The Washburn University Student Planner and Handbook is sponsored by the Washburn Student Government Association and the Student Life Office.

Editor: Michael Kitowski, WSGA Vice President

This planner belongs to:

NAME ____________________________________________________________

ADDRESS _______________________________________________________

CITY/TOWN ________________________ ZIP CODE ____________

PHONE ________________________________

PLEASE NOTE: The front cover is sensitive to extreme heat. Do not leave in direct sunlight!
# TABLE OF CONTENTS

2011-2012 Academic Calendar ..................................................38
Academic Advising ...............................................................25
Admissions Office .............................................................22
Athletics & Petro Facilities ....................................................23
Business Office .................................................................24
Campus Map .....................................................................12
Campus Ministry – Ichtus ......................................................24
Catholic Campus Center .......................................................24
Dining Services .................................................................25
Facilities Services Department ..............................................26
Financial Aid .....................................................................26
Grade Point Average ..........................................................27
Ichabod Service Center/Student ID ........................................28
Information Systems & Services (ISS) ....................................28
International Student Service ...............................................29
KTWU Television ..............................................................29
Memorial Student Union .......................................................32
Mulvane Art Museum ..........................................................32
Plan of Action for Students ...................................................33

Policies & Procedures
- Extended Absence .........................................................41
- Campus Telephone Directory ..........................................41
- iAlert .........................................................................41
- HEOA .........................................................................41
- Emergency Evacuation/Fire Safety ....................................42
- Missing Students .........................................................43
- Complaints ..................................................................43
- Campus Bulletin Board/ Poster Policy ................................47

Residential Living Posting Policy ..........................................48
Vehicle & Parking Policy ......................................................48
WU Student Conduct Code ..................................................51
Academic Impropriety Policy ...............................................62
Campus Security Policy & Procedures ..................................66
Alcohol and Drug Policy ......................................................66
  Summary of State/Fed Laws ............................................66
  Enforcement ..................................................................67
  Local/On-campus Refer. Info .........................................67
  Health Effects of Alcohol/Drugs .......................................68
Annual Campus Security Report .........................................70
Policy on Sex Offenses .......................................................72
Registered Sex Offenders ....................................................76
Crime Statistics ...............................................................77

Fire Statistics ..................................................................82
Health Issues for Students & Parents ..................................19
Registrar’s Office ..............................................................36
Safety, Planning, and Emergency Management .....................36
Small Business Development Center ..................................40
Student Health Services ....................................................18
Student Life ..................................................................13
Office of Student Life .......................................................13
Residential Living .............................................................13
Student Activities & Greek Life Office ..................................14
  WSGA .......................................................................15
  WSGA, Executive Staff ................................................4
  Service Provided by WSGA ............................................6
  Campus Activities Board ..............................................15
  Student Organizations ..................................................15
  Student Media ...........................................................18
  Multicultural Affairs .....................................................18
Student Services Office .....................................................20
  Disability Services .......................................................20
  Veterans Affairs ........................................................21
  Non-Traditional Students .............................................21
  Student Recreation & Wellness Center ...........................21
  Career Services ........................................................22
  Counseling Services ...................................................22
  Student Activity Fee .....................................................7
  University Child Development (UCD) ..............................40
  University Libraries .....................................................30
  Curriculum Resources Center .......................................31
  First Year Experience ..................................................32
  Academic Success & Writing Center ..............................32

UMAPS ..........................................................................33
University’s Core Values ....................................................9
Washburn Facts ..............................................................10
Washburn Fight Song ........................................................11
Washburn History ............................................................9
Washburn Transformational Experience ...............................5
Washburn University Bookstore .........................................23
Washburn University Police Department ............................35
Washburn’s Alma Mater ....................................................11
Washburn University Phone Listings .................................18
Washburn University Cable Television ...............................41
A WORD OF WELCOME

Dear Students:
We welcome you as new students to our great University! You are about to embark in one of the most challenging and exciting periods of your life as you explore career options and expand your understanding of the world. These years at Washburn will bring great personal growth and a sense of achievement as you make life-changing decisions about your future.

You will be challenged as a Washburn student to dream, achieve, create, lead and excel. Your college experiences will prepare you to become a well-educated, world citizen. As leaders, you will help society address complex challenges using your newly acquired knowledge and skills.

As is true in all aspects of life, the college experience is what you make it. Commit to being successful while here at Washburn. Keys to success include hard work and dedication to a goal. Others include attending all classes, doing the reading and completing the assignments. Be sure to get to know your instructors and take advantage of study groups and other study aids to maximize your learning.

Take advantage of this time in your life to commit to all Washburn has to offer. I encourage you to be involved in the life of the University. Active participation helps round out the rigor of academic studies while developing life-long interests in the arts, leadership, sports, and many other areas. By taking time to have some fun, you are preparing yourself for civic and community involvement beyond college.

This is a university built around you. We appreciate your choice of Washburn as you achieve your next big set of goals. Best wishes for a fantastic year.

Sincerely,

Jerry Farley, President

A Message from the WSGA President and Vice President

Hello friends and fellow Ichabods!

