I understand there are tuition and/or fees associated with my enrollment at Washburn Tech. If my parent, guardian, or other party will pay these charges, I am responsible to provide information to them.

**NOTICE:** Late fees will be assessed on accounts that have a balance remaining after the published due date.

Each year candidates for graduation are invited to attend the graduation ceremony. Two ceremonies will be held; one in December and another in May. Students who wish to participate in the ceremony must wear a cap and gown. Students will be provided with information and order forms regarding graduation. There are no additional fees to order your cap and gown, the cost is included in the Materials/Technology fee charged each semester.


Student Signature ____________________________________________
Property of ____________________________________________

Address ______________________________________________

City, State, Zip __________________________________________

Phone # ______________________________________________

Email ________________________________________________

In case of emergency, please notify

Name ________________________________________________

Phone # ______________________________________________

THE FOLLOWING PHONE NUMBERS MAY ASSIST YOU IN CASE OF AN EMERGENCY:

Topeka Police Department ......................... 785-368-9551 (main number)
785-368-9064 (victim advocate)
911 (emergency number)

Center for Safety and Empowerment........... 785-354-7927 (day time)
785-234-3300 (night & weekend)
1-888-822-2983 (toll free)

Washburn Institute of Technology ............... 785-228-6321 (Student Services)
785-228-6309 (University Police)
8:00 a.m. to 4:00 p.m.
785-670-1153 (Washburn Dispatch)
After 4:00 p.m. and Weekends

STATEWIDE SCHOOL SAFETY HOTLINE
The purpose of the hotline is to give students an opportunity to report “impending school violence.” Student calls will be received by a single statewide Highway Patrol dispatch center; then, transferred to local law enforcement who will relay information to the local school administrator. The toll-free number is 1-877-626-8203.
WELCOME!

Welcome to the Washburn Tech family! We are excited to become your partner as you pursue an education and prepare for a successful future. The buzz surrounding technical education, both on our campus and across the nation, continues to build. Incredible career opportunities are waiting for you and our team is prepared to help you take advantage of them.

Washburn Tech offers 30 career programs as well as custom training for business and industry and continuing education courses for the community. Our unique relationship with Washburn University offers the added benefits of starting with technical courses and continuing to advanced degrees while preparing to enter the job market.

Our technical instructors care about you, the student, and use innovative teaching methods. You’ll find leading-edge facilities that put the latest technology directly in your hands. Our ties to business and industry often lead to internships and job placement. Yet, the most special connections you’ll make at Washburn Tech are personal. You will develop long-lasting friendships through community service projects, student leadership organizations and just time spent on campus with instructors, staff and fellow students.

Whether you’re a high school student, an adult learner or a career changer, we welcome you. Your journey is designed to be high-tech, hands-on and, ultimately, life-changing.

Best wishes,

Clark Coco
Dean
Washburn Institute of Technology
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September 22, 2014 Professional Development - No Students
October 10, 2014 Semester Charges Due - Mid Semester
November 7, 2014 Professional Development - No Students
November 26, 2014 Building Open - No Instructors/Students
November 27-28, 2014 Thanksgiving Break - Classes Not In Session
December 11, 2014 Graduation - White Concert Hall
December 12, 2014 End of Fall Semester
December 15, 2014 Instructor Work Day
December 16-24, 2014 Building Open/No Instructors/Students
December 25-31, 2014 Holiday - Building Closed
January 1, 2015 Holiday - Building Closed
January 2, 2015 Building Open - No Instructors/Students
January 5, 2015 Beginning of Spring Semester
January 9, 2015 MLK Day Holiday - Building Closed
February 6, 2015 Professional Development - No Students
February 16, 2015 Building Open - No Instructors/Students
March 6, 2015 Semester Charges Due - Mid Semester
March 16-20, 2015 Spring Break - Building Open
March 24, 2015 Building Open - No Instructors/Students
April 17, 2015 Professional Development - No Students
April 24, 2015 Graduation - Lee Arena
May 14, 2015 End of Spring Semester
May 15, 2015 Instructor Work Day
May 25, 2015 Holiday - Building Closed

The day is defined as follows
AM Classes: 8:00 am – 11:10 am
PM Classes: 11:45 am – 2:55 pm

All students enrolled at Washburn Tech
are expected to be present all days that classes are in session.
**PROGRAM LOCATIONS AND INSTRUCTORS**

<table>
<thead>
<tr>
<th>CONSTRUCTION DIVISION</th>
<th>Instructor</th>
<th>Bldg</th>
<th>Room</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building Technology</td>
<td>Justin Mossman</td>
<td>D</td>
<td>105A</td>
</tr>
<tr>
<td></td>
<td>David Praiswater</td>
<td>L</td>
<td>108, 109, 111</td>
</tr>
<tr>
<td>Cabinet/Millwork</td>
<td>Johnny Lemon</td>
<td>L</td>
<td>1001</td>
</tr>
<tr>
<td>Climate &amp; Energy Control</td>
<td>Joshua Thompson</td>
<td>C</td>
<td>111/105</td>
</tr>
<tr>
<td>Commercial &amp; Heavy Construction</td>
<td>Mike Evenson</td>
<td>H</td>
<td>100, 100A</td>
</tr>
<tr>
<td>Electricity</td>
<td>Kelvin Woodland</td>
<td>L</td>
<td>114</td>
</tr>
<tr>
<td>HEALTH CARE DIVISION</td>
<td>Jeanne Urban-Wurtz</td>
<td>AW</td>
<td>136</td>
</tr>
<tr>
<td>Advanced HealthCare Technology</td>
<td>Katherine Stockman</td>
<td>AW</td>
<td>138</td>
</tr>
<tr>
<td>HealthCare Technology</td>
<td>Janet Vogel</td>
<td>AW</td>
<td>118B</td>
</tr>
<tr>
<td>Practical Nursing</td>
<td>Cheri Glover</td>
<td>AW</td>
<td>112</td>
</tr>
<tr>
<td></td>
<td>Dodie Greenfield</td>
<td>AW</td>
<td>118B</td>
</tr>
<tr>
<td></td>
<td>Kathy Hamman</td>
<td>AW</td>
<td>118B</td>
</tr>
<tr>
<td></td>
<td>Nicole Wade</td>
<td>AW</td>
<td>108</td>
</tr>
<tr>
<td></td>
<td>Donna Hess</td>
<td>AW</td>
<td>108</td>
</tr>
<tr>
<td>HUMAN SERVICES DIVISION</td>
<td>Russell Hinshaw</td>
<td>AE</td>
<td>146</td>
</tr>
<tr>
<td>Business Bookkeeping &amp; Accounting</td>
<td>Scott Nickel</td>
<td>AC</td>
<td>108</td>
</tr>
<tr>
<td>Culinary Arts</td>
<td>Tammy Schrickel</td>
<td>AW</td>
<td>103, 105</td>
</tr>
<tr>
<td>Early Childhood Professional</td>
<td>Lynn Dawson</td>
<td>AE</td>
<td>128</td>
</tr>
<tr>
<td>Legal Office Professional</td>
<td>Russell Hinshaw</td>
<td>AE</td>
<td>146</td>
</tr>
<tr>
<td>Office Career Technology</td>
<td>Diane Stumpf</td>
<td>AE</td>
<td>146</td>
</tr>
<tr>
<td>Medical Office Specialist</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>TECHNOLOGY DIVISION</td>
<td>Taruja Borker</td>
<td>Forbes Field Campus</td>
<td></td>
</tr>
<tr>
<td>Advanced Systems Technology</td>
<td>David Goulart</td>
<td>Forbes Field Campus</td>
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<tr>
<td></td>
<td>Lester Green</td>
<td>Forbes Field Campus</td>
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<td></td>
<td>Charles Havens</td>
<td>Forbes Field Campus</td>
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<td></td>
<td>Dennis Mergenmeier</td>
<td>Forbes Field Campus</td>
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<tr>
<td></td>
<td>David Peralta</td>
<td>Forbes Field Campus</td>
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</tr>
<tr>
<td>Computer Networking</td>
<td>Brad Clark</td>
<td>C</td>
<td>201, 202</td>
</tr>
<tr>
<td>Computer Repair</td>
<td>Ali Setayesh</td>
<td>C</td>
<td>210, 211, 212</td>
</tr>
<tr>
<td>Graphics Technology</td>
<td>Pam Manning</td>
<td>AE</td>
<td>134</td>
</tr>
<tr>
<td>Machine/Tool Technology</td>
<td>Dale Schafer</td>
<td>D</td>
<td>103</td>
</tr>
<tr>
<td>Technical Drafting</td>
<td>Gordon Wade</td>
<td>AE</td>
<td>148</td>
</tr>
<tr>
<td>Welding</td>
<td>Dan Stumpf</td>
<td>D</td>
<td>102</td>
</tr>
<tr>
<td></td>
<td>Larry Newell</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Nicholas Young</td>
<td></td>
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</tr>
<tr>
<td>TRANSPORTATION DIVISION</td>
<td>Curtis Hopson</td>
<td>K</td>
<td>101, 102, 200</td>
</tr>
<tr>
<td>Auto Collision</td>
<td>Eric Showalter</td>
<td>K</td>
<td>101, 102, 200</td>
</tr>
<tr>
<td>Automotive Service Tech West</td>
<td>Emiliano Arzate</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Automotive Service Tech East</td>
<td>Darrin Dillingham</td>
<td>C</td>
<td>120</td>
</tr>
<tr>
<td>Automotive Service Tech East</td>
<td>Michael Clouser</td>
<td>C</td>
<td>119A</td>
</tr>
<tr>
<td>Automotive Service Tech West</td>
<td>Robert Oswald</td>
<td>C</td>
<td>112, 113</td>
</tr>
<tr>
<td>Automotive Service Tech North</td>
<td>Robert Arney</td>
<td>C</td>
<td>123</td>
</tr>
<tr>
<td>Diesel Technology</td>
<td>Zach Frisbie</td>
<td>C</td>
<td>103, 206</td>
</tr>
<tr>
<td></td>
<td>Ray Quinn</td>
<td></td>
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<td></td>
<td>Jay Thowe</td>
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</table>
FOREWORD

In 1963, The Kansas Legislature passed legislation which has had, and will continue to have, far reaching effects on vocational and technical education in Kansas. The intent of this legislation is revealed in the following excerpts from the statute:

*It is the intention of the Legislature and the purpose of this act to provide a means whereby the State of Kansas in cooperation with local Communities can provide facilities for training and preparation of students for productive employment as technicians and skilled workers and to more nearly equalize educational opportunities.*

Boards of education in the unified school districts of North Jackson, Holton, Mayetta, Valley Falls, Jefferson County North, Jefferson West, Oskaloosa, McLouth, Perry, Seaman, Silver Lake, Santa Fe Trail, Auburn-Washburn, Shawnee Heights, Burlington, and Topeka have taken advantage of the opportunity to cooperatively provide technical education by establishing Kaw Area Technical School in Topeka, Kansas. Enrollment in career programs is open to students who reside in one of the participating school districts. Other students may enroll in the school according to established priorities.

On July 1, 2008, Kaw Area Technical School became affiliated with Washburn University. Due to this affiliation, Kaw Area Technical School changed its name to Washburn Institute of Technology (Washburn Tech). While part of the State System of Area Technical Schools and Colleges, Washburn Tech is accredited per its association with Washburn University by the Higher Learning Commission and is governed by the Washburn University Board of Regents.

MISSION STATEMENT

*Washburn Tech’s mission is to deliver innovative educational and training opportunities for individuals to strengthen the communities we serve.*

FAMILY EDUCATIONAL RIGHTS AND PRIVACY

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, protects the privacy of students and provides for the right to inspect and review educational records by an eligible student (student who has reached 18 years of age or is attending an institution of post-secondary education) or parent of a non-eligible student. These rights include, but are not limited to the following:

1. The right to inspect and review their education records.
2. The right to seek correction of their education records.
3. The right to file complaints concerning the alleged failures by the School to comply with the Privacy Act.
4. The right to restrict the release of directory information.

FERPA prescribes the conditions under which information about students can be released without prior consent.

Under the Family Educational Rights and Privacy Act, when a child turns 18 or attends a post-secondary institution, (if that happens first) all rights of the parents transfer to the student. It is the policy of Washburn Tech to assure equal educational and employment opportunity to qualified individuals without regard to race, color, sex, religion, age, national origin, ancestry, disability, marital or parental status or sexual orientation/gender identity, or other factors prohibited by law. Direct questions or concerns to Marc Fried, University Counsel, 785-670-1712, marc.fried@washburn.edu
DISCLOSURE FOR FACULTY AND ADMINISTRATION OF WASHBURN INSTITUTE OF TECHNOLOGY (WASHBURN TECH) AND CONSORTIUM (SENDING) HIGH SCHOOL

The School discloses directory information and academic records without written consent of students to those designated school officials at Washburn Tech and the secondary consortium (sending) institutions who have a legitimate educational interest.

DISCLOSURE TO PARENTS
Students may share their education records with parents at their own discretion. Academic records may be provided to parents who make the request directly to the institution upon:
1. Obtaining and providing the student’s written consent, or,
2. Establishing the student’s dependency as defined by the Internal Revenue Code of 1954, Section 152.

DISCLOSURE TO GOVERNMENT AGENCIES
Washburn Tech discloses information from a student’s educational record, without consent, to the following parties under the prescribed conditions of FERPA:
1. Other schools to which a student is transferring;
2. Specified officials for audit or evaluation purposes;
3. Appropriate parties in connection with financial aid to a student;
4. Organizations representing certain students for, or on behalf of the school;
5. Accrediting Organizations;
6. To comply with a judicial order or lawfully issued subpoena;
7. Appropriate officials in cases of health and safety emergencies; and
8. State and local authorities, within a juvenile justice system, pursuant to specific state law.

