



HLC Accreditation 2016-2017

Evidence Document

Wichita State University

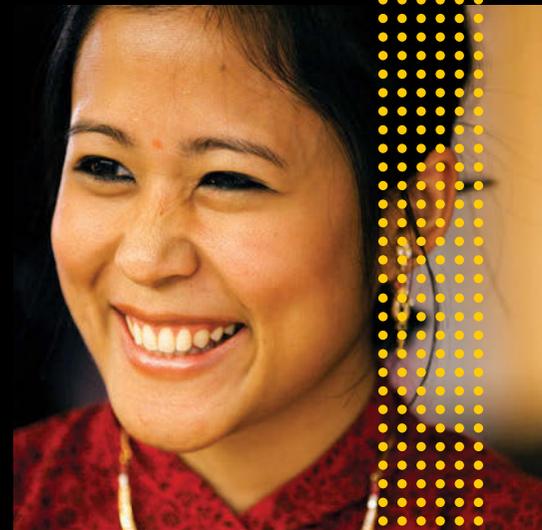
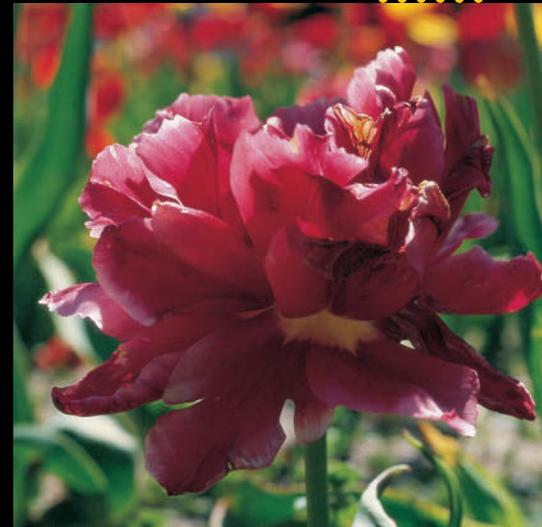
Office of the Registrar

Undergraduate Catalog 2015-2016: Excerpts

Additional information: Excerpts from the catalog include p.9 (transfer), p.13 (registration), and pp.22-29 (grading; exceptions; academic forgiveness, and student honesty.)



WICHITA STATE
UNIVERSITY



UNDERGRADUATE CATALOG

2015-2016

| WICHITA.EDU |

Admission to Wichita State

Undergraduate Admission

WSU admits students at the undergraduate level as freshmen and transfer students. Depending on their academic goals, students may choose to be degree-bound or nondegree-bound.

Admission to a specific professional program can be achieved only after admission to the university. Students must meet the requirements of the professional program. Admission to some professional programs is very competitive.

The admission procedures, outlined in the box, are for degree-bound domestic students. Information for nondegree-bound students is below. Information for international students follows.

Admission Categories

Students may be admitted as degree-bound or nondegree-bound students.

Degree-bound students who have declared an academic interest will be admitted to the college of their choice. They must meet the necessary requirements for admission to the university as well as the requirements of the colleges and departments of their choice. Students who are still deciding on an academic major will be admitted to Fairmount College of Liberal Arts and Sciences for academic advising and career counseling.

Nondegree-bound undergraduate is a category of admission for students who wish to pursue their education with no immediate degree plans. Students in this category are not eligible for financial aid. Copies of official college or high school transcripts should be sent to the Office of Admissions. Nondegree students can be admitted as either open admission or guest students.

Open Admission. An open admission student is one who:

- Has graduated from an accredited high school, or has qualifying GED scores, and has not attended any school for two years; *or*
- Has not graduated from high school or completed a GED, is at least 21 years of age, and has not attended any school for at least two years; *or*
- Is on active military duty; *or*
- Holds a bachelor's or higher degree.

Students admitted as open admission students will be considered nondegree for their first 15 credit hours. Beyond the 15 hour limit, students must update to a degree-bound major and meet the requirements for the intended program. Students must submit any additional transcripts before being updated to a degree-bound major.

Submit an application for admission and the \$30 application fee to become admitted to the university.

Guest Students—College. Summer: Students attending another college or university who wish to attend Wichita State temporarily during the summer should submit an application

Admission Requirements—Undergraduate; Domestic

Freshmen

Kansas residents attending accredited high schools must:

- Complete the precollege curriculum* with at least a 2.000 grade point average (GPA) on a 4.000 scale; *and*
- Achieve *one* of the following:
 - A minimum ACT composite of 21 or a minimum combined SAT-I of 980 (verbal and math scores); *or*
 - Rank in the top one-third of their high school's graduating class; *and* achieve a 2.000 GPA or higher on any college credit taken in high school.

Note: These standards apply to those under the age of 21.

Nonresidents attending accredited high schools** must:

- Complete the precollege curriculum* with at least a 2.500 grade point average (GPA) on a 4.000 scale; *and*
- Achieve *one* of the following:
 - A minimum ACT composite of 21 or a minimum combined SAT-I of 980 (verbal and math scores); *or*
 - Rank in the top one-third of their high school's graduating class; *and* achieve a 2.000 GPA or higher on any college credit taken in high school.

