



Washburn Tech

2011-2012

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WASHBURN INSTITUTE OF TECHNOLOGY
STUDENT HANDBOOK
2011–2012

Date _____

Program _____

Student Name _____

(Please print neatly)

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

A graduation application fee will be included during the last half of each program, the fee includes the cost of your cap and gown. Please note if you plan to attend the graduation ceremony, you must complete the order form by the due date; so that your cap and gown can be ordered.

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.

I acknowledge receipt of the Washburn Tech Student Handbook for the 2011 - 2012 school year.

Student Signature _____



WASHBURN TECH CALENDAR

2011-2012

August 1-2, 2011	New Teacher Orientation
August 8-10, 2011	Professional Development
August 11-12, 2011	Teacher Work Day
August 15, 2011	First day of Classes
September 5, 2011	Labor Day - Building Closed
September 23, 2011	Professional Development - No Students
October 10, 2011	First Quarter Ends
October 11, 2011	Late Fees Assessed on Unpaid Balances
October 11, 2011	Second Quarter Begins
November 4, 2011	Professional Development - No Students
November 23-25, 2011	Thanksgiving Break - Classes Not In Session
December 15, 2011	First Semester Ends
December 16, 2011	Professional Development - No Students
December 19, 2011 thru January 5, 2012	Winter Break- Classes Not in Session
January 4, 2012	Professional Development
January 5, 2012	Second Semester Begins
January 16, 2012	Martin Luther King Day - Building Closed
February 10, 2012	Professional Development - No Students
February 20, 2012	President's Day - Classes Not in Session
March 7, 2012	Third Quarter Ends
March 8, 2012	Late Fees Assessed on Unpaid Balances
March 8, 2012	Fourth Quarter Begins
March 19-23, 2012	Spring Break - Classes Not in Session
April 6, 2012	Classes Not in Session
April 27, 2012	Classes Not in Session
May 17, 2012	Graduation
May 17, 2012	Second Semester Ends - Last Day of Class Practical Nursing Pinning Ceremony
May 18, 2012	Professional Development
May 28, 2012	Memorial Day (Building Closed)

The school 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 for classes when classes are in session.

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PROGRAMS AND INSTRUCTORS

Auto Collision.....	Curtis Hopson Eric Showalter
Auto Service Technician.....	Bill Andritsch Robert Arney Darrin Dillingham Robert Oswald
Building Technology.....	Justin Mossman
Business Administrative Technology.....	TBD
Cabinet / Millwork.....	Johnny Lemon
Child Care.....	Tammy Schrickel
Commercial Construction.....	David Praiswater
Commercial & Heavy Construction.....	Richard White
Computer Repair & Networking.....	Brad Clark Ali Setayesh
Culinary Arts.....	Brett Mahorney
Diesel Mechanics.....	Cyrus Oliver
Electricity, Heating & Air Conditioning.....	Joshua Thompson Kelvin Woodland John Sorrenti
Electronic Technology.....	Ed Craven
Graphics Technology.....	Pam Manning
HealthCare Technology.....	Janet Vogel
Industrial Maintenance Technology.....	Vance Lively Charles Havens
Legal Office Professional.....	Lynn Dawson
Machine/Tool Technology.....	Dale Schafer
Medical Office Specialist.....	Diane Stumpf
Nursing Assistant.....	Nancy Mattocks
Practical Nursing.....	Renelda Connell Cheri Glover Sarah Martin Mary Menninger-Corder
Surgical Technology.....	Donna Hess
Technical Drafting.....	Gordon Wade
Welding.....	Dan Stumpf

WASHBURN TECH

	Bldg	Room		Bldg	Room
Dean's Office	AW	137	Graphics Technology		
Administration (STEP Office)	AC	100 B	Graphics Technology	AE	134
Adult Learning Center	D	705	Design Technology		
Brock Room	AC	106	Technical Drafting / CAD	AE	148
Business & Industry	AC	117	Human Services		
Restaurant	A		Child Care	AW	103, 105
Student Lounge	AE	110	Culinary Arts	AC	108
Chamness Conference Room	A Bsmt	AC 037	Mechanical Technology		
Conference Center ABCD	AC	121 A-B	Auto Technology		
Meals on Wheels	AE	108	Auto East (Dillingham)	C	120
Lecture Hall	AW	112	Auto East (Andritsch)	C	119 A
Student Services, Financial Aid, Advisors	AC	100 B	Auto North (Oswald)	C	112, 113
Testing Center	A Bsmt	8	Auto West (Arney)	C	123
Warehouse	D	123, 124	Auto Collision	K	101, 102, 200
Business Office	AC	117 B	Diesel Mechanics	C	103, 206
Security	AC	117 C	Construction Trades		
Business Technology			Cabinet /Millwork	L	1001
Business Administration	AE	140, 145	Building Technology	D	105 A
Legal Office Professional	AE	126	Commercial Construction	L	108, 109, 111
Medical Office Specialist	AE	146	Commercial & Heavy Construction	H	100, 100 A
Health Occupations			Industrial Maintenance Technology	D	117, 118
HealthCare Technology	AW	138	Electronics Technology		
Nursing Assistant	AW	131	Computer Repair (Setayesh)	C	210, 211, 212
Practical Nursing - 1st Semester	AW	118 A-B	Computer Networking (Clark)	C	201, 202
Practical Nursing - 2nd Semester	AW	136	Electronic Technology	C	104, 105
Practical Nursing Lecture Hall	AW	112	Electricity, Heating & Air Conditioning		
Practical Nursing Computer Lab	AW	132	Heating & Air Conditioning	C	111
Practical Nursing Lab	AW	102 A-B	Electricity	L	114
Surgical Technology	AW	108	Metal Technology		
			Machine/Tool Technology	D	103
			Welding	D	102



Welcome and congratulations on taking the first step to your future! We are excited that you have chosen us to help prepare you for your technical career. Washburn Tech has a great team working together to bring the highest quality technical education to our region and to you. Our classes are small and focus on the hands-on aspects of training that highly skilled technicians need to succeed.

Take advantage of the opportunity to ask questions of your instructor. Learn as much as you can in both the lecture and hands-on portions of your program. Demonstrate good attendance, work habits, participation, and through your hard work you will succeed.

Washburn Tech offers placement services that include assistance with resume development, an opportunity to develop interviewing skills, and access to job leads and job openings. Faculty members at Washburn Tech also provide placement assistance to their students through well developed relationships with area business and industry representatives.

The workforce placement rate for our graduates is excellent and our programs are highly respected by our business and industry partners. You may also choose to utilize our partnership with Washburn University that allows you to transfer technical credits toward an associate degree at the university.

Whatever your goal, the faculty and staff look forward to helping you with the next step on the path to your future!

See you on campus!

Dr. Roxanne Kelly
Dean

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 Kaw Valley, 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 Ms. Carol Vogel, Equal Opportunity Director, Morgan Hall 380A, (785) 670-1509, carol.vogel@washburn.edu

DISCLOSURE FOR FACULTY AND ADMINISTRATION OF WASHBURN INSTITUTE OF TECHNOLOGY (WASHBURN TECH) AND CONSORTIUM (SENDING) HIGH SCHOOL.

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

DISCLOSURE TO PARENTS

Students may share their education records with parents at their own discretion. Academic records may be provided to parents who make the request directly to the institution upon:

1. Obtaining and providing the student's written consent, or,
2. Establishing the student's dependency as defined by the Internal Revenue Code of 1954, Section 152.

