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**POLICY: 5-01**

Approval
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LT Approved: November 2, 2023
Effective Date:
Revised: September 27, 2023
Responsible Party: Academic Vice Presidents

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The Wichita State University Campus of Applied Science & Technology (WSU Tech) community expects all members to discipline themselves, individually and collectively, and it requires adherence to the regulation of conduct appropriate for an academic community. WSU Tech must and will take appropriate action when a member's conduct places the best interests of the community at jeopardy.

Students are members of the academic and professional community. As members of the academic and professional community, they assume the obligations inherent in that membership and as representatives of the college. Each student, as a member of this community, is responsible for being familiar with the Academic Code of Conduct and policies of WSU Tech.

The Academic Code of Conduct exists to encourage the best possible learning environment for all students. It is the obligation of students to treat all other members of the academic community with dignity and respect — including other students, faculty members, employees, visitors and neighbors of WSU Tech. The enforcement of college regulations is critical to the existence of such an environment for all members of the academic community.

Students are expected to meet WSU Tech's basic standards for academic department and/or external certification performance and/or progress. Violation of the Academic Code of Conduct may lead to disciplinary action up to and including a letter of reprimand, probation, suspension from the program/course or expulsion from the college for a set amount of time.

**Regardless of any other or contrary provisions in this document, individual program standards/state regulatory processes and procedures may have additional academic/student code of conduct requirements as appropriate to the program and the course.**

Students who violate the Academic Code of Conduct policy are subject to administrative consequences, which may include, but are not limited to:

1. Letter of Reprimand
2. Probation
3. Suspension from the college for a set time
4. Expulsion from the college
5. Reduction or cancellation of a college scholarship

## Definitions:

1. Notice: Notices which are required to be given by this procedure shall be considered served upon the student when given by personal delivery, mailed by first class or certified mail, or email to the contact information student has filed with the College.
2. Letter of Reprimand: A written directive to a student outlining a violation of the Academic Code of Conduct.
3. Academic Disciplinary Probation: After finding a violation of the Academic Code of Conduct, a disciplinary probationary period which restricts the student's privileges for a designated period; including the probability of more severe disciplinary sanctions if the student is found to be violating any college regulations during the probationary period.
4. Academic Grade Probation: Students registering in six or more credits who do not maintain a cumulative GPA of 2.0 or higher.
5. Academic Disciplinary Suspension: An involuntary separation of the student from the college for violation of the Academic Code of Conduct that does not exceed two academic terms per suspension for any singular offense or situation. Students may be suspended from one class period by the responsible faculty member while longer suspensions can only be applied by the appropriate Academic Dean in which the student's program resides. Students may be suspended from a class/program and may be suspended from use of a college facility or an activity. While a student is suspended, he/she is not eligible for admission or re-admission at any of the college's campuses. Once the suspension is lifted, the student is eligible for admission. After the suspension, a student's eligibility for program re-admission is determined by the appropriate Academic Dean in which the student's program resides and is contingent upon their ability to prove the behavior that resulted in the suspension has been resolved. Academic Disciplinary Suspension can be appealed to the appropriate Academic Vice President pursuant to the Student Right of Appeal contained in the Academic Code of Conduct.
6. Academic Grade Suspension: Students on Academic Grade Probation who, at the conclusion of their probationary semester, do not achieve a cumulative GPA of 2.0.
7. Academic Disciplinary Expulsion: An involuntary separation of the student for more than two terms from the college for violation of the Academic Code of Conduct. While a student is expelled, he/she is not eligible for admission or re-admission to any of the college's courses, programs, or activities. After the expulsion, a student's eligibility for re-admission is determined by the appropriate Academic Vice President contingent upon their ability to prove the behavior that resulted in the expulsion has been resolved.
8. Day: Refers to business day unless otherwise noted.