Note: These standards apply to those under the age of 21.

Kansas residents attending nonaccredited high schools (including permanent residents with international high school work), **or home-schooled students** must:

- Complete coursework equivalent to the precollege curriculum*;
- Have at least a 21 on the ACT (SAT-I of 980); and
- Achieve a 2.000 GPA or higher on any college credit taken.

Nonresidents from nonaccredited high schools** are reviewed on a case-by-case basis. For more information, please contact the Office of Admissions.

GED students must have a minimum score of 150 on each sub-test and an overall score of 680 to be admitted. If GED was taken before 2014, please call the Office of Admissions for score requirements.

Transfer students

- With 24 or more transfer hours, must have a minimum cumulative GPA of 2.000 (on a 4.000 scale) on all previous college work.
- With 23 or fewer transfer hours, must have a minimum cumulative GPA of 2.000, *and* meet the freshman qualified admissions requirements.

Some academic colleges at Wichita State require an additional transfer GPA requirement for admission. For more information contact the WSU Office of Admissions.

Admission remains open to Kansas residents over the age of 21 with fewer than 24 transfer credit hours who have graduated from high school or have completed a GED.

Transfer students are encouraged to bring copies of their academic transcript and meet with an academic advisor prior to enrolling. The advisor can provide information about degree requirements and the eligibility of the student's prior coursework towards their degree of choice. Contact an academic advisor through the dean's office. See page 12.

Students transferring from a two-year college must complete at least 60 hours of four-year college work including 45 hours of upper-division work in order to qualify for graduation. In no case will work done in a two-year college be credited as junior- or senior-level work at WSU. See course numbering system on page 23 and requirements for graduation, page 27.

* The Kansas Regents' Qualified Admissions Precollege Curriculum requirements can be found online at: wichita.edu/requirements.

**See residency requirements defined on page 39.

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To view admission requirements visit www.wichita.edu/requirements.

tips and advice for college success, can be found at wichita.edu/success.

WSU 101, Introduction to the University, prepares new freshmen to succeed in college by providing information and advice relating to career and degree planning, personal financial management, time management, study skills, test taking, campus involvement, personal wellness, relationships and other topics. Introduction to the University gives students opportunities to get to know fellow students and instructors. It provides a safe and supportive environment for students to reflect on their own interests, strengths and goals. It helps students establish good habits and form plans for success in college and beyond. Due to its unique delivery model, WSU 101 prepares students to succeed in the various learning environments they will encounter in college: small and large classes, one-on-one and in teams. In addition to an instructor, each section is assigned a peer leader (an experienced WSU student who acts as a guide). Introduction to the University is highly recommended for all freshmen. For further information, see wichita.edu/WSU101.

The Introduction to the University course is offered in several versions tailored to specific student needs and interests. Students who have not yet chosen a major and students in the College of Liberal Arts and Sciences should take WSUA 101. Students in the College of Education should take WSUD 101. Students in the College of Health Professions should take WSUH 101. Students who are members of the Honors College may elect to take HNRS 101. (Students in the College of Business are required to take BADM 101 and 102, or BADM 301 if they are transfer students. Students in the College of Fine Arts should speak to an advisor about which Introduction to the University course they should take.)

The Returning Adults seminar, LASI 100A, is recommended for adults who have been out of school for a year or more. For additional information about LASI 100A, visit wichita.edu/advising or call the LAS Advising Center at (316) 978-3700.

Housing and Residence Life

On-campus housing is available for more than 1,400 students in Fairmount Towers and Shocker Hall. Housing options include academic theme floors, honors academic areas, suite-style

residence hall rooms, and a variety of room configurations.

Because research nationwide has repeatedly shown that freshmen who live on campus are more successful academically than freshmen who do not live on campus, and because Wichita State University is committed to students and student success, *WSU requires all incoming freshmen to live on campus in designated university housing*. Freshmen live their first two semesters in our new residence hall, Shocker Hall, unless they are exempted from living on campus. All other students may choose their own accommodations; however, university housing is highly recommended.

Exceptions to the freshmen residency requirement are made for freshmen who are:

1. 21 years old or older;
2. Married;
3. Living with a parent, legal guardian, grandparent, uncle or aunt in Sedgwick County;
4. Living in official Greek housing; or
5. Taking less than 12 hours per semester.

All freshmen who would like to be exempted from the residency requirement — including those who fall into one of the above categories — are required to complete and submit a Freshman Exemption Form. Exemptions may require documentation and will be reviewed by Housing and Residence Life. A written reply will be sent to those who request an exemption.

Admission to Wichita State does not mean an automatic room reservation. Each student admitted will receive information concerning housing from Housing and Residence Life. Students need to complete a Housing and Residence Life room and board application/contract and pay an application fee and prepayment to reserve a room. Students are encouraged to apply early because space is limited.

For more information about living on campus, room and meal plan options, application/contract questions, please contact Housing and Residence Life at (316) 978-3693, email: housing.wsu@wichita.edu, or go the Housing and Residence Life website at wichita.edu/housing.