DISCLOSURE TO GOVERNMENT AGENCIES

Washburn Tech discloses information from a student's educational record, without consent, to the following parties under the prescribed conditions of FERPA:

1. Other schools to which a student is transferring;
2. Specified officials for audit or evaluation purposes;
3. Appropriate parties in connection with financial aid to a student;
4. Organizations representing certain students for, or on behalf of the school;
5. Accrediting Organizations;
6. To comply with a judicial order or lawfully issued subpoena;
7. Appropriate officials in cases of health and safety emergencies; and
8. State and local authorities, within a juvenile justice system, pursuant to specific state law.

DIRECTORY INFORMATION

The School may release, without written consent, certain information identified by the institution as public or directory information. Washburn Tech has designated the following as Directory Information:

1. Student's name, address, telephone number, and date and place of birth.
2. Name, address, and telephone number of parent or guardian.
3. The student's major field of study and classification status. (Example: 1st Semester; 1st year; high school, post-secondary).
4. Enrollment status (full-time, part-time, AM or PM).
5. Dates of attendance, dates of enrollment, withdrawal, re-entry.
6. Certificates, awards, and honors.
7. The most recent previous educational agency or institution attended.
8. 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 request otherwise. Eligible students who object to the release of any or all of this information without their consent, must notify the Associate Dean of Student Services, in writing, within 15 days after the start of the fall semester or within 15 days of the start of the spring semester. Only one notification per academic year is required. The objection must state specifically what information the student does not want to be classified as Directory Information.

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

ADMISSIONS

Applicants who wish to apply for admission to Washburn Tech need to have the interests and abilities necessary to benefit from instruction in a particular occupational field. Prospective students are required to take a general entrance exam and must meet the entrance requirements for their desired program before they are eligible to enroll. Applicants can enroll in only one technical program at a time.

NEW SECONDARY (HIGH SCHOOL) STUDENT ENROLLMENT

Enrollment is open to qualified students who are currently enrolled in high school at one of the school districts that participate in the Washburn Tech consortium. Out of district students may enroll according to established policies.

POST-SECONDARY (ADULT) STUDENT ENROLLMENT

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

1. Schedule to take the general entrance exam. A non-refundable testing fee is collected when registering for testing. An application for admission will be completed at the scheduled testing time.
2. Interview with a Washburn Tech advisor to review test results and discuss occupational objectives.
3. Enrollment begins on designated days and continues on a first come first enrolled basis until programs fill.
4. Pay non-refundable enrollment fee and/or tuition in full on designated enrollment days. Tuition and required fees must be paid in full by the published due date. Books and tools needed at the beginning of the program must be purchased during the first week of school. Additional books and tools are purchased as needed.

PRIORITIES FOR ADMISSION

1. Qualified continuing students in good standing who are currently enrolled in a technical program at Washburn Tech and pursuing a vocational objective.
2. New high school students from participating districts who meet entrance requirements for their desired program.
3. Post-secondary applicants who meet the entrance requirements for their desired programs.
4. Out-of-district high school students who meet the entrance requirements may be enrolled as space is available.

ALTERNATE ADMISSIONS POLICY

Individuals who express interest in enrolling at Washburn Tech, but find limited Work Keys testing dates prior to the start of the next semester, may enroll using the Alternate Admissions Policy. Individuals may be admitted under one of the following options:

1. Possess a GED issued within the last 3 years, and achieve minimum level on the language arts and mathematics subtests, or
2. Receive a high school diploma, and provide a transcript within the last three years that reflects a cumulative Grade Point Average (GPA) of 2.25 or greater in the math and language arts classes that meet the requirements of the Regents Qualified Admissions curriculum, or
3. Provide documentation of ACT College Admissions testing dated within the last three years with a composite score of 17 or greater, or
4. Provide an official transcript that reflects 12 or more earned credits from an accredited post-secondary institution with a cumulative Grade Point Average (GPA) of 2.0 or greater.

Once admitted under the Alternate Admissions Policy, individuals must take the Work Keys exam at the earliest available testing date. (Testing fee will be collected prior to test date and is non-refundable).

PROBATIONARY ENROLLMENT

Washburn Tech recognizes that some students may benefit from technical training but cannot successfully pass the entrance exam at the level required for the technical training they desire. To be admitted on a probationary basis, prospective students must take the entrance test, re-test at least once, and score no more than one level below the required entrance standards in one of the 3 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.

TRANSFER POLICY

Individuals desiring to “transfer in” credits from other schools must notify the Associate Dean of Student Services of their intent. Acceptance of credits is based on many factors including the content and competencies completed in prior course work, the duration of previous course work, attendance record, and other criteria. 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 the program instructor(s).

TEST OUT POLICY

It is the mission of Washburn Tech to deliver innovative educational and training opportunities to serve our communities. The institution provides a prescribed set of courses that meet the needs of the employers in our communities. However, it is Washburn Tech policy to ensure that students complete their training in a timely manner, and not be required to take classes that cover material they have already mastered. Therefore students may, with instructor consent, be allowed to “test out” of some courses. The student must provide the instructor a written request seeking permission to test out of a specific course or courses. The instructor will determine if the student may test out and inform both the Associate Dean for Instruction and the Associate Dean of Student Services. Tuition and fees are collected when students attempt to “test out” of coursework.

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 Student Services and must pay the same tuition and fees as credit earning students. Audit students are **not** eligible for federal financial aid.

Audited courses are not assigned grades; students are not required to turn in class assignments or take examinations. Students enrolled in an audited class may not convert to a credit status after the first week of class. If students request a change to credit status, they must first meet all admissions requirements (take the entrance test and achieve the required score and meet the technical standards associated with the program).

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

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

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

RE-ENROLLMENT PROCEDURES

SAME PROGRAM

Individuals who did not complete a program of study but want to re-enroll in the same program, need to contact an advisor in Student Services for details. In some instances, when the curriculum has changed significantly, an individual must re-enroll for the entire program. If students are dismissed for the remainder of a semester due to misconduct, they will not be permitted to re-enroll the following semester. To re-enroll after the required time lapse, students must have the enrollment approved by the Associate Dean of Student Services.

PROGRAM CHANGE

Students who want to withdraw from one program and enroll in another program at Washburn Tech must be in good standing at the time of the withdrawal. If the student is not in good standing, he/she may need to sit out one semester before enrolling in another program.

Students in either of these situations must follow enrollment procedures for new students.

CHANGES TO ENROLLMENT STATUS

Any individual who enrolls in a program of study for consecutive semesters will be expected to meet the Graduation Plan in place at the time he/she enrolled. All programs of study consist of courses that are taught in a sequential manner; some courses are offered only once during the school year.

Because of this, students who initially enroll on a part time basis are encouraged to continue their enrollment on a part time basis. Likewise, students who initially enroll full time, are encouraged to continue as full time students. Students may request an exception to this practice by submitting a written request to the Associate Dean of Student Services; this request must have clear, complete details concerning the reason for the request. Each request will be considered in the context of the program curriculum including the sequence of instruction.

Institutional refunds are calculated, according to the published schedule for **all** students who attend Washburn Tech and reduce the number of hours enrolled. The refund schedule applies to each course from which a student withdraws. Withdrawal from a course and enrollment in another course are treated as two separate transactions.

TRIAL ENROLLMENT PERIOD

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

CONTINUING STUDENT ENROLLMENT

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

WASHBURN CONNECTION

The School of Applied Studies in conjunction with Washburn Tech, offers coursework, at a reduced rate, that leads to the completion of an associate degree. This opportunity requires course work at both Washburn Tech and Washburn University. For information contact an advisor at Washburn Tech or the WU School of Applied Studies at 670-1282.