DIRECTORY INFORMATION
The School may release, without written consent, certain information identified by the institution as public or directory information. Washburn Tech has designated the following as Directory Information:
1. Student’s name, address, and telephone number.
2. The student’s major field of study and classification status. (Example: 1st Semester; 1st year; high school, post-secondary).
3. Enrollment status (full-time, part-time, AM or PM).
4. Dates of attendance, dates of enrollment, withdrawal, re-entry.
5. Certificates, awards, and honors.
6. The most recent previous educational agency or institution attended.
7. Participation in officially recognized activities.

Federal law and Institutional policies allow the release of directory information to the public unless the eligible student or parent requests otherwise. Eligible students who object to the release of any or all of this information without their consent, must notify the Associate Dean of Student Services, in writing, within 15 days after the start of the fall semester or within 15 days of the start of the spring semester. Only one notification per academic year is required. The objection must state specifically what information the student does not want to be classified as Directory Information.

Complaints about non-compliance with FERPA may be made, in writing, to FERPA Office, U.S. Department of Education, 400 Maryland Avenue. S.W., Washington, D.C. 20202

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ADMISSIONS AND ENROLLMENT

The Admissions staff along with Advisors in the Student Testing and Enrollment Pathway Services (STEPS) Center at Washburn Institute of Technology (Tech) offer many services for applicants and current students. An established application process makes for seamless transition from admissions to enrollment. Easy access to technical education is possible due to August and January start dates for most programs and courses.

Full-time recruiters are available to assist applicants through the application and enrollment processes. They are skilled in providing professional assistance to both traditional and non-traditional students. Of the current, approximately 1,200 students, almost half are adult students re-entering the classroom environment. Washburn Tech Career Navigators/Advisors monitor and support students as they progress through their programs of study. Qualified students with special needs are welcome and staff are available to provide assistance.

ENROLLMENT PROCESS

Applicants who wish to apply for admission to Washburn Tech need to have the abilities necessary to benefit from instruction in a particular occupational field. Prospective students are required to take an Admissions Test and pass with the necessary scores, for their desired technical program before they are eligible to enroll. Applicants may only enroll in one technical program at a time. Applicants who have alternative tests scores such as ACT, CASAS, ASSET and COMPASS scores should consult with a recruiter or advisor to determine if they are qualified for their chosen technical program.

SECONDARY ENROLLMENT PROCEDURE

Enrollment is open to qualified students who are currently enrolled in high school. High school students who wish to enroll in a technical program at Washburn Tech must follow the procedures listed below.

1. Take the Admissions Test either at Washburn Tech or at their home high school.
2. Complete an online application at www.washburntech.edu/admissions/apply.html
3. Discuss scores and program of interest with a recruiter or advisor. Submit a high school transcript.
4. Enroll during designated enrollment periods on first come, first enrolled basis by paying a $20 enrollment fee.

POST-SECONDARY ENROLLMENT PROCEDURES

Post-secondary students who wish to enroll in a technical program must follow the procedures listed below:

1. Register to take the Admissions Test. A nonrefundable testing fee is paid when you schedule to take the test. Students will complete their application for admission at the test session. The application form is also available online at: www.washburntech.edu/admissions/apply.html
2. Discuss scores and program of interest with a recruiter or advisor.
3. Enroll during designated enrollment periods on first come, first enrolled basis by paying a $50 enrollment fee in full.
4. Students successfully completing a technical program who subsequently enroll in another technical program at Washburn Tech, may have the second enrollment fee waived.
5. Submit a high school transcript.
PRIORITIES FOR ADMISSIONS
1. Qualified continuing students in good standing who are currently enrolled in a technical program at Washburn Tech and pursuing a technical objective.
2. Students who signed a Letter of Intent on National Letter of Intent signing days and meet all the entrance requirements.
3. All other students who meet the entrance requirements may be enrolled as space is available.

PROBATIONARY ENROLLMENT
Washburn Tech recognizes that some students may benefit from technical training but cannot successfully pass the entrance exam at the level established for the technical training they desire. To be admitted on a probationary basis, prospective students must take the entrance test, re-test at least once, and score no more than one level below the required entrance standards in one of the assessments required. If a student does not successfully complete a program that he/she entered on probation, he/she may not be admitted to a subsequent program on probation.

ADDING AND WITHDRAWING CLASSES
Adding and withdrawing from classes during a term will impact a student’s credit hour completion for Satisfactory Academic Progress (SAP) for purposes of financial aid. Course withdrawals after the 5th day of the semester will reflect a “W” (withdrawal) on the student transcript.

TRANSFER OF CREDITS
Individuals who want to transfer credits to Washburn Tech from another institution may submit a written request to the Associate Dean of Student Services. The determination of whether to accept credits from another institution will be based upon many factors including the content/competencies of previous course work, the recency of previous course work, student attendance, grades earned in course work completed, and other criteria. Only those courses in which the individual earned a “C” or better will be considered for transfer credit. Students must complete a minimum of one-half of the required program credit hours at Washburn Tech. The final decision regarding the number of credits that will be transferred in will be determined by the Associate Dean of Instruction in consultation with program instructor(s).

TEST OUT POLICY
It is the mission of Washburn Tech to deliver innovative educational and training opportunities to serve our communities. The institution provides a prescribed set of courses that meet the needs of the employers in our communities. However, it is Washburn Tech’s policy to ensure that students complete their training in a timely manner, and not be required to take classes that cover material they have already mastered. Therefore students may, with instructor consent, be allowed to “test out” of some courses. The student must provide the instructor a written request seeking permission to test out of a specific course or courses. The instructor will determine if the student may test out and inform both the Associate Dean for Instruction and the Associate Dean of Student Services. An administration fee of $25 per credit hour will be collected when students attempt to “test out” of coursework. However, if a student does not pass the “test out” exam, he/she must enroll in the course and pay the standard tuition and fee.

- No Financial Aid is available for courses that an individual is approved to “test out”.
- Students may “test out” of up to 1/2 of technical program credits.
PRIOR LEARNING ASSESSMENT
Washburn Tech is committed to providing credit for prior learning in accordance with the guidelines approved by the Kansas Board of Regents.

CREDIT GRANTED FOR MILITARY SERVICE
Credit awarded for military service is based upon the recommendations of the Commission on Accreditation of Service Experiences which was appointed by the American Council on Education. Credit will be granted to all service members in accordance with the recommendations of the ACE Guide to the Evaluation of Educational Experiences in the Armed Services. Students should provide their military service record in one of the following formats according to their branch of service: DD 214 form, DD 295 form, Department of Defense transcript, Community College of the Air force transcript, or the Army/American Concil on Education Regisy transcript. Military credit is subject to the same limitations as regular transfer credit (i.e. technical credit limits and no credit awarded for course duplications). For more information and to secure forms for making application, students should contact the Associate Dean for Instruction and the Associate Dean of Student Services.

AUDIT POLICY
Students who want to attend classes, but do not want to receive credit, may audit classes. Students who audit classes do not need to take the general entrance test. To enroll as an audit student, individuals much have the approval of Student Services and must pay the same tuition and fees as credit earning students. Audit students are not eligible for federal financial aid. Audited courses are not assigned grades; students are not required to turn in class assignments or take examinations. Students enrolled in an audited class may not convert to a credit status after the first week of class. If students request a change to credit status, they must first meet all admissions requirements (take the entrance test and achieve the required score and meet the technical standards associated with the program).

In the case of a lab-based class, students must either complete the safety class that is part of the program or test out of the safety portion of that program prior to gaining access to lab activities.

Individuals who want to enroll to earn credit will be given priority over those who express interest in auditing classes.

Audit exceptions may be reviewed on an individual basis by the Associate Dean of Student Services.

RE-ENROLLMENT PROCEDURES

Same Program
Individuals, who did not complete a program of study but want to re-enroll in the same program, need to contact an advisor in Student Services for details. In some instances, when the curriculum has changed significantly, an individual must re-enroll for the entire program. If students are dismissed for the remainder of a semester due to misconduct, they will not be permitted to re-enroll the following semester. To re-enroll after the required time lapse, students must have the enrollment approved by the Associate Dean of Student Services.
Program Change
Students who want to withdraw from one program and enroll in another program at Washburn Tech must be in good standing at the time of the withdrawal. If the student is not in good standing, he/she may need to sit out one semester before enrolling in another program. Students in either of these situations must follow enrollment procedures outlined above.

Changes to Enrollment Status
Any individual who enrolls in a program of study for consecutive semesters will be expected to meet the Graduation Plan in place at the time he/she enrolled. All programs of study consist of courses that are taught in a sequential manner; some courses are offered only once during the school year. Because of this, students who initially enroll on a part-time basis are encouraged to continue their enrollment on a part-time basis. Likewise, students who initially enroll full-time are encouraged to continue as full-time students. Students may request an exception to this practice by submitting a written request to the Associate Dean of Student Services; this request must have clear, complete details concerning the reason for the request. Each request will be considered in the context of the program curriculum including the sequence of instruction. Institutional refunds are calculated, according to the published schedule for all students who attend Washburn Tech and reduce the number of hours enrolled. The refund schedule applies to each course from which a student withdraws. Withdrawal from a course and enrollment in another course are treated as two separate transactions.

Trial Enrollment Period
Students are given the first five days of class to decide if a program meets their occupational objective. If students find the program is not what was expected, they need to meet with an advisor in the Student Services office to discuss whether or not to continue the training. See Cancellation and Refund Policy.

Continuing Student Enrollment
Students who plan to continue in the program in which currently enrolled must follow the enrollment procedures near the end of each semester. Students will be notified in advance of the enrollment process, including tuition, fees and payment deadlines. Continuing students have priority for admission into programs. However, fees must be paid by the published deadlines in order to remain on the roster for the next semester.

APPLICATION FOR DEGREE OR TECHNICAL CERTIFICATE
Students planning to complete an associate degree must file an Application for Degree form in the Student Testing and enrollment Pathway Services (STEPS) center in order to initiate a graduation audit. This graduation audit will be completed early in the semester in which the student plans to graduate. The form should be filed in September for the fall semester and in February for the spring semester. A student is not a candidate for degree until the Associate Dean for Student Services has the application on file. Students who do not meet the requirements for graduation in the semester specified on the Application for Degree form must file another application for the subsequent semester in which they plan to graduate. Forms are available online and in the STEPS center, http://www.washburntech.edu/admissions/Application%20for%20Certificate-AAS%202-17.pdf
DEGREE CONFERMENT
Washburn University Board of Regents with the recommendation of the faculty of Washburn Tech confers degrees at the end of the fall and spring semesters and summer session to students who have met all requirements as of the last day of final examinations for that session. All work not completed by the last day of finals will result in a graduation date of the following semester or later if a previous “incomplete” has not been finalized. If a student is concurrently enrolled at another institution and intends to use the work to complete graduation requirements at Washburn Tech, an official transcript from the institution must be received within two weeks of Washburn Tech’s last final examination date of the graduating semester in order to have the degree conferred in the same semester.

Washburn Tech holds a commencement ceremony at the end of the fall and spring semesters. Students who complete requirements for a certificate or degree during fall semester will be invited to participate in the fall commencement ceremony. Students who complete requirements for a certificate or degree during the spring semester or are scheduled to complete final requirements the following summer semester will be invited to participate in the spring commencement ceremony. All such candidates must have the Application for Degree form on file.

BRIDGE PROGRAM
Students who have low basic skills (less than 16 composite ACT or equivalent COMPASS test scores) or who do not qualify to enter one of the technical programs at Washburn Tech may enter the Bridge program. This program is designed as an opportunity for students to improve their skills in mathematics, reading and writing in order to enroll in college level courses. Students should contact the Associate Dean of Student Services for more information on this program.

WASHBURN UNIVERSITY CONNECTION
The Washburn University School of Applied Studies, in conjunction with Washburn Tech, offers coursework at a reduced tuition rate that leads to the completion of an associate of arts or associate of science degree. This opportunity requires coursework at both Washburn Tech and Washburn University. Students who plan to pursue a baccalaureate degree are encouraged to take advantage of this option. For information contact an advisor at Washburn Tech or the Washburn University School of Applied Studies at 785-670-1282.

ASSOCIATE DEGREE AFFILIATIONS
Washburn Tech is pleased to offer articulation agreements with all Kansas community colleges in addition to Washburn University in Topeka. This allows coursework from most Washburn Tech programs to transfer toward an associate degree from these institutions. However, the transfer of academic credit is determined by the accepting institution and it is the responsibility of the student to request information from the accepting institution to learn how Washburn Tech credits will transfer in each case. Students are encouraged to obtain additional education and training whenever possible to enhance marketability, employability, and retention in the workplace.

NOTICE TO APPLICANTS
You are hereby notified that in the event your application for admission to state approved technical education courses or programs is denied by Washburn Tech, you may appeal to the Dean of Washburn Tech within thirty (30) days from the date of receiving the decision.
SUPPORT SERVICES FOR STUDENTS WITH DISABILITIES

The mission of the Testing/ADA Coordinator’s Office is to provide and coordinate relevant services that provide students with disabilities equal access to Washburn Institute of Technology programs and to coordinate entrance and exit testing for all students (Americans with Disabilities Act).

The Testing/ADA Coordinator’s Office is responsible for assisting students with disabilities in arranging accommodations and for helping to identify resources on campus for students with disabilities. Qualified students with disabilities must register with the office to be eligible for services. The office MUST have current documentation on file in order to provide services. Accommodations, based on individual needs, may include such services as test readers and/or scribes, extended time for test taking, adaptive computer technology, or alternate media materials. Requests for accommodations should be submitted at least two months before services should begin; however, if you identify a need for an accommodation at any point during a semester, please contact the Testing/ADA Coordinator’s Office immediately.

Students may contact the Testing/ADA Coordinator’s Office directly or voluntarily identify themselves to the instructor for a referral.

Washburn Tech does not offer a specialized curriculum for students with disabilities. All academic, technical and conduct program standards must be met. Modifications or accommodations cannot fundamentally alter the essential nature of the program.

CONFIDENTIALITY

All documentation submitted to Washburn Tech is kept confidential, and is used solely to determine the applicant’s eligibility for accommodations. Instructors/relevant Washburn Tech staff are also instructed to treat as confidential all information they received relative to the student’s disability and accommodations.