Wichita State University reserves the right to make policy adjustments where the situation demands and to change the residence of any student or deny or cancel residence accommodations

of any student in cases where such action is deemed desirable.

Registration

Specific information regarding registration can be found online at wichita.edu/registrar. 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.**

Newly admitted, currently enrolled and former students not academically dismissed, are eligible for online registration. Some academic restrictions have been built into the system. Some restrictions cannot be overridden. College or program specific restrictions may be considered for removal by contacting the appropriate college or department and requesting an electronic override.

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 website at wichita.edu/schedule.

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 in-person drop and/or add forms with the appropriate approvals. Changes of sections also require such action. A grade of F could be recorded for failure to attend the classes shown on the original enrollment records.

Late enrollments or adds normally will not be approved after the 20th class day.

Cutoff deadlines for dropping with a refund also vary according to the start date and length of the course. Drops of classes with a grade of W (withdrawal) are subject to a time limit established by the registrar.

Students who find it necessary to completely withdraw from the university must drop each class.

The MRC operates the university's cable television station, WSU-TV, and programs three other channels: Channel 21, MTVU; Channel 17, the International Channel; and Channel 20, the Campus Information Channel (CIC).

The MRC oversees the radio station licensed to the university, KMUW 89.1 FM. A public radio station, KMUW also operates the Wichita Radio Reading Service.

Facilities and resources at the MRC include a flexible learning space classroom, a multimedia lab, and a professional television production studio. The MRC designs, installs and maintains master classrooms across campus.

A wide array of media equipment is available for classroom use by students and faculty. This includes video recording systems and projection equipment.

KMUW

KMUW 89.1 is a listener-supported public radio station named Radio Station of the Year by the Kansas Association of Broadcasters, which includes commercial and noncommercial stations. KMUW is licensed to Wichita State University and operates at 100,000 watts with a schedule of local, national and international news, and a unique blend of music and entertainment. In addition to its traditional broadcast service, KMUW maintains a full-service website with local news, online streaming of its signal and archive access to its local music programs. KMUW supports local arts and culture in the community through partnerships, promotion and sponsorships. KMUW also produces seven music programs: Crossroads, Global Village, New Settlers, Straight No Chaser, Strange Currency, Night Train and Soulsations. KMUW is affiliated with NPR, PRI, AP and PRX national networks.

WSU-TV Cable Television

Wichita State University operates WSU-TV, which is carried on more than 20 cable television systems in the Wichita area. National programming promotes greater public awareness of research activities in progress around the world.

Additional programming consists of telecourses offered each semester for academic credit. Local programming includes a student newscast and occasional specials of university events.

Supplemental Instruction

SI is a proven program that helps students better understand course content and therefore improve their grades. Selected traditionally difficult courses are assigned a peer leader who leads weekly, free, drop-in study sessions. SI works. Students who attend SI typically earn higher grades than those who do not. The online schedule of courses identifies which sections have SI attached to them.

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.

Tutoring

Many departments on campus offer tutoring services that can help students master course material and earn better grades. The Office of Student Success hosts a tutoring clearinghouse, wichita.edu/tutoring, where students can find a list of available academic helping resources. When no such resources already exist, students can use the same website to request a tutor. Students interested in being paid to be tutors can also apply online at wichita.edu/tutoring.

University Libraries

University Libraries includes the main Ablah Library, the McKinley Chemistry Library, and the Thurlow Lieurance Memorial Music Library located in the Music and Languages Innovation Center (MALIC). These libraries connect students and faculty to the information, technology, and other resources essential to learning and research at WSU.

Library collections include more than two million books and research journals, federal and state documents, music scores, microforms, and other materials. Digital access is available to a variety of information resources with 236 databases offering journal indexing, company information, statistics, streaming audio and video, as well as, access to over 432,400 e-books and 73,300 e-journals. 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. In addition to its own collections, University Libraries is able to borrow materials from a worldwide network of other libraries.

University Libraries is dedicated to offering students a variety of services, study environments and convenient hours. Facilities include both quiet and collaborative study spaces with SmartTVs and white boards. University Libraries facilities include wireless internet access, print stations, scanners, color printers, microform reader/printers, photocopiers, seating for more than 800 people, a 24-hour study room, and a coffee bar. Over 200 computers provide access to library resources, the Internet, and a variety of software. Laptops, tablets, digital cameras and other technologies are available for checkout. Library instruction is offered through in-class collaboration with university departments, workshops, and one-on-one reference help. Technical help desk personnel are available to help library users with equipment and network access issues.

University Libraries Special Collections and University Archives includes rare books,

historical Kansas maps, photographs, records of the history of the university, and a growing manuscript collection of more than 700,000 documents. Featured collections include papers of the abolitionist William Lloyd Garrison, the Baughman Collection of Early Kansas Maps and local history, the Aitcheson Rare Books Collection, the Gordon Parks collection, and congressional papers including those of Kansas Congressman Dan Glickman. Digital collections presented by Special Collections and University Archives feature rare books, historical papers and photographs, as well as university and local history, including the Wichita Photo Archives.

More information about resources and services is located on the University Libraries website at libraries.wichita.edu.

