



HLC Accreditation 2020-2021

# Evidence Document

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WSU Policies and Procedures Manual

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## Chapter 2 / Academic Policies

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**Additional information:** See the web page at :  
[https://www.wichita.edu/about/policy/ch\\_02/](https://www.wichita.edu/about/policy/ch_02/) (Accessed February 24, 2021.)



# WSU Policies and Procedures

## Chapter 2 - Academic Policies

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## 2.08 / Posthumous Degrees

Effective: July 01, 1997 | Revised: November 04, 2015

### I. Purpose

To create a policy that standardizes a procedure for the awarding of posthumous degrees.

### II. Policy

The award of a posthumous degree recognizes the academic achievement of the student. Upon the recommendation of the student's major department to award a posthumous degree, the dean of the college will contact the family to ascertain their wishes and then will forward an appropriate recommendation to the Provost with a copy to the Registrar. If the degree to be awarded is a graduate degree, the chair's concurrence with the award must note the approval of the graduate faculty of the department.

To be eligible for a posthumous degree an undergraduate student must be degree-seeking and typically within 30 hours of completing the bachelor's degree or within 15 hours of completing the associate's degree.

A graduate student must be "near completion" of the degree. An approved plan of study must be on file or in the process of approval. All graduate school rules and regulations pertaining to time limits, incomplete grades, transfer credits, etc., will be in effect.

During the commencement ceremony the names of posthumous degree recipients should be read at the beginning of each college list of names. If printing deadlines can be met, the student's name should be printed in the commencement bulletin.

## 2.10 / Program Discontinuance

Effective: July 01, 1997

### I. Introduction

Program discontinuance has already occurred at Wichita State University and has been necessitated by numerous environmental pressures on the University. Various economic, social, technical and educational demand trends may lead to further reallocation decisions of increasing difficulty as the University works to serve the interests of its publics.

In 1977 the Wichita State University mission statement concluded that "Wichita State University can best serve its urban mission by being an excellent university." Excellence comes at the price of high investment of scarce resources and the University must use its limited resources in an optimal manner to achieve the greatest degree of excellence in its programs. A decision to discontinue a program must be recognized as a basic tool in the university's efforts to fulfill its mission.

When faced with the necessity of program discontinuance, the faculty of Wichita State University must take a positive stance toward the issues involved. Any action requiring program discontinuance must be contained and directed in ways acceptable to the academic standards of Wichita State University.

Discontinuance decisions, when necessary may often involve the redirection of resources to other programs. It is crucial that such decisions be made so that the ability of the University to fulfill its mission is significantly enhanced. Such decisions must be guided by a comprehensive statement of principles and procedures to ensure that the University's mission is, in fact, properly served, that decisions are based on bona fide long-term trends in the environment, that the well being of the current students is served to the greatest possible extent, and that the spirit as well as the letter of the University's tenure commitment to faculty is honored.

### II. Definitions

#### A. Program discontinuance

"Program discontinuance" at Wichita State University refers to the termination of an academic unit (college, department, division, center or school) in which a degree is offered. It may also refer to the termination of a specific or unique degree program with no other change to the academic unit which offers that degree program.



Programs subject to discontinuance under these procedures are those listed in the "Degree and Certificate Program Inventory for Regents Institutions." By specific action of the faculty of the relevant college, concurred in by the University President, areas of emphasis or academic sub-specialties within existing degree programs may be considered as "programs" to be treated under this document.

### **B. Teaching faculty**

The term "teaching faculty" refers to all unclassified personnel with the faculty rank of instructor or higher whose duties are 50 percent or more teaching and/or research and/or library services.

### **C. Academic weeks**

The term "academic weeks" will be used to specify those periods of time, according to the University calendar, during which the University is officially in session (excluding Summer Session).