CONTACT DETAILS

Testing/ADA Coordinator, Washburn Institute of Technology, Building A, 5724 SW Huntoon Street, Topeka, KS 66604, 785-228-6356.

TUITION, FEES AND FINANCIAL AID

FEES

Certain programs may have other program related fees in addition to tuition charges. Information on specific program fees can be obtained in the Admissions Office or the Student Testing and enrollment Pathway Services (STEPS) Center. Students are charged fees to help defray the costs of providing modern technical programs. These fees for the 2013-2014 academic year included:

- Post-secondary enrollment fee - $50.00
- Secondary enrollment fee - $20.00
- Materials/technology fee - $7.00 per credit hour of enrollment
- Program specific fees - vary by program and may include uniforms, tools, etc.
- Certification Fees - vary by program

Fees are approved by the Washburn board of Regents and may be revised annually.
TUITION
Tuition rates are approved by the Washburn Board of Regents and may be revised annually. The tuition rate for the 2013-14 academic year was $89.00 per credit hour.

Financial Obligations
Tuition and fees are established by the Washburn University Board of Regents and are subject to change. Once a student has enrolled in classes he or she is liable for tuition and fee charges unless the student withdraws from all classes during the 100% refund period. For students who have received financial aid, withdrawal from a program could result in that student owing a balance. Students considering withdrawing from a program need to be sure that the financial implications are clearly understood before withdrawing.

Payments
Semester tuition and fees are due by the published due date unless the student has an agency sponsorship authorization on file in the Washburn University business Office.

Payments may be made using cash, checks, Visa, Master card, Discover, American Express, or money orders. There will be a service charge for all returned checks.

Washburn Tech reserves the right to make adjustments to a student’s account as needed, with or without prior notification, to ensure accurate schedules and/or billing.

Delinquent Accounts/Late Fees
Unpaid balances will be subject to additional fees in the form of late charges and may incur collection fees should a collection agency be needed to recover the balance. To avoid late fees, accounts must be paid in full each semester by the published due date. If not paid in full by the due date, a business Office hold will be placed on the student account; this hold will prevent the release of transcripts and diplomas as well as prevent enrollment in subsequent terms on either Washburn Tech or Washburn University’s campus.

Withdrawal and Refund Policy
A student who withdraws from a semester in which he or she is enrolled may be allowed a credit of the institution supply/tuition charge for that semester based on the published refund policy.

Withdrawals (Official)
A official withdrawal occurs when a student notified Student Services of his/her intent to withdraw. The official withdrawal date is the actual last date of attendance.

Students are not relieved of their financial obligations to Washburn Tech when a withdrawal is processed.

All charges that are unpaid by students at the time of the administrative withdrawal are due upon notice of the withdrawal. Credits are applied, and, if applicable, refunds are issued in accordance with Washburn Tech’s published refund policy.
Administrative Withdrawal
Washburn Tech may elect to initiate an administrative withdrawal of a student from all courses for any of the following reasons:

- Student fails to provide documentation required for full admission status.
- Student fails to meet Washburn Tech’s standards for Satisfactory Academic Progress.
- Student is absent five consecutive days without notification. The 5th day of absence will be used as the withdrawal date.

If an administrative withdrawal is initiated, written notification is sent to the student. Students have five business days to appeal an administrative withdrawal.

Institutional Refund Policy
Percentage of Tuition to be Refunded for a full-semester length course:

- First 5 days of class: 100%
- Day 6-10: 75%
- Day 11-15: 50%
- After Day 16: 0%

The first day a class is scheduled to meet constitutes the beginning of the course when calculating tuition refunds.

The Institutional Refund Policy determines the amount of institutional charges the student has incurred at the time of withdrawal. This calculation is automatically performed for both official and administrative withdrawals. A request from the student is not required.

If a student withdraws from a course that is less than a full semester in length, the tuition refund will be prorated according to the length of the course and based on the Institutional Refund Policy.

Refunds may take up to 45 days to process.

If tuition and fees were billed to, and paid by, a third party agency, Washburn Tech will refund any money due to that agency. If tuition and fees were not paid by a third party agency, refunds will be made to the student, even if the payment(s) was made by someone other than the student.

Return of Title IV Funds - Financial Aid Recipients Only

The Return of Title IV Funds Policy set forth by the U.S. Department of Education applies to post-secondary students if they received, or were eligible to receive, federal financial aid. Federal financial aid includes Pell Grants and student loans.

The Return of Title IV policy determines the amount of federal funding the institution and/or the student may retain. During the first 60% of the semester, a student “earns” aid in direct proportion to the length of time he or she attended class. A student who withdraws after the 60% point may retain 100% of the federal disbursements. If a refund of federal financial aid is due, the student must generally pay a portion of the refund. If the refund is to the
student loan program the student repays the refund in accordance to the terms outlined on the Master Promissory Note (MPN). If the refund is to the Pell Grant program, the student must return the funds to the U.S. Department of Education or make satisfactory repayment arrangements with the U.S. Department of Education. For the student to remain eligible for future financial aid, this must be done within 45 days of receiving notification from Washburn Tech.

Military Refund Policy
Students serving in the National Guard or Reserves who are called to active duty during an academic term are entitled to receive a full refund of tuition if they withdraw or for all classes dropped. Students who are directed to report for active military duty during an academic term shall also be entitled to receive a full refund of tuition. All refunds will be contingent upon presentation of official documentation. Students who volunteer for military service may be subject to the Institution’s Refund Policy.

Medical Withdrawal
Students who are unable to continue their course of study for medical reasons can withdraw from their program and will be refunded tuition based on the Institutions Refund Policy.

Refund Due to Death of Student
If a student should die during a semester in which the student is enrolled, the student’s estate will be refunded the tuition based on the Institutions Refund Policy. To initiate this process, the family must contact Student Services.

FEDERAL FINANCIAL AID
There are several federal programs available to help students pay for educational expenses. All students interested in applying for federal financial aid must complete the free application for Federal Student aid (FAFSA) and meet with the financial Aid Officer to determine eligibility.

A student is eligible to apply for assistance from the federal financial aid programs if he or she meets the following criteria:

- Is a U.S. citizen or an eligible non-citizen
- Has a high school diploma or its recognized equivalent
- Maintains satisfactory progress in his/her course of study
- Files a Statement of Educational Purpose, a Statement of Selective Service Registration Status, and a Certification Statement on Refunds and Defaults with the school.

The student is NOT eligible for federal financial assistance if he or she:

- Is enrolled as a secondary student;
- Is in default on a student loan or owes a refund on a Pell Grant;
- Has borrowed in excess of the annual or aggregate loan limits in the Federal Student Loan program.
- Reach the “lifetime Pell eligibility limit”

_Courses not leading to a certificate or an Associate’s Degree at Washburn Tech are not eligible for federal financial aid._
Continuing Education courses are NOT eligible for any federal financial aid programs.

Federal PELL Grant
The Pell Grant program provides grants to help undergraduate students with financial need to meet the cost of their post-secondary education. A student is not eligible for a Pell Grant if he/she has received a bachelor's degree. Unlike a loan, a grant typically does not need to be repaid. Eligibility is determined by using the following factors:

- The Expected Family Contribution (EFC) provided by the U.S. Department of Education after submitting a FAFSA
- Enrollment status
- Cost of attendance

Pell Grant funds are credited to a student’s account to pay for institutional charges at Washburn Tech. Any remaining proceeds are paid directly to the student to be used for other related educational expenses.

The total Pell grant amount a student can receive is limited to 12 semesters as a full time student. This is referred to as “Lifetime eligibility Used”.

Federal Work Study (FWS)
Federal Work Study (FWS) is a need based program that provides undergraduate students the opportunity to apply for jobs that allow them to earn money to pay educational expenses. To be considered for FWS funding, a student must submit a completed FWS application to the financial Aid Office. Contact the financial Aid Office to obtain job descriptions for all FWS positions and to determine eligibility.

Direct Loan Program (DL)
The three types of loans available under the DL program are Subsidized Stafford, Unsubsidized Stafford, and Parent loans for undergraduate students (PLUS).

The Subsidized and Unsubsidized loan programs are available to both dependent and independent students enrolled at least half-time. Eligibility for the Subsidized loan is based on financial need while eligibility for the Unsubsidized loan is not based on financial need. If a student’s financial need is not great enough, he/she may not be eligible for the entire amount of the Subsidized loan. In this situation the amount not received in the Subsidized loan may be received in the Unsubsidized loan program. The maximum amount a dependent student can borrow per academic year is $5,500, no more than $3,500 from the Subsidized loan program. If a parent applies for a PLUS loan on behalf of their dependent student and is denied, the student may apply for an additional $4,000 from the Unsubsidized program. The maximum amount an independent student can borrow per academic year is $9,500, no more than $3,500 from the Subsidized loan program. Under the Subsidized loan program the government pays the interest due until the student enters repayment, six months after ceasing at least half-time enrollment. Under the Unsubsidized loan program the student is responsible for interest that accrues from the date of the first disbursement.

Federal PLUS Loans are available to parents and/or step-parents, with a good credit history, to help pay for the education of a dependent undergraduate student who is enrolled at least half-time. Parents may borrow up to the total cost of attendance less any student aid received.
Loan funds are disbursed in two equal amounts. Funds are disbursed 30 days after the beginning of each semester and applied to charges on the student’s account.

**Repayment**
Subsidized and Unsubsidized loan repayment begins six months after the student ceases to be enrolled at least half-time.

PLUS loan repayment begins 60 days after the date of the second disbursement, or the parent may request delayed repayment.

**Interest Rate**
Subsidized and Unsubsidized - fixed at 3.86%
PLUS - fixed at 6.41%

**Origination Fee**
The federal government deducts loan fees from each of these loans.
Subsidized and Unsubsidized - 1.072%
PLUS - 4.288%

**Credit Balances - refund checks**
If a student receives more loan money than the balance on their account, a credit balance is created and a refund check is issued. Refund checks are available in the Cashier’s Office at Washburn Tech.

Subsidized and Unsubsidized - the refund check is issued to the student
PLUS - the check is issued to the parent who applied for the loan unless otherwise indicated on the PLUS application or a signed authorization from the parent requests the balance to be issued to the student.

**SCHOLARSHIPS**
Washburn Tech distributes scholarship opportunities to students as they become available. Each scholarship has specific criteria of eligibility and specific deadlines for application. Most scholarships are available for application between January and May for the upcoming fall or spring semesters.

Scholarship opportunities can be found on the Washburn Tech web page and in the STEP Office at Washburn Tech. Status updates are also added to the Washburn Tech facebook page as new opportunities become available.

**OTHER SOURCES OF FINANCIAL ASSISTANCE**
Many organizations and agencies provide financial assistance to students. These include but are not limited to: Kansas Dept. for Children and Families, Heartland Works, Jones foundations, Vocational Rehabilitation, and the Veterans Administration. Veterans may wish to contact the Regional Office of the VA for assistance at 1-800-827-1000. Information on any of these agencies can be obtained from the Washburn Tech financial Aid Office.
STUDENT SERVICES

ADVISING AND COUNSELING, WASHBURN TECH
Student Services staff members are available for academic advising. Staff provide guidance about school-related matters such as graduation requirements, changes of program, occupational information, grade and attendance concerns, and relationship issues with fellow students and/or staff as well as non school-related issues which may affect program performance. Students are encouraged to seek assistance in a timely manner. Assistance is available on a walk-in basis or by appointment.

COUNSELING SERVICES, WASHBURN UNIVERSITY
Students experiencing difficulty with academic work or who have personal concerns may want to utilize the Counseling Services’ office located in Henderson 111. Office hours are Monday through Friday, 8am - 5pm or other times by appointment. Students can drop-in to make an appointment or call 785-670-3100. Confidentiality is maintained for all types of counseling. However, students under the age of 18 will need parental consent to use the Counseling Services’ office.

CAREER SERVICES, WASHBURN UNIVERSITY
Washburn University Career Services provides comprehensive career development assistance for Washburn students. Self-interpretable career planning and assessment resources are available online through FOCUS 2 software. More information about resources is available at: washburn.edu/current-students/career-services/. Career Services is located in Morgan 137 and is open Monday-Friday, 8am - 5pm. For questions or appointments, call 785-670-1450.

WASHBURN TECH CARE CLOSET
The purpose of the Care Closet is to provide short term emergency assistance to Washburn Tech students and staff who are in crisis situations, with the hope that students will be able to complete their training, and staff will be able to focus on carrying out their job responsibilities. Ways in which the Care closet may be able to assist include, but are not limited to, food donations, transportation assistance, counseling and referral to community agencies for additional services. Crisis situations will be handled on an individual basis; confidentiality will be strictly adhered to. The Care Closet will not be able to help all individuals who request assistance. However, it will help as many individuals as expertise, funds and time will allow. Referrals for assistance may be made by students or staff to any member of the Care Closet Team.

NON-TRADITIONAL STUDENTS
According to the U.S. Department of Labor, nontraditional occupations are those in which women or men comprise 25 percent or less of its total employment. Washburn Tech encourages students to choose an educational/career field based on their interests and abilities rather than on gender-based traditions/biases. Washburn Tech proudly supports students who choose to enroll in programs considered non-traditional according to gender by inviting speakers who are currently employed in non-traditional jobs, and providing opportunities for discussion about issues of interest/concern related to participation in non-traditional programs/jobs.

RESTAURANT FACILITIES
Restaurant facilities are available at Washburn Tech. Students may bring their lunch or purchase their lunch and/or snacks in the Chef's Corner Café. The restaurant is open most days that school is in session. Individuals may purchase snack items for morning and/or afternoon break; lunch is available on the extended break between morning and afternoon sessions.
Meal tickets are available for purchase in the Washburn Tech Cashier’s Office. The cost is $20.00. The meal ticket can be used to purchase items available in the Chef’s Corner Café.

- Trays, cups, etc. are not to be taken from the restaurant area.
- No food is allowed in classrooms or laboratory areas without administrative approval.