SUPPORT SERVICES FOR STUDENTS WITH DISABILITIES

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

The Testing/ADA Coordinator's Office is responsible for assisting students with disabilities in arranging accommodations and for helping to identify resources on campus for students with

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

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

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

CONFIDENTIALITY

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

CONTACT DETAILS

Special Support Services Coordinator, Washburn Institute of Technology, Building A, 5724 SW Huntoon Street, Topeka, KS 66604, 785-228-6356. Office hours 8:00a.m. to 4:30p.m., Monday - Friday.

FINANCIAL INFORMATION

PAYMENTS

Semester tuition and fees are due by the published due date unless the student has finalized federal financial aid paperwork and has sufficient eligibility or has submitted authorization of agency sponsorship to Student Services.

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

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

DELINQUENT ACCOUNTS / LATE FEES

Unpaid balances will be subject to additional fees in the form of late charges and may incur collection fees should a collection agency be needed to recover the balance. To avoid late fees, accounts must be paid in full each semester by the published due date. Additionally, 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.

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.

A 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.

Nursing Assistant, Individual Health Occupation courses, and Continuing Education courses are NOT eligible for any federal financial aid programs.

FEDERAL PELL GRANT

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

1. The Expected Family Contribution (EFC) provided by the U.S. Department of Education after submitting a FAFSA
2. Enrollment status
3. 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.

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 indicate interest when completing the FAFSA and 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, Unsubsidized, and Parent loans for undergraduate students (PLUS).

The Subsidized and Unsubsidized loan programs are available to both dependent and independent students. Eligibility for the Subsidized Stafford 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 Stafford loan. In this situation the amount not received in the Subsidized Stafford loan may be received in the Unsubsidized Stafford loan program. The maximum amount a dependent student can borrow per academic year (1 program) 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 (1 program) 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.

The PLUS loan program is available to parents of dependent students. An eligible parent borrower for a Federal PLUS loan is a student's natural mother or father, adoptive parent, or legal guardian. An eligible parent borrower must meet the same citizenship or residency requirements that a student borrower is required to meet. The government does not provide an in-school interest subsidy on this loan.

In all Federal loan programs, a loan origination fee is charged. The origination fee for the Subsidized and Unsubsidized loan program is 1% and origination fee for the PLUS loan is 4%. There is an upfront interest rebate offered to all students that increases the net amount of

the loan. To retain the up front rebate, the student must make the initial 12 required payments on time.

Repayment on the Subsidized and the Unsubsidized loan begins six months after the student ceases to be enrolled at least half-time. The minimum monthly payment is \$50 per loan. The interest rate on both loans is fixed, subsidized is 3.4%, unsubsidized is 6.8%.

Repayment on the PLUS loan begins 60 days after the first disbursement has been made. The interest rate is fixed at 7.9%.

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. Any student interested in scholarship opportunities should contact staff in Student Services for details.

OTHER SOURCES OF FINANCIAL ASSISTANCE

Many organizations and agencies provide financial assistance to students. These include but are not limited to: SRS, Heartland Works, Jones Foundation, 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 Financial Aid Office.

SATISFACTORY ACADEMIC PROGRESS - INCLUDING FINANCIAL AID

Washburn Institute of Technology is responsible to both the public and its students to provide quality post-secondary education in an economic and efficient manner. This responsibility includes the obligation to require Satisfactory Academic Progress (SAP) from its students in return for the opportunity afforded them by a tax-supported institution. The requirement that SAP be monitored is based on Federal laws that govern federal financial aid. These regulations require that a student make progress in two ways. Failure to maintain satisfactory progress may result in the loss of financial aid and disbursements for future payment periods and/or Washburn Tech certificates.

QUALITATIVE: A student must maintain a cumulative grade point average (GPA) of 2.0 or better in the current program of study.

QUANTITATIVE: A student must successfully complete at least 75% of the courses in which he/she is enrolled.

To comply with these regulations, all student academic records are reviewed at the end of each increment (semester). This review determines if a student is maintaining Satisfactory Academic Progress (SAP). Students experiencing academic problems, should contact the Associate Dean of Student Services.

PROBATION IS A WARNING.

Students who were eligible for financial aid and then placed on probation will continue to receive financial aid while on probation.

Students are placed on probation if:

- The student's cumulative grade point average is below 2.0;
- The student's course completion rate is below the accepted level of 75% for the most recently completed semester, or
- The student was previously suspended and has been readmitted to Washburn Tech.

SUSPENSION

Students who are placed on suspension are withdrawn and are no longer eligible to receive financial aid.

Students are suspended if:

- The student's cumulative grade point average is below 2.0 for the two most recently completed semesters;
- The student's completion rate is below the accepted level of 75% for the two most recently completed semesters;
- The student's semester grade point average is below .8 for the most recently completed semester of enrollment. NOTE: Students do not need to have a cumulative grade point average less than 2.0 for this to be enforced; or
- The student was readmitted on probation and the cumulative grade point average falls below 2.0.

Students suspended for the first time will be suspended for one academic semester. Students suspended for the second or subsequent time will be suspended for one academic year. Students will receive a notification from the Associate Dean of Student Services.

Students who want to return to Washburn Tech after the suspension period, must apply for re-admittance through Student Services.

APPEALING SUSPENSION

Students who wish to appeal a suspension must provide a written appeal to the Associate Dean for Student Services within ten business days of the date of the notice of suspension. The written appeal should be supported by documentation. Within ten business days of receiving the appeal, the Associate Dean will make a decision regarding the appeal and notify the student in writing of the decision. The decision shall be final. Appeal forms are available in the STEP Center.

Students who exceed 150% of the program length become ineligible for federal financial aid. For a student to complete a program of study within the maximum time frame of 150%, he/she cannot repeat more than half of the program. For example, if the total program length is 1080 hours, then 150% would be 1620 hours. Therefore, a student could not repeat more than 540 hours to remain eligible for federal financial aid ($1080 + 540 = 1620$).

If a student repeats any portion of the program, the most recent attempt is used in determining both qualitative and quantitative measures within the Satisfactory Academic Progress (SAP) policy. However, all attempts are included when calculating the maximum time frame (150%) and all attempts remain on the transcript.

Students who wish to transfer credits to Washburn Tech from another institution should notify the Associate Dean of Student Services of this request. Acceptance of credits earned at the previous institution is based upon many factors including the previous course work, the duration and attendance of course work taken, competencies attained, and other criteria. When credit for previous course work is granted, the academic record of such work is not included in determining SAP at Washburn Tech.

If a student completes a program at Washburn Tech and enrolls in another Washburn Tech program or if a student changes programs prior to completion of the original program, Washburn Tech only includes grades from the student's current program in the SAP calculations.

CANCELLATION AND REFUND POLICY

A student who withdraws from a semester in which he or she is enrolled may be allowed a refund 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.

ADMINISTRATIVE WITHDRAWAL (UNOFFICIAL)

Washburn Tech may elect to initiate an administrative withdrawal of a student from all courses for any of the following reasons:

- Student fails to provide documentation required for full admission status.
- Student fails to meet Washburn Tech’s standards for Satisfactory Academic Progress;
- Student is absent five consecutive days without notification. The 5th day of absence will be used as the withdrawal date.
- Student fails to make payment of tuition and/or fees in the manner, amount, or in the time-frame agreed on between the student and the Associate Dean of Student Services.