As President and Vice President of the Washburn Student Government Association, we would like to welcome you to Washburn University! We are excited to have everyone back on campus and are looking forward to what this year will bring. Making the decision to attend Washburn was one of the best decisions we have made so far, and we are both extremely grateful for our “Washburn Experience”. A key contributor to making our experiences so amazing has been getting involved! There are countless ways to get involved on campus and with nearly 150 student organizations, there’s something for everyone! We are so excited you are here with us at Washburn University, and we want you to have a great experience here. Please know that we are here to serve YOU! If you have any questions, always feel free to stop by the WSGA office in the lower level of the Memorial Union or send us an e-mail.

Go Bods!

Taylor McGown, WSGA President
Michael Kitowski, WSGA VP
WASHBURN STUDENT GOVERNMENT ASSOCIATION
Memorial Union, Lower Level
www.mywsga.com

“Students Working for Students”

EXECUTIVE STAFF

President Taylor McGown
Phone: (785) 670-2322
president@mywsga.com

Vice President Michael Kitowski
Phone: (785) 670-2318
vp@mywsga.com

Chief of Staff Eric Benedict
Phone: (785) 670-2321
chief@mywsga.com

Budget Director Jarrod Cullan
Phone: (785) 670-2317
budget@mywsga.com

Public Relations Director Jessie McGown
Phone: (785) 670-2320
publicrelations@mywsga.com

Special Events Director Amber Kissell
Phone: (785) 670-2323
events@mywsga.com

Student Affairs Director Brett Johnson
Phone: (785) 670-2316
studentaffairs@mywsga.com

Administrative Assistant David Hutchinson
Phone: (785) 670-1169
office@mywsga.com
Washburn Transformational Experience (WTE)

The most powerful role the University plays is to facilitate important transformations in the lives of our students. While many of these life-changing moments occur in the classrooms, some incredibly rich transformational experiences transcend the traditional classroom experience. At Washburn University, we have demonstrated excellence in at least four types of transformational experiences: Scholarly or Creative Activity, Community Service, Leadership, and International Education. Every baccalaureate degree-seeking undergraduate has the opportunity to complete one or more of the following:

- **Scholarly or Creative**
  
  **Purpose:** Students who have engaged with faculty members to advance knowledge, to create music or art or literature, or to participate in other experiences that require a high level of intellectual stimulation or achievement, graduate from the University prepared to solve increasingly complex problems and to sort through complex and sometimes contradictory information in order to gain fresh insight.

- **Community Service**
  
  **Purpose:** Students who have engaged with faculty members and other students in significant, meaningful community service, and who have been guided to reflect on the power and purpose of these experiences, graduate from the University as citizens who are not resigned to accepting the community as it is but have a vision for how they can help make the community better.

- **Leadership**
  
  **Purpose:** Students who serve in leadership roles are transformed by improved self-understanding derived from practical experience and examination of inspirational examples of selfless leadership service; they graduate from the University as citizens who recognize the abundance of leadership opportunities and are ready to accept the mantle of responsibility that comes with these opportunities.

- **International Education**
  
  **Purpose:** Students who have studied abroad or been thoroughly exposed to the richness of history and culture beyond our shores graduate from the University ready to contribute to a fast-paced global society in which information is delivered instantly around the world.

For more information, visit the website at: www.washburn.edu/wte
Each semester, Washburn University students pay a student activity fee that assists in the funding of many projects and activities available to all students. The following are just a few of the many activities, events and services that are available to students:

**iSave Discount Program** – This is a free service for Washburn students provided by local Topeka businesses. Students simply present their iCard at participating local businesses to receive discounts!! Check out [mywsga.com/iSave](http://mywsga.com/iSave) to find the list of participating businesses and go save some money!

**Safe Ride** - Safe Ride is a free service for Washburn students who need a safe ride home from any Topeka-area drinking establishment. Call **267-3777**!


**Student Organization Funding** - Registered student organizations are eligible for $3000 a year, $2000 of which can be allocated for off campus events.

**Finals Stress Relief Week** – This is an event at the end of each semester to help relieve students’ stress around finals week. Events may include free food, prizes, and massages. The library is open for extended hours during this time!

**Bod Alert**- A new program we are excited to be starting up this year, Bod Alert sends out a text message to students informing them of upcoming events on campus. Check out our website for more information!

**iConnect Liaison Program** – Each student senator is assigned to at least one student organization in which he/she must maintain regular contact to ensure organizations the opportunity to stay in contact with WSGA and ask any questions pertaining to WSGA including questions about funding and advertising.

**Philanthropy** – Throughout the year, WSGA sponsors philanthropies and service projects that benefit Topeka and its surrounding community such as Can Emporia.

**Planner/Student Handbook/Notebooks** – We provide these planners/notebooks which include the student handbook for free, so we encourage you to use your planner and get organized!

**Welcome Week, Homecoming, and Washburn’s Birthday** – Each year, WSGA co-sponsors and assists in the planning of these great events in order to promote school spirit among students, faculty, and alumni. Get excited for our Homecoming theme this year, “Fear the Bod,” during late October!

If there is a service that you would like to see added or if you have questions about existing services, please check out our website at [www.mywsga.com/services](http://www.mywsga.com/services) or by calling us at (785) 670-1169.
THE ABCs OF HOW TO GET THE MOST OUT OF YOUR STUDENT ACTIVITY FEE!