## Academic Grade Probation

It is the philosophy of WSU Tech that every student enrolled for classes should have the opportunity to demonstrate his/her ability to perform acceptable college-level work. At the same time, students are expected to assume responsibility for their actions, which includes a mature attitude and dedication to well-defined study habits and regular class attendance.

To graduate, students must achieve a final cumulative GPA of 2.0 on a 4.0 grading scale.

At the close of each semester, the Registrar reviews students' academic records and notifies students not achieving a cumulative GPA of 2.0 in writing that they have been placed on Academic Grade Probation.

To register while on Academic Grade Probation, students should meet with their academic advisor

Students on Academic Grade Probation are allowed to continue to register for classes if their semester GPA meets or exceeds a 2.0 at the conclusion of the probationary semester. Students will remain on continued probation until the cumulative GPA meets or exceeds 2.0.

Academic Grade Probation can be appealed by means of the Grade Appeal contained in the Academic Code of Conduct.

## Academic Grade Suspension

If at the conclusion of the probationary semester, the semester GPA is less than 2.0, students will be placed on Academic Grade Suspension (certain programs may have more rigorous or additional requirements).

Students who are placed on Academic Grade Suspension are not eligible to register for the next semester. After one semester of Academic Grade Suspension, students may register under continued Academic Grade Probation status until their cumulative GPA reaches 2.0.

Students who are placed on Academic Grade Suspension may need to receive permission from the Dean for re-admission back into the program. Academic advisors can direct students on specific program re-admission requirements.

Academic Grade Probation can be appealed by means of the Grade Appeal contained in the Academic Code of Conduct.

**Note:** *Students who receive Financial Aid must meet additional criteria to meet satisfactory academic progress as outlined in Policy 3-13, Satisfactory Academic Progress for Federal Financial Aid.*

*Due to course scheduling differences, dual/concurrent credit high school students may receive academic standing notification later than traditional students at the end of each semester.*

## Grade Appeal

The evaluation of student performance reflected in the final course grade becomes a part of the permanent student record and is recorded on the college transcript for the student. This grade is based upon several factors relating to the achievement of course objectives, as assessed by the instructor according to the policies of the college, and shall be considered final, unless an appropriate appeal is filed by a student according to the following procedures:

If a student is dissatisfied with a course grade issued by the instructor and said student has reason to believe the grade issued is incorrect, the following appeal provisions, and no other, must be followed and initiated by such student within one semester following the semester the grade was earned. If the grade appeal occurs during the summer, it will automatically be forwarded to the Program Director/Chair:

## Grade Appeal Process:

1. The student must meet with an advisor to fill out the Course Grade Appeal Form.
  - a. The advisor will forward the Course Grade Appeal Form to the appropriate instructor and copy the Dean and Designated Director/Chair.
2. The instructor has 10 business days to respond to the student and the appropriate Director/Chair and/or Dean.
  - a. The student must meet the instructor in person or virtually to discuss the grade change.
  - b. The instructor has 10 days to respond to the student with a decision after meeting with all involved parties.
  - c. If an agreement is reached, the instructor will submit appropriate grade change form to the Registrar's Office. The student will receive a copy of the submission. If the appeal is declined, the instructor shall inform the student and Registrar's office via a declination letter.
  - d. In the event the instructor is not available, the Dean or designated Director/Chair shall replace the instructor as the individual in step 2 of the process.
3. If the instructor declines the grade appeal, the student may elevate the grade appeal to the appropriate academic Dean or designated Director/Chair.
  - a. The appeal must be in writing and include the instructor declination letter.
  - b. The Dean or designated Director/Chair has 15 days to respond to the student with a decision after meeting with all involved parties.
  - c. If approved, the Dean will submit a grade change form to the registrar. The student will receive notification in writing. If the appeal is declined, the Dean shall inform the student and Registrar's office via a declination letter.
  - d. If the Dean is the individual that meets with the student during step 2, step 3 in the process is disregarded.
4. If the student contests the Dean's action/decision, he/she must submit the request in writing to the appropriate Academic Vice President within 10 business days of the Dean's decision.
  - a. The request should include all documentation on previous appeals.
  - b. The Dean may also submit written documentation and recommendations to the Vice President.
  - c. The Academic Vice President will notify the student in writing of a final decision within 10 business days. This decision is final. If approved, the Vice President will submit a grade change form to the Registrar's Office. The student will receive a letter of approval and a copy of the grade change submission. If the appeal is declined, the Vice President shall inform the student and Registrar's Office via a declination letter.