Writing Center

The WSU Writing Center in 601 Lindquist Hall is free and open to all WSU students. In the Writing Center, all students can meet with a tutor who is either an undergraduate or graduate teaching assistant. While tutors do not proofread or edit, they offer assistance with all aspects of writing, including brainstorming, organization, style and revision, as well as specific writing concerns voiced by the student. A tutoring session lasts about 30 minutes. No appointment is necessary, but appointments may be scheduled by contacting the center at (316) 978-3173.

In addition to tutoring, the center is equipped with five computers with Internet access, Windows and Microsoft Word (printing services are not available). Students may also do online writing exercises to help improve basic grammar skills. Reading comprehension exercises are also available in the center.

The Writing Center is open 11 a.m.–7 p.m. Monday through Thursday and 11 a.m.–4 p.m. on Friday. It opens the second week of classes and closes at the end of the last day of classes each semester. It is not open on study day, during finals or on holidays.

Definitions; Grading

Classification of Students

Students are classified according to the following scheme:

- Freshmen: less than 30 credit hours earned;
- Sophomores: 30 to 59 credit hours earned;
- Juniors: 60 to 89 credit hours earned, and;
- Seniors: 90 credit hours or more earned.

Full-time status: As a general rule, a student taking 12 hours during the fall or spring semester is considered a full-time student. For graduate students, 9 graduate credit hours are considered a full load. (Graduate students who are half-time teaching assistants are considered full time if they take 6 or more hours. Graduate students taking all or a majority of courses which carry undergraduate credit must meet the 12-hour requirement to be certified as full-time students.)

During the summer session, 6 hours are full time for both undergraduate and graduate students, with graduate teaching assistants full time with 3 hours. *Students receiving federal financial aid may need to enroll in more hours to be considered full time.*

Credit Hour Defined

A *credit hour* is a measure of graduate or undergraduate academic work represented in intended learning outcomes and verified by evidence of student achievement that reasonably approximates not less than one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work for each week of instructional time for approximately 15 weeks for one semester, or an equivalent amount of work over a different amount of time. A class hour at Wichita State University is typically 50 minutes.

Course Numbering System

Courses numbered 99 or below do not count toward any degree program.

Courses numbered 100 to 299 are designed primarily for freshmen and sophomores, but students from other classes may be admitted for *lower-division credit*. Graduate students may not take these courses for graduate credit.

Courses numbered 300 to 499 are taught primarily for juniors and seniors. Freshmen and sophomores also may be admitted for *upper-division credit* if they satisfy the course prerequisites given in the Wichita State University Undergraduate Catalog. Graduate students may not take these courses for graduate credit.

Courses numbered 500 to 699 are aimed primarily at juniors and seniors, but graduate students may also receive graduate credit for these courses.

Courses numbered 700 to 799 are structured primarily for graduate students, but upper-division undergraduate students may be admitted if they meet course prerequisites. All students in these courses are expected to perform at the level of graduate students (Graduate I students—students who ordinarily have not accumulated more than 30 hours in a graduate program). Students receive graduate credit if the student was admitted to the Graduate School prior to enrollment; undergraduate students receive undergraduate credit unless the student was preapproved to earn graduate credit for that specific course under the senior rule policy, or was preapproved for graduate credit for that specific course following the student's admission to a dual/accelerated bachelor's to master's program.

Courses numbered 800 to 999 are designed for graduate students only and no students may be admitted to these courses unless they have been admitted to the Graduate School. (See the section called *Graduate Credit for Seniors* on page 25 for special conditions under which seniors may be admitted to graduate courses.)

Audit Credit

Students are permitted to attend credit courses on a noncredit basis, with appropriate approval, under an auditor classification. To be enrolled as auditors, students must enroll in the same manner and pay the same fees as for credit courses at the university. Auditors may participate fully in the class and expect instructor evaluation of their work. Auditors are expected to attend class regularly. The audited course will appear on the transcript with the grade notation of *Au*. A student's load (total credit hours) does not include audit enrollments. Courses taken on an audit basis may be repeated for credit, and if repeated may be used to fulfill degree requirements if the repeated grade is acceptable. Use of the audit basis for a course must be declared at the time of enrollment. Audited courses are *not* eligible for financial aid.

Credit/No Credit Courses

Courses numbered below 100 do not carry credit toward a Wichita State degree and are graded Credit/No Credit (*Cr/NCr*). All credit hours in such courses are excluded from credit toward graduation. Such courses are also excluded from the calculation of the grade point average.

In addition, certain credit courses are graded only *Cr/NCr*. Any department in the university may offer courses on a *Cr/NCr* basis. This designation is included in the course description of such courses in the Wichita State University Catalogs.

If students withdraw from a *Cr/NCr* course before the end of the 10th week of the semester (or the fifth week of the eight-week summer session), a grade of *W* is recorded. If they withdraw from such a course after the 10th week of a semester (fifth week of the eight-week summer session), they receive a grade of *NCr*, subject to the right of petition to the university's exceptions committee.

Cr/NCr may also be granted to a freshman for the first semester of work during the transition semester, as discussed in the Transition Semester policy, page 28.