A  Attend CAB (Campus Activities Board) and WSGA (Washburn Student Government Association) events and activities.
B  Participate in Washburn’s Birthday activities.
C  Read the free newspapers that are a part of the Collegiate Readership Program.
D  Take advantage of the iSave Student Discount Program.
E  Take your children or relatives to CAB’s Easter Egg Hunt in the spring.
F  Attend the Finals Stress Relief Week activities at the end of each semester.
G  Be Generous to your community through WSGA philanthropy events such as Can Emporia.
H  Participate in the Homecoming festivities, October 24-29.
I  Participate in I Love WU Week and get free stuff!
J  Get a life by joining WSGA, CAB, a student organization, fraternity, or sorority.
K  Start the school year by kicking off the year at the 2011 Welcome Week.
L  Attend the on-campus speakers that are part of the WSGA-sponsored lecture series.
M  The Mabee library is the place to be: check out new developments such as the Study Grounds Coffee Shop!
N  Nominate your organization for a SOAR Award!
O  Start your Own student organization!
P  Come play pool or ping pong or watch TV in the lower level of Memorial Union.
Q  Have a quick meeting with our public relations director to find out how to best promote your activity on campus.
R  Read the student newspaper, The Washburn Review.
S  Dial SafeRide, a free and safe ride home from any drinking establishment in the City of Topeka at 267-3777!
T  Tailgate with the Bod Squad and fellow students at Washburn athletic events!
U  Take your children to University Child Development for a discounted rate.
V  Cheer the Ichabods and Lady Blues on to Victory at sporting events!
W  Attend WSGA meetings to be informed and voice your opinion about issues that affect Washburn University.
X  Get X-tra pumped for our new text messaging program, Bod Alert, and sign up today!
Y  Talk to a senator to find out how YOU can make a difference during your time at WU.
Z  Catch some Zzz’s at Mabee Library because it’s open extra hours during finals week each semester.

Good Network Neighbor Guidelines Mission Statement

We, the students of Washburn University, recognize the following six guidelines as a means of obtaining a reliable, safe, and effective internet network.

1. Disable all uploading features on any file sharing service to help save bandwidth.
2. Download big files after 5 p.m. You'll have a faster download time, and you won't be bogging down daily WU operations.
   a. Do it when the demand of bandwidth is lowest.
3. Close all internet applications that aren't being used during the day to help save bandwidth.
4. Keep antivirus and Windows software up-to-date to help keep other computers on the network clean and safe.
   a. This includes scanning for viruses and using Windows Update regularly.
5. Obtain spyware and malware protection to prevent unauthorized use of the internet and to also prevent your personal information from being spread to outside sources.
6. Refrain from using your own wireless router to prevent unauthorized access to the internet. Plus, it's against the Terms of Service.
WU PHONE LISTINGS
785-670 + EXT.:

Academic Advising ...................... 1942
Academic Affairs ....................... 1648
Admissions ................................ 1030
Allied Health, School of ................ 2170
Alumni Association ...................... 1641
Anthropology/Sociology ................. 1608
Applied Studies, School of ............. 1282
Army ROTC .............................. 2216
Art ........................................ 1125
Arts & Sciences, College of ............. 1636
Astronomy ................................ 2141
Athletics .................................. 1134
Biology .................................. 2077
Bookstore ................................ 2665
Business Office ............................ 1156
Business Services ....................... 1454
Campus Activities Bd. (CAB) .......... 1222
Career Services ........................... 1450
Chemistry ................................ 2270
College of Arts & Sciences .............. 1636
Communication ........................... 2230
Computer Information Sciences ....... 1739
Counseling Services ..................... 1450
Criminal Justice ......................... 1411
CUSP ...................................... 2299
Dean of Students ......................... 2100
Disability Services (TDD: 670-1025) .. 1629
Education ................................. 1427
Education Opportunity Program ....... 1871
Engineering ............................... 2141
English ................................... 1441
Enrollment Management ................ 1812
Facilities Services ....................... 1149
Financial Aid ............................. 1151
Food Service ............................. 1456
Geology .................................. 2141
Health, P.E. & Exercise Science ....... 1459
Health Services .......................... 1470
History .................................. 2060
Honors Program .......................... 1342
Housing .................................. 1065
Human Services ......................... 2116
Ichabod Service Center ................. 1188
Information Systems & Services ...... 2066
International Programs ................. 1051
International Student Services ........ 1714
Leadership Institute ..................... 2000
Learning in the Community ............. 1950
Library, Law ............................. 1088
Library, Mabee ........................... 1179
LINC ....................................... 1950
Mabee Library ............................ 1179
Mass Media .............................. 1836
Mathematics & Statistics ............... 1491
Memorial Union ........................... 1454
Modern Languages ....................... 1714
Multicultural Affairs ..................... 1622
Music ...................................... 1511
Nursing ................................... 1525
Office, Legal & Technology ............. 2281
Office of Academic Advising ............ 2299
Personal Counseling ..................... 1299
Philosophy ............................... 1542
Physics ................................... 2141
Police ..................................... 1153
Political Science ......................... 1737
President’s Office ....................... 1556
Psychology ............................... 1564
Registrar ................................ 1074
Residential Living ....................... 1065
Review, Washburn ....................... 2506
Risk Management & Safety ............. 1779
ROTC, Army ............................. 2216
School of Applied Studies ............. 1282
School of Business ....................... 1308
School of Law ............................ 1060
School of Nursing ....................... 1525
Social Work .............................. 1616
Sociology/Anthropology ................. 1608
Student Activities & Greek Life .. 1723
Student Alumni Association (SAA) ...... 1644
Student Health Services ................. 1470
Student Life ............................. 2100
Student Publications ..................... 2506
Student Recreation & Wellness Center .. 1314
Student Services ......................... 1629
Theatre ................................... 1639
Union ..................................... 1454
University Honors Program ............. 1342
University Police ......................... 1153
University Relations ..................... 1154
Veterans Affairs ......................... 1629
Washburn Affairs ......................... 1629
Assoc ..................................... 1169
Writing Center ......................... 1397
VISION STATEMENT
Washburn University is dedicated to being a premier Midwest regional institution recognized as a leader in providing a superior student-centered, teaching-focused learning experience, preparing graduates for success in their chosen profession, and stimulating economic vitality.