If an administrative withdrawal is initiated, written notification is sent to the student. Students have five business days to appeal an administrative withdrawal. Students are not relieved of their financial obligations to Washburn Tech when an administrative withdrawal is processed. All charges that are unpaid by students at the time of the administrative withdrawal are due upon notice of the withdrawal. Refunds are issued and credits are applied in accordance with Washburn Tech’s published refund policy.

INSTITUTIONAL REFUND POLICY

PERCENTAGE OF TUITION AND SUPPLY FEES TO BE REFUNDED:

First 5 days	100%
Day 6-10	75%
Day 11-15	50%
After the 16th Day	0%

The day published as the official first class meeting for the course constitutes the beginning of the course for tuition refund policy.

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 unofficial withdrawals. A request from the student is not required.

Refunds may take up to 45 days to process.

Washburn Tech will make every effort to ensure that refunds are made to the individual or agency that paid tuition. However, in the event that tuition was paid for a student by an outside agency, employer, or other individual, it is ultimately the responsibility of the student to ensure that proper payment is made to the individual or agency that made payment.

RETURN OF TITLE IV FUNDS

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 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 unofficial withdrawals. A request from the student is not required. The Return of Title IV 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 and fees 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 and fees. All refunds will be contingent upon presentation of official documentation. Students who volunteer for military service may be subject to the institution's non-military refund policy.

REFUND DUE TO DEATH OF STUDENT

If a student should die during a semester in which the student is enrolled, the student's estate will be refunded the tuition and fees based on the above stated policies. To initiate this process, the family may contact Student Services.

WASHBURN INSTITUTE OF TECHNOLOGY SERVICES

ADVISING AND COUNSELING

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

WASHBURN TECH CARE CLOSET

MISSION STATEMENT

The purpose of the Washburn Tech Care Closet is to provide short term emergency assistance to Washburn Tech students and/or staff who are in crisis situations, with the hope that students will be able to complete their training and that staff will resolve temporary emergencies so they can focus on carrying out their job responsibilities.

BELIEF STATEMENTS

Most people, at one time or another, are in need of help. Crisis situations will be handled on an individual basis; confidentially will be strictly adhered to. The Washburn Tech 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.

GUIDELINES FOR PROVIDING ASSISTANCE

The Washburn Tech Care Closet has a limited budget. Funds devoted to one person must be limited. Ways in which the Washburn Tech Care Closet may be able to assist include, but are not limited to, food donations, transportation assistance, personal hygiene, and counseling and referral to community agencies for additional services. Referrals for assistance may be made by students or staff to any member of the Washburn Tech Care Closet.

ANNUAL FUND-RAISING ACTIVITIES

Activities that support the Care Closet include campus-wide food drive and family adoptions (secret Santa) during the holiday season, and the annual Washburn Tech BBQ and Car Show.

STUDENT ORGANIZATIONS

SKILLSUSA

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

NATIONAL TECHNICAL HONOR SOCIETY

The National Technical Honor Society (NTHS) recognizes and honors Washburn Tech students for outstanding academic and personal achievements. The NTHS promotes the qualities of honesty, service, leadership and career development.

Washburn Tech students are nominated for NTHS by their instructors or may be self-nominated. They must be in the last semester of their program. Students are evaluated on the basis of their academic and attendance records, community involvement, character and financial accountability. Final selection into NTHS is made by a committee of instructors and an administrator.

WASHBURN TECH STUDENT GOVERNMENT ASSOCIATION

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

NON-TRADITIONAL STUDENTS

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

RESTAURANT FACILITIES

Restaurant facilities are available at Washburn Tech. Students may bring their lunch or purchase their lunch and/or snacks in the Chef's Corner Cafe. The restaurant is open most days that school is in session. Individuals may purchase snack items for morning and/or afternoon break; lunch is available on the extended break between morning and afternoon sessions.

Meal tickets are available for purchase in the Washburn Tech cashier's office. The cost is \$20.00. The meal ticket can be used to purchase items available in the Chef's Corner Café.

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

THE STUDENT LOUNGE

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

STUDENT HEALTH INSURANCE

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

CLASSROOM POLICIES AND PROCEDURES

SAFETY PRACTICES

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

EYE PROTECTION

Many programs require students to wear approved eye protection. Instructors in the technical programs will advise students about the type of protection needed.

The student is responsible for purchasing the required eye protection. Non-compliance with shop safety standards will be considered a violation of the Student Conduct Code.

MEDICATIONS

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

ACCIDENTS

It is a priority in every classroom and laboratory/shop setting on campus to inform students of safety hazards and to demonstrate safe work habits. Students must report all injuries and accidents to the instructor at the time they happen. In case of an injury the Director of Health Occupations will be called. First aid kits are maintained in most technical programs. If necessary, the student will be referred to the university health center, a hospital emergency room or the student's doctor's office. In the case of a more serious injury or medical emergency, the ambulance service (911) will be called.

Staff will not transport those with a medical emergency to the hospital.

The appropriate paper work (Student Incident Report Form) must be completed and given to the Associate Dean of Student Services.

Parents of minors will be notified by the Student Services Staff.

If a doctor or ambulance is called under these circumstances, it will be at the expense of the student. **Washburn Tech does not carry insurance policies nor is it responsible for student injuries.**

ATTENDANCE ABSENCES AND TARDIES

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

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

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

GRADES AND GRADING

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

A	Excellent, all that can be expected
B	Above average, doing good work
C	Satisfactory, average work
CR	Credit (Practical Nursing and Surgical Technology Clinical Only)
D	Unsatisfactory
F	Failing (See Graduation Requirements)
I	Incomplete
N	No Credit (Practical Nursing and Surgical Technology Clinical Only)
W	Withdrawal

Students doing unsatisfactory work or failing will be notified at the end of each quarter. Instructors and/or Washburn Tech advisors will meet with those students to assist them in making adjustments to the school/technical program or in changing their vocational objective. Each program establishes its own grading scale and guidelines regarding satisfactory progress within the program.

INCOMPLETE GRADES

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

GRADE DISPUTE

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

DRESS CODE

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

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

1. Instructors will require students to wear protective clothing when necessary.
2. Gloves, helmets, and safety glasses must be worn when and where designated by an instructor.
3. Shirts must remain buttoned at all times. Any loose fitting clothing that creates a hazardous situation around machinery or equipment will not be allowed.
4. Sandals, perforated or open shoes will be restricted in hazardous areas.
5. Hats, caps or sunglasses will not be worn in the institution classroom/lab/shop areas unless the program instructor grants permission.
6. Cut-offs, halters/midriiffs, half-shirts, sagging jeans, tube tops, fishnet tops, spaghetti-strap tops, and intentionally torn clothing are not appropriate for classes at Washburn Tech. Tops and/or shirts must cover the midriff area.
7. Instructors will require appropriate dress for all field trips.

BREAK PERIOD

A break period may be allowed in the morning and the afternoon in each classroom. On most days, the restaurant will be open for breaks. Guidelines for break periods:

1. Smoking is **allowed only in posted areas** on the campus.
2. Students will not be permitted in any vehicles during break periods.
3. Students must not block doorways or steps at any time.
4. The break period may be suspended at any time.
5. Violators of these guidelines will be directed to the Student Services office upon first occasion and may be subject to suspension upon multiple violations

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.

DEPARTMENTAL LIBRARY

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.