BOOKSTORE
The Washburn Tech bookstore is located in the West Wing of the Administration building and is a satellite of the Washburn University Bookstore on the University campus. Students can purchase textbooks, supplies, apparel and snacks at the bookstore. Books can also be pre-ordered on the website: http://techshop.washburnbookstore.com/selecttermdept.ospx

DEPARTMENTAL LIBRARY, WASHBURN TECH
Each department maintains a library of relevant magazines, books, pamphlets, and other instructional materials that can be used for class work. These materials are the property of the institution and cannot be taken from the classroom without permission. Any damage to the instructional materials will be paid for by the individual responsible.

UNIVERSITY LIBRARIES, WASHBURN UNIVERSITY
The University Library, Mabee Library, located in the center of campus, is the intellectual and cultural heart of the University. Its staff offers a wide variety of services, with a special focus on educational programs that promote the intelligent use of information resources and information literacy, such as the 1-credit course IS170: Library Research Strategies, IS171: Internet Research Strategies, IS172: Advanced Research Strategies, and IS174: Trace Your Family History. Ongoing physical improvements in the library - the Study Grounds coffee bar and booth seating - continue to make it a place for 21st Century learning and allow the library to host a growing list of public exhibits and events, including student art exhibits, Aperion, the Averill Kansas Studies Lecture, and the Last Lecture Series.

The Library has three floors - one of which is a dedicated quiet zone, a second is designated for group study, while the main level is a mixed space that provides access to over 100 computers for students and faculty. A bank of 10 high-speed computers is available on the third floor. The Academic Success Center (washburn.edu/tutoring) and the Writing Center (washburn.edu/writingcenter), also located on the main floor, provide free tutoring services for students.

WASHBURN UNIVERSITY SPORTING EVENTS
Single game tickets at Washburn University are available free of charge to post-secondary Washburn Tech students who present a Washburn ID.

STUDENT LOUNGE
The student lounge is located in room AE110 in building A, near the STEPS Center. The lounge was planned and furnished through the efforts of the Student Government Association. Computers are available, as well as a meeting area for student organizations. All students are welcome to use the lounge before and after school, and during breaks. The rules of the lounge are simple - pick up after yourself, cooperate with others and show courtesy to your fellow students.

STUDENT HEALTH INSURANCE, WASHBURN TECH
Washburn Tech students enrolled in six or more credit hours per semester are eligible to participate in the student health insurance program available through Washburn University.
Literature regarding student insurance options is available in the STEPS Center. Students should be aware that many of the technical programs work with potentially dangerous equipment and that, while students will be taught how to work safely around the equipment before they use it, accidents may still happen. For this reason it is recommended that all students purchase health insurance.

STUDENT HEALTH SERVICES, WASHBURN UNIVERSITY

Student Health Services (SHS) is located in Morgan Hall, 170. Hours of operation are 8:00am - 1:00pm and 2:00pm - 5:00pm, Monday, Tuesday, Thursday and Friday on all days University offices are open. On Wednesdays, the hours of operation are 8:00am - 1:00pm and 2:00pm - 4:30pm. SHS is staffed by two board-certified nurse practitioners, a clinical nurse specialist, a registered nurse, and a receptionist. Treatment is available to all Washburn University students (though not spouses and children). Most care is provided free of charge with the exception of immunizations, some medications, outside laboratory testing and X-rays.

Services available include treatment of urgent care issues such as bronchitis, lacerations, sprains, bladder infections, gynecologic infections and skin conditions. Wellness care includes physical exams (including well woman exams/PAP testing), contraceptive education, TB testing, and immunizations. Students with chronic, stable conditions such as high blood pressure, diabetes and thyroid disease can also be seen at SHS. Treatment of depression, anxiety, bipolar disorder and ADD/ADHD are done in collaboration with Washburn University Counseling Services.

Medical insurance is not required for most students but is strongly recommended. (International students are required to have insurance). A basic insurance plan administered by an external company is available to Washburn Students. Information is available at the SHS, the Student Life Office, and online at washburn.edu/main/studentlife/studenthealth/index

When SHS is not open and the student does not have a personal health care provider, care may be obtained at the following urgent and emergency care centers at the student’s expense:

- Cotton-O’Neil Express Care
- Med-Assist
- Minor Med
- Tallgrass Immediate Care
- St. Francis Medical Center
- Stormont-Vail Health Care
- Sunflower Prompt Care
- Take Care Clinic

Please note the two hospitals (St. Francis and Stormont Vail) are places to seek treatment for serious illness or injury and charges will likely be much higher than the other facilities listed.

For more information, please call the SHS at 785-670-1470 or go online to:
washburn.edu/main/studentlife/student-health/index

STUDENT PRIVILEGES ON WASHBURN UNIVERSITY TRADITIONAL CAMPUS

Secondary students may use the Washburn University Mabee Library and receive discounts at many Topeka area businesses by presenting their Washburn Tech ID.

Post-secondary students with Washburn Tech ID cards may use the iCard to access the facilities at the Student Recreation and Wellness Center, to attend University theatre productions and Sporting Events, to receive medical services at the University Health Center, to enjoy discounts at the University Bookstore, and to access all services at the Mabee Library and the Law Library.
BUS PASSES
In 2014-15, high school and post-secondary students with Washburn Tech ID cards may use the Topeka Public Bus system free of charge.

STUDENT ORGANIZATIONS

SKILLSUSA
SkillsUSA is a national organization that promotes technical excellence through organized student competition among technical institutions. The Washburn Tech chapter has a proud history of success on the state and national levels. Student activities promote leadership, technical skill development, and public service; any Washburn Tech student in good standing may participate in SkillsUSA. Faculty sponsors supervise the activities and training for competitions.

NATIONAL TECHNICAL HONOR SOCIETY
The National Technical Honor Society (NTHS) recognizes and honors Washburn Tech students for outstanding academic and personal achievements. The NTHS promotes the qualities of honesty, service, leadership and career development. Washburn Tech students are nominated for NTHS by their instructors or may be self-nominated. They must be in the last semester of their program. Students are evaluated on the basis of their academic and attendance records, community involvement, character and financial accountability. Final selection into NTHS is made by a committee of instructors and an administrator.

WASHBURN TECH STUDENT GOVERNMENT ASSOCIATION
Each year, every program at Washburn Tech elects one student to represent them in the Student Government Organization. The organization meets once a week. Each elected student is responsible for taking the ideas of their fellow students to the meetings so the organization can explore the possibilities of instituting changes and discussing ways to make those changes happen. The representative also reports back to their program on the activities of the Student Government. The elected students learn leadership, teamwork and social skills.

ACADEMIC POLICIES AND PROCEDURES

SATISFACTORY ACADEMIC PROGRESS
Washburn Tech requires that all students maintain Satisfactory Academic Progress (SAP). Title IV financial aid includes Federal Pell Grant, Federal College Work Study, Federal Stafford Loan (subsidized and unsubsidized), and Parent Loans for Undergraduate Students (PLUS). Students receiving title IV Federal financial Aid have additional requirements as defined by Federal guidelines.

Washburn Tech reviews the following items at the end of each semester:
1. Qualitative Measure: cumulative Grade Point Average: 2.0 (required for all students)
2. Program Pace:
   All financial aid recipients must maintain pace of completion of 67% or greater. A student’s pace is calculated as cumulative credit hours successfully completed divided by cumulative credit hours attempted/number of enrolled credit hours. (Successfully completed is defined as a “C” or better). for example if a student enrolls in, and attempts, 24 credit hours and successfully completes/earns, 20 credit hours, pace is 83% (20/24) and the student would meet the pace requirement. On the other hand, if a student enrolls in, and attempts, 24 credit hours and successfully completes/earns, 15 credit hours, pace is 63% (15/24) and the student would not have met pace.
3. Maximum Time Frame for Program Completion:
The maximum number of credit hours for which a student is eligible to receive financial aid cannot exceed 150% of the published length of the program. For example, if the published length of an academic program is 48 credit hours, the maximum number of credit hours must not exceed 72 credit hours, $48 \times 1.5 = 72$. Students are required to meet with an advisor to discuss an academic completion plan if and when they reach 100% and have not met graduation requirements.

**Academic Probation/Financial Aid Warning**
If a student falls below any of the SAP standards at the end of the semester, they are automatically placed on academic probation for the next semester they attend. Students remain eligible for financial aid during the warning semester. **Students NOT meeting SAP after a semester on probation will be suspended.**

A student is academically suspended if he/she earns a semester, or cumulative, GPA below 1.75. There is no warning period when the term or cumulative GPA falls below 1.75.

**Adding and Withdrawing Classes**
Courses in which students receive a grade of incomplete “I”, withdrawn “W”, or failing “F”, are not considered as completed hours for SAP purposes. However, an incomplete that becomes a satisfactory grade is counted in the cumulative GPA and as hours completed for SAP standards. Incompletes must be completed within the time frame approved by the instructor and the Associate Dean of Student Services.

**Repeating Courses**
If a student repeats any portion of a program, the most recent grade, not necessarily the best grade, is used to determine the qualitative and quantitative measures. However, all attempts are included when calculating pace and maximum time frame and all attempts remain on the transcript.

**Credit/No Credit Options**
Credit/No Credit classes are accepted as enrolled hours for SAP purposes. These classes always count as credit hours attempted when measuring SAP standards. If a student receives credit, the credit hours are included in the number of credit hours successfully completed. If a student receives no credit, the credit hours are not included in the number of credit hours successfully completed. Since there is no letter grade assigned for these classes, they are not included when calculating the cumulative grade point average.

**Transferring Credits**
Credits transferred to Washburn Tech from a previous institution are included when determining SAP.

**Changing Programs**
All grades earned at Washburn Tech are included in the SAP calculation. This is true even if a student changes programs.

**Appeal Process**
Appeals are accepted through the end of the 5th day of the subsequent semester.
Before students may appeal for reinstatement of financial aid eligibility, a Free Application for Federal Student Aid (FAFSA) must be on file for the semester funds are being requested.

Students who wish to appeal for reinstatement of enrollment must provide a written appeal to the Associate Dean of Student Services. Appeal forms are available in the STEPS office. Written appeals must be supported with appropriate documentation. The SAP Appeal Committee reviews all appeals and takes into consideration any excessive withdrawals or non-completion of original hours in previous semesters. The Associate Dean of Student Services notifies the student in writing of the decision within ten days of receiving the appeal. This decision is final. If the reinstatement request is approved, financial aid may be reinstated.

Students who appeal because the maximum number of credit hours attempted was reached are required to meet with an advisor to review and revise their academic completion plan. The plan describes how the student intends to complete the program on a course-by-course or semester-by-semester basis. However, reviewing the academic completion plan does not automatically reinstate financial aid eligibility. Students are required to follow the academic completion plan for each remaining semester to reach the graduation requirements successfully.

**ATTENDANCE, ABSENCES AND TARDIES**

Students are expected to attend classes every day to receive the maximum benefit from their instructional program. Washburn Tech realizes that, due to circumstances beyond the student’s control (i.e., illness, a death in the family), daily attendance is not always possible.

Absences and tardies are recorded each day, regardless of the reason. For purposes of taking attendance, there is no excused or unexcused absence or tardy. Each department applies its own system, explained in each program syllabus, which may factor absences and tardies into the student’s daily and/or final grade and may impact continued enrollment.

**Students are advised to visit with instructors regarding the grading and attendance systems used by the program in which the student is enrolled.**

**GRADES AND GRADING**

Grades are issued by instructors four times per year on a quarterly basis. The following definition of letter grades will prevail unless a different designation is used by a participating school district:

- A  Excellent, all that can be expected
- B  Above average, doing good work
- C  Satisfactory, average work
- CR Credit
- D  Unsatisfactory (credits won’t count toward graduation)
- F  Failing (no credits earned)
- I  Incomplete
- N  No Credit
- W  Withdrawal

Progress Reports may be provided at any time during the semester. Students will be provided a Progress Report if grades drop below a “C” in any subject. This communication is provided so that students have an opportunity to improve.
Students doing unsatisfactory work or failing will be notified at the end of each quarter. Instructors and/or Washburn Tech Advisors will meet with those students to assist them in making adjustments to the school/technical program or in changing their vocational objective. Each program establishes its own grading scale and guidelines regarding satisfactory progress within the program.

INCOMPLETE GRADES
Students have ten school days from the end of a grading period (quarter or semester) to make up an incomplete grade. If there are special circumstances involved that resulted in prolonged absences, additional time for make up may be allowed. Should more than ten days be needed, this must be cleared with the instructor and the Associate Dean of Student Services.

GRADE DISPUTE
If students have questions about final grades assigned, they need to first address their concerns with the instructor within five school days after receiving official documentation of the grade(s). If the concern is not resolved at that level, students need to follow the grievance procedure outlined in the student handbook.

ADDING AND WITHDRAWING CLASSES
Adding and withdrawing from classes during a term will impact a student’s credit hour completion for SAP. Course withdrawals after the 5th day of the semester will reflect a “W” (withdrawal) on the student transcript.

GRADUATION REQUIREMENTS
To graduate from a technical program and receive a certificate, students must maintain a cumulative grade point average (GPA) of 2.0 or greater with no course grade less than a “C”. If a student receives a “D” or “F” in a course, he/she must re-enroll in that course, pay tuition for those credits, and earn a “C” or higher. Students will not receive a technical certificate if any grade of “D” or “F” remains on their official transcript.

NOTE: Specific programs may require more rigorous academic standards. For pertinent details, refer to those program handbooks or program syllabi.

SAFETY PRACTICES
Students will be taught proper safety practices in Washburn Tech classrooms, labs, and shops by their instructors. It is expected that students adhere strictly to these practices at all times. Students must pass a safety assessment prior to gaining access to labs and shops associated with the technical program. Instructors make safety practices an important part of their instructional procedures as well as their grading system. If students do not follow the established safety practices, such students may be removed from the class.