## **III. Procedures**

- A. Recommendations for the initiation of program discontinuance may be originated from any of several sources. Specifically, these would include the academic unit in which the degree is offered, the dean of the college in which the program is offered or the Provost.
- B. Program discontinuance will be the decision of the President of Wichita State University upon recommendation from the Provost. Decisions regarding program discontinuance will be made on the basis of bona fide educational considerations only and these decisions will be distinct from and unrelated to those based upon financial exigency.
- C. When an academic unit offers more than one degree program and less than the total unit is recommended for discontinuance, the faculty members of the continuing academic unit will not be considered for dismissal unless the unique or specific degree program discontinuance significantly reduces the resources, structure or performance of that academic unit or unless the faculty member is demonstrably unqualified for continued appointment in the continuing unit even following reasonable efforts at retraining. This determination would be made upon recommendation from the academic unit to the dean of the college or appropriate budget review officer.
- D. Proposals for potential program discontinuance shall be made in writing to the Provost. Such proposals will include identification of circumstances leading to the recommendation, a detailed rationale for the recommendation, a statement of the projected impact on the mission of the University and the academic unit, a statement of the projected impact on students and faculty of the academic unit, and a statement of the financial resources and faculty positions likely to be affected by the recommendation.
- E. The President and/or the Provost will provide confidential copies of the program discontinuance recommendation to the members of the Executive Committee of the Faculty Senate. The President and/or Provost will meet with the Executive Committee to seek its confidential advice relative to the wisdom of proceeding with a review of the program discontinuance proposal. The President will also provide opportunity for the



Institutional Equity and Compliance Director to provide advice on the effect of the proposed reduction on compliance with the University's affirmative action plan.

- F. If the President and/or Provost decide to proceed with the program discontinuance proposal, the Provost will transmit to the dean of the affected unit copies of the proposal with the request that the dean seek the confidential advice of a committee of all departmental chairs in the college about the wisdom of proceeding with the program discontinuance. The chair of the affected unit will be notified of the proposed action at least one academic week in advance of the committee meeting of the department chairs. The chair of the affected unit will have the option of meeting with the President or Provost. The dean will communicate the committee recommendation with his or her own recommendation back to the Provost.
- G. If the President and/or Provost decide to proceed with consideration of program discontinuance, the faculty of the affected unit will be notified first and a copy of the discontinuance proposal will be distributed to all members of the faculty of the college affected. Faculty members and students of the affected college will be invited to submit within two academic weeks written statements or arguments or rebuttal on the proposal to the college dean for distribution to the teaching faculty of the college. Within a period of not less than two academic weeks nor more than four academic weeks of the distribution of the written statement or rebuttal to the teaching faculty, the teaching faculty of the college shall be convened to vote its agreement or disagreement with the recommendation for program discontinuance. Absentee ballots shall be accepted. A copy of that action including the vote count shall be forwarded to the Provost, the dean of the college and the President of the Faculty Senate.
- H. At the next meeting of the Faculty Senate, the Senate President will report the proposed program discontinuance and the action of the college faculty on that matter. No Senate action is required but the Senate may, by majority vote, choose to record a position of agreement or disagreement with the proposed program discontinuance which shall be forwarded to the University President.
- I. The President of Wichita State University will evaluate the initial recommendation, the actions of the review bodies, the recommendation of the Provost and will, within four academic weeks, render a final decision regarding the recommendation for program discontinuance. If the decision is in favor of program discontinuance, the statement from the President will include a detailed timetable for the discontinuance action and a statement, with reference to all provisions of this document, detailing actions to be taken regarding the affected students and faculty. The statement must be distributed to the Provost and the dean, chair and faculty of the affected unit.

#### **IV. Rights and Privileges of Students and Faculty**

- A. The provisions of this section will apply to all program discontinuance actions regardless of the originating source. The Provost will make a public announcement of the discontinuance of the program and faculty representatives from the program shall contact all students who are enrolled in the degree program. No student should be



admitted after the announcement has been made. Consideration of the impact on current students will be made to help them complete their degree program.

