

Washburn Institute of Technology
Student Handbook
2017—2018

Date _____

Program _____

Student Name _____

(Please print neatly)

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.

I acknowledge receipt of the Washburn Tech Student Handbook for the 2016 - 2017 school year.

Student Signature _____

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.***

**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 785-670-2010
1(Student Services)
- 785-670-3319 (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.

Washburn Tech offers 33+ 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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WASHBURN TECH CALENDAR 2017-2018

- August** 14 New students begin
15 Fall Semester Classes Begin – All Students
- September** 4 Holiday-Campus closed
18 Professional Development for Instructors; no students
- October** 13 Mid-semester; semester charges due
27 Professional Development for Instructors; no students
- November** 1 Last day to withdraw fall semester
22 Administration building open; no classes held
23-24 Holiday-Campus closed
- December** 14 Graduation, Lee, Arena, Washburn University
15 End of Fall Semester
19-22 Administration building open; no instructors/students
26-30 Holiday Closing; Campus closed
- January** 1 Holiday; Campus closed
2-4 Administration building open; no instructors/students
5 Professional Development for Instructors; no students
8 Spring Semester Classes Begin

15 Holiday; Campus closed

February 9 Professional Development for Instructors; no students

19 Administration building open; no instructors/students

March 9 Mid-semester; semester charges due

19-23 Spring Break; Administration Building Open, no classes

30 Building Open – No instructors/students

April 4 Last day to withdraw spring semester

27 Professional Development for Instructors; no students

May 10 Graduation, Lee, Arena, Washburn University

11 End of Spring Semester

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, Burlingame, 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

The School discloses directory information and academic records without written consent of students to those designated school officials at Washburn Tech and the secondary 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 when:

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-day, part-day, AM, PM, or evening).
4. Dates of attendance, dates of enrollment, withdrawal, and 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 Student Records Administrator, 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

ADMISSIONS AND ENROLLMENT

STUDENT ASSESSMENT

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 and meet the Program's Technical Standards. Prospective students are required to take a WorkKeys Assessment and pass with the necessary scores for their desired technical program before they are eligible to enroll. Alternate scores and/or college-level coursework may be submitted in lieu of taking the WorkKeys Assessment. See a recruiter for details.

ENROLLMENT PROCEDURE

1. Meet with a recruiter
2. Complete online application
3. Satisfy assessment scores
4. Submit official high school and post-secondary transcripts
5. Reserve spot in program by submitting an enrollment fee

Note: Certain programs may require additional requirements prior to admission. See recruiter for details regarding individual program criteria.

PROBATIONARY ENROLLMENT

Students who do not meet required assessment scores may have the option to enroll. 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. For fall semester, probationary enrollment may be offered starting July 1. For spring semester, probationary enrollment begins December 1.

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.

Each semester a “final” withdrawal date is established. Students cannot withdraw after that date unless documentation of extenuating circumstances is provided to the Associate Dean of Student Services.

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 Instruction. 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 timeliness of previous course work, 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)

CHALLENGE/TEST OUT POLICY

It is the mission of Washburn Tech to deliver innovative educational and training opportunities to serve our nation’s workforce. The institution provides a prescribed set of courses that meet the needs of the employers in our community. It is Washburn Tech’s policy to ensure that students meet the course requirements in a timely manner, and may not be required to take courses that cover materials that have already been mastered. Therefore, students may apply to complete a challenge exam, which with a passing grade will allow the student to test out of a specific course or courses.

In order to be eligible to attempt a challenge exam, the following procedure must occur:

- The Student must obtain a challenge exam request form from their advisor by the following dates of each term:
Fall July 1, preceding the fall semester
Spring November 1, preceding the spring semester
Summer April 1, preceding the summer semester

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 Council on Education Registry 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.

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 must have the approval of Admissions 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 requests may be reviewed on an individual basis by the Associate Director of Admissions.

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 a recruiter in Admissions 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 contact the Admissions office.

Program Change

Students who want to withdraw from one program and enroll in another program at Washburn Tech the following semester must meet Satisfactory Academic Progress (SAP) at the time of the withdrawal. If the student is not meeting SAP, he/she may need to sit out one semester before enrolling in another program.

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. Continuing students have priority for admission into programs.

APPLICATION FOR GRADUATION

Students planning to complete a technical certificate or associate degree must file an Application for Degree form with the Student Records Administrator 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 application is 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 Student Services Office.

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 will be invited to participate in the spring commencement ceremony. Students completing required coursework in summer session will be invited to participate in fall commencement. All such candidates must have the Application for Degree form on file.