EYE PROTECTION
Many programs require students to wear approved eye protection. Instructors in the technical programs will advise students about the type of protection needed. The student is responsible for purchasing the required eye protection. Non-compliance with shop safety standards will be considered a violation of the Student Conduct Code.

MEDICATIONS
There is no school nurse on the Washburn Tech campus. Students are responsible for their own care; that includes being responsible for taking their own medications. Prescribed
medications must be in a labeled bottle. If students have been prescribed medications that may impair physical and/or mental abilities that may put them or others at risk of injury, they have a responsibility to inform the program instructor(s) and the Associate Dean of Student Services.

MEDICAL EMERGENCIES AND ACCIDENTS
Safety is a priority in every Washburn Tech classroom, shop, and laboratory setting. All instructors provide information and demonstrations regarding safe practices in their program.

When injuries or accidents occur, students must report them to the instructor at the time they happen. Instructors or the substitute instructor on duty must complete a “Washburn Institute of Technology Incident Form” within 24 hours of the accident. The completed form must be submitted to the Associate Dean, Student Services.

First aid kits are maintained in all technical programs. If further assistance is required, students are referred to Student Health Services on the Washburn campus or a hospital emergency room. The University Student Health Services is located in Morgan Hall, room 170, phone number 785-670-1470. Current hours of operation are 8:00am - 12:30pm and 2:00 - 4:30pm, Monday, Tuesday, Thursday and Friday, and on Wednesday, 2:00 - 4:00pm. Please call to confirm availability.

If the incident requires more immediate attention, a call will be placed to 911 requesting assistance. When an ambulance is called, it will be at the expense of the student. No Washburn Tech staff will transport individuals with a medical emergency to the hospital. Any Washburn Tech staff person with direct knowledge of the medical emergency may place the call to “911.” After the call is placed, the Washburn University police officer on duty at Washburn Tech (785-228-6309) and the Associate Dean, Student Services (785-228-6320) must be notified.

In emergency situations, Student Services staff will notify the parents of high school students and the emergency contact of post-secondary students.

DRESS CODE
Students will be expected to wear properly fitting, safe, neat, and clean apparel suitable for the type of training program in which enrolled. The appropriate, acceptable dress in each program will be determined by the program instructor. Washburn Tech places strong emphasis on work-ready appearance and grooming.

The following guidelines will be observed with regard to wearing apparel at Washburn Tech:

1. Instructors will require students to wear protective clothing when necessary.
2. Gloves, helmets, and safety glasses must be worn when and where designated by an instructor.
3. Shirts must remain buttoned at all times. Any loose fitting clothing that creates a hazardous situation around machinery or equipment will not be allowed.
4. Sandals, perforated or open shoes will be restricted in hazardous areas.
5. Hats, caps or sunglasses will not be worn in the institution classroom/lab/shop areas unless the program instructor grants permission.
6. Cut-offs, halters/midriffs, half-shirts, sagging jeans, tube tops, fishnet tops, spaghetti strap tops, and intentionally torn clothing are not appropriate for classes at Washburn Tech. Tops and/or shirts must cover the midriff area.
7. Instructors will require appropriate dress for all field trips.
BREAK PERIOD
A break period may be allowed in the morning and the afternoon in each classroom. Guidelines for break periods:
1. Smoking is allowed only in posted areas on the campus.
2. Students will not be permitted in any vehicles during break periods.
3. Students must not block doorways or steps at any time.
4. The break period may be suspended at any time.
5. Violations of these guidelines may result in disciplinary action.

LEAVING BUILDINGS OR PREMISES DURING CLASS TIME
The staff at Washburn Tech has a responsibility to parents and participating high schools to be accountable for the safety of all students. If students need to leave campus during their regularly scheduled class hours, they must check out with their instructor.

Written parental permission must be on file with the classroom instructor before high school students will be permitted to participate in field trips.

PERSONAL ELECTRONIC DEVICES
Cell phones, musical headsets (radios, CD/DVD Players, etc.), hand operated electronic games, and laser lights are to be turned off during class time. Cell phones, musical headsets and earpieces, and electronic games may be used during designated break times and lunch.
1. Having a cell phone sound off during class is a violation of the Student Conduct Code and may result in disciplinary action.
2. Washburn Tech is NOT responsible for the theft of cell phones, other electronic devices, and related items.

COMPUTER ETHICS
Computers and the internet at Washburn Tech support education and research at the institution. For students to benefit from these resources, standards of use have been established as described below.

Transmission of any material in violation of any U.S./State regulation or school policy regarding computer/internet use is prohibited. This includes but is not limited to copyright material protected by secret trade. The use of Washburn Tech’s computers and the internet is a privilege, not a right. Inappropriate use will result in loss of the privilege and possible disciplinary action including removal from the program/Washburn Tech.

Student use of Washburn Tech’s computer systems/networks and internet access must follow accepted rules of usage. These rules include, but are not limited to, the following:
1. Swearing, vulgar language and abusive messages will not be tolerated.
2. Exercise caution when sending personal addresses or phone numbers. Sharing personal information about others is prohibited. Report to authorities any message relating to illegal activities.
3. All student computer/internet usage at Washburn Tech must be under the supervision of an instructor or staff person.
4. Students may not use disks or programs other than those provided or approved by Washburn Tech staff.
5. Food or drink at or in the proximity of computers, printers, etc. is prohibited.
6. All printing or downloading must be under the supervision of an instructor or staff person. All information is to be considered copyrighted.
7. Computer vandalism is prohibited. Vandalism is defined as any malicious attempt to harm or destroy another user, the internet, or any computer, agency or network. This includes the uploading or creation of computer viruses.

EMPLOYMENT RELATED SERVICES

WORK EXPERIENCE
Students who complete all competencies that are part of their technical program have the opportunity to participate in various types of work experience prior to graduation. Students must meet Satisfactory Academic Progress to be approved to leave campus for any type of work experience. In addition, students need the recommendation of the classroom instructor and the approval of the Associate Dean of Student Services. Work experience, paid or unpaid, must be directly related to the technical training program.

EMPLOYMENT ASSISTANCE
Washburn Tech strives to assist all qualified students/graduates to secure employment in their field of study. However, employment is not guaranteed. Instructors, who maintain a close relationship with business and industry through their program advisory committees and business contacts, provide placement assistance to students completing their program.

Each spring, Washburn Tech hosts a Job Fair to introduce students to employment opportunities. In addition, employers inform Washburn Tech of job openings on a regular basis. This information is distributed to related program instructors to share with students.

Employers can post job opportunities and students can access job listings at witjobs.net.

EXIT TESTING
As Washburn Tech students near the completion of their program of study, they have the opportunity to take the WorkKeys tests again as an Exit Test. The Exit Test scores are the basis for the student’s WorkReady Certificate. The level of certificate awarded is keyed to the lowest of the three test scores earned. A “3” earns a Bronze Certificate, a “4” earns a Silver Certificate, a “5” earns a Gold Certificate and a “6” earns a Platinum Certificate.

CAMPUS GUIDELINES

VEHICLES AND PARKING POLICIES ON CAMPUS (APPLIES TO BICYCLES ALSO)
Individuals who drive to the Washburn Tech campus must assume the responsibility for safe and legal operation of a vehicle on or near the campus. The following guidelines apply to those who drive vehicles onto the Tech campus:

1. Students and staff will enter and leave the campus in an orderly and safe manner at all times
2. A speed limit of no more than 15 miles per hour will be observed on campus
3. Reckless driving and speeding will not be tolerated
4. Student parking is not permitted in front of the administration building or where curbs are painted yellow
5. Parking must be within the lines denoting parking areas
6. All traffic must stop for school buses that are loading and unloading on the campus
7. Students are not permitted to be in vehicles during breaks or lunch time
8. City police and University police may issue tickets for violations
9. With reasonable suspicion, any vehicle parked on the Washburn Tech premises may be subject to search for illegal drugs or weapons
10. Bicycles brought onto campus must be placed in the bicycle racks provided.
11. Washburn police officers provide emergency “jump starts” and “lock-out’s.”

GENERAL VEHICLE OPERATIONS
The provisions of the City of Topeka traffic codes and state traffic statues, Chapter 8 of the Kansas Statutes Annotated, are applicable to the operation and condition of motor vehicles operated on the University campus except as may be otherwise provided in these regulations by the Washburn University board of Regents.

Persons operating or parking a vehicle on campus shall be fully responsible for that vehicle and its contents. Washburn Tech has no responsibility for vehicles or protection of any vehicles or their contents while on campus. An enrolled student shall be held responsible for violations by vehicles registered to him/her through the State Motor Vehicle Department regardless of the operator at the time of the violation.

HANDICAPPED PARKING
Certain parking spaces are designated as handicapped parking. Parking in these spaces is reserved for those persons whose vehicles display:

1. A specially issued vehicle license plate displaying the international symbol of access to the physically handicapped;
2. A disabled veteran license plate issued in accordance with K.S.A. 8-161;
3. A specially issued identification placard displaying the international symbol of access to the physically handicapped.

Violators of handicap parking laws will receive traffic citations issued by officers of Washburn University, City of Topeka, Shawnee County and/or State of Kansas. Fines will be according to the city code of State statutes.

DESIGNATED PARKING
The Washburn Tech campus has open parking except where specifically designated. Faculty and staff must apply for a parking permit if they want to park in designated parking areas. The application for a parking permit needs to be made through the Washburn Tech Dean’s office. The parking permit must be displayed on the rear view mirror of the vehicle of the permit owner.

PARKING OVER-LENGTH VEHICLE
Over length or oversized vehicles such as buses, trucks and campers cannot be parked in regular parking spaces. Visiting groups and charter buses may arrange for special parking assignments and permits with the University Police Department.

OVERNIGHT CAMPING OR SLEEPING
Parking for camping or overnight sleeping in vehicles is prohibited.

PROHIBITED PARKING PRACTICES
The following acts are prohibited and Washburn Tech tickets may be issued for such infractions:
1. Double parking or blocking streets;
2. Parking on sidewalks or grass;
3. Parking in service or restricted areas;
4. Parking across drive entrances or sidewalk crossings;
5. Parking outside marked spaces;
6. Parking in fire hydrant zone;
7. Parking over-length vehicle without permit;
8. Parking in a space for which the vehicle is not permitted;
9. Any other parking violation(s) as defined by city code or State statutes.

FEES FOR VIOLATIONS OF PARKING: LATE PAYMENT
A fee of $25.00 shall be charged for all Washburn Tech tickets issued for parking violations (except for handicap parking violations.) Such fees are due and payable to the Washburn Tech Cashier during business hours. Fees are due within five (5) business days following the date the ticket was issued. If the fees are not paid, a late payment fee of $10.00 shall be assessed on the sixth day following the date of issuance of the ticket. Students, instructors, and staff are all subject to these fee and late fees.

FAILURE TO PAY
Students with unpaid fees and/or late payment fees shall have a hold placed on their transcripts and re-enrollment until fees are paid in full.

HEARINGS
A person who wants to contest the issuance of a Washburn Tech ticket issued to him/her for parking violations may obtain a hearing in accordance with the following procedures:

1. A verbal complaint regarding a specific ticket issuance shall be made to the Associate Dean, Student Services within five (5) business days of the issuance of the ticket. The Associate Dean, Student Services has five (5) business days to gather information and respond to the complaint.
2. If the individual is not satisfied with the disposition of the complaint regarding a specific ticket, the individual may then submit, in writing, his/her reason for a review request to the Director of Campus Police within five (5) business days after receiving the first response. A hearing will then be scheduled by the Parking Ticket Review Board that will consist of two students, two instructors or staff members, and the Director of University Police. The decision of the Parking Ticket Review Board shall be final.

VEHICLE REMOVAL
Motor vehicles parking in violation of any of these regulations may be deemed a common nuisance and the nuisance abated by removal or towing away of the vehicle. The cost of abating, towing and impounding shall be the responsibility of the owner of the vehicle.

VISITORS TO CAMPUS
A visitor is defined as an individual who is not a student, faculty, or staff member of Washburn Tech. Visitors ticketed on campus for parking violations may be excused for such parking violations by taking or mailing the Washburn Tech Parking Violation Notice, with proper identification, to the Cashier on the Tech campus.

STUDENTS
Students are defined as those individuals who are currently enrolled at Washburn Tech or were enrolled for the preceding regular or summer term and have not graduated. Any individual having evidence showing that they will not be a Tech student for the current or next term will be considered a VISITOR.
VEHICLES AND PEDESTRIANS
Vehicles shall yield to all pedestrians.

VEHICLE SPEED LIMITS
All vehicles are to be driven prudently and not in excess of 15 mph on the streets and roads of the Washburn Tech campus.

ACCIDENTS, REPORTING OF
All accidents, including motor vehicles, occurring on the Washburn Tech campus should be reported to the Police Officer on duty. The Topeka Police Department also has jurisdiction to investigate all accidents occurring in the City of Topeka.

EMERGENCY PREPARATION
To prepare students and staff in the event of an emergency, fire drills and tornado drills are held throughout the year on a regular basis. When the alarms sound, all students should immediately cease working and exit the classroom or shop area in the manner designated by their instructor. Maps designating the appropriate exit routes are posted in, or adjacent to, all classrooms on campus.

IALERT
Washburn University has implemented iAlert, a mass message emergency notification system which significantly enhances our ability to maintain a safe academic environment for students, faculty and staff. Participation in the iAlert system is voluntary. It is the responsibility of the student to register for the free service and to keep the contact information up to date. For complete information on iAlert and details on how to register, go to washburn.edu/iAlert or call 785-670-1154.

TOBACCO PRODUCTS POLICY
The word “tobacco” is all-inclusive and refers to smoking, smokeless tobacco and electronic devices that simulate smoking.

The use of tobacco products on Washburn Tech property is limited to the designated areas. The areas are designated by a green barrel with bright orange painted rings; the guidelines related to tobacco use are posted on or adjacent to the barrels. Smoking is permitted within 6-8 feet of the barrel. The use of tobacco products is prohibited except in the designated areas.

