university may not charge a fee to search for or retrieve a record. If any question arises as to the identity of the requesting student, the student shall be asked to provide his or her university ID card and/or other positive identification.
- c. The university is not required to afford inspection and review of the following records:
 - i. Financial records of the student's parents submitted as part of the financial aid process;

- ii. Confidential letters and statements of recommendation that were placed in the student's education records prior to January 1, 1975, if such letters were submitted with an understanding of confidentiality, and are used only for the purpose for which they were specifically intended;
 - iii. Confidential letters and statements of recommendation received after January 1, 1975, for which the student has signed a waiver of the right to access and which pertain to:
 - . Admission to this or any other educational institution or agency;
 - i. Application for employment; or
 - ii. Receipt of an honor or honorary recognition so long as these letters are used solely for the purpose(s) for which they were specifically intended.
 - iv. Records connected with an application to attend Wichita State University if that application was denied.
 - v. Those records which are excluded from the FERPA definition of education records.
- d. If an education record contains information about more than one student, the student may inspect only the information about himself or herself.

3. **Waiver of Rights**

The university may request, but not require, students to waive rights under this policy. All waivers must be in writing and signed by the student. Applicants for admission to the university and eligible students may waive rights to review confidential letters of recommendation only if:

- a. The applicant or student, upon request, is notified of the names of all persons providing letters; The letters are used only for the purpose for which they were originally intended;
- b. The waiver is not required as a condition of admission or for any other service or benefit of the university.

All waivers under this paragraph must be executed by the individual, regardless of age, rather than by the parent or legal guardian of the individual. All waivers must be in writing and signed by the student. The student may revoke any waiver in writing, the revocation to apply only to documents received or entered into the record after the date of execution of the revocation.

4. **Disclosure of "Personally Identifiable" and "Directory Information"**

The university shall obtain the written consent of the student before disclosing personally identifiable information from education records, other than directory information, except as otherwise provided in this policy. The university may, without the consent of the student, disclose *directory information*. If a student wishes to have such information withheld, he or she must notify the Office of the Registrar in writing, as described previously. If a student wishes to prevent the inclusion of such information in the online student directory, he or she must notify the Office of the Registrar.

The university may disclose personally identifiable information from a student's education record(s) without the consent of the student if the disclosure is made to:

- a. School officials within the institution determined to have a legitimate educational interest(s).
- b. Authorized persons to comply with a judicial order or lawfully issued subpoena, provided the university makes a reasonable effort to notify the student in advance of compliance; except the university will not disclose to the student information about a grand jury subpoena, a subpoena issued for a law enforcement purpose when notice is prohibited, or a court order obtained by the United States Attorney General or Assistant Attorney General in investigations or prosecutions of certain criminal offenses or an act of terrorism, in accordance with the law or regulations, certain officials of the U.S. Department of Education, the Comptroller General and state and local educational authorities in connection with an audit or evaluation of federal or state supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs.
- c. Financial aid personnel in conjunction with an application for or receipt of financial assistance, provided that the disclosure is needed:

- i. To determine the eligibility of the student for financial aid;
 - ii. To determine the amount of financial aid;
 - iii. To determine the conditions for the financial aid; or
 - iv. To enforce the terms or conditions of the financial aid.
- d. Appropriate parties, including parents, in connection with an emergency, if knowledge of the information is reasonably considered to be necessary to protect the health or safety of the student or other individuals. Disclosures for this purpose shall take into account the totality of the circumstances pertaining to the threat to the health or safety of a student or other individuals. If the university determines that there is an articulable and significant threat to the health or safety of a student or other individuals, it may disclose information from education records to any person whose knowledge of the information is reasonably considered necessary to protect the health or safety of the student or other individuals.
- e. A parent regarding the student's violation of any federal, state or local law, or of any rule or policy of the university, governing the use or possession of alcohol or a controlled substance if the institution determines that the student has committed a disciplinary violation with respect to that use or possession and the student is under the age of 21 at the time of disclosure to the parent.
- f. Parent(s) or legal guardian(s) of dependent students who provide a written request for grades to the university registrar pursuant to Board of Regents policy. Dependency, for this purpose, is defined by the Internal Revenue Code of 1954, Section 152. The student will be notified in writing and/or electronically of any disclosure of grades made to the student's parent(s) or legal guardian(s).
- g. Another institution of postsecondary education where the student seeks or intends to enroll, or is enrolled, so long as the disclosure is for purposes related to the student's enrollment or transfer.
- h. Authorized representatives of federal, state and local educational authorities, to organizations conducting studies for or on behalf of educational agencies or institutions, to accrediting organizations, to comply with judicial orders or lawfully issued subpoenas, to victims of a crime of violence or nonforcible sex offense, in connection with university disciplinary proceedings, or if disclosure concerns sex offenders and other individuals required to register under federal law.
- i. The university student health service is required to report to the Kansas Department of Health the names of students who have certain communicable diseases such as hepatitis, tuberculosis, and venereal disease. The health service is also required to report to local law enforcement officials the name of any student who is wounded with a deadly weapon.