MISSION STATEMENT
Washburn University enriches the lives of students by providing opportunities for them to develop and to realize their intellectual, academic, and professional potential, leading to becoming productive and responsible citizens. We are committed to excellence in teaching, scholarly work, quality academic and professional programs, and high levels of faculty-student interaction. We develop and engage in relationships to enhance educational experiences and our community.

CORE VALUES
Core values guide decision making and provide the foundation for directing our efforts, resources, and conduct. In fulfilling the mission, the faculty, staff, administration, and students are committed to the following core values of Washburn University:

- **Integrity**: acting in an honest, fair, and ethical manner creating a culture of trust evident in all University activities and in decision making.
- **Excellence**: serving our scholarly community by delivering consistently high-quality programs, teaching, service and scholarship.
- **Accountability**: being held responsible for academic, programmatic, and fiscal integrity and value while prudentely managing the resources entrusted to the University.
- **Respect**: embracing diversity and treating others collegially with civility, openness, and professionalism in all interactions, activities, and decision making.
- **Collaboration**: working toward common goals with others in the University and the community while valuing teamwork, participation, and diversity of ideas and perspectives.
- **Innovation**: encouraging, considering, and supporting development of ideas by fostering individual ingenuity and creativity and creating an environment with opportunities for growth and change.

WASHBURN HISTORY

The University
In 1865, the Congregational Church established a college in the prairie capital of Topeka, Kansas. Founders christened the new school Lincoln College, in honor of the nation’s 16th president, Abraham Lincoln.

The economic situation immediately following the Civil War resulted in financial hardships for the new educational institution. During a fundraising venture in New England, a school official was presented a $25,000 donation by Massachusetts wire manufacturer, Ichabod Washburn. Washburn was a church deacon known for his support of advanced education for women as well as his championing of the abolitionist cause. In 1868, the school was renamed Washburn College as a statement of gratitude in honor of the benefactor.
Ichabod

The emergence of competitive team sports at the turn of the century created the need for a mascot to symbolize school spirit. In 1905, a Topeka newspaper sports writer dubbed the college’s football players “Sons of Ichabod,” committing the nickname to print. No graphic representation of the Ichabod existed until the 1938 yearbook.

The creator of the image was Bradbury Thompson, a 1934 alumnus, who established an international reputation as a graphic artist. His bespectacled Ichabod sported the dapper attire of a blue tailcoat and bow tie, red top hat and shoes and yellow pants. While the color scheme of the ensemble has been revised through the years, Thompson originally intended the three colors to be used.

Crest

In 1917, the trustees of Washburn College adopted the Washburn family coat of arms as the official school crest. The origin of the coat of arms has been traced to the 11th Century battlefield knighting of Sir Roger Washbourne by William the Conqueror. For his gallant service, Washbourne was granted the right to a family crest as well as lands and manors in the counties of Gloucester and Worcester. The spelling of the last name was modified through time.

The use of the crest was continued as the college became a university, with the adoption of the escutcheon in 1954 by the University Board of Regents. The official version of the crest features a yellow motto pennant, a red flame, a silver field of arms and six purple birds on a light blue field. The birds are believed to be martins, which, in heraldic symbolism indicated that the Washburn family forefather, Roger Washbourne, was the fourth son.

The motto, “Purificatus non consumptus,” (“Purified but not consumed”), refers to the refinement attained from the pursuit of knowledge, but without the erosion of self or character.

In 2005, in conjunction with its 140th anniversary, the University unveiled an updated graphic identity. The new Washburn logo retains the original symbol of the crest with the flame in order to represent the University’s tradition of academic excellence. The vintage crest has been simplified and adapted to reflect the renewed strength and boldness of the University.

WASHBURN FACTS

Washburn University provides broadly based liberal arts and professional education. More than 200 programs leading to certification, associate’s, bachelor’s, master’s and juris doctor degrees are offered through the College of Arts and Sciences and the Schools of Applied Studies, Business, Law and Nursing.