## Incomplete Grade Contract

Students who are unable to complete a course on time due to extenuating circumstances beyond their control may request a temporary Incomplete "I" grade from their instructor. Credit for the course is postponed and not included in the student's grade point average until a permanent letter grade is assigned. Incomplete grades will be granted only in exceptional circumstances and to be considered for an extension, the student must have attended and successfully completed a majority of the coursework. In certain courses, an incomplete grade cannot be given due to the nature of the course material or teaching methodology.

The student will enter into a contract with the instructor that outlines the course work necessary to complete the course and the contract requires the approval of the appropriate Dean. The agreement should be established as soon as it becomes evident the course cannot be completed on time and the contract must be signed and submitted to the Registrar's Office prior to the last day of class and before the final grades are submitted. The contract terms must be fulfilled by the date designated on the contract but no later than eight weeks from the last date of the class. An "I" grade will be changed to "F" if the instructor does not initiate a grade change within one week after the contract deadline.

In rare and extreme cases, a student may be granted an extension of an incomplete beyond the eight weeks but no more than an additional eight weeks. An incomplete extension request form must be completed and approved by the appropriate Academic Vice President to be granted.

Incomplete grades are not considered in the college's initial Academic Standing calculations or Financial Aid Satisfactory Academic Progress (SAP) review at the end of each semester. A student's Academic Standing and Financial Aid SAP will be re-evaluated after the "I" grade is changed to a letter grade. Students should contact the Registrar's Office if they have questions about how incomplete grades can impact their Academic Standing and the Financial Aid Office about how incomplete grades can impact their financial aid eligibility.

Disputes involving grades of Incomplete may be appealed to the appropriate Academic Vice President pursuant to the Student Right of Appeal contained in the Academic Code of Conduct.

## Academic Integrity

Students are expected to conduct themselves according to the highest standards of honesty in the classroom, shop, laboratory, or clinical setting regardless of educational mode/delivery method. Academic honesty is a fundamental value of higher education. It means that students respect the right of other individuals to express their views and that students do not plagiarize, cheat, falsify, or illegally access College records or academic work.

Academic dishonesty is defined as the unauthorized use of assistance with intent to deceive a faculty member or another person assigned to evaluate work submitted to meet course and/or program requirements. Examples of academic dishonesty include but are not limited to the following:

1. The submission, in whole or part, of material prepared by another source and represented as one's own
2. Plagiarism, which is defined as the act of taking the writings, ideas, etc., of another source and passing them off as one's own
3. The unauthorized use of notes, books, or other materials; the deliberate, unacknowledged reference to the work of another student; or the soliciting of assistance from another person during an examination
4. Illegitimate possession and/or distribution of test materials or answer keys
5. Unauthorized alteration, forgery, or falsification of official academic records
6. Cheating, which is defined as giving, receiving, or using unauthorized help on individual and group academic exercises such as papers, quizzes, tests, and presentations through any delivery system in any learning environment.

The original jurisdiction of any case involving academic dishonesty shall be with the faculty member in whose course the alleged misconduct occurred. If a faculty member suspects a student of academic dishonesty, he/she must:

1. Inform the student in person, or in writing, without unnecessary delay, of the alleged misconduct and provide the student with the opportunity to respond before taking any action.
2. Inform the student of suspected academic dishonesty, whether acknowledging involvement or not, that he /she shall be allowed to continue the course without prejudice pending disciplinary actions.
3. Report action taken to their Dean.
4. Inform the student so affected of their right to appeal to the appropriate academic Vice President pursuant to the Student Right of Appeal contained in the Academic Code of Conduct.