PERSONAL ELECTRONIC DEVICES

Cell phones, musical headsets (radios, CD/DVD Players, etc.), hand operated electronic games, and laser lights are to be turned off during class time. Cell phones, musical headsets and earpieces, and electronic games may be used during designated break times and lunch.

1. Having a cell phone sound off during class is a violation of the Student Conduct Code, and may result in disciplinary action.
2. Washburn Tech is **NOT** responsible for the theft of cell phones, other electronic devices, and related items.

COMPUTER ETHICS

The primary purpose of using computers and the internet at Washburn Tech is to 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 your personal address or phone number. 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.

GRADUATION REQUIREMENTS AND PLACEMENT TECHNICAL CERTIFICATE, AWARDS AND GRADUATION REQUIREMENTS

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

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

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. (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.

Washburn Tech Student Services staff facilitate workshops that prepare students for employment. Workshop topics include, but are not limited to job search techniques, resume writing, and interview preparation. Each spring, Washburn Tech hosts a Job Fair to introduce students to employment opportunities. In addition, employers inform Washburn Tech of job openings on a regular basis. This information is shared with students a number of ways:

Posted on bulletin boards in main hallways in Bldg. A.

Distributed to related program instructors to share with students.

Sent electronically to students.

CAMPUS GUIDELINES

USE OF AUTOMOBILES ON AND AROUND THE CAMPUS

Students who drive to Washburn Tech must assume the responsibility for safe and legal operation of a vehicle on or near the campus. The operation of a vehicle in any other manner will not be tolerated. The following guidelines are set forth for those who drive vehicles to Washburn Tech:

1. Students and staff will enter and leave the campus in an orderly and safe manner at all times.
2. A speed limit of not more than 12 miles per hour will be observed on the 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. All traffic must stop for school buses that are loading and unloading on the campus.
6. **Students will NOT be permitted in vehicles at break time(s).**
7. Parking must be within the lines denoting parking areas.
8. City police, University police, or school administrators 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.

INSPECTIONS

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

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

FIRE DRILLS

All students and personnel will be notified of fire drills by an intermittent ringing of the fire alarm. When the alarm is sounded, all persons should immediately cease working and exit in the manner described below, proceeding at least 100 feet from the building. No one should re-enter the buildings until the alarm stops ringing. Be sure to check the policy for your specific class or laboratory.

Note: The elevators are not to be used during fires or fire drills.

Note: Handicap access listed on map inside front cover.

1. All students and personnel in the Child Care, and Health Occupations training areas will exit through the south exit of Building A — West.
2. All students and personnel in Health Occupations, and Surgical Technology will exit through the north exit of Building A — West.
3. All students and personnel in Building A, Administrative Unit will exit through the south door of the connecting corridor of Building A.
4. All students and personnel in Technical Drafting, Student Lounge and Business/Industry office will exit through the south door in Building A East.
5. All students and personnel in Office Technology, Legal Office Professional, and Medical Office Specialist, will exit through the northeast door of Building A — East.
6. All students in Graphics Technology will exit through the north door of Building A — East.
7. All students and personnel in Student Services and Culinary Arts/Food Service will exit through the east door of Building A to the south.
8. All students and personnel in Basement Area of Building A will exit up the north stairway and through the north exit.
9. All students and personnel in Electronic Technology and Diesel, will exit through the west doors and into the west parking area of Building C west.
10. All students and personnel in Auto Technology West, will exit through the south entrance to the street and proceed to the street west of Building C.
11. All students and personnel in Auto Technology East and Business/Industry Training will exit through the east doors into the center court of Building C.
12. All students and personnel in Heating & Air Conditioning, and Auto Technology North will exit to the center court of Building C.
13. All students and personnel in Adult Learning Center, Industrial Maintenance Technology, Building Technology, Machine Tool, and Welding will exit through the east doors of Building D.
14. All students and personnel in the Power Plant, will exit through the nearest exit.
15. All students and personnel in Building H will exit the building to the south parking area of Building H.
17. All students and personnel in Auto Collision, will exit through the south doors of Building K.
18. All students and personnel in Commercial Construction will exit west through the west doors of Building L.
19. All students and personnel in Cabinet/Millwork and Electricity, will exit through the south doors of Building L.

TORNADO DRILLS

Tornado drills and alerts will be signaled by an intermittent siren.

See Campus map for Tornado Entrances.

Note: Handicap access listed on map inside front cover.

1. All students and personnel will proceed immediately by the route designated to the storm shelter area.
2. All students and personnel should move as a unit into the shelter with a minimum amount of talking and confusion.
3. All students and personnel will be notified by the administrative office at the end of the drill or alert.
4. All students and personnel in Building A—West, Surgical Technology, Health Occupations, and Child Care will proceed to the basement through Door CC in Building A.
5. All students and personnel in Building A—East, Business/Industry office, Technical Drafting, Office Technology, Medical Office Specialist, Legal Office Professional, and Graphics Technology will exit by west exit and proceed to basement by Door AA.
6. All students and personnel in Building H and Building D, Adult Learning Center, Industrial Maintenance Technology, Building Technology, Machine/Tool, Welding, and B&I Welding will exit through east exits and proceed to basement through Door GG in Building L.
7. All students and personnel in Building C, Auto Technology East, West, and North, and Heating & Air Conditioning will exit and proceed to the loading dock and enter the basement through Door EE.
8. All students and personnel in Diesel Mechanics, Electronic Technology, Computer Repair & Networking, Heating and Air Conditioning will proceed to the basement through Door FF in Building A.
9. All students and personnel in Commercial Construction, Electricity, and Cabinet/ Millwork will proceed to the basement in Building L through Door HH.
10. All students and personnel in Auto Collision will proceed to the basement in Building L through Door GG.

TOBACCO PRODUCTS

The use of tobacco products on Washburn Tech property is permitted only in designated areas. The use of the word “tobacco” refers to both smoking and smokeless tobacco.

FALSIFICATION OF DOCUMENTS

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

GRIEVANCE PROCEDURE

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

1. The student shall first bring the issue informally to the attention of his/her program instructor within five school days after the concern was raised. Every effort must be made to resolve the concern at this level.
2. If, after every effort has been made to resolve the concern with the instructor, the student is not satisfied, the student may present written documentation of a grievance to the Associate Dean of Student Services. The Associate Dean of Student Services will investigate the matter and render his/her decision within five school days after receiving the written grievance. A written notice of the decision will be mailed to the student.

3. If the student wants to appeal the decision of the Associate Dean of Student Services, he/she must file a written appeal within five school days to the Dean of Washburn Tech. The Dean will render a decision on the grievance within five school days of the filing. A written notice of the decision will be mailed to the student.
4. The decision of the Dean will be final.
5. **Note:** Health Occupations students with issues or concerns not resolved at the classroom level, will take those issues/concerns to the Health Occupations Coordinator before coming to the Associate Dean of Student Services.
6. **Note:** If the appeal is regarding dismissal from a program, the student may remain in class during the appeal process unless the student poses a risk to self or others.

BULLYING

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

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

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

RACIAL HARASSMENT

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

Racial harassment may result from verbal or physical conduct or written/graphic material that is racially motivated, and which:

- affords a student different treatment, solely on the basis of race, color or national origin, in a manner which interferes with or limits the ability of the student to participate in or benefit from the services, activities or programs of the school,
- is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile academic environment or is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with a student's academic performance or ability to participate in or benefit from the services, activities or programs of the school.