- B. After the public announcement is made, there will be a maximum of a three-year period of continuance to accommodate current students. If it is not possible for students to complete their degree programs within this three-year period, the University will make reasonable efforts to accommodate such students. Such efforts should include but not be limited to the following:
  1. permitting the student to complete his/her degree program by taking work in related departments;
  2. permitting the student to complete his/her degree program at another institution;
  3. making provisions in the case of graduate students for supervision of dissertations and administration of graduate examinations by faculty at other institutions; and
  4. honoring existing multi-year fellowships.
- C. For faculty members in the unit being considered for discontinuance, the written termination notice from the President must include the following:
  1. a statement of the basis for the decision to dismiss;
  2. a description of the manner in which the decision to dismiss was made;
  3. a disclosure of data on which the President relied; and
  4. a statement of the faculty member's right to respond to the dismissal.
- D. For faculty members holding probationary appointments, the notice of nonreappointment must meet the prescribed terms.
- E. The appointment of a tenured faculty member should not be terminated in favor of retaining a faculty member without tenure, unless there are extraordinary circumstances where a serious distortion of the academic program would otherwise result.
- F. Faculty on continuous tenured appointments who are scheduled for dismissal for reasons of program discontinuance will be retained as long as possible during the years in which their program is being phased out and will receive their full salaries with appropriate merit increases. During the time in which students in a discontinued program are permitted to complete their degree, tenured faculty will be continued in their previous duties or will, by mutual consent, be reassigned to other suitable positions within the University. Every reasonable effort will be made to find a position acceptable to the faculty member as well as to the unit to which the assignment is being considered.
- G. Addition of faculty relocated within the university will not displace present tenured or probationary personnel. The unit involved in the placement as well as the faculty member must participate in the decision-making process. If placement in another position would be facilitated by a reasonable period of retraining, financial and administrative support for such training will be proffered.
- H. If continued appointment of a tenured faculty member is deemed impractical due to significantly decreased student participation during the three-year phase-out period; and, if relocation is unreasonable, the faculty member will be assigned other duties for no



more than 12 months. Early retirement or part-time employment should also be considered as additional options.

## V. Appeals

- A. A faculty member who receives written notice of termination for the reason of discontinuance of a program will have all the rights of due process as established in the Grievances Procedures section under Resolution of Internal Disputes.
- B. A faculty member who receives notice of termination for this reason may initiate review by making a written request to the Chair of the Rules Committee stating the grounds for challenging the decision to terminate.
- C. The administration must demonstrate initially that the decision to terminate was arrived at in accordance with established University policy as described in this document; the faculty member then bears the burden of proving the validity of his/her allegations of improper action.
- D. Grounds for the claim of improper action may include but are not limited to:
  - 1. failure of the University to follow established processes for determination of program discontinuance;
  - 2. incomplete or erroneous data in selecting the faculty member for dismissal;
  - 3. failure of the University to make a reasonable effort to place the faculty member in another suitable position;
  - 4. unfairness based on discrimination and/or principles of affirmative action.
- E. If a hearing is determined to be necessary, the specific procedures for the hearing are provided in the statement of Policies and Procedures for Processing Grievances of Faculty at Wichita State University under Resolution of Internal Disputes.
- F. In the case of a claim of unfairness based on discrimination and/or principles of affirmative action, procedures will also be those set forth in the Policies and Procedures for Processing Grievances.

## 2.11 / Deactivation of Courses

Effective: July 01, 1997

### I. Purpose

This policy is established to insure students have accurate catalog information about the opportunities to study at Wichita State University. The policy establishes procedures for identifying courses to be stricken from the catalog (called deactivation), procedures for offering courses in the deactivated category, procedures for activating courses deactivated and having such courses included in the catalog (called reactivated), and procedures for identifying courses among those courses deactivated for possible deletion.

### II. Policy

#### A. Identifying Courses to be Deactivated

1. Courses not offered within the most recent five-year period are candidates for deactivation.
2. Each spring the Provost will request the Registrar to compile a list of courses not offered during the most recent five-year period. This is the list of courses which are "Candidates for Deactivation."
3. The list of "candidate courses" will be distributed to deans, along with a request to share this information with relevant chairpersons, for review and consideration.
4. Unless the chairperson and dean request a course or set of courses be retained or deleted through the regular curriculum committee procedures, the "candidate courses" provided by the Registrar will be deactivated. Deactivation means they will not be advertised in the catalog. Deactivated courses may be offered (see below), reinstated (see below), and "blue-carded."
5. A list of deactivated courses, including course descriptions, will be distributed to relevant deans for distribution to appropriate curriculum committees and chairpersons.