If the faculty member takes no action within 10 business days after informing the student, the allegations shall be considered dismissed.

The faculty member may take one or more of the following actions:

- alter a grade or assign a grade of “F” for the assignment, examination or the course
- recommend additional sanctions up to and including suspension and/or dismissal from the course

In certain programs, dismissal from one class may result in complete program dismissal.

Multiple or subsequent offenses of academic dishonesty during student’s time at WSU Tech will result in further disciplinary action up to suspension/expulsion from the institution as directed in writing by the Dean . The student so affected shall have the right of appeal to the appropriate Academic Vice President.

## Classroom Behavior

Students are expected to refrain from engaging in any disruptive behavior which negatively affects or impedes the instructor’s ability to teach or the students’ ability to learn (regardless of the mode of educational delivery or class setting); or disrupts the general operations of the college, to include teaching, administration, disciplinary procedures, or other college activities. Student behavioral issues that violate the Student Code of Conduct or escalate beyond an academic conduct issue will be referred to the Vice President of Student Services by the Dean in consultation with the faculty. Use of electronic devices in the classroom for recording or note taking is not in and of itself considered “disruptive behavior”.

Disciplinary action resulting from classroom behavior **that has not been referred to the Vice President of Student Services** may be appealed to the appropriate Academic Vice President pursuant to the Student Right of Appeal contained in the Academic Code of Conduct.

**Disciplinary action resulting from classroom behavior that has been referred to the Vice President of Student Services will be processed under the procedure for Student Code of Conduct issues.**

## Program Requirements

Students will provide all documentation required by WSU Tech for full admission status to meet program requirements as outlined in program guidelines. Failure to provide appropriate documentation may result in immediate disciplinary action.

Disciplinary action resulting from not meeting program requirements may be appealed to the appropriate Academic Vice President pursuant to the Student Right of Appeal contained in the Academic Code of Conduct.

## Attendance

Students are expected to attend all scheduled class and examination meetings. In compliance with federal policy, students who have not attended class in 14 consecutive calendar days will be administratively dropped with an effective date 14 calendar days after their last date of attendance, as long as that date is on or before the last day to withdraw. Administrative attendance drops are not allowed after the last day to withdraw. Students whose effective drop date is after the last day to withdraw must remain enrolled and receive a final grade for the course. Students who do not attend at all will be administratively dropped effective the last day to receive a partial refund and will not receive a final grade for the course.

Students are also expected to maintain satisfactory progress in each of the classes in which they are enrolled. Thus, whenever absences become excessive and minimum course objectives cannot be met due to absences, the instructor may, after consultation with and approval of the appropriate Dean have the student dropped from the course within the course withdrawal period. Instructor initiated drops are not allowed after the last day to withdraw. Instructors are responsible for clearly stating their attendance policy for administrative withdrawal in the course syllabus and it is the student's responsibility to be aware of those policies.

Drops completed after the course has begun but before the withdrawal period begins will not be recorded as a grade or withdrawal on the student's official transcript. Drops completed during the withdrawal period will be recorded as a "WT" (withdrawn by teacher or per attendance policy) on the student's official transcript.

Administrative attendance drops may be appealed to the appropriate Academic Vice President pursuant to the Student Right of Appeal contained in the Academic Code of Conduct.

Attendance will be recorded as follows:

NOTE: A week is 7 calendar-days and attendance must be taken at least once every 7 days and include the last day of the course regardless of instructional method.

1. Face-to-Face on-site or Live Online – Attendance must be taken for every face-to-face meeting day scheduled on-site or Live Online.
2. Online – Attendance must be taken at least once a week.
3. Hybrid/Mixed – Attendance must be taken on every face-to-face or Live Online meeting day scheduled. If a hybrid course does not meet face-to-face or Live Online within a week, the online method should be followed.