INSPECTIONS
The administrator in charge of the Washburn Tech campus, or his/her designee, shall have access at all times to all Washburn Tech property and equipment located therein. Students, employees of the school, Advisory Board members or other persons authorized to use school property or equipment should not have a reasonable expectation of privacy to school property or equipment used by them, including: vehicles, lockers, desks, tool boxes, and similar property. Such property and equipment is subject to periodic inventory and periodic inspection for maintenance and cleaning purposes and may be thoroughly searched should the administrator, or his/her designee, determine there are reasonable grounds for suspecting that the intended search will turn up evidence that the student or the employee has violated or is violating the rules of the school. Searches made in conjunction with or made at the request or direction of law enforcement agencies shall require a search warrant or a determination that probable cause and exigent circumstances exist for such a search.

Computers, network hardware (including servers) and software owned or leased by Washburn University/Washburn Tech are also subject to periodic inventory and inspection for maintenance,
replacement, upgrades and/or cleaning purposes. The use of such technology is subject to the policies of the institution, the policies of Washburn University, or State or Federal law.

**FALSIFICATION OF DOCUMENTS**
Falsification of enrollment or program assignments/clinical documentation will result in disciplinary action that may include dismissal from the technical program.

**GRIEVANCE PROCEDURE**
A student who has an academic or non-academic concern or complaint needs to follow these steps to address and resolve the issue:

1. The student shall first bring the issue informally to the attention of his/her program instructor within five school days after the concern was raised. Every effort must be made to resolve the concern at this level.
2. If, after every effort has been made to resolve the concern with the instructor, the student is not satisfied, the student may present a written grievance to the Associate Dean of Student Services within 30 days after the incident/issue that raised concern. The Associate Dean of Student Services will investigate the matter and render his/her decision within ten school days after receiving the written grievance. A written notice of the decision will be mailed to the student.
3. If the student wants to appeal the decision of the Associate Dean of Student Services, he/she must file a written appeal within five school days to the Dean of Washburn Tech. The Dean will render a decision on the grievance within five school days of the filing. A written notice of the decision will be mailed to the student.
4. The decision of the Dean will be final.
5. **Note:** Health Occupations students with issues or concerns not resolved at the classroom level, will take those issues/concerns to the Health Occupations Coordinator before coming to the Associate Dean of Student Services.
6. **Note:** If the appeal is regarding dismissal from a program, the student may remain in class during the appeal process unless the student poses a risk to self or others.

**BULLYING**
Bullying is defined as aggressive behavior that is intentional and that involves an imbalance of power or strength. It is repeated intimidation of others, and includes but is not limited to, the real or threatened infliction of:

- hitting and/or punching (physical bullying).
- verbal taunts, name calling, put downs including ethnically based or gender based put downs (verbal bullying).
- intimidation through gestures, extortion of money or possessions, or social exclusion (non-verbal bullying or emotional bullying).
- insulting messages sent by phone or computer e-mail (cyber bullying).

Bullying is disruptive to the educational process, and is not acceptable behavior at Washburn Tech.

**RACIAL HARASSMENT**
Racial harassment is unlawful discrimination on the basis of race, color or national origin under Title VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination, and shall not be tolerated.

Racial harassment may result from verbal or physical conduct or written/graphic material that is racially motivated, and which:
• affords a student different treatment, solely on the basis of race, color or national origin, in a manner which interferes with or limits the ability of the student to participate in or benefit from the services, activities or programs of the school,
• is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile academic environment or is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with a student’s academic performance or ability to participate in or benefit from the services, activities or programs of the school.

SEXUAL HARASSMENT/SEXUAL VIOLENCE
Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical contact of a sexual nature that creates a hostile, intimidating, or offensive educational environment; or sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature that is repeated after there has been a clear statement that the person shall stop. Sexual harassment includes but is not limited to:

• Letters, notes, telephone calls, e-mails, distribution or display of materials of a sexual nature.
• Deliberate touching, leaning over, cornering, patting, pinching or brushing against a student’s or employee’s body.
• Sexually suggestive leering or gestures.
• Pressure, subtle or otherwise, for sexual favors.
• Sexual teasing, jokes, remarks or questions.
• Any attempt by a staff member to establish a sexual relationship with a student.
• Demand of sexual favors accompanied by implied or overt threats concerning an individual’s employment or educational status.
• Demand of sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual’s employment or educational status (Quid Pro Quo).
• Sexual violence.

Sexual violence is defined as a physical act of aggression that includes a sexual act or sexual purpose.

 VIOLATION OF BULLYING, RACIAL HARASSMENT OR SEXUAL HARASSMENT/SEXUAL VIOLENCE POLICIES
It is a violation of the Bullying, Racial Harassment and Sexual Harassment/Sexual Violence Policies for any student, employee or third party (visitor, vendor, etc.) to bully, racially harass, sexually harass or sexually violate any student, employee, volunteer or other individual associated with the school, whether it be in any school building, on or about school grounds, at any school sponsored activities/programs on or off school grounds, or in any vehicle when that vehicle is used to transport students for the school district. It shall further be a violation for any employee to discourage a student from filing a complaint of such conduct, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of these policies.

Complaint Procedure
The complaint procedure to report discrimination, sexual harassment or harassment is found at www.washburn.edu/eeo-complaints. Complaints are to be made within 180 days of the latest alleged incident to the Equal Opportunity Director.
The Equal Opportunity Director (EOD) is Ms. Pam foster, Morgan Hall Room 380A, Washburn University. Phone: 785-670-1509. email: pam.foster@washburn.edu.

Any retaliation against an individual who files a complaint of discrimination/harassment or against individuals who participate in the proceedings is strictly prohibited.

The Equal Opportunity director may become aware of an incident of alleged discriminate/harassment even though not reported by the alleged victim. Incidents of discrimination/harassment pose legal risks to Washburn Tech. therefore, Washburn Tech retains the right to conduct investigations into alleged incidents of discrimination/harassment and take appropriate measure. This is true even if the alleged victim is unwilling or chooses not to report or pursue the matter.

The complainant will be notified of the disposition of the complaint at each stage of the process. If a finding of discrimination/harassment is made, appropriate corrective and remedial action will be taken.

Self-Help
The complaint procedure does not require the complainant to confront the alleged perpetrator in any manner or for any reason prior to initiating a formal grievance. the complainant may elect to employ self-help measures. One course of action by individuals who believe they have been discriminated against/harassed by someone is to inform that person emphatically the conduct is unwelcome, offensive, violates Washburn Tech policy and must stop. There are two methods by which this may be done. An individual may:

- Personally inform the person either verbally or in writing; or,
- Ask a supervisor or the EOD to notify the person.

Consultation and Evaluation
Individuals who believe they may be or are a victim of discrimination/harassment may contact the EOD. This should be done normally within 10 days of the alleged incident giving rise to the complaint. The consultation/evaluation has several purposes.

- To help the individual in determining if the perception of discrimination/harassment is valid;
- To discuss the right, under the policy, of both the individual and the person against whom the allegation is made;
- To discuss possible methods the individual could undertake to address and to eliminate the unwanted conduct (whether or not it is discrimination/harassment); and:
- To advise the individual. The EOD will:
  - Help the individual determine what courses of action exist if an issue of discrimination/harassment is believed present,
  - Assure the individual that all complaints will be promptly and thoroughly investigated and decided within the time frames set forth below at each stage of the process.
  - Advise the individual that a complaint normally must be filed within 10 business days of the incident giving rise to the complaint; or,
Following consultation with the EOD above. The EOD will:

- Notify the individuals that retaliation for having exercised their rights under this policy is strictly prohibited.
- Advise the individuals of the EOD’s conclusion regarding whether or not an issue of discrimination/harassment is present. The conclusion will be based upon all of the information presented and gathered.
- Confidentiality. The EOD shall take steps to keep information confidential to the greatest extent possible. No assurance of complete confidentiality may be given.

Informal Complaint Procedure

An informal complaint may be filed by the individual believing to be the victim of discrimination/harassment, normally within 10 business days:

- Of the incident giving rise to the complaint; or,
- Following consultation with the EOD as described above.

Or, the EOD may take action when the informal complaint procedure is deemed necessary. The EOD’s determination will be based upon the information and evidence provided by the alleged victim.

The complaint procedure identifies the alleged victim as the “complainant” and the alleged offender as the “respondent.”

The EOD initiates the following actions in no particular order, normally within 10 business days of the filing of the informal complaint:

- Apprising the respondent of the charge of discrimination/harassment;
- Eliciting from the respondent an explanation of what occurred from the respondent’s perspective;
- Gathering any other information or conducting any investigation or interviews the EOD deems to be necessary;
- Attempting to facilitate the solution acceptable to both the complainant and the respondent;
- Taking such other steps deemed appropriate by the EOD;
- Advising the individual of the EOD’s conclusion regarding whether or not harassment/discrimination has occurred, based on the information presented in the investigation;
- Make a written record of the informal procedure. Any resolution will be maintained in the EOD office for a minimum of 3 years; and
- Notify the complainant and the respondent that retaliation for having exercised their rights under this policy is prohibited.

A formal complaint may follow if a solution to the situation acceptable to the complainant cannot be reached. The request must be submitted in writing to the EOD within 10 days from the completion of the informal complaint procedure.

Formal Complaint Procedure

An individual’s request for a formal complaint procedure will be given to the President. The request:
• Must be in writing;
• May be submitted by either the complainant or the EOD on the complainant’s behalf;
• Shall be delivered to the respondent at the same time it is delivered to the President; and,
• Shall be granted by the President unless it appears some other disposition satisfactory to the complainant can be made.

The President will furnish the EOD, normally with 10 days from the date the request is granted, a list of 7 Washburn Tech Employees from which one member of a hearing committee will be selected.

The hearing committee will be established, normally within 20 business days of the individual’s request. The EOD will coordinate the selection process. First, the complainant shall select one Washburn Tech employee to serve on the hearing committee. The respondent then shall select one Washburn Tech employee to serve on the hearing committee. The third member shall be selected as follows:

The first and second members will alternate eliminating one name at a time from the list of 7 Washburn Tech employees furnished by the President, starting with the person selected by the complainant until only one of the names remains. This individual becomes the third committee member.

The first meeting of the hearing committee normally will be scheduled by the EOD within 10 days of the selection of the hearing committee, at which time the committee will set the hearing date. Time is of the essence in scheduling and conducting the hearing.

All committee members will serve without compensation. Employee’s service on such committee shall be deemed hours worked.
Reasonable provision will be made for individuals to appear as witnesses at the hearing.

A record will be kept of the proceedings of the hearing.

The committee will deliberate in private and render its decision, normally within 10 days of the hearing.

Legal counsel, on behalf of either party, may serve only in an advisory capacity, and may not present nor participate in the hearing.

The decision of a majority of the committee shall be the decision of the whole. The decision shall be considered final and binding upon the complainant and the respondent.

Appeal Procedure. The decision of the committee may be appealed by either party by filing a written notice of appeal with EOD specifying the basis for the notice of appeal within 10 days of the decision.

The EOD shall promptly notify the Washburn Tech Associate Dean of Instruction and the Dean who shall serve as an appeals committee.
The appeals committee shall consider the complete record of the hearing and render a decision, normally within 10 business days of receipt of the notice of appeal. It will not conduct a hearing. Its decision shall be final.

The hearing and appeal committees' decision shall have no effect upon any other individual not participating in the specific complaint, nor will it operate to change any Washburn Tech policy or procedure.

Each decision shall be reviewed in due course by appropriate Washburn Tech policymakers to determine if any policy change should be made.

Full and complete documentation of any complaint shall be retained by the EOD for a minimum of 3 years.

SEXUAL ASSAULT
Sexual assault is an invasion of a person’s physical and psychological being. It includes rape, same-sex assault, child molestation and any other sexual activity which a person is forced into without consent. It is an act of power and violence expressed through sexual aggression. If you are a victim, seek help:
- Report the crime immediately.
- Try to preserve all evidence. Do not wash or change clothes until you have been examined medically.
- Go to the hospital emergency room.
- Try to remember details. Write them down and include everything you remember.

EQUAL EDUCATIONAL OPPORTUNITY /HARASSMENT POLICIES
Washburn University/Washburn Tech is committed to a policy of equal educational and employment opportunity without regard to race, color, religion, age, national origin, ancestry, disability, sex, marital or parental status, or sexual orientation. Each unit is charged with conducting its practices in conformity with these principles.

EQUAL EDUCATIONAL OPPORTUNITY
Equal educational opportunity includes, but is not limited to, admissions, recruitment, extracurricular programs and activities, counseling and testing, financial aid, health services, and employment.

CRIME AWARENESS AND CAMPUS SECURITY
Security is the responsibility of every person on campus. Every person must assume responsibility for securing personal property. Student access to departmental classrooms and labs is available only in the presence of school personnel. All crimes, including theft and/or vandalism, should be immediately reported to university police. When necessary, university police will notify the appropriate law enforcement agency.

REGISTERED SEX OFFENDERS
In October 2002 (64 Federal Register 59060), as part of the Violence Against Women Act, a provision was added to the “Clery Act” requiring colleges and universities to include information about where information regarding registered sex offenders may be obtained. This information may be obtained on the Kansas Bureau of Investigation (KBI) Web site: www.accesskansas.org/kbi/ros.html.
FIREARMS OR WEAPONS ON CAMPUS

Weapons will not be tolerated on campus, in cars on campus, or at school activities. No firearms (including CO2 pellet guns) will be allowed on school grounds or at school activities. Replicas of firearms, including starting pistols, spring-powered pellet guns, B-B guns, cap guns, squirt guns, toys or other instruments that appear to be firearms, will not be tolerated on campus or at school activities. Paint ball guns, dart guns, and “spud” guns are not allowed on campus or at school activities. Refer to the Student Conduct Code for additional details.