#### B. Procedures for Offering a Deactivated Course

Courses which have been deactivated may be included in a schedule of courses by following the procedures outlined below.



1. The chairperson should list the deactivated course(s) on the proposed course schedule as he/she would a regular course.
2. The chairperson should submit a Wichita State University Curriculum Change Form through the dean, to the Registrar requesting that the deactivated course(s) be offered with the proposed course schedule. You need only to complete item #9 at the top of this form and item I, A, 1-3 indicating "Offering Deactivated Course." Attach this to the proposed course schedule. The Schedule of Courses will include a course description for any deactivated course that is offered.
3. Submit a copy of the Curriculum Change Form to the Office of Academic Affairs. This is for information purposes only.

### **C. Procedures for Including a Deactivated Course in the Next Catalog Printing**

The procedures for having a deactivated course made active and advertised in the undergraduate and graduate catalogs (i.e., reactivation) are also relatively straightforward. However, reactivation should only be undertaken when a department expects to regularly offer a course that is currently deactivated:

1. The chairperson should submit a Wichita State University Curriculum Change Form through the dean, to the Office of Academic Affairs. Complete item #9, indicating other action, Inclusion in Catalog, and Section I.A., showing the department and course number, course title, credit hours, course description, prerequisites, and the appropriate 11-digit identification number. Under Section VI briefly outline the manner in which the department will regularly offer the course(s).
2. If the course is being offered immediately, also attach a copy of the Curriculum Change Form to the proposed schedule.
3. The Provost will forward the request to both University Communications (for inclusion in the relevant catalogs) and to the Registrar's Office (to take the course(s) out of the deactivated file.)

### **D. Deletion of Deactivated Courses**

A deactivated course may be deleted if it is not periodically offered.

1. Each spring the Provost will request from the Registrar a list of courses that have been on deactivation status for five years.
2. Unless requested otherwise by both the chairperson and dean, courses on this list will be deleted through the regular curriculum committee procedure.

### **E. Information About Deactivated Courses**

A list of deactivated courses will be made available to students and faculty.

1. The Provost will request the Registrar to provide a list of deactivated courses each fall semester. This list will be distributed to relevant deans, for distribution to relevant chairpersons, departments and curriculum committees.
2. Whenever a deactivated course is offered, a course description will be included in that semester's Schedule of Courses.

## **2.16 / Centers, Institutes and Bureaus**

Effective: October 31, 2009

### **I. Purpose**

The purpose of this statement is to set forth University policy with regard to the creation and initiation of Centers, Institutes and Bureaus at Wichita State University.

### **II. Preamble**

Board of Regents policy states that all centers, institutes and bureaus should enhance the visibility of a given subject or activity and that there should be sufficient resources provided in support of the center, institute or bureau to meet the goal of increased visibility.<sup>1</sup> It is crucial that the University have a formal process in place to ascertain and assure compliance with Regents requirements and to verify that the creation and initiation of such an entity is in the best academic and financial interests of the University.

<sup>1</sup> See Item 7(j) in Chapter II, Section A of the Board of Regents Policy Manual. See also Item 7(e) in Section A with regard to required approvals.

### **III. Policy**

- A. No center, institute or bureau shall be initiated without the specific authorization and approval of the President of the University, after review and recommendation by the Provost. (It is noted that Centers of Excellence, which are funded through legislative appropriation, should have state and nation-wide recognition and should be unique within the state. Centers of Excellence require consideration and approval by the Board of Regents and the Kansas Legislature.)
- B. The Provost shall be responsible for the development of criteria and guidelines for consideration and use by faculty, departments and/or colleges interested in the creation and initiation of a center, institute or bureau.

### **IV. Implementation**

This policy shall be included in the WSU Policies and Procedures Manual and shared with appropriate constituencies of the University. The Provost shall have primary responsibility for publication, dissemination and implementation of this University policy.