## Classroom & Laboratory Safety

Students are expected to comply with all program, course, or syllabus safety requirements. Any action or behavior that compromises safety will be subject to immediate disciplinary action.

Disciplinary action resulting from classroom behavior that has not been referred to the Vice President of Student Services may be appealed to the appropriate Academic Vice President pursuant to the Student Right of Appeal contained in the Academic Code of Conduct.

Disciplinary action resulting from classroom behavior that has been referred to the Vice President of Student Services will be processed under the procedure for Student Code of Conduct issues.

## Substance Abuse Guidelines

Drug and alcohol testing will occur whenever the college has a reasonable suspicion that a student is under the influence of alcohol, illegal drugs or controlled substances in a laboratory or clinical site. When a staff or faculty member observes behaviors which suggest drug or alcohol impairment, the following steps should be followed:

1. The Safety and Security team should be immediately notified to review the circumstances and facts related to the incident, determine the merits of the observation, and administer a drug/alcohol assessment including but not limited to observation of eyes, alcohol/drug odors, horizontal gaze nystagmus, walk and turn, and one-leg stand.
2. If the Safety and Security official determines that there is a reasonable suspicion that the student is under the influence, he/she will request the student submit to a drug or alcohol test administered on-site by the Safety and Security official.
3. If the student refuses to take the test, tampers with the test, or if the test results are positive, the student will be removed from all course activities until a negative screen is provided by a physician or drug/alcohol testing facility. The student will be financially responsible for obtaining the drug test.
4. The student will also be referred to the Vice President of Student Services to be processed under the procedure for Student Code of Conduct issues and could be subject to further discipline up to and including expulsion.

## Student Right of Appeal

The appropriate Academic Vice President shall be notified of all allegations of Academic Code of Conduct violations. A student may appeal the decision by filing a written appeal with the appropriate Academic Vice President within 7 business days of service of the decision. All decisions resulting in expulsion must first be approved by the President. Upon appeal, the appropriate Academic Vice President shall issue a decision which determines whether the alleged conduct occurred; whether the conduct violated the Academic Code of Conduct or college/program policies or procedures; and impose a sanction(s) if appropriate. The student shall receive written notice of the decision.

## Student Concerns

Any student who wishes to pursue an instructional concern must exhaust the following options in sequence prior to petitioning the appropriate Academic Vice President. Examples of instructional or



course concern are instructor behavior, class policies, and unfair expectations or demands. Efforts are made by the college to resolve concerns at the lowest possible level.

1. The student must meet with the instructor and attempt to resolve the problem. If no resolution:
2. The student must state the concern in writing and meet with the Dean. Departments may require specific documentation that the student will be responsible to obtain. As a result of the meeting with the Dean, action may or may not be taken.
3. The appropriate Dean will inform the student in writing of the final decision within 10 business days following the meeting.

If the student contests the Dean's action/decision, he/she must submit the request in writing to the appropriate Academic Vice President within 10 business days of the notice of they may also submit written documentation and recommendations. The Academic Vice President will notify the student in writing of a decision within 10 business days.

If no resolution, a student may file a complaint with the President. The complaint must be filed in writing 10 business days of the notice of the Academic Vice President's decision. The written complaint must contain specific details regarding the incident, employee, or school regulation, which is being protested. The President will respond to a complaint which has been appropriately filed and provide a timeline for official response. The official response will be given to the student in writing.

If a student does not accept the President's official response, the student has the option of proceeding to the WSU Tech Industry Advisory Board. The complaint must be filed in writing to the Clerk of the Board within 10 days after the official response from the President is first received. The Clerk of the Board will respond to a complaint which has been appropriately filed, within 10 business days of receiving the written complaint. The Clerk of the Board will provide a timeline for official response from the Board. Board members may choose to invite the student to an executive session to gain further information.

Students may also submit a complaint to the Higher Learning Commission of the North Central Association in accordance with the accrediting agency's complaint process which is described here: <https://www.hlcommission.org/Student-Resources/complaints.html>