Credit by Examination

Undergraduate course credit may be obtained by examination. The credit by exam program at Wichita State University is designed to enable those who have achieved college-level education through independent study, correspondence, television instruction, past experience, advanced high school classes or other traditional or non-traditional means to demonstrate their level of achievement.

No graduate course credit is available by examination. Credit by examination will not be awarded for duplication of credit or to replace course grades. More information on tests available and scores accepted for credit is posted on the Counseling and Testing Center website, wichita.edu/counselingtesting. Students should check with their academic advisors before attempting

any test. There are several means by which such credit may be earned:

1. Credit may be earned through Advanced Placement (AP) or International Baccalaureate (IB) exams administered through a student's high school. AP and IB exam credit is awarded for specific courses in many areas at Wichita State. The titles of the specific courses for which credit is granted and the AP or IB scores necessary for such credit are available at the WSU Counseling and Testing Center or on the website listed above.

2. Credit may be earned through the College Board's College Level Examination Program (CLEP) or DSST exams. Both kinds of exams are administered by the Counseling and Testing Center. General CLEP exams are intended for entering freshmen; a student with divisional credit will not receive additional hours by taking general CLEP exams. Information about the dates and times CLEP and DSST exams are administered is available at the WSU Counseling and Testing Center, (316) 978-3440.

3. High scores on the English and Math sections of the ACT or SAT will earn credit in English and math classes at WSU. Submit scores to the WSU Counseling and Testing Center for evaluation, or call the center for more information.

4. Individuals admitted to Wichita State may earn credit by departmental examination. In general, students may earn credit by examination for many undergraduate courses not covered by the tests listed. Students should apply directly to the chairperson of the department offering the course and consult with the Counseling and Testing Center before taking the exam. The chairperson will be responsible for ensuring that students are informed of the scope of the course, the text used, and other information relevant to taking the department exam.

The grade recorded for credit earned by examination is *TCrE* and it is recorded on a student's transcript after enrollment in the university. It is recorded as transfer work because it is credit for learning that did not occur through enrollment in a WSU course.

Students may not take a credit by examination test for credit in a course in which they have previously enrolled unless they received a *W* for the course. They may not retake any such examination.

Students may not request an examination for course credit in a course for which they do not have the stated prerequisite credit.

Fees are assessed to cover the costs of administering examinations and must be paid before the examinations are taken. A schedule of fees for the various examinations is available from the Counseling and Testing Center.

All credit by examination is subject to university policies and will be reviewed by the Office of the Registrar before being placed on the transcript.

Credit awarded by examination is determined by the department offering the course, which has sole jurisdiction.

Credit by examination from all accredited institutions of higher education is evaluated in the same manner as regularly graded coursework from these institutions. The credit awarded is adjusted to the credit by examination policies of Wichita State. Every attempt is made to ensure that credit by examination applies to both a student's degree program and university requirements for graduation. However, in no case may a transfer student receive more credit than the credit available to students at Wichita State.

Credit for Prior Learning

Wichita State University encourages students to seek credit for knowledge they may have acquired in a variety of ways through the Credit for Prior Learning program (CPL). Students who have had college-level education through traditional or nontraditional means, and can demonstrate achievement, may be eligible to earn credit by following WSU's Credit for Prior Learning pathway. Departments have varying policies as to any CPL that will be deemed equivalent to their courses. Once the equivalency is determined and posted to the student's record, it is acceptable in any department/program in which that course meets a degree requirement. For more information, go to: wichita.edu/priorlearning.

Examinations

The examination policy in each course is established by the department and the faculty of record and will be outlined with the course requirements. Re-examinations shall be permitted only with the consent of the faculty when re-examination is deemed to contribute to the academic objectives of the course.

Students cannot be required to take more than two final examinations per day. Arrangements for rescheduling the examination must be made by the student prior to the scheduled examination.

Special examinations, when requested, will be given only with the consent of the dean of the college involved. Students with disabilities should contact the director of disability services for assistance with special examinations.

Students who miss an assigned examination should arrange with their instructor to take a make-up examination. The dean of their college will serve as arbitrator only when deemed necessary.

Grading System

Wichita State grades include *A* (excellent), *B* (good), *C* (satisfactory), *D* (unsatisfactory), *F* (failure), *W* (withdrawal), *Cr* (credit), *NCr* (no credit), *S* (satisfactory), *U* (unsatisfactory), *I* (incomplete), *IP* (in progress), *NGS* (no grade submitted), *CrE* (credit by examination), and *Au* (audit). Passing grades include *A*, *B*, *C*, *D*, *Cr*, *CrE* and *S*. The grades *F*, *NCr* and *U* indicate that the quality of work was such that, to obtain credit, the student must repeat regular coursework. A plus/minus

grading system was adopted beginning fall 2009. It applies to grades of *A*, *B*, *C* and *D*.

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

<i>A</i>	= 4.000	<i>C</i>	= 2.000
<i>A-</i>	= 3.700	<i>C-</i>	= 1.700
<i>B+</i>	= 3.300	<i>D+</i>	= 1.300
<i>B</i>	= 3.000	<i>D</i>	= 1.000
<i>B-</i>	= 2.700	<i>D-</i>	= 0.700
<i>C+</i>	= 2.300	<i>F</i>	= 0

Related details:

B or better grade required: *B-* will fulfill this requirement unless otherwise indicated.