## **2.17 / Student Academic Integrity**

Effective: July 14, 2010 | Revised: August 07, 2020

### **I. Initiating Authority**

A. The Provost or their designee is the initiating authority for this policy. The Provost is responsible for the development and implementation of policies and procedures for the administration of the Student Academic Integrity policy. The Provost is responsible for notifying the University community of substantial changes to this policy.

B. Additionally, the Associate Dean of Students serves as the primary Conduct Administrator, unless otherwise designated by the Vice President of Student Affairs. The Conduct Administrator is responsible for Student Conduct & Community Standards to oversee and administrate the policies and procedures for the Student Academic Integrity policy.

### **II. Person/Groups involved in Review**

A. This policy shall be reviewed a minimum of every three years under the direction of the Provost.

B. Other parties that may be included in the review of the Student Code of Conduct include:

1. Student Conduct & Community Standards office staff;
2. Associate Vice President for Academic Affairs;
3. Associate Vice President for Student Affairs & Dean of Students;
4. Vice President for Student Affairs;
5. Faculty Senate; and
6. Office of General Counsel.

### **III. Purpose Statement**

A. This policy sets forth the expectations for the responsible acquisition, discovery, and application of knowledge by Students at the University, including the ethical use of information resources, and to ensure the integrity of academic credit and degrees conferred by the University.

B. The University is committed to the ethical pursuit of knowledge. In order to ensure the integrity of faculty evaluation of Students, all members of the University community share responsibility for ensuring that Students have demonstrated successful mastery of the learning objectives for each Academic Activity. By conferring a degree, the University is



assuring the general public that the Student has successfully met all requirements for graduation, including meeting the learning objectives for each Academic Activity. Indifference to academic misconduct is not a neutral act—failure to confront and or deter such behaviors will reinforce, perpetuate, and increase the prevalence of academic misconduct in the University community.

- C. Students are expected to complete independent, original work for each academic course or activity unless otherwise specified by the Faculty Member. Students should seek clarification when in doubt. Faculty Members are required to communicate their expectations regarding Academic Integrity; including, but not limited to, collaboration, information sharing, and conducting ethical research. All syllabi must include information (or refer the student to accessible information) on the Student Academic Integrity policy. Additionally, Faculty Members are expected to adhere to the policy pertaining to the reporting and resolution of alleged violations of Student Academic Integrity.
- D. Discretion is expected by those involved in the Academic Integrity process, especially as related to investigations of academic misconduct allegations. Details should only be shared with those that are on a need to know basis, and with compliance of FERPA.

#### IV. Policy Statement

- A. As members of the University community, all Students, Student Groups, and Student Organizations are expected to display respect for the rights of themselves and others and to be accountable for their behavior. Lack of familiarity with University Policy is not a defense to a violation of this policy. Unless specifically noted in the policy definition, intent is not a required element to establish a policy violation.
- B. Academic misconduct includes a broad range of infractions. The following list, while not comprehensive, provides examples of actions that violate the expectations for the responsible acquisition, discovery, and application of knowledge by Students at WSU:
  - 1. **Plagiarism** – Representing the words, ideas, graphics, or any portion of another's work, whether published or unpublished, as one's own and/or without appropriate and/or accurate citation/attribution.
  - 2. **Unauthorized Use or Possession of Materials or Resources** – Using or possessing any materials or resources during an Academic Activity without the express permission of, or in a manner that is inconsistent with the express permission of, the Faculty Member. Unauthorized use of materials or resources includes, but is not limited to, any electronic device; course textbooks, articles, cheat sheets, other print sources; and/or looking at another individual's current or previous academic work. This includes submission of materials that were purchased or otherwise obtained by an outside or commercial source (e.g. ghostwriting or pay-for-paper services).
  - 3. **Unauthorized Collaboration or Consultation** – Collaborating or consulting with another individual or group during an Academic Activity without the express permission of the Faculty Member.