Enrollment: 7,230  
Student/Faculty ratio: 16:1  
Classes: 43% of undergraduate classes have fewer than 20 students.  
Faculty: 83% of full-time faculty holds doctorates or the highest degrees in their discipline.  
National recognition: Washburn is annually ranked as one of the best colleges in the Midwest by US News & World Report.  
Financial Aid: Approximately $55.3 million in financial aid is available to students annually. Scholarships awarded from University resources are $6.3 million.  
Endowment funding: Washburn Endowment Association assets of approximately $152 million ranks Washburn second in the state on a per-student basis among the public institutions.  
Internships: Each year, 1,000 students participate in internship opportunities at more than 125 sites in WU’s capital city location.
**Athletics:** Ten athletic teams compete on the NCAA Division II level in the Mid-America Intercollegiate Athletics Association (MIAA) conference. Sports are baseball, basketball (men and women), football, golf (men), soccer (women), softball, tennis (men and women) and volleyball.

**Alumni:** The University boasts more than 40,000 alumni. WU alumni can be found in every county in Kansas, every state in the U.S. and numerous foreign countries.

**The Campus:**

- The Mulvane Art Museum is the oldest accredited art museum west of the Mississippi River. The museum’s permanent collection, although international in scope, emphasizes the work of Kansas and Midwest artists.
- Washburn is home to KTWU, the first public television station in Kansas.
- Crane Observatory houses an 1898 Warner & Swasey refracting telescope.
- The Kuehne Bell Tower features a quartet of bells once housed in the clock tower of Thomas Gymnasium, which was destroyed during the 1966 tornado.
- Washburn University is a publicly funded, independently governed, state coordinated university. In 1941, the citizens of Topeka endorsed Washburn by voting to establish a municipal university, supported in part by the city and governed by a local board of regents. In 1999, the University’s primary funding was moved from city property tax to county sales tax sources, with the school retaining status as a municipal subdivision of Kansas.

In addition to local financial support, Washburn has received state funds since 1961, which have been coordinated by the Kansas Board of Regents since 1991. The University is governed by its own nine-member Board of Regents.

**WASHBURN FIGHT SONG:**

The name of Washburn shall never fall,
Midst the great and small, she’s the best
of all;
For her fair name, then, we’ll win the
game,
And add another victor’s crown
So, then, we’ll smash, crash against the
line
“As in Auld Lang Syne,” crush them
down,
So cheer now, yes, cheer, cheer, cheer,
Just for Washburn and her team!

*Words by Frances Storrs Johnston, 1892*

*Music by Lucy Platt Harshbarger, 1893*

**WASHBURN’S ALMA MATER**

A song of our prairies wide,
A song of breezes strong,
A song of our pride, the true and the
tried,
Of our college dear, as song:
Chorus
Washburn, Washburn, we love thee
well,
Ours is the joy thy praise to swell;
With voices free we’ll sing of thee
And ever thy praise we’ll tell.
‘Tis not for thy hoarded light,
‘Tis not for thy stately halls,
But ‘tis for the right, the sword of
might,
Thy sons obey thy calls:
Chorus
The winds for thee music make,
The prairies their strength reveal,
Our glorious state, our Kansas great,
On thee has set her seal: Chorus
WASHBURN UNIVERSITY CAMPUS MAP

Admissions Office  1700 S.W. College Avenue  •  Topeka, KS 66621
STUDENT LIFE
Student Life enriches the educational experience of the Washburn community with an appropriate balance of challenge and support, through a commitment to learning, student development and advocacy. We value all students and strive to create environments which foster the sustained development of well-balanced, civic-minded individuals.

Student Life provides and coordinates services to meet the physical, emotional and social needs of Washburn’s diverse student body by offering a variety of options for students – whether they are traditional or non-traditional, full-time or part-time, day or evening. Specific departments within Student Life include the following:

- Office of Student Life
  Vice President for Student Life and Dean of Students Offices
- Student Activities and Greek Life
- Student Services
  Non-traditional Students
  Students with Disabilities
  Veterans Affairs
- Multicultural Affairs
- Student Health Services
- Residential Living
- Student Recreation & Wellness Center
- Career Services
- Counseling Services

The functions of the Student Life units are central to the educational mission of Washburn University. Members of the Student Life team view themselves as facilitators of learning: from advising students to sponsoring organizations to serving as mentors. Team members are educators who assist students in learning how to function in groups, resolve conflicts, develop leadership skills, and gain knowledge to work within the institutional framework. In addition, the staff helps students learn how to cope with their environment so they may succeed in their college careers and learn how to apply this knowledge to their lives after goal completion or graduation. Facilitating student development and learning is an integral part of the team’s administrative responsibilities.

OFFICE OF STUDENT LIFE
The Office of Student Life is located in Morgan Hall, 104 and includes the offices for the Vice President for Student Life and Dean of Students. Student reinstatement, discipline issues, general University concerns, posting approval, and student health insurance information are some of the issues addressed by this office. Office hours are 8:00 a.m. - 5:00 p.m., Monday – Friday. The phone number for Student Life is (785) 670-2100.

RESIDENTIAL LIVING
Washburn University Residence Halls
Washburn University offers on-campus housing for full-time students in three University operated residence halls. Kuehne and West Halls provide a suite style living experience for 84 students. Both complexes are co-ed with either eight men or eight women residing in each suite. Included in each suite is a large living room, two bathrooms with a shower, four double occupancy bedrooms, a patio or balcony, and a private entrance. Lounges with cable television, laundry facilities, and kitchenettes are available in each building.