C or better grade required: *C-* will fulfill this requirement unless otherwise indicated.

Incomplete. An incomplete is a temporary grade assigned when the faculty member grants a student an extension of time to complete the coursework. This 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. The student must have successfully completed a majority of the work. 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 the *I* grade. If the coursework is not satisfactorily completed by the extension date, the *I* will revert to the default grade submitted by the faculty member; 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 an appropriate grade.

2. Subsequent enrollment in the course will be governed by the university repeat policy.

3. When students receive a grade of incomplete, they are automatically informed of the university policies and procedures governing incompletes, by the registrar's office.

Credit/No Credit. Used only in the transition semester and for courses defined as *Cr/NCr* in the catalog.

Credit by examination. Credit by examination or by credentials in lieu of formal enrollment in college coursework. The symbol *TCrE* is used for Advanced Placement (AP) or International Baccalaureate (IB) credit, for College Level Examination Program (CLEP) credit, for DSST exams, for course credit awarded on the basis of the ACT or SAT exams, for credit by departmental examination and for credit by credentials (military and similar background). Credit given; no credit points. See Credit by Examination, page 23.

Other special terms are used in reference to grading, as described below.

Grading Status. Courses may not be changed from one status to another—for example, graded to audit—after the enrollment period (through the drop/add week), except through petition to the university's exceptions committee.

Grade Point Average (GPA). The grade point average (also called grade point index) is computed by dividing the total number of credit points by the total number of credit hours completed for which regular letter grades (*A*, *B*, *C*, *D* and *F*) are assigned. The grades *Au*, *W*, *I*, *IP*, *Cr*, *NCr*, *S*, *U* and *CrE* are always excluded from grade point average computations. Four GPAs, if applicable, appear on a transcript: Semester GPA, Total WSU GPA, Transfer GPA and Overall GPA. GPAs are calculated and applied to three decimal places (truncated), although only two decimal places print on the transcript. A degree grade point average is frozen at the time of graduation.

Z Hours. Any hours where the grade is preceded by a *Z* are excluded from GPA calculations, from attempted hours and from earned hours. *Z* hours denote remedial courses, transfer courses that WSU does not accept, or are the result of WSU's repeat policy.

Course Attempted. An attempted course indicates that the student has enrolled officially in the course and that the student may have completed the course or been granted an incomplete. Attempts include courses receiving the grades *A*, *B*, *C*, *D*, *F*, *I*, *IP*, *Cr*, *NCr*, *S* and *U* but exclude *Au*, *CrE* and *W*.

Course Completed. A completed course is a course in which a letter grade of *A*, *B*, *C*, *D*, *F*, *Cr*, *NCr*, *S* or *U* has been assigned.

Course Pending Completion. An *IP* (in progress) grade is temporarily recorded when a course does not have to be completed by the end of the semester of enrollment. The grade submitted when the course has been completed replaces all *IP* grades for that course. This applies to courses such as Special Projects, Special Topics, Research and Thesis, as specified by the departments.

Credit Hours Earned. Credit hours earned means that credit is given (*A*, *B*, *C*, *D*, *Cr*, *S* or *CrE*). No student may earn hours of credit for any one course more than once, unless the description in the Wichita State University Catalog specifically states that the course is repeatable for credit.

Repeat Policy. The following provisions concern repeats:

1. Any course may be repeated. No course may be attempted more than three times. For this policy, an audit does not count as an attempt.

2. Any grade received at completion of a repeated class at WSU will automatically replace up to two previous grade(s) received for that course in computation of the student's cumulative grade point average.

baccalaureate and master's degree candidates for the spring semester are eligible to participate in the May ceremony and all baccalaureate and master's degree candidates for the fall semester are eligible to participate in the December ceremony. Baccalaureate and 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 commencement website: wichita.edu/commencement

Diplomas are available for distribution approximately seven weeks following the close of a given semester. Degree recipients may obtain their diplomas from the registrar's office. 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 (\$5 inside USA; \$40 outside USA), and a readable copy of the degree recipient's driver's license or other government issued photo ID.

Requirements for Graduation

The university's minimum graduation requirements for baccalaureate degrees are given below. Students should consult their college section of the WSU Undergraduate Catalog for additional graduation requirements imposed by the department and college of their major. Graduate students should consult the WSU Graduate Catalog.

Students are required to file an online Application for Degree (in the *myWSU* portal) at least two semesters before their expected date of graduation.

Students must have credit for a minimum of 120 acceptable credit hours toward their degree. Hours of credit earned toward a degree do not include courses with grades of *F*, *W*, *Au*, *NCr*, *IP* or *I*. In order to graduate in eight semesters, a student must take an average of 16 credit hours per semester.

Students must have completed the general education program (described beginning page 41) or the equivalent.