WASHBURN UNIVERSITY TRANSITION

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 for qualifying programs. 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 a Transition Director 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. 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.

SUPPORT SERVICES FOR STUDENTS WITH DISABILITIES

The Testing/Americans with Disabilities (ADA) Coordinator works with students with documented disabilities to provide equal access to Washburn Institute of Technology programs and to coordinate entrance and exit testing for all students.

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 may 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

TUITION, FEES AND FINANCIAL AID

Financial Obligations

Tuition and fees are established by the Washburn University Board of Regents and are subject to change. Once a student enrolls 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. Payment using the online system may result in a processing fee.

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)

An official withdrawal occurs when a student notifies 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.

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 last day of enrollment will be used as the withdrawal date.
- 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.

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:

If withdraws within first 5 days of class	100%
If withdraws days 6-10 of class	75%
If withdraws days 11-15 of class	50%
If withdraws day 16 or after	no refund

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.

Institutional Charges, Non-refundable:

Item(s)/Description:

Reason Cannot Be Returned:

Uniforms, smocks, chef coats, work shirts	Sanitary/Health
Safety glasses, ear plugs, face shields	Sanitary/Health
Personal Protective Equipment (PPE)	Sanitary/Health
Gloves, respirators	Sanitary/Health
Shop supplies, lab materials/supplies fee	Consumable Item
Online Training - Access Codes or Vouchers	Consumable Item
CDX fee for Auto students online access	Consumable Item
Certification Fees – Includes codes or vouchers	Consumable Item
Fuel Surcharge(s)	Consumable Item
Cosmetology Kits	Consumable Item
Practical Nursing Kits	Consumable Item
Practical Nursing ATI access fee	Consumable Item
Patches/Name Tags	Consumable Item
Culinary Arts Knife Sets	Consumable Item
Locomotive Diesel NARS Textbooks	Student Specific/Consumable Item
Commercial Truck Driving Textbooks	Student Specific/Consumable Item
Simulation “Sim” Lab fees	Student Specific/Consumable Item
Membership Fees	Student Specific/Consumable Item
Liability Insurance	Student Specific/Consumable Item

Institutional Charges, Refundable, based on published Refund schedule:

Tuition

Materials/Technology Fee

Tool Usage (Tool Rental) Fee

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.

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.
- Reaches the “Lifetime Pell eligibility limit”

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 or 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.

Subsidized loan eligibility is limited to 150% of the published length of the program of study in which a student is enrolled.

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. If a student is enrolled in only one semester per academic year, the second half of the loan disbursement is available after completing the first half of the semester.

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 4.45%

PLUS - fixed at 7.00%

Origination Fee

The federal government deducts loan fees from each of these loans.

Subsidized and Unsubsidized – 1.066%

PLUS - 4.276%

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 Student Services Office at Washburn Tech.

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, 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 as well as grade and attendance concerns. 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. 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, 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.

ADVANTAGE CENTER

The Advantage Center, located in Building A, offers tutoring, help with resumes, listing of employment opportunities, GED preparation classes as well as adult basic education classes to refresh one's skills. Free tutoring is available to potential students wanting to polish up their academic skills prior to taking the Work Keys exam for entry into Washburn Tech program. Computers and printers are available for student use.

The AO-K program is also offered through the Advantage Center. Individuals who want to work toward their GED and to acquire technical training at the same time can do so through the AO-K program. The tuition costs for the Technical classes are paid by the Kansas Board of Regents. The student only pays the \$30 student materials fee and the cost of taking each of four tests to earn the GED. Call 785-670-2248 for more information.

CAFE

Students in the Culinary Arts program have the opportunity to obtain hands-on, real-world experience by serving lunch in the Café. Lunch is available from 11:10am-11:45am, Monday-Friday most days during the school year. Lunch includes a protein, side dish, vegetable, soup or salad and dessert.

Meal tickets are available for purchase in the Washburn Tech Cashier's Office. The meal ticket can be used to purchase items available in the Café.

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

ICHABOD SHOP

The Ichabod Shop is located in the Building A 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:

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 for the damage.