5. *Notice to Third Parties*

The university must inform the parties to whom personally identifiable information is given that they are not permitted to disclose that information to others without the written consent of the student and that the information is to be used only for the purpose(s) intended.

6. *Providing Copies of Disclosed Records*

When the unit custodian discloses personally identifiable information from the education record of a student, the unit custodian shall, at the student's request and expense, provide a copy of the disclosed record to the student, unless otherwise specified by this policy.

7. *Destruction of Records*

Education records shall be maintained consistent with university policy on the retention of records. No education record, however, may be destroyed if there is an outstanding request to inspect and review the record. Also, the record of access to the education record and any explanations which are a part of the record must be maintained for as long as the education record to which it pertains is maintained.

8. *Maintaining Records of Requests and Disclosures*

The unit custodian shall maintain a record of requests and disclosures of personally identifiable information from a student's education record. The record shall include, whether requests are granted or not, the name(s) of

the person(s) who requested the information and their legitimate interests in the information. Records of requests and disclosures will not be maintained:

- a. For requests made by the student;
- b. For requests for which the student has given written consent;
- c. For requests made by school officials with legitimate educational interests;
- d. For requests for directory information;
- e. For disclosures in compliance with certain judicial orders or lawfully issued subpoenas, after a reasonable attempt has been made to notify the eligible student or parent.

The record of requests and disclosures may be inspected by the student, by school officials responsible for the custody of the records, and by federal and state officials who have been given permission to access records by the registrar.

9. *Students' Right to Challenge Information Contained in Education Records*

- a. The student has the right, upon reasonable request, for a brief explanation and interpretation of the record in question from the respective unit custodian.
- b. The unit custodian of the challenged education record, after reviewing the record with the student, may settle the dispute informally with the student with regard to the deletion or modification of the education record. The unit custodian shall make his or her decision within a reasonable amount of time and shall notify the student of the decision.
- c. In the event the unit custodian disapproves the student's request to delete or modify the record in question, the student shall be notified by the unit custodian, in writing, of the decision and of the student's right to a formal hearing upon the request.
 - i. All requests for formal hearings by the student shall be directed to the registrar, and shall contain a plain and concise written statement of the specific facts constituting the student's claim.
 - ii. The hearings shall be conducted by a university staff member (hearing officer) who does not have a direct interest in the outcome of the challenge and who shall be appointed by the registrar. The hearing shall be held within a reasonable time of receipt of the student's request and the student shall be notified reasonably in advance by the hearing officer of the date, place, and time of the hearing.
 - iii. At the hearing the student shall be afforded a full and fair opportunity to present evidence relevant to the claim and may, at his or her expense, receive assistance or be represented by any individuals of choice.
 - iv. Based solely on the evidence presented at the hearing, and within ten (10) working days of the hearing, the hearing officer shall make a written recommendation to the registrar together with written findings of fact concerning the student's request. Within an additional fourteen (14) working days of receipt of the hearing officer's report, the registrar shall notify the student in writing of the decision. The decision must include a summary of the evidence and the reasons for the decision.
- d. In the event the decision of the registrar is adverse to the student's request, the student shall be notified of the opportunity to place with the education record a summary statement commenting upon the information in the records and/or setting forth any reason for disagreeing with the decision. If the questioned document is released to a third person, the student's summary statement shall accompany the release of any such information. The summary information shall be maintained for as long as the contested record is maintained.
- e. If a student challenge to the content of a given record is successful, the university shall amend the education record accordingly and so inform the student. Upon the student's specific written request to the registrar, the university shall make a reasonable effort to contact student-designated third persons who have received copies of the previous record to inform them of the change which has been made.

10. A student may challenge the content of an education record on the grounds that the record is inaccurate, misleading or otherwise in violation of the privacy or other rights of the student. No hearing under this policy

shall be granted for challenging the underlying basis for the grade. However, the accuracy of its recording could be challenged.

The following procedure for challenging the content of an education record shall apply:

11. *Complaint Procedure*

If a student believes that the university is not in compliance with FERPA, the student should first contact the office involved and/or the Office of the Registrar.

If a student wishes to file a complaint with the federal government concerning the university's failure to comply with FERPA, he or she must submit the complaint, on the FERPA complaint form, within 180 days of an alleged violation of FERPA to the Student Privacy Policy Office (SPPO), U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202. The form can be found at <https://studentprivacy.ed.gov/file-a-complaint>. The SPPO will notify the student when the complaint has been received. The SPPO will investigate the complaint and may require further information. In the event the university is found not to be in compliance, it will be afforded the necessary time to comply. If it does not then comply, the matter will be sent to a review board for a hearing. For information concerning this hearing procedure, see 34 C.F.R. Sections 99.64 through 99.67.

Additional Policies and Procedures

For additional information regarding injury/accident, offender registry, residency requirements, safety, Title IX, tobacco-free campus, weapons policy, [please visit the Graduate Catalog](#).