Students must maintain an overall grade point average of 2.000 (transfer work included) and a grade point average of 2.000 on all work taken toward a degree at Wichita State. Furthermore, students must maintain a grade point average of 2.000 in the courses in their major field of study.

Students must meet with advisors in each program department before claiming a minor or major in more than one degree program. The same hours can be used to meet the requirements of more than one major or minor or combination thereof within the following conditions:

1. At least 12 hours of unduplicated coursework must be completed in each major.
2. At least 3 hours of unduplicated coursework must be completed in each minor.

This policy does not apply to inter-college double majors as defined in the WSU undergraduate

catalog. Colleges and/or departments may impose further restrictions on the use of unduplicated hours for their programs, majors and/or minors. Such restrictions can be found in the degree requirements catalog section for each program.

Students shall not be allowed credit toward graduation for *D* grade work in excess of one-quarter of their total hours.

Students must have a minimum of 45 credit hours in courses numbered 300 or above.

All students, including those transferring from a two-year college, must complete at least 60 hours of four-year college work including 45 hours of upper-division work in order to qualify for graduation from Wichita State.

At least 30 hours of course credit (*A*, *B*, *C*, *D* or *Cr*) must be earned at Wichita State. Also, at least 24 of the last 30 credit hours or 50 of the last 60 credit hours must be completed at Wichita State. Course credit earned at another university as an approved part of a WSU exchange or study abroad program (e.g., NSE, ISEP) is counted as WSU credit with respect to this rule. Exceptions to this regulation may be made by the university's exceptions committee.

Students may transfer credits earned in correspondence or extension courses with the approval of their dean. However, no more than 30 hours of such credit may apply toward a bachelor's degree and no more than 6 hours of such credit may be among the last 30 credit hours.

Students who are eligible to graduate but who still have unpaid tuition balances will not graduate until those fees are paid.

Double Major

Students must meet with advisors in each program department before claiming a minor or major in more than one degree program. The same hours can be used to meet the requirements of more than one major or minor or combination thereof within the following conditions:

1. At least 12 hours of unduplicated coursework must be completed in each major.
2. At least 3 hours of unduplicated coursework must be completed in each minor.

This policy does not apply to inter-college double majors as defined in the WSU undergraduate catalog. Colleges and/or departments may impose further restrictions on the use of unduplicated hours for their programs, majors and/or minors. Such restrictions can be found in the degree requirements catalog section for each program.

Inter-College Double Major

An inter-college double major allows a student to complete an academic degree and major in one of the professional colleges (Barton School of Business, College of Education, College of Engineering, College of Fine Arts, College of Health Professions) along with a major in Fairmount College of Liberal Arts and Sciences. The following criteria and policies apply:

1. The student's professional college will be their *primary* college and LAS will be their *secondary* college.

2. The established degree requirements for each major must be completed; but for the inter-college double major, individual courses can be used to satisfy the major requirements of both majors.

3. Students must complete all graduation requirements (general education, core courses and college required courses) within their primary college, but are not required to complete all the graduation requirements of their secondary college.

4. The diploma will be awarded by the student's primary college. The academic department within the student's secondary college must verify that the student has satisfied the requirements of their major.

5. The student's academic transcript will indicate both majors.

Second Bachelor's Degree from Wichita State

Students with a bachelor's degree from another institution may receive a second bachelor's degree from Wichita State University upon completion of a minimum of 30 hours in residence, provided that none of the 30 WSU hours is counted in the first degree and provided that all Wichita State, college and departmental graduation requirements are met.

Students who have received one bachelor's degree from Wichita State University may receive a second upon completion of a minimum of an additional 30 hours in residence and upon satisfying the requirements of the department and college from which the second degree is sought. These hours are in addition to those required for the first degree.

Student must comply with the policies regarding duplicate use of coursework outlined in the section on double majors.

Exceptions

Academic Forgiveness

Students who have accumulated a grade point average of less than 2.000 may petition the dean of his or her college and the college exceptions committee to be admitted to a degree program with no college credit and no grade point average.

To qualify, petitioners must be at least 25 years old, must have been out of a degree program of college studies for at least four years, and must demonstrate ability to progress in college work.

If the petition is approved, all prior college courses and grades are recorded on the transcript, followed by the notation *admitted without credits or grades by committee action*.

The policy may be applied to Wichita State University enrollment as well as to work at other colleges. When implemented, the policy waives all previous credits and grades except

in the case of credits and grades earned in the special nondegree-bound status under the open admission policy.

Change of Grades

Changes of grade due to errors in grading or reporting may be initiated by an instructor at any time during one calendar year following the assignment of the original grade. A grade change also may be initiated by the chairperson of the department that offered the course if, and only if, the instructor is not in residence.

An instructor who wishes to request a change in a grade assigned more than one year earlier may petition his or her college's committee on exceptions. If this committee approves a change in grade, the instructor, department chairperson and dean concerned must be informed by the committee before its recommendation is transmitted to the registrar's office and the grade change entered on the student's transcript.

This change of grade policy does not affect the right of the student to appeal to the Court of Student Academic Appeals. However, the court will ordinarily not hear cases involving grades assigned more than one semester prior to the time of appeal.