SEXUAL HARASSMENT/SEXUAL VIOLENCE

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

- Letters, notes, telephone calls, e-mails, distribution or display of materials of a sexual nature.
- Deliberate touching, leaning over, cornering, patting, pinching or brushing against a student's or employee's body.
- Sexually suggestive leering or gestures.
- Pressure, subtle or otherwise, for sexual favors.
- Sexual teasing, jokes, remarks or questions.

- Any attempt by a staff member to establish a sexual relationship with a student.
- Demand of sexual favors accompanied by implied or overt threats concerning an individual's employment or educational status.
- Demand of sexual favors accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status (Quid Pro Quo).
- Sexual violence.

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

VIOLATION OF BULLYING, RACIAL HARASSMENT OR SEXUAL HARASSMENT/SEXUAL VIOLENCE POLICIES

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

Any student who believes he or she is the victim of bullying, racial harassment or sexual harassment/sexual violence, or has witnessed an act of alleged bullying, racial harassment or sexual harassment/sexual violence should report the alleged conduct to the Associate Dean of Student Services or her/his designee. Any student who believes he/she is the victim of bullying, racial harassment, sexual harassment/sexual violence may also report such issues directly to the Washburn University Title IX Compliance Coordinator. Thereafter, the complaint/grievance shall be investigated and processed in a manner consistent with the university's Title IX Grievance Procedure.

Any school employee who witnesses an act of alleged bullying, racial harassment or sexual harassment/sexual violence shall report the incident to the Associate Dean of Student Services. Employees who fail to report complaints or incidents of said conduct to appropriate school officials may face disciplinary action.

If the Associate Dean of Student Services is the alleged bullyer or harasser, the complaint shall be reported to the Dean.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes bullying, racial harassment or sexual harassment under the definitions provided previously. Unacceptable student conduct may or may not constitute bullying, racial harassment or sexual harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors that are unacceptable but do not constitute bullying or harassment may provide grounds for discipline under the Student Conduct Code. The discipline of a student for violation of any provision of the code of student conduct may be intensified if the conduct is racially or sexually motivated.

The filing of a complaint or otherwise reporting bullying, racial harassment or sexual harassment/violence shall not reflect upon the student's status or grades. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a bullying, racial harassment or sexual harassment or sexual violence is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee. False or malicious complaints of bullying, racial harassment, or sexual harassment/violence may result in corrective or disciplinary action against the complainant.

If the complaint has not reached resolution through the grievance process within the Washburn Tech campus, refer to options through Washburn University's Equal Opportunity Director described on the following pages.

SEXUAL ASSAULT

Sexual assault is an invasion of a person's physical and psychological being. It includes rape, same-sex assault, child molestation and any other sexual activity which a person is forced into without consent. It is an act of power and violence expressed through sexual aggression.

If you are a victim, seek help:

- Report the crime immediately.
- Contact an advisor.
- Try to preserve all evidence. Do not wash or change clothes until you have been examined medically.
- Go to the hospital emergency room.
- Try to remember details. Write them down and include everything you remember.

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

Topeka Police Department	785-368-9551 (main number) 911(emergency number)
Battered Women's Task Force	785-354-7927 (day time) 785-234-3300 (night & weekend) 1-888-822-2983 (toll free)
Washburn Institute of Technology	785-228-6321(Student Services) 785-228-6309 (University Police) 8:00 a.m. to 4:00 p.m. 785-670-1153 (Washburn Dispatch) After 4:00 p.m. and Weekends

EQUAL EDUCATIONAL OPPORTUNITY /HARASSMENT POLICIES

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

EQUAL EDUCATIONAL OPPORTUNITY

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

SEXUAL HARASSMENT AND HARASSMENT

All individuals must be allowed to pursue their activities at Washburn University/Washburn Tech free from sexual harassment, sexual advances and harassment based on color, race, religion, age, national origin, ancestry, disability, sex, marital or parental status, or sexual orientation. Such conduct will not be tolerated. Responsibility for maintaining a harassment free environment rests with all employees, students and others while on the campus or involved in University or Washburn Tech sponsored activities. Responsibility for monitoring and implementation of these policies is delegated to the Equal Opportunity Director; however, all employees will share in the specific activities necessary to achieve these goals.

COMPLAINT PROCEDURE

The complaint procedure to report discrimination, sexual harassment or harassment is found at www.washburn.edu/eoo-complaints. Complaints are to be made within 180 days of the latest alleged incident to the Equal Opportunity Director.

The Equal Opportunity Director is Ms. Carol Vogel, Washburn University, Morgan Hall, Room 380A. Phone: 785-670-1509. Email: carol.vogel@washburn.edu

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.

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 in the Administration Office. 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 about registered sex offenders may be obtained. This information may be obtained on the Kansas Bureau of Investigation (KBI) Web site: www.accesskansas.org/kbi/ros.html.

FIREARMS OR WEAPONS ON CAMPUS

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

ALCOHOLIC BEVERAGES ON THE CAMPUS

The possession, use, consumption, distribution, sale, or being under the influence of alcoholic beverages on school property or at school activities is prohibited.

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

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

I. GENERAL CONDUCT CODE PROVISIONS

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

The student conduct system is part of an educational experience that can result in growth in personal understanding of one's responsibilities and privileges in the University community. Acceptable standards of conduct have been established to protect the rights of members of the University/Washburn Tech and affiliated organizations. Individuals are encouraged to discuss their concerns at the lowest level possible for effective resolution of the situation. Should such attempts prove ineffective, the student conduct system provides a student judicial process to resolve the matter. The focus of the student judicial proceedings is to determine whether the standards of conduct have been violated, not to determine criminal guilt. To this end, student judicial proceedings attempt to balance an understanding and knowledge of the students with the needs of the University and Washburn Tech community.

The University Dean of Students shall be the principal officer responsible for implementing the Student Conduct Code. The Dean or his/her designee shall provide due process for students by following the proper steps related to the initiation, investigation and disposition of complaints against a student as outlined in Section III of this document. The Associate Director 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.
7. The term “hearing officers” shall mean the Dean of Students (or his/her designee), the Associate Director 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.

II.VIOLATIONS

The following includes inappropriate behavior subject to disciplinary sanction:

- A. Disruptive or disorderly conduct.
- B. Lewd or obscene conduct or behavior.
- C. Filing a formal complaint with the Dean of Students, University Police, or other University/Washburn Tech official(s) with the intention of falsely accusing another of having violated a provision of this Code.
- D. Intimidating witnesses.
- E. Destroying or removing evidence to preclude its presentation to the Dean of Students, the University Judicial Board, or the Associate Director of Student Services at Washburn Tech or the Washburn Tech Judicial Board.
- F. Failure to appear before the Dean of Students, the Associate Director 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 Tech 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 Dean of Students, or regarding a Washburn Tech student, to the Associate Director of Student Services.
3. Incident reports filed with the University/Washburn Tech Police will be forwarded to the Dean of Students or the Associate Director of Student Services for review and processing
4. When a sex offense is alleged, any person who is the victim of, or has knowledge of, an alleged sex offense occurring on the University/Washburn Tech's campus, as defined by the Campus Security Act of 1990, may notify the University police personnel who shall contact the alleged victim(s) to determine whether the victim wishes to pursue disciplinary action available to him or her under the University/Washburn Tech's Conduct Code or other University/Washburn Tech policy. Alleged sex offenses occurring off campus shall be referred to the City of Topeka Police Department for investigation. In the event the victim of the alleged offense files a complaint with the City of Topeka Police Department, personnel of the University/Washburn Tech Police Department shall render such assistance as is possible given the circumstance surrounding the alleged incident. NOTICE – Anyone who is a victim of an alleged sex offense should take steps to preserve any and all physical evidence relating to the alleged incident.