UNIVERSITY LIBRARIES AND STUDY CENTERS, 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 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. Please note that certain programs require a student to have health insurance during the duration of their program. (Ex. Practical Nursing)

Information is available about student insurance options in the Student Services Office or www.studentinsurance.com

STUDENT HEALTH SERVICES, WASHBURN UNIVERSITY

Student Health Services (SHS) is located in Morgan Hall, 140. 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/ Washburn Tech Post-Secondary students (*though not spouses and children*). Most care is provided free of charge with the exception of immunizations, some medications, outside lab 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/student-life/student-health/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/student-life/student-health/index

STUDENT PRIVILEGES ON WASHBURN UNIVERSITY 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 2017-18, students with Washburn Tech ID cards may use the Topeka Transit 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.

ACADEMIC POLICIES AND PROCEDURES

SATISFACTORY ACADEMIC PROGRESS (SAP)

Washburn Tech requires that all students maintain **Satisfactory Academic Progress (SAP)**.

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:
3. All students 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.
4. Maximum Time Frame for Program Completion:
5. 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.

Academic Suspension/Financial Aid Cancellation

Students who do NOT meet Satisfactory Academic Progress (SAP) after a semester on probation will be suspended. Students who are suspended may appeal the suspension. To begin the re-enrollment process, students must contact the Admissions Office at Washburn Tech.

Adding and Withdrawing Classes

Courses in which students receive a grade of incomplete “I”, withdrawn “W”, or failing “F”, will count against your SAP . 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.

SAP Appeals 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. Due to circumstances beyond the student's control (i.e., illness, a death in the family), daily attendance is not always possible. Absences and tardiness 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 tardiness 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. Grading scale will be on an A-F system. The following will also be used:

- 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, additional time for make-up may be allowed.

Should more than ten days be needed, this must be approved by 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.

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.

ADDING AND WITHDRAWING CLASSES

Adding and withdrawing from classes during a term will impact a student's credit hour completion for SAP (Satisfactory Academic Progress). Course withdrawals after the 5th day of the semester will reflect a "W" (withdrawal) on the student transcript.

GRADUATION REQUIREMENTS

To receive a certificate and graduate from a technical program, 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.

A student is governed by the catalog that is current at the time of the initial enrollment.

If the student withdraws or graduates from a program and returns for subsequent terms, the student is then governed by the catalog in place at the time of their re-enrollment.

NOTE: Some technical 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.***

MEDICAL EMERGENCIES AND ACCIDENTS

Safety is a priority in every 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 140, phone number 785-670-1470. Current hours of operation are Monday, Tuesday, Thursday, Friday, 8am-5pm (closed 1-2pm for lunch) and Wednesday, 8am-4:30pm (closed 1-2pm for lunch). 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, any transportation costs 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 (785-670-3319) and the Associate Dean, Student Services (785-670-3357) 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.

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

The use of cell phones and other electronic devices is at the discretion of the instructor. 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 Career 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.

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 statutes, 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.

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; Parking in service or restricted areas;
 3. Parking across drive entrances or sidewalk crossings;
 4. Parking outside marked spaces;
 5. Parking in fire hydrant zone;
 6. Parking over-length vehicle without permit;
 7. Parking in a space for which the vehicle is not permitted;
- Any other parking violation(s) as defined by city code or State statutes.

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.

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.

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 OF PROPERTY AND EQUIPMENT

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.

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.

WASHBURN UNIVERSITY NOTICE OF NON-DISCRIMINATION

Washburn University prohibits discrimination on the basis of race, color, sex, religion, age, national origin, ancestry, disability, marital or parental status, sexual orientation/gender identity, genetic information or other non-merit reasons, in University programs and activities, admissions, educational programs or activities, and employment, as required by applicable laws and regulations. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Pamela Foster, Equal Opportunity Director, Washburn University, 1700 SW College Ave., Topeka, KS 66621. 785-670-1509, codirector@washburn.edu.

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.

EQUAL EDUCATIONAL AND EMPLOYMENT OPPORTUNITY POLICY

Washburn is committed to providing an environment for individuals to pursue educational and employment opportunities free from discrimination and/or harassment.

The University prohibits discrimination on the basis of race, color, religion, age, national origin, ancestry, disability, sex, sexual orientation/gender identity, marital or parental status, or genetic information. Each unit within the University is charged with conducting its programs and activities in accordance with the University commitment to equal opportunity for all.

HARASSMENT

2.1 Responsibility. All individuals must be allowed to pursue their activities at the University free from sexual harassment, unwelcome sexual advances and sexual violence. Such conduct will not be tolerated. The responsibility for maintaining a sexual harassment-free campus environment rests with all Employees.

2.1.1 Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual;
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment;
- Such conduct emphasizes the sexuality of an individual in a manner which prevents or impairs that individual's full enjoyment of work and/or educational benefits, environment, or opportunities, or,
- Such conduct is in the form of sexual violence.