ALCOHOLIC AND DRUG POLICY

Washburn University/Washburn Tech, receiving federal financial aid for students in attendance, has adopted policies for prohibiting the use of alcohol and other drugs by students and employees in the workplace in compliance with the federal laws and regulations of the U.S. Department of Education. In addition, the University has adopted and implemented an alcohol and other drug prevention program. As part of this program, the University is required to provide the following information annually to all students and employees.

Washburn University prohibits the unlawful use, consumption, possession, or distribution of alcohol or controlled substances by students, employees or other person on campus or on any property owned or controlled by the University or as any part of University activities. The sale, possession or consumption of alcoholic or cereal malt beverages is prohibited on campus or any property owned or controlled by the University except as approved by the Washburn University Board of Regents. [K.S.A. 41-719 11 (g) allows the University to designate non-classroom instruction areas where alcoholic liquor and cereal malt beverages may be consumed.]

Violations of this policy, applicable city ordinances, and/or state statutes will result in disciplinary action as well as criminal prosecution.

SUBSTANCE ABUSE AND DRUG SCREENING

While there is no intent to intrude upon the private life of its students, Washburn Tech is interested in the well-being of its students who represent the institution. Drug screening may be required when the student is suspected of alcohol and/or drug use. If a faculty member or other staff person has "reasonable suspicion" of substance abuse, based on objective criteria, school policy will be followed. If the behaviors are observed when the student is off-campus at a Washburn Tech program related site, the student may be required to have drug and/or alcohol testing and may not participate in the off-campus activities until the results are available and findings negative. If screening is initiated by Washburn Tech, the school will pay the cost.
STUDENT CONDUCT CODE

Washburn University) AND Washburn Institute of Technology (Washburn Tech) strive to provide an environment in which students may pursue their educational interests. Students are expected to conduct themselves in a manner which promotes learning and preserves academic freedom for all.

Students are subject to the imposition of sanctions for engaging in prohibited conduct or behaviors independent of any other status they might have with the University/Washburn Tech. Conduct standards are set forth in writing to give students general notice of prohibited behavior.

I. GENERAL CONDUCT CODE PROVISIONS

Students are responsible for complying with policies, standards, rules, and requirements for academic and social behavior formulated by the University/Washburn Tech and affiliated organizations. These procedures and rules afford a student due process in the matter of alleged violations of University/Washburn Tech standards, rules and requirements governing academic and social conduct of students.

The student conduct system is part of an educational experience that can result in growth in personal understanding of one’s responsibilities and privileges in the University community. Acceptable standards of conduct have been established to protect the rights of members of the University/Washburn Tech and affiliated organizations. Individuals are encouraged to discuss their concerns at the lowest level possible for effective resolution of the situation.

Should such attempts prove ineffective, the student conduct system provides a student judicial process to resolve the matter. The focus of the student judicial proceedings is to determine whether the standards of conduct have been violated, not to determine criminal guilt. To this end, student judicial proceedings attempt to balance an understanding and knowledge of the students with the needs of the University and Washburn Tech community.

The University Dean of Students shall be the principal officer responsible for implementing the Student Conduct Code. The Dean or his/her designee shall provide due process for students by following the proper steps related to the initiation, investigation and disposition of complaints against a student as outlined in Section III of this document. The Associate Dean of Student Services at Washburn Tech shall serve as the officer responsible for enforcement of the Student Conduct Code for Washburn Tech students.

A. General Principles

1. Washburn University/Washburn Tech distinguish their responsibility for student conduct from the controls imposed by the larger community beyond the University/Washburn Tech and of which the University/Washburn Tech are a part.

2. The University/Washburn Tech generally are not responsible for conduct of students off campus. However, when the behavior occurs off campus at a University or Washburn Tech sponsored activity or when the off-campus behavior of students can be reasonably expected to adversely affect the safety and security of persons on either campus or the orderliness of the educational process, Washburn University/Washburn Tech must implement the procedures provided for in this Code.

3. When students are charged with violations of Federal, State or local laws, the University and/or Washburn Tech will neither request nor agree to special consideration for students because of their status as students.

4. The University and Washburn Tech will cooperate with law enforcement agencies, courts and any other agencies in programs for rehabilitation of students.
5. Washburn University and Washburn Tech reserve the right to impose the provisions of this Code and apply sanctions before or after law enforcement agencies, courts and other agencies have imposed penalties or otherwise disposed of a case.

B. Definitions
When used within the context of this Student Conduct Code, the following definitions are intended:

1. The term “University” shall mean Washburn University, including but not limited to its major academic, Washburn Tech and Student Life units.

2. The term “student” shall mean a person enrolled at the University, other than the School of Law; or a person accepted for admission or reinstatement to the University, other than the School of Law.

3. The term “University official” shall mean an employee of the University, including, but not limited to, the following: administrator, faculty member, staff member, an individual assigned to work at University under a governmental employee exchange agreement, graduate assistant, and student employee.

4. The term “University premises” shall mean buildings or grounds and any property, personal or real, which are owned, leased, operated, controlled, or supervised by University.

5. The term “University community” shall mean persons and organizations associated with the University, including, but not limited to, students and employees of the University; affiliated organizations and employees; and athletic boosters.

6. The term “University-sponsored activity” shall mean any activity on or off University premises that is initiated, aided or supervised by the University or Washburn Tech.

7. The term “hearing officers” shall mean the Dean of Students (or his/her designee), the Associate Dean of Student Services (or his/her designee) of Washburn Tech, the University Judicial Board, or the Washburn Tech Judicial Board.

8. The term “business days” shall mean Monday through Friday when University/Washburn Tech offices are open.

9. “Campus” means the buildings and grounds used for instruction of students, including but not limited to, the principal campus at 1700 SW College Avenue, Topeka, KS and the Washburn Tech campus at 5724 SW Huntoon, Topeka, KS and any off-campus sites where Washburn Tech classes are held.

II. VIOLATIONS
The following includes inappropriate behavior subject to disciplinary sanction:

A. Disruptive or disorderly conduct.

B. Lewd or obscene conduct or behavior.

C. Filing a formal complaint with the Dean of Students, University Police, or other University/Washburn Tech official(s) with the intention of falsely accusing another of having violated a provision of this Code.

D. Intimidating witnesses.

E. Destroying or removing evidence to preclude its presentation to the Dean of Students, the University Judicial Board, or the Associate Dean of Student Services at Washburn Tech or the Washburn Tech Judicial Board.

F. Failure to appear before the Dean of Students, the Associate Dean of Student Services at Washburn Tech, the University or the Washburn Tech Judicial Board, when properly notified to appear.

G. Intentionally setting off a fire alarm, falsely reporting a fire or other emergency or tampering with fire or safety equipment.
H. Forgery, alteration, unauthorized destruction, unauthorized use or misuse of University/Washburn Tech documents, records or identification cards.

I. Knowingly furnishing false information to the University/Washburn Tech.

J. Physically abusing, harassing or intentionally inflicting severe emotional distress upon a member of the University/Washburn Tech community on campus or while engaged in University/Washburn Tech sponsored activities off campus.

K. Attempted or actual theft or destruction of, damage to, or misuse or unauthorized possession of, University/Washburn Tech owned or leased property; or theft or malicious destruction of, intentional damage to, or misuse of, property of a nonmember of the University/Washburn Tech community when said behavior occurs on University/Washburn Tech premises.

L. Unauthorized seizure or occupation of, or unauthorized presence on, University/Washburn Tech premises.

M. Violation of University/Washburn Tech policies or regulations related to time, place and manner of public expression on University/Washburn Tech premises.

N. Breaching campus safety or security, including, but not limited to, the following:
   1. unauthorized entry to University/Washburn Tech facilities; intentionally damaging door locks or card access mechanisms; unauthorized possession or duplication of University/Washburn Tech keys or access cards; or propping open of exterior and fire doors in the residence halls;
   2. placement of any object(s), including, but not limited to, vehicles, bicycles and equipment, obstructing doors to/from any University/Washburn Tech premises.

O. Illegal or unauthorized use, possession, or storage of any weapon, fireworks or explosives or dangerous chemicals on University/Washburn Tech premises or at any University/Washburn Tech sponsored activity. The term “weapon” shall be defined as any object or substance either designed or used to inflict a wound, cause injury or incapacitate an individual. Weapons may include, but are not limited to, the following: all firearms; pellet guns; slingshots; martial arts devices; knives deemed to be dangerous or illegal; and clubs. The term dangerous chemical, for purposes of this Code, means: 1) any hazardous chemical which, even when properly used, may cause injury to an individual; or, 2) any chemical, which through improper use, causes injury to an individual.

P. Possession, furnishing or consumption of alcoholic liquor or cereal malt beverages on University/Washburn Tech premises or at University/Washburn Tech sponsored activities except as approved under policies adopted by the Washburn University Board of Regents; possession and/or consumption of alcoholic liquor or cereal malt beverages by a minor; furnishing alcoholic liquor or cereal malt beverages to a minor; public intoxication; or driving while intoxicated. Persons having control of and/or in the area in which and when the prohibited beverage is found shall be charged with possession of alcoholic liquor or cereal malt beverage.

Q. Possessing, using, having under control, manufacturing, or transmitting/distributing/selling any illicit drugs, narcotics or controlled substance or drug paraphernalia on the University/Washburn Tech premises or at University/Washburn Tech sponsored activities without proper prescription or required license or as expressly permitted by law or University/Washburn Tech regulations. Persons having control of and/or in the area in which and when the banned substance/material is found shall be charged with possession of an illicit drug, narcotic or controlled substance or drug paraphernalia.
R. Failure to comply with the directive(s) of University/Washburn Tech officials, law enforcement officers, or Student Conduct Code hearing officer(s) acting in the performance of their duties, including failure to identify oneself when requested to do so.

S. Hazing: any action taken or situation created, intentionally, whether on or off University/Washburn Tech premises or on property owned, leased or operated by a University/Washburn recognized organization, to produce mental or physical discomfort, embarrassment, harassment, or ridicule.

**Consent is not a Defense.**

In considering a hazing case, it is not a defense that the person subjected to the hazing consented to or acquiesced in the hazing activity. For the purpose of this Code, any activity as described above — upon which the initiation or admission into or affiliation with a University/Washburn Tech organization is directly or indirectly conditioned or believed by the person to be such a condition to initiation, admission or affiliation — shall be presumed to be a forced activity, the willingness of an individual to participate in such activity notwithstanding.

T. Violation of disciplinary sanction(s).

U. Any sexual contact or abuse, whether verbal or physical, without another person’s consent.

V. Threatening or endangering the health or safety of self or others.

W. Violation of University/Washburn Tech policies, city ordinances or State and Federal laws, other than those listed in the Student Conduct Code.

### III. CONDUCT CODE IMPLEMENTATION PROCEDURES

**A. Reporting of Complaint**

1. Any person may initiate a complaint against a student for an alleged violation of the Student Conduct Code. A person filing a complaint shall be complainant of record.

2. Such complaints are submitted in writing to the Washburn University Dean of Students, or if a Washburn Tech student, to the Associate Dean of Student Services.

3. Incident reports filed with the University/Washburn Tech Police will be forwarded to the Dean of Students or the Associate Dean of Student Services for review and processing.

4. When a sex offense is alleged, any person who is the victim of, or has knowledge of, an alleged sex offense occurring on the University/Washburn Tech’s campus, as defined by the Campus Security Act of 1990, may notify the University police personnel who shall contact the alleged victim(s) to determine whether the victim wishes to pursue disciplinary action available to him or her under the University/Washburn Tech’s Conduct Code or other University/Washburn Tech policy. Alleged sex offenses occurring off campus shall be referred to the City of Topeka Police Department for investigation. In the event the victim of the alleged offense files a complaint with the City of Topeka Police Department, personnel of the University/Washburn Tech Police Department shall render such assistance as is possible given the circumstance surrounding the alleged incident. NOTICE — Anyone who is a victim of an alleged sex offense should take steps to preserve any and all physical evidence relating to the alleged incident.

**B. Notification/Notice of Complaint and Options to Waive Formal Hearing**

1. Upon receipt of a complaint, the Dean of Students or the Associate Dean of Student Services, as applicable, will notify the accused student(s) in writing that he/she (they) may have committed a violation of the Student Conduct Code.

2. The written notification will direct that the student make an appointment to discuss the possible violation by the specified date and that failure to do so will result in an additional charge of “failure to comply with a University/Washburn Tech official.”
3. During the requested meeting, the Dean of Students or Associate Dean of Student Services, as applicable, will review the complaint with the student(s), identifying possible Code violations, and will outline options for the student(s).

4. The student(s) will be provided the opportunity to waive his/her right to a formal hearing and have the Dean of Students, or the Associate Dean of Student Services process the case when it is clear that a violation has occurred and the student(s) admits (admit) to being in violation of the charge(s).

5. In the event that the student(s) chooses (choose) to waive his/her right to a formal hearing, he/she will sign a waiver form provided by the applicable officer acknowledging his/her (their) decision to waive the formal hearing. Upon waiver, the Dean of Students or the Associate Dean of Student Services will review the violation(s), the related evidence and the sanction(s) that will be imposed. The signed waiver form will include a statement of the charge(s), an admission of being in violation of the charges, and the sanction(s) imposed. The student(s) will be informed of how this information will be maintained (Section IV of this Code) by the University/Washburn Tech as well as the appeal process (as outlined in Section III. F. of this Code) should he/she (they) choose to appeal the decision of the Dean of Students or the Associate Dean of Student Services.

6. In other situations, the case will be referred to the University Judicial Board or the Washburn Tech Judicial Board for consideration. The student shall be provided with a summary of the report and will be informed of the date, time and location of the hearing. The student shall be provided not less five business days if appearing before the University Judicial Board or the Washburn Tech Judicial Board to prepare for his/her hearing unless he/she wishes to shorten that time. The student will be informed that the hearing will be conducted in his/her absence should he/she choose not to appear. An extension in time to prepare for the hearing may be granted upon request. Such requests should be delivered to the Dean of Students, or the Associate Director of Student Services, as applicable.

7. Should the student fail to respond to the initial letter from the Dean of Students or Associate Dean of Student Services, a second letter will be sent to the student that gives him/her a specific hearing date and time. The student will also be presented with an additional charge of “failure to comply with a University/Washburn Tech official.”