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

1. Upon receipt of a complaint, the Dean of Students or the Associate Director of Student Services, as applicable, will notify the accused student(s) in writing that he/she (they) may have committed a violation of the Student Conduct Code.
2. The written notification will direct that the student make an appointment to discuss the possible violation by the specified date and that failure to do so will result in an additional charge of "failure to comply with a University/Washburn Tech official."
3. During the requested meeting, the Dean of Students or Associate Director of Student Services, as applicable, will review the complaint with the student(s), identifying possible Code violations, and will outline options for the student(s).
4. The student(s) will be provided the opportunity to waive his/her right to a formal hearing and have the Dean of Students, or the Associate Director of Student Services process the case when it is clear that a violation has occurred and the student(s) admits (admit) to being in violation of the charge(s).
5. In the event that the student(s) chooses (choose) to waive his/her right to a formal hearing, he/she will sign a waiver form provided by the applicable officer acknowledging his/her (their) decision to waive the formal hearing. Upon waiver, the Dean of Students

or the Associate Director of Student Services will review the violation(s), the related evidence and the sanction(s) that will be imposed. The signed waiver form will include a statement of the charge(s), an admission of being in violation of the charges, and the sanction(s) imposed. The student(s) will be informed of how this information will be maintained (Section IV of this Code) by the University/Washburn Tech as well as the appeal process (as outlined in Section III. F. of this Code) should he/she (they) choose to appeal the decision of the Dean of Students or the Associate Director of Student Services.

6. In other situations, the case will be referred to the University Judicial Board or the Washburn Tech Judicial Board for consideration. The student shall be provided with a summary of the report and will be informed of the date, time and location of the hearing. The student shall be provided not less five business days if appearing before the University Judicial Board or the Washburn Tech Judicial Board to prepare for his/her hearing unless he/she wishes to shorten that time. The student will be informed that the hearing will be conducted in his/her absence should he/she choose not to appear. An extension in time to prepare for the hearing may be granted upon request. Such requests should be delivered to the Dean of Students, or the Associate Director of Student Services, as applicable.
7. Should the student fail to respond to the initial letter from the Dean of Students or Associate Director of Student Services, a second letter will be sent to the student that gives him/her a specific hearing date and time. The student will also be presented with an additional charge of “failure to comply with a University/Washburn Tech official.”

C. Judicial Boards

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

1. University Judicial Board

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

2. Washburn Tech Judicial Board

- a. Jurisdiction: The Washburn Tech Judicial Board shall have jurisdiction of all cases alleging violations of this Student Conduct Code involving students at Washburn Tech campus
- b. Membership: Each hearing panel of the Washburn Tech Judicial Board shall be comprised of six voting members: four full-time members of the Washburn Tech’s General Faculty and two full-time students. Each panel shall be chaired by a faculty member who shall not have a vote. The persons appointed by the Associate Director

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 Director of Student Services, shall serve as secretary to, and an advisor of, the Washburn Tech Judicial Board and its hearing panels. The Associate Director 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. **Presenting 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 have the opportunity to ask questions of the witness(es). Following presentation of the case by the Judicial Liaison, the respondent shall have the opportunity to present any relevant evidence he/she would like to have considered by the hearing panel.
- f. **Deliberation:** Following the presentation of the case by the parties, the hearing panel shall recess to closed session to discuss the evidence and make a determination on the merits on whether the respondent has committed the violation(s). If the hearing panel determines the respondent has committed a violation, it shall then determine the appropriate sanction(s) to be imposed.
- g. **Communication of the Decision:** The decision of the hearing panel and the sanction(s), if any, shall be delivered orally upon return of the hearing panel to open session. The decision shall also be reduced to writing in a letter to the respondent and mailed within one business day of the decision to the student's address on file in the Registrar's Office. (The student is responsible for having accurate mailing information on file with the University.)
- h. **Appeal:** A student may appeal the decision of the hearing panel as provided in III. F. of this Student Conduct Code.

D. Sanctions

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

1. Written Reprimand
 - a. Notice in writing that the student has violated University regulations or has otherwise failed to meet the University's standard of conduct.
 - b. Such a reprimand will contain the statement that continuation or repetition of specific conduct involved or other misconduct will result in further judicial action.
2. Restitution
 - a. An individual student may be required to make restitution for damage to or loss of property and for injury to persons.
 - b. Failure to make restitution will result in an additional charge (see II. T.) and will result in additional disciplinary proceedings under this Code.
3. Service Hours
 - a. A creative sanction, e.g., service hours, set by the hearing officer(s) will depend on the severity of the violation, degree of involvement and the circumstances surrounding the incident.
 - b. The student will, in most cases, be directed to complete University service hours and will be given a specific amount of time in which to do so.
 - c. Failure to complete service hours will result in an additional charge (see II. T.) and will result in additional disciplinary proceedings under this Code.
4. Computer Usage Restrictions
 - a. A student found in violation of computer usage policies can be restricted from certain campus computing privileges for a time to be set by the hearing officer(s).
5. Disciplinary Probation
 - a. A formal sanction specifying the conditions under which an individual may continue to be a student at the University, including limitation of specified activities, movement, or presence on campus; or eligibility to receive University-funded scholarships.
 - b. The conditions, including duration, will be specified by the hearing officer(s).
 - c. Limitations may include the following:
 1. Ineligibility to hold an office in any student organization recognized by the University;
 2. Ineligibility to represent the University in any public performance, sporting event, intramural event, committee assignment;
 3. Ineligibility to receive a University sponsored scholarship when the length of the suspension is greater than one semester;
 4. Additional restrictions or conditions may also be imposed, depending on the nature and seriousness of the misconduct.
6. Suspension
 - a. Separation of the student from the University for a definite period of time.

- b. The student is not guaranteed reinstatement at the end of such period of time but is guaranteed a review of the case and a decision regarding eligibility for reinstatement by the Dean of Students.
- c. A two-thirds vote will be required by the Judicial Board to impose this sanction.
- d. Students who have been suspended under this Code shall vacate the premises within 48 hours following the findings of the hearing officer(s) or, in the event of an appeal, within 48 hours of the findings of the Appeal Board. In some circumstances, students may be required to vacate the campus sooner (e.g., if there is reason to believe that the student's physical or emotional safety and well-being, the safety and well-being of the other University/Washburn Tech community members or the protection of University/Washburn Tech property requires such action).

7. Expulsion

- a. Separation of the student from the University/Washburn Tech whereby the student is not eligible for reinstatement to Washburn University/Washburn Tech.
- b. A two-thirds vote will be required by the Judicial Board to impose this sanction.
- c. Student who has been expelled shall vacate the premises within 48 hours following the findings of the hearing officer(s) or, in the event of an appeal, within 48 hours of the findings of the Appeal Board. In some circumstances, students may be required to vacate the campus sooner (e.g., if there is reason to believe that the student's physical or emotional safety and well-being, the safety and well-being of the other University/ Washburn Tech community members or the protection of University/ Washburn Tech property requires such action).

E. Interim Suspension and Proceedings

The Dean of Students or the Associate Director of Student Services may suspend any student from the University/Washburn Tech pending investigation, action or prosecution of charges of an alleged conduct violation if they have reason to believe that the student's physical or emotional safety and well-being, the safety and well-being of the other University community members or the protection of University/Washburn Tech property requires such suspension.