The Living Learning Center is Washburn’s largest residence hall and provides housing for 400 students. This non-smoking facility is co-ed and features single-gender, four person suites. Each suite consists of two bedrooms, a bathroom with a shower, and a foyer area with storage shelving. Private suite entrances open into a major corridor. Each floor has a lounge with cable television, a kitchenette with a microwave and a stove, and a study room with either computers or a large
conference table for studying.
The Living Learning Center is linked to
the Memorial Union by a set of common
areas: Capitol Federal Center for
Learning and the Stauffer Commons.
Located inside of the Capitol Federal
Center for Learning are the Residential
Living Office, a reception desk,
apartments for the Faculty-in-Residence
and the Assistant Director for
Residential Living, three seminar
rooms, an activity room, and laundry
facilities.

Washburn Village-Housing (Option
for students beyond their freshman
year)
Washburn Village is the newest on-
campus housing option for students who
are beyond their freshman year and
currently enrolled on a full-time status.
This apartment-style housing is
designed to ease the transition from a
residence hall setting to an apartment
setting. Students living in these units are
provided many of the same services
available to those living in the residence
halls. Each unit has a living room area
with a couch and a single chair, a coffee
table, two end tables, and cable ready
outlets. Kitchens allow residents to cook
many of their meals and contain an
apartment size refrigerator, a two burner
cook top, convection microwave oven,
and a bar area with stools for eating and
studying.
Students living in the Washburn Village
complex will have access to the
Commons Building, which features: a
lounge area, reception desk, mailboxes,
a recreation area, a conference/study
room, restrooms, laundry facilities,
vending machines, a fireplace, and an
outside patio area. The laundry facilities
are open to residents 24-hours a day on
a card access basis. The Assistant
Director’s office is also located in the
Commons.
Residents dine in the Union Market
food court located inside of Stauffer
Commons. All residents living in
University operated housing participate
in a declining balance food program.

Off-Campus Referral Service
The Residential Living Office serves as
an off-campus referral source, providing
limited information to students wanting
assistance with the tasks of apartment
hunting and getting settled in the
Topeka area.
For more information, please contact the
Residential Living Office at (785) 670-
1065; or visit us on the Web at
www.washburn.edu/resliving; or send an
e-mail to resliving@washburn.edu.

STUDENT ACTIVITIES & GREEK
LIFE OFFICE
Student Activities & Greek Life, in
conjunction with the Student Life Area,
supports the Washburn community
through the creation of co-curricular
experiences that enhance student
learning, leadership development and
campus involvement.
Our Office is proud to work with
University and community partners to
enhance the educational experience of
Washburn students. We believe firmly
that being involved in the life of
Washburn will help any student have an
improved collegiate experience. We
provide the following:
• organization registration, training,
  and support;
• event planning guidance and
  resources;
• leadership training;
• direct advising to the Campus
  Activities Board, Washburn Student
  Government Association, and
  Greek governance groups; and
• general information about
  involvement at Washburn
  University.
With over 100 student organizations and
clubs under its auspices, Student
Activities & Greek Life provides
students the opportunity to connect with
other students, as well as the University
and local community. Some of the
governance groups advised directly by
Student Activities & Greek Life are as
follows:
Washburn Student Government Association (WSGA):
All students are actually members of the WSGA. The elected governance group representing the WSGA is the Student Senate. Student representatives and elected/appointed officers serve as liaisons between faculty/staff and the student body. Washburn Student Government Association allocates funding for student group projects and leads many campus and community-based initiatives. WSGA is made up of hard-working, interested and involved students.

Campus Activities Board (CAB):
CAB is the programming board at Washburn. CAB’s goal is to develop sound student leadership through the planning and implementation of recreational, leisure, social, cultural, and entertainment programs.

Greek Council:
Greek Council serves as the unifying body for all Greek-lettered organizations at Washburn University. Its purpose is to strengthen communication, Greek relations, leadership, service and visibility through community involvement.

Interfraternity Council (IFC):
IFC serves as the governing and programming board for the Washburn fraternity community.

Panhellenic Council (PC):
Panhellenic Council serves as the governing and recruitment board for the Washburn sorority community.

STUDENT ORGANIZATIONS
Students interested in joining an organization or club should contact Student Activities & Greek Life, located on the lower level of the Memorial Union, 670-1723, 8:00 a.m. – 5:00 p.m., Monday – Friday.
Registered Student Organizations, 2010-2011

Department and Professional
American Medical Student Association
Chemistry Club
Club Mathematica
Collegiate Entrepreneurs Organization
Collegiate National Association for Music Education
Community of Caring Club
Criminal Justice Association
Future Alumni Network
German Club
International Club
iTeachers
Jazz Coalition
Kaw Yearbook
le Club Francaise
National Council of the Mathematics Travelers
Occupational Therapy Assistant Organization
Organization Mondiale pour l'Education Prescolaire
Phi Beta Lambda
Physical Education Majors Club
Physics and Engineering Club
Radiologic Technology Student Organization
School of Nursing Graduate Student Council
Sigma Alpha Iota
Sociology/Anthropology Club
Student Friends of Mabee Library
Student Media
Student Nurses of Washburn
Students National Association Teachers of Singing
The Washburn Review
Washburn Ad Club
Washburn Association of Percussionists
Washburn Biology Club
Washburn Education Association
Washburn Finance Society
Washburn Keyboard Society
Washburn Paralegal Association
Washburn Pre-Law Club
Washburn Residential Council
Washburn Review Online
Washburn Sales and Marketing Executives (WSME)
Washburn Society for Human Resource Management
Washburn Spanish Club
Washburn Student Athletic Trainers Society
Washburn Student Film and Video Association
Washburn Student Social Work Association
Washburn University Association of Bands
Washburn University Clarinet Association
Washburn University Flute Association
Washburn University Graduate Social Work Association
Washburn University Mock Trial
Washburn University Music Theory Club
Washburn University Physical Therapy Assistant Club
Washburn University Political Science Club
Washburn University Student Computing Association
Washburn Wellness Club