2.1.2 Unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- The conduct has the purpose or effect of interfering with the individual's work or academic performance, or of creating an intimidating, hostile, or offensive working or educational environment;
- Imposed by an Employee or agent of the University and denies, limits, conditions, or provides different aid, benefits, services, or treatment, or
- Imposed by a third party upon an Employee or Student who is engaged in a University-related activity.

2.1.3 Sexual Violence is defined as physical sexual acts perpetrated against an individual's will or where the individual is incapable of giving consent due to the victim's use of drugs or alcohol or an intellectual or other disability. Examples include, but are not limited to, rape, sexual assault, sexual battery and sexual coercion.

2.2 Employee Harassment. Section 703 of Title VII of the Civil Rights Act of 1964 defines harassment on the basis of sex.

2.3 Student Harassment. Sexual harassment of students is a violation of Title IX of the Education Amendments of 1972, which prohibits sex discrimination in education.

2.4 Complaints. Complaints of sexual harassment are to be made to the Equal Opportunity Director, Bradbury Thompson alumni Center. Phone: 785-670-1509. Email: eodirector@washburn.edu or online at www.washburn.edu/equal-opportunity

3. Harassment—General

3.1 Responsibility. All individuals must be allowed to pursue activities at the University free from harassment based on race, color, religion, age, national origin, ancestry, disability, sex, sexual orientation, gender identity, genetic information or marital or parental status. Responsibility for maintaining a harassment free campus environment rests with all Employees and Students, and others while on the University campus or involved in University-sponsored activities.

3.1.1 Harassment is defined to have occurred when, on the basis of race, color, religion, age, national origin, ancestry, disability, sex, sexual orientation, gender identity, genetic information or marital or parental status a hostile or intimidating environment is created in which verbal or physical conduct, because of its severity and/or persistence, is likely to interfere significantly with an individual's work or education, or affect adversely an individual's living conditions.

3.2.1 Legal Implications.

3.2.1 Harassment of an Employee is a violation of Section 703 of Title VII of the civil Rights Act of 1964 which defines harassment on the basis of sex.

3.2.2 Sexual harassment of a Student is a violation of Title IX of the Education Amendments of 1972 which prohibits sex discrimination in education.

3.3 Complaints. Complaints of harassment (as defined in this section) are to be made to the Equal Opportunity Director, Bradbury Thompson alumni Center. Phone: 785-670-1509.

Email: eodirector@washburn.edu or online at www.washburn.edu/equal-opportunity. Complaints must be filed within 180 days of the latest alleged incident.

3.4 Harassment—Complaint Procedures. Individuals who believe they may be or are victims of harassment in violation of the University's equal opportunity/harassment policies, should promptly take one or more of the steps outlined in the complaint procedure. It is not necessary for all steps to be taken or to be taken in order. Nothing in these procedures shall be construed as preventing any individual from pursuing any other legal action.

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

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.

ALCOHOL 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 Associate Vice President for Student Life shall be the principal officer responsible for implementing the Student Conduct Code. The Associate Vice President for Student Life 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 Associate Vice President for Student Life (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 Associate Vice President for Student Life, 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 Associate Vice President for Student Life, 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 Associate Vice President for Student Life, 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 Associate Vice President for Student Life, 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 Associate Vice President for Student Life 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 Associate Vice President for Student Life 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 Associate Vice President for Student Life, 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 Associate Vice President for Student Life 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 Associate Vice President for Student Life 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 no less than 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 Associate Vice President for Student Life, or the Associate Director of Student Services, as applicable.
7. Should the student fail to respond to the initial letter from the Associate Vice President for Student Life 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 Associate Vice President for Student Life 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 Vice President for Student Life shall serve as secretary to, and an advisor of, the University Judicial Board and its hearing panels. The Associate Vice President for Student Life 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 Associate Vice President for Student Life 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/Washburn Tech 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 Associate Vice President for Student Life 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 Associate Vice President for Student Life or the Associate Dean of Student Services to appear for the hearing and then fails to attend at the time designated, the Associate Vice President for Student Life or the Associate Dean of Student Services 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 Associate Vice President for Student Life or the Associate Dean, Student Services. However, the Associate Vice President for Student Life or the Associate Dean, Student Services 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 Associate Vice President for Student Life 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 Associate Vice President for Student Life or the Associate Dean of Student Services in writing.
 2. Upon receipt of a complaint, the Associate Vice President for Student Life 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 Associate Vice President for Student Life 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.