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

within the abilities of the University/Washburn Tech, including the opportunity to take examinations, make up class assignments or otherwise complete course offerings missed by reason of the suspension.

F. Appeals Procedures

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

1. Notice

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

2. Appeals Board

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

IV. STUDENT CONDUCT RECORDS

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

V. STANDARDS OF CONDUCT FOR STUDENT ORGANIZATIONS

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

- A. Any student organization shall be subject to disciplinary action based on inappropriate behavior as outlined in Section II of the Code as well as the following:
1. Advocating, inciting or participating in any material interference or physical disruption of the University/Washburn Tech.
 2. Entering or attempting to enter into contractual obligations that will require the use of a University/Washburn Tech agency account without prior authorization by the University/Washburn Tech Business Office. Organizations are prohibited from entering into any contractual obligation for the University/Washburn Tech.
 3. Directly or indirectly utilizing University/Washburn Tech resources in support of any candidate for public office. Exceptions and conditions are described in the Facilities Use Policy for the University/Washburn Tech and separate policies for the Law School, Petro Center and Memorial Union.
 4. Directly or indirectly utilizing University/Washburn Tech facilities, services, or funds for the express benefit of external affiliates.
- B. Investigation and hearing procedures of alleged violations.
1. A complaint alleging violation of the “Standards of Conduct for Student Organizations” may be filed by any student, faculty member or staff member. Complaints should be directed to the Dean of Students or the Associate Director of Student Services in writing.
 2. Upon receipt of a complaint, the Dean or the Associate Director shall follow the procedures specified in the Student Conduct Code.
 3. In the implementation of these procedures, the president of the organization shall serve as the representative to receive notification and to appear as required for hearings.
 4. In applying the sanctions listed in the Student Conduct Code, “loss of registered status for a period of time” shall be substituted for the sanction of “suspension”.
 5. The Dean’s or Associate Director’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.

Student Conduct Code, Revised, per Ken Hackler, 9-24-08



CALENDAR YEARS

2011

January	S	M	T	W	T	F	S	February	S	M	T	W	T	F	S	March	S	M	T	W	T	F	S	April	S	M	T	W	T	F	S
	2	3	4	5	6	7	8		6	7	8	9	10	11	12		6	7	8	9	10	11	12		3	4	5	6	7	8	9
	9	10	11	12	13	14	15		13	14	15	16	17	18	19		13	14	15	16	17	18	19		10	11	12	13	14	15	16
	16	17	18	19	20	21	22		20	21	22	23	24	25	26		20	21	22	23	24	25	26		17	18	19	20	21	22	23
	23	24	25	26	27	28	29		27	28	27	28	29	30	31		24	25	26	27	28	29	30		24	25	26	27	28	29	30
30	31																														
May	S	M	T	W	T	F	S	June	S	M	T	W	T	F	S	July	S	M	T	W	T	F	S	August	S	M	T	W	T	F	S
	1	2	3	4	5	6	7		5	6	7	8	9	10	11		3	4	5	6	7	8	9		1	2	3	4	5	6	
	8	9	10	11	12	13	14		12	13	14	15	16	17	18		10	11	12	13	14	15	16		7	8	9	10	11	12	13
	15	16	17	18	19	20	21		19	20	21	22	23	24	25		17	18	19	20	21	22	23		14	15	16	17	18	19	20
	22	23	24	25	26	27	28		26	27	28	29	30	24	25		26	27	28	29	30	21	22		23	24	25	26	27		
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September	S	M	T	W	T	F	S	October	S	M	T	W	T	F	S	November	S	M	T	W	T	F	S	December	S	M	T	W	T	F	S
	4	5	6	7	8	9	10		2	3	4	5	6	7	8		6	7	8	9	10	11	12		4	5	6	7	8	9	10
	11	12	13	14	15	16	17		9	10	11	12	13	14	15		13	14	15	16	17	18	19		11	12	13	14	15	16	17
	18	19	20	21	22	23	24		16	17	18	19	20	21	22		20	21	22	23	24	25	26		18	19	20	21	22	23	24
	25	26	27	28	29	30	23		24	25	26	27	28	29	27		28	29	30	25	26	27	28		29	30	31	25	26	27	28

2012

January	S	M	T	W	T	F	S	February	S	M	T	W	T	F	S	March	S	M	T	W	T	F	S	April	S	M	T	W	T	F	S		
	1	2	3	4	5	6	7		5	6	7	8	9	10	11		4	5	6	7	8	9	10		1	2	3	4	5	6	7		
	8	9	10	11	12	13	14		12	13	14	15	16	17	18		11	12	13	14	15	16	17		8	9	10	11	12	13	14		
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29	30	31																	29	30													
May	S	M	T	W	T	F	S	June	S	M	T	W	T	F	S	July	S	M	T	W	T	F	S	August	S	M	T	W	T	F	S		
	6	7	8	9	10	11	12		3	4	5	6	7	8	9		10	11	1	2	3	4	5		6	7	5	6	7	8	9	10	11
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	27	28	29	30	31	24	25		26	27	28	29	30	29	30		31	29	30	31	26	27	28		29	30	31						
September	S	M	T	W	T	F	S	October	S	M	T	W	T	F	S	November	S	M	T	W	T	F	S	December	S	M	T	W	T	F	S		
	2	3	4	5	6	7	8		7	8	9	10	11	12	13		4	5	6	7	8	9	10		2	3	4	5	6	7	8		
	9	10	11	12	13	14	15		14	15	16	17	18	19	20		11	12	13	14	15	16	17		9	10	11	12	13	14	15		
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	23	24	25	26	27	28	29		28	29	30	31	25	26	27		28	29	30	25	26	27	28		29	30	31	23	24	25	26	27	28
30																																	

2013

January	S	M	T	W	T	F	S	February	S	M	T	W	T	F	S	March	S	M	T	W	T	F	S	April	S	M	T	W	T	F	S
	6	7	8	9	10	11	12		3	4	5	6	7	8	9		3	4	5	6	7	8	9		1	2	3	4	5	6	7
	13	14	15	16	17	18	19		10	11	12	13	14	15	16		10	11	12	13	14	15	16		7	8	9	10	11	12	13
	20	21	22	23	24	25	26		17	18	19	20	21	22	23		17	18	19	20	21	22	23		14	15	16	17	18	19	20
	27	28	29	30	31	24	25		26	27	28	24	25	26	27		28	29	30	24	25	26	27		28	29	30	21	22	23	24
May	S	M	T	W	T	F	S	June	S	M	T	W	T	F	S	July	S	M	T	W	T	F	S	August	S	M	T	W	T	F	S
	1	2	3	4	5	6	7		2	3	4	5	6	7	8		1	2	3	4	5	6	7		5	6	7	8	9	10	11
	12	13	14	15	16	17	18		9	10	11	12	13	14	15		14	15	16	17	18	19	20		2	3	4	5	6	7	8
	19	20	21	22	23	24	25		16	17	18	19	20	21	22		21	22	23	24	25	26	27		9	10	11	12	13	14	15
	26	27	28	29	30	31	23		24	25	26	27	28	29	28		29	30	31	28	29	30	31		25	26	27	28	29	30	31
September	S	M	T	W	T	F	S	October	S	M	T	W	T	F	S	November	S	M	T	W	T	F	S	December	S	M	T	W	T	F	S
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	22	23	24	25	26	27	28		27	28	29	30	31	24	25		26	27	28	29	30	22	23		24	25	26	27	28		
29	30																														