In cases where failing grades have been recorded because a student was unable to withdraw officially, the student may petition the exceptions committee of his or her college for a late withdrawal from all courses in the semester in question. The student must provide verifiable evidence of the causes for failing to withdraw properly. The petition will also be submitted to the University Admissions and Exceptions Committee. If the petition is granted, the grades are changed to *W* through the usual withdrawal procedure. The policy applies to all courses in a semester and can be invoked only for Wichita State University courses.

This change of grade policy may not be applied after graduation to courses attempted prior to graduation.

Court of Student Academic Appeals

The faculty at Wichita State has established a procedure to resolve disputes arising out of the classroom through the Court of Student Academic Appeals. The court hears appeals from students who believe they have been treated unfairly in grading. The court is designed to help resolve differences that cannot be settled in 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 the Provost and Vice President for Academic Affairs, Room

109 Morrison Hall. The general procedure is explained to students when they pick up the form.

Appeals for charges of plagiarism must be filed with the class instructor's dean. For more information see section 2.17 of the *WSU Policies and Procedures Manual* at wichita.edu/policiesprocedures.

Exceptions Committee

The University Admissions and Exceptions Committee reviews petitions from people seeking admission to the university as domestic undergraduates who otherwise do not qualify. The committee also considers petitions from students seeking exceptions to other specific academic rules and regulations for which exceptions can be made. This does not include grading matters handled by the Court of Student Academic Appeals.

Exceptions petitions are considered first by the student's college committee, then by a university committee. Exceptions denied at the college level are automatically submitted for consideration at the university level. Decisions made by the university committee are final. University-level decisions can be appealed by repetition, but will be considered only if the student presents relevant documented information that was not included in the original petition. The university committee decision concerning appeals is final. The Court of Student Academic Appeals cannot be used to appeal exceptions committee decisions.

Students are advised to begin the petitioning process by consulting with an academic advisor in their college of enrollment. There is a separate exceptions process for international undergraduate admission through the international education office.

Exemptions for Superior Achievement

Students who have completed a minimum of 12 hours at Wichita State and have a cumulative grade point average of at least 3.250 and a grade point average of at least 3.000 the previous semester may be granted several privileges:

1. They may be exempt from regulations governing the maximum number of hours allowed students during a semester;
2. They also may be exempt from college regulations, if any, governing the maximum number of hours students may take during a semester in one department. However, students shall not enroll in more than 21 hours without the permission of their college deans; and
3. They may have permission to have course prerequisites waived with the consent of the instructors of the courses and the heads of the departments in which the courses are taken.

Transition Semester

To accommodate students in their adjustment to college standards, they may be eligible for a special transition semester. The transition semester is a student's first regular semester at Wichita

State regardless of the number of hours attempted (summer session excluded). Students who have enrolled at another institution of higher learning in a regular term (summer session excluded) before enrolling at Wichita State are not entitled to a transition semester at WSU.

The processing of a transition semester results in grades of *A*, *B* and *C* being changed to Credit (*Cr*), and grades of *D* and *F* being changed to No Credit (*NCr*). These designations have no impact on the student's grade point average. College-level courses (numbered 100 and above) with a grade of *Cr* count toward graduation.

Students must meet the following requirements to be granted a transition semester:

1. The grade point average for their first regular semester must be below 2.000;
2. Their next semester of enrollment must be at WSU and they must complete at least 6 graded hours with a 2.000 or higher grade point average. *Graded hours* do not include courses taken for Audit (*Au*), Credit (*Cr*), or Satisfactory (*S*); and
3. After grades have been issued for that next semester, students must complete a form in their college/advising center office requesting a transition semester. This request must be made before completion of any further college courses.

Students who fail to meet these requirements will not be awarded a transition semester and will be subject to the appropriate probation or dismissal standards.

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, probation or suspension, consistent with campus provisions for due process.

Student Code of Conduct

The Student Code of Conduct details guidelines regarding student and organization conduct and procedures. These guidelines cover topics such as academic honesty, drug use, hazing, gambling, weapons and sexual harassment. The conduct procedures outline the actions needed to file a complaint and the course followed in student conduct hearings.

The Student Code of Conduct is located online at wichita.edu/studentconduct. Individuals wanting to file an incident report about a student can fill out a report online at wichita.edu/studentconduct.

Student Academic Honesty

A standard of academic honesty, fairly applied to all students, is essential to a learning environment. Students who compromise the integrity of the classroom are subject to disciplinary action by their instructor, their department, their college and/or the university. Violations of classroom standards of academic honesty include, but are not limited to:

1. Cheating in any form, whether in formal examinations or elsewhere.
2. Using or submitting the work of others as one's own original work without assigning proper credit to the source.
3. Misrepresentation of any work done in or out of the classroom or in preparation for class.
4. Falsification, forgery or alteration of any documents pertaining to academic records.
5. Colluding with others in an effort to obtain a grade or credit not truly reflective of what the student knows or has learned.

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

The fundamental responsibility for the maintenance of the standards of academic honesty rests with each student. It is each student's responsibility to be familiar with university policy on academic honesty and to uphold standards of academic honesty at all times and in all situations.