Greek Organizations-Fraternities
Alpha Delta
Delta Chi
Kappa Alpha Psi
Kappa Sigma
Phi Delta Theta
Sigma Phi Epsilon

Greek Organizations-Sororities
Alpha Phi
Delta Gamma
Kappa Alpha Theta
Zeta Tau Alpha

Greek Organizations-Other
Greek Council
Interfraternity Council
Panhellenic Council

Honorary/Honor Societies
Alpha Lambda Delta
Beta Alpha Psi
Beta Beta Beta (Biology)
Kappa Mu Epsilon (Mathematics)
Mortar Board
Phi Alpha Theta
Phi Kappa Phi
Phi Theta Kappa
Pi Kappa Delta
Psi Chi (Psychology)
Sigma Tau Delta (English)
Washburn University Honors Student Council

Mutual Interest
Alternative Spring Break
Bonner Leaders
Chinese Club
Circle K International
Diversity Club
Game Club of Washburn
Hispanic American Leadership Organization (HALO)
Latin Club
Literacy Education Action Project
Mocha Club of Washburn
Morita Study Group
Noon Group/Narcotics Anonymous
Open-Minded, Positive, Equality, Non-Discriminative (OPEN)
Psychology Club
Social Justice League
Stress Busters Yoga, Chi, and Meditation Club
Student Athlete Advisory Committee
Student Education Activists Coalition
Students Together Advocating Non-Violence in Dating
Teaching and Interacting with Kids of Educated Students
The Bod Squad
Top City Live
Verbum Domini Manet en Aeternum
Washburn Alternative Break Program
Washburn Art Students Association
Washburn Art Team of United Potters
Washburn Black Student Union
Washburn Collegiate 4-H
Washburn Ecobods
Washburn Human Services Coalition
Washburn Peace Works
Washburn University Buddy Program
Washburn University College Republicans
Washburn University Dance
Washburn University Dancing Blues
Washburn Writer’s Circle
WU Public Debate Forum
Young Life

Recreational Club Sports
Topeka Rugby Football Club of Washburn
Washburn University Rowing Crew
Washburn University Running Club

Religious
Catholic Campus Center
Chi Alpha Christian Fellowship
Christian Challenge
Ichtus (Campus Ministry)
Muslim Student Association
Student Atheists of Washburn

Student Services
Campus Activities Board (CAB)
Washburn Student Government Association (WSGA)
STUDENT MEDIA
The Student Media Office is located on the lower level of the Memorial Union. Applications for all positions (*Washburn Review* and *Kaw*) are available in this Office or in the Mass Media Office, Henderson 316. All students, regardless of major, are encouraged to become part of the staff of these publications.

*The Washburn Review*

The student newspaper staff publishes at least 13 issues per semester. All positions are paid. Any student with at least a 2.0 GPA is eligible to apply for any staff position. The positions of editor-in-chief for both the print and online editions and the advertising manager are chosen by the Board of Student Media. The editor-in-chief selects all other positions based on applications received. There are positions for section editors, writers, photographers, designers, sales representatives, and online staff. The Washburn Review can be found online at [www.washburnreview.org](http://www.washburnreview.org).

*The Kaw*

The Washburn yearbook is published yearly and is available in May. All positions are paid. The position of editor is chosen by the Board of Student Media. The editor then chooses a staff from applicants. All students with at least a 2.0 GPA, regardless of major, are encouraged to apply. There are positions for writers, photographers and designers.

*The Board of Student Media*

Each spring, four students are selected to serve a one-year term on the Board of Student Media along-side three faculty members. The director of student media, the editors and managers of the Kaw and Review all report monthly to the board. The board also conducts interviews in the spring for new editors and managers as well as monitors the annual budget. Students from all majors with a 2.0 GPA are encouraged to apply.

MULTICULTURAL AFFAIRS

The Multicultural Affairs Office (MAO) promotes awareness of cultural diversity and multicultural issues. The Office serves as a resource for University students, faculty and staff as well as for local community organizations. Throughout the year, MAO collaborates with other departments on campus and with the local community to host a variety of cultural activities, e.g., speakers, cultural celebrations, and conferences. MAO provides support to multicultural student organizations: Washburn Black Student Union (WBSU); Hispanic American Leadership Organization (HALO); Indigenous Nations Student Association (INSA); and National Asian American Association (NAAA).