4. **Fabrication, Falsification, or Misrepresentation of Information** – Providing fabricated or falsified information or misrepresenting information in an Academic Activity or related to academic attendance or other academic requirements.
5. **Academic Interference** – Engaging in any behavior or taking any material(s) for the purpose of interfering with an Academic Activity. Academic Interference includes, but is not limited to: removing, concealing, damaging, destroying, or stealing materials or resources that are necessary to complete or perform an Academic Activity; tampering with another person or group's work; and/or interfering with another Student's academic performance.
6. **Unauthorized Resubmission** – Submitting an Academic Activity which has been previously submitted for credit, publication, or presentation without authorization from the Faculty Member to which the submission is made. This provision also applies when repeating a course, regardless of whether or not a grade was awarded for the previous enrollment period.
7. **Facilitation of Academic Misconduct** – Engaging in behavior that facilitates another person or group's ability to engage in or causes another person or group to engage in academic misconduct, including but not limited to providing another Student with a copy of the Student's work and/or access to unauthorized materials or resources, or forcing or coercing another Student to complete academic work on behalf of another.
8. **Bribery** – Offering, giving, receiving, or soliciting any funds, goods, services, or anything else of value in exchange for an academic advantage for any Student.
9. **Unauthorized Sale, Distribution, or Receipt of Academic Materials** – Buying, selling, receiving, or distributing academic materials without the express permission of the Faculty Member including, but not limited to previous assessments, study guides, solutions manuals, lecture slides, or any other form of intellectual property. This includes, but is not limited to, providing academic materials to crowdsourced digital databases and web platforms.
10. **Research Misconduct** – Research Misconduct, as defined in and prohibited under, Policy 9.13/Misconduct in Research. Alleged violations of research misconduct will be addressed pursuant to policy 9.13. However, academic sanctions may be made when the alleged research misconduct impacts or is any way tied to the Student's academic work.

## V. Definitions

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

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



- B. Conduct Administrator – the Associate Dean, or their designee, authorized to address a Student, Student Group, or Student Organization’s concerns.
- C. Faculty Member - Any member of the University community who has responsibility for classroom or other teaching activities, mentoring, or academic evaluation of a Student. This includes, but is not limited to, instructors, researchers, applied learning/practicum supervisors, teaching assistants, research assistants, graduate assistants, lab assistants, and course and program directors.
- D. Student - Any individual who has been notified of admission to the University; is enrolled in, auditing, or participating in any University course or program; is assigned a space in a University owned or managed housing facility; or has a continuing relationship with the University. This includes, but is not limited to, Orientation, Intensive English, National Student Exchange, and Study Abroad. An individual is considered a Student until they notify the University they are no longer a Student, or the University informs them that they are no longer a Student for reasons including, but not limited to, withdrawal, transfer, graduation, academic disqualification, or expulsion. An individual who has been suspended is still considered a Student during the suspension period. Students who leave the University before an Academic Integrity complaint is resolved may be prohibited from future enrollment and/or accessing University records until the matter is resolved.
- E. Student Group - Any number of persons who are associated with the University and each other, but who have not registered, or are not required to register, as a Student Organization that conducts business or participates in University-related activities. Student Groups include, but are not limited to, Student Government Association, Student Activities Council, musical or theatrical ensembles, sport clubs, or intercollegiate or independent varsity athletic teams.
- F. Student Organization - Any Student-led organization that has been approved and is recognized by the Student Government Association.
- G. University - Wichita State University (WSU) and its affiliates.
- H. University Policy - Any written guidelines of the University or the Kansas Board of Regents as found in, but not limited to, the Student Code of Conduct, Housing and Residence Life Handbook, Graduate/Undergraduate Catalogs, Student Organization & Advisor Handbook, WSU Policies and Procedures Manual, Library Facilities Policy, Board of Regents Board Policy Manual, Traffic Regulations, and/or Intramural Sports Handbook.

## VI. Administrative Procedures

A full listing of the Student Academic Integrity administrative procedures can be found in the Academic Integrity Handbook. Faculty Senate approval is needed for all changes to the Academic Integrity Handbook.



## **VII. Related University Policies**

- A. Policy 9.13/Misconduct in Research
- B. Academic Integrity Handbook