C. Judicial Boards

There are hereby created two judicial boards, the University Judicial Board and the Washburn Tech Judicial Board, which shall hear and determine cases of student conduct violations under this Student Conduct Code, or the Washburn Tech Student Handbook.

1. University Judicial Board
a. Jurisdiction: The University Judicial Board shall have jurisdiction of all cases alleging violations of this Student Conduct Code involving students at University's primary campus.

b. Membership: Each hearing panel of the University Judicial Board shall be comprised of six voting members: three full-time members of the University’s General Faculty and three full-time students. Each panel shall be chaired by a faculty member who shall not have a vote. The persons appointed by the Dean of Students to a hearing panel shall be selected from a pool of persons who have been trained on the student judicial process.
c. Advisor and Secretary: The Dean of Students shall serve as secretary to, and an advisor of, the University Judicial Board and its hearing panels. The Dean of Students shall: a) assign members to the hearing panels when necessary; b) refer cases which have not been resolved administratively (Section III. B. 5); and c) coordinate arrangements for hearings.
d. Judicial Liaison: Student Life administrative staff members shall serve as Judicial Liaison for University Judicial Board hearing panels.

2. Washburn Tech Judicial Board
a. Jurisdiction: The Washburn Tech Judicial Board shall have jurisdiction of all cases alleging violations of this Student Conduct Code involving students at Washburn Tech campus.
b. Membership: Each hearing panel of the Washburn Tech Judicial Board shall be comprised of six voting members: four full-time members of the Washburn Tech’s General Faculty and two students. Each panel shall be chaired by a faculty member who shall not have a vote. The persons appointed by the Associate Dean of Student Services to a hearing panel shall be selected from a pool of persons who have been trained on the student judicial process.
c. Advisor and Secretary: The Associate Dean of Student Services, shall serve as secretary to, and an advisor of, the Washburn Tech Judicial Board and its hearing panels. The Associate Dean of Student Services shall: a) assign members to the hearing panels when necessary; b) refer cases which have not been resolved administratively (Section III. B. 5); and c) coordinate arrangements for hearings.
d. Judicial Liaison: A staff person from the Student Services Department at Washburn Tech shall serve as Judicial Liaison for the Washburn Tech Judicial Board hearing panels.

3. The Role of Judicial Liaison
a. Facilitating the hearing process. In that capacity, the Judicial Liaison may be called upon to:
   1. Assist the respective Judicial Board advisor by notifying the parties and witnesses of the hearing date, time and place; and
   2. Orient the parties and witnesses on the hearing process.
b. Present the complaint of alleged violation(s). In this capacity, the Judicial Liaison will present evidence and conduct an examination of the witnesses.

4. Hearing Procedures
a. Record: An audio-tape record will be made of the hearing and the Secretary to the hearing panel shall also take minutes of the proceedings. Audio-tape records shall be retained for one calendar year from the date of the hearing.
b. Respondent’s Failure to Appear: In the event the student respondent fails to appear for the hearing, a “not in violation” plea will be entered on the student’s behalf by the Chairperson of the hearing panel.
c. Advisor to Respondent: A student charged with a violation of a conduct code may be accompanied by another person to serve as his/her advisor during the hearing. The individual’s role shall be limited to providing advice to the student. The advisor shall not have the right to represent the student during the proceedings.
d. Charges and Plea(s): After the Chairperson reads the allegations of violation(s) by the respondent student, the student will be requested to enter a plea either admitting or denying responsibility of the allegation(s).
e. Presentation of the Case: In the event the respondent denies, in whole or in part, the allegation(s) of violation of the applicable Conduct Code, the Chairperson will call upon the Judicial Liaison to present the evidence, through witnesses, related to the case. The respondent has the opportunity to ask
questions of the witness(es). Following presentation of the case by the Judicial Liaison, the respondent shall have the opportunity to present any relevant evidence he/she would like to have considered by the hearing panel.

f. Deliberation: Following the presentation of the case by the parties, the hearing panel shall recess to closed session to discuss the evidence and make a determination on the merits on whether the respondent has committed the violation(s). If the hearing panel determines the respondent has committed a violation, it shall then determine the appropriate sanction(s) to be imposed.

g. Communication of the Decision: The decision of the hearing panel and the sanction(s), if any, shall be delivered orally upon return of the hearing panel to open session. The decision shall also be reduced to writing in a letter to the respondent and mailed within one business day of the decision to the student’s address on file in the Registrar’s Office. (The student is responsible for having accurate mailing information on file with the University.)

h. Appeal: A student may appeal the decision of the hearing panel as provided in III. F. of this Student Conduct Code.

D. Sanctions
The sanctions listed below may be imposed when a student is found to have committed a violation as outlined in Section II. The sanction(s) imposed depend(s) upon the severity of the violation(s), previous offenses, degree of involvement, and the individual circumstances as determined by the person or entity conducting the hearing. These sanctions and their descriptions shall serve as guidelines for the Student Conduct Code and may be modified and used in any combination to meet the needs of the University/Washburn Tech and the individual student involved. The hearing officer(s) shall have the right and sole exercise of discretion to impose sanctions which such official(s) consider(s) appropriate for the student and the situation.

1. Written Reprimand
   a. Notice in writing that the student has violated University regulations or has otherwise failed to meet the University’s standard of conduct.
   b. Such a reprimand will contain the statement that continuation or repetition of specific conduct involved or other misconduct will result in further judicial action.

2. Restitution
   a. An individual student may be required to make restitution for damage to or loss of property and for injury to persons.
   b. Failure to make restitution will result in an additional charge (see II. T.) and will result in additional disciplinary proceedings under this Code.

3. Service Hours
   a. A creative sanction, e.g., service hours, set by the hearing officer(s) will depend on the severity of the violation, degree of involvement and the circumstances surrounding the incident.
   b. The student will, in most cases, be directed to complete University service hours and will be given a specific amount of time in which to do so.
   c. Failure to complete service hours will result in an additional charge (see II. T.) and will result in additional disciplinary proceedings under this Code.

4. Computer Usage Restrictions
   a. A student found in violation of computer usage policies can be restricted from certain campus computing privileges for a time to be set by the hearing officer(s).

5. Disciplinary Probation
   a. A formal sanction specifying the conditions under which an individual may continue to be a student at the University, including limitation of specified
activities, movement, or presence on campus; or eligibility to receive University funded scholarships.

b. The conditions, including duration, will be specified by the hearing officer(s).

c. Limitations may include the following:

1. Ineligibility to hold an office in any student organization recognized by the University;
2. Ineligibility to represent the University in any public performance, sporting event, intramural event, committee assignment;
3. Ineligibility to receive a University sponsored scholarship when the length of the suspension is greater than one semester;
4. Additional restrictions or conditions may also be imposed, depending on the nature and seriousness of the misconduct.

6. Suspension

a. Separation of the student from the University for a definite period of time.

b. The student is not guaranteed reinstatement at the end of such period of time but is guaranteed a review of the case and a decision regarding eligibility for reinstatement by the Dean of Students.

c. A two-thirds vote will be required by the Judicial Board to impose this sanction.

d. Students who have been suspended under this Code shall vacate the premises within 48 hours following the findings of the hearing officer(s) or, in the event of an appeal, within 48 hours of the findings of the Appeal Board. In some circumstances, students may be required to vacate the campus sooner (e.g., if there is reason to believe that the student’s physical or emotional safety and well-being, the safety and well-being of the other University/Washburn Tech community members or the protection of University/Washburn Tech property requires such action).

7. Expulsion

a. Separation of the student from the University/Washburn Tech whereby the student is not eligible for reinstatement to Washburn University/Washburn Tech.

b. A two-thirds vote will be required by the Judicial Board to impose this sanction.

c. Student who has been expelled shall vacate the premises within 48 hours following the findings of the hearing officer(s) or, in the event of an appeal, within 48 hours of the findings of the Appeal Board. In some circumstances, students may be required to vacate the campus sooner (e.g., if there is reason to believe that the student’s physical or emotional safety and well-being, the safety and well-being of the other University/Washburn Tech community members or the protection of University/Washburn Tech property requires such action).

E. Interim Suspension and Proceedings

The Dean of Students or the Associate Dean of Student Services may suspend any student from the University/Washburn Tech pending investigation, action or prosecution of charges of an alleged conduct violation if they have reason to believe that the student’s physical or emotional safety and well-being, the safety and well-being of the other University community members or the protection of University/Washburn Tech property requires such suspension. If it is found necessary to exercise the authority to suspend a student on an interim basis, the Dean of Students or Associate Dean of Student Services shall:

1. Provide the student a written notice of intent of the interim suspension to take effect immediately.
2. Inform the student of the alleged misconduct and violations(s).
3. Provide the student a written explanation in support of the charge(s).
4. Provide written notice of the time and place of the discipline hearing, which shall be within the guidelines as specified in Section III.B.
5. If a student has been instructed by the Dean of Students or the Associate Dean of Student Services to appear for the hearing and then fails to attend at the time designated, the Dean or Associate Director may suspend the student from the University/Washburn Tech and shall send written notice of suspension to the student at his/her last address of record on file with the University/Washburn Tech.
6. During the period of interim suspension, the student shall not enter the campus other than to meet with the Dean of Students or the Associate Dean, Student Services. However, the Dean or Associate Director may grant the student special permission for the express purpose of meeting with faculty, staff or students in preparation for his/her hearing. Students who have been suspended on an interim basis and whose suspension upon hearing or appeal is found to have been unwarranted shall be provided full opportunity to re-establish their academic and student standing to the extent possible within the abilities of the University/Washburn Tech, including the opportunity to take examinations, make up class assignments or otherwise complete course offerings missed by reason of the suspension.

F. Appeals Procedures
Any student found in violation of the Student Conduct Code shall have the right to appeal his/her case to the Appeals Board.

1. Notice
   a. If a student wishes to appeal a decision of the hearing officer(s), he/she must submit a written appeal to the hearing officer(s) within three business days after the student has been orally presented the hearing officer’s (officers’) decision. Failure to file such a request within the required time period will constitute and be construed as full acceptance by all parties of the findings.
   b. In the written request, the student should explain his/her reason for appeal by addressing one of the following issues:
      1. The hearing officer(s) incorrectly interpreted a regulation and/or policy.
      2. New evidence has been discovered that could have a direct bearing on the case.
      3. The sanction imposed was inappropriate when considering the gravity of the violation.
      4. The decision is not supported by the preponderance of the evidence or is arbitrary, capricious or unreasonable.
   c. Upon receipt of the intent to appeal, the Dean of Students or Associate Dean of Student Services will make arrangements for the hearing.

2. Appeals Board
   a. Composition of the Appeals Board
      1. The Appeals Board shall be appointed by the University/Washburn Tech President/Dean or his/her designee.
   b. Jurisdiction of the Appeals Board
      1. The right of appeal does not entitle the student to a full rehearing of his/her entire case. Rather, the Appeals Board shall limit its review of the hearing officer’s (officers’) action to the four items listed in Section III.F.1.b.
      2. The matter will not be presented to the Appeals Board unless the student provides the Judicial Board with a written appeal stating a clear reason for challenging one or more of the findings of the hearing officer(s).
      3. The Appeals Board may, at its discretion, ask the student or any other party to make an oral or written presentation for clarification.
4. The Appeals Board may accept the decision of the hearing officer(s); may reverse the decision and send it back to the hearing officer(s) for a rehearing; or may reverse the decision and dismiss the case. The Appeals Board may not increase the sanction(s) but may, at its discretion, decrease the sanctions.
5. If the Appeals Board accepts the decision of the hearing officer(s), the matter shall be deemed final and binding upon all parties.

IV. STUDENT CONDUCT RECORDS
Student discipline information shall be maintained in a conduct file in the name of the accused student. A student’s disciplinary records under this Student Conduct Code shall be retained for the latter of five years from the date of the last sanction or the date of the student’s graduation. Student conduct records may be retained for longer periods of time or permanently if the student was suspended, dismissed or expelled.

V. STANDARDS OF CONDUCT FOR STUDENT ORGANIZATIONS
Student organizations are expected to conduct their activities in accordance with the behavioral standards that the University/Washburn Tech has for all members of the University/Washburn Tech community. Students cannot expect that organizations as collective entities will be excused for behavior that would not be tolerated of individual students.

A. Any student organization shall be subject to disciplinary action based on inappropriate behavior as outlined in Section II of the Code as well as the following:
   1. Advocating, inciting or participating in any material interference or physical disruption of the University/Washburn Tech.
   2. Entering or attempting to enter into contractual obligations that will require the use of a University/Washburn Tech agency account without prior authorization by the University/Washburn Tech Business Office. Organizations are prohibited from entering into any contractual obligation for the University/Washburn Tech.
   3. Directly or indirectly utilizing University/Washburn Tech resources in support of any candidate for public office. Exceptions and conditions are described in the Facilities Use Policy for the University/Washburn Tech and separate policies for the Law School, Petro Center and Memorial Union.
   4. Directly or indirectly utilizing University/Washburn Tech facilities, services, or funds for the express benefit of external affiliates.

B. Investigation and hearing procedures of alleged violations.
   1. A complaint alleging violation of the “Standards of Conduct for Student Organizations” may be filed by any student, faculty member or staff member. Complaints should be directed to the Dean of Students or the Associate Dean of Student Services in writing.
   2. Upon receipt of a complaint, the Dean or the Associate Dean shall follow the procedures specified in the Student Conduct Code.
   3. In the implementation of these procedures, the president of the organization shall serve as the representative to receive notification and to appear as required for hearings.
   4. In applying the sanctions listed in the Student Conduct Code, “loss of registered status for a period of time” shall be substituted for the sanction of “suspension”.
   5. The Dean’s or Associate Dean’s sanction may be appealed by the President of the organization. The Appeals Board will consider the case as outlined in Section III. F. The president will, again, serve as the representative of the organization before the Appeals Board, if requested.