**Office Hours:** Monday-Friday, 8:00 a.m. – 5:00 p.m.  
After 5:00 p.m. by appointment.

**Location:** 110 Morgan, (785) 670-1622;

**E-mail:**  mao@washburn.edu,  Web site: [www.washburn.edu/mao](http://www.washburn.edu/mao)

STUDENT HEALTH SERVICES

Student Health Services is located in Morgan Hall, 170. Hours of operation are 8:00 a.m.– 1:00p.m. and 2:00 – 5:00 p.m., Monday through Friday, on all days University offices are open. Health Services is staffed by a family practice board-certified physician, a nurse practitioner, a registered nurse, and a receptionist. Treatment is available to all Washburn University students (*though NOT to spouses and children*). Most care is provided FREE of charge; exceptions include immunizations, some medications, X-rays, and outside laboratory testing.

Services available include treatment of routine illnesses, lacerations and minor orthopedic injuries; physical exams, immunizations, TB testing, and administration of injected medications; preventive care and counseling; gynecologic and contraceptive care; and care
of routine emotional problems. Referrals to other health care providers and facilities are made when needed; this care will be at the student’s expense.

Medical insurance, though it is strongly recommended given the high cost of medical care, is not required of most students and is not needed to be seen at Health Services. A basic insurance plan administered by an external company is available to WU students; information is available at the Student Health Services and Student Life Office, and online at www.washburn.edu/main/studentlife/student-health/index.html.

If the University physician is unavailable and the student does not have a physician in Topeka, care may be obtained at the following urgent and emergency care centers at the student’s expense:

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

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

For more information, please call the Student Health Services Office at (785) 670-1470 or go to: www.washburn.edu/main/studentlife/student-health/index.html.

HEALTH ISSUES FOR STUDENTS & PARENTS

Students beginning college often have significant changes in lifestyle compared with what they led at home with their parents. We feel that it is important for all students to make their new lifestyle a healthy one. As students establish their new routines, we encourage them to “work in a workout,” and to try to maintain healthy eating habits. Washburn’s new Recreation and Wellness Center will be helpful for the former goal. Making smart choices at the Union Market will help establish the discipline to maintain healthy eating habits, not just for college, but for a lifetime. (*The above measures will also help prevent the notorious “Freshman 15.”*)

We encourage students to try to maintain other healthy habits as well, such as avoiding tobacco and heavy drinking and maintaining a healthy sleep schedule. Some students become sexually active in college, and we try to help them make this transition safely.

While Washburn University does not require up-to-date immunization of incoming students, they are encouraged to make sure that they have had two M-M-R (*measles, mumps and rubella*) shots and that their tetanus and diphtheria immunizations are current. We strongly encourage all students to be immunized against Hepatitis B — this infection is much more easily transmitted than HIV and is completely preventable with safe, effective vaccines. (*These are available at the Student Health Center for a fee.*) Additionally, we strongly recommend all students receive an influenza immunization every Fall.

**What about meningitis?**

We’ve all heard a lot about meningitis lately. In 2003-2004, at least four college students in Kansas developed this illness. There are sporadic (small) outbreaks at universities all over the world annually.

Meningococcal disease (infection caused by *Neisseria meningitidis*) is a rare but potentially lethal infection of the brain and/or bloodstream. Most people infected with this bacterium experience minimal or no symptoms, but a few develop catastrophic illness.

Meningococcal disease can develop rapidly, progressing from flu-like symptoms to serious
illness in hours. It kills up to 15% of those who develop it. Fortunately, infection can be treated with antibiotics and aggressive life support, though survivors may sustain brain damage, hearing loss, and/or amputations. It may also be prevented through vaccination, and by preventive antibiotic treatment of those exposed to the bacterium.

Symptoms of meningococcal meningitis are initially flu-like, then high fevers, severe headache and neck stiffness, nausea, vomiting and confusion; later, a characteristic dark red blotchy rash may appear.

The disease is contagious, spread by respiratory and oral secretions (from coughs or sneezes, and from kissing and sharing drinks). As expected, infection is more likely to spread when many people are in close contact.

Recent data indicate that college students aged 18-23 have an overall lower risk of developing this illness than persons their age who are not enrolled (0.7 cases per 100,000 persons annually, vs. 1.5 for non-students). However, the risk for freshmen living in residence halls is much higher, at 4.6/100,000 per year. (Upperclassmen in residence halls and freshmen living off campus had lower but still somewhat elevated risk.) Alcohol use and smoking also raise the risk of developing meningococcal disease.

Some states and universities have mandated immunization of incoming college students. The Center for Disease Control and Prevention and other groups strongly recommend that incoming college students (especially freshmen in residence halls) seriously consider getting the shot. EFFECTIVE AUGUST 1, 2006, ALL STUDENTS RESIDING IN WASHBURN RESIDENCE HALLS ARE REQUIRED TO BE IMMUNIZED FOR MENINGITIS, OR SIGN A WAIVER OF IMMUNIZATION.

The meningitis vaccine is 90-100% effective, and is very safe. It is available at many pediatricians’ offices, county health departments, and on campus. WU’s Student Health Service charges $80 (cash or check) for the shot; it may be obtained by visiting Morgan Hall 170. For more information, call 670-1470.

For additional information on meningococcal meningitis and immunization, you may visit www.cdc.gov/ncidod/dbmd/diseaseinfo/meningococcal_g.htm, or www.acha.org/projects_programs/meningitis/index.cfm.

STUDENT SERVICES OFFICE
Location: Morgan Hall, Room 135
Phone: 785-670-1629
TDD: 785-670-1025
E-Mail: student-services@washburn.edu
Web Site: www.washburn.edu/main/student life/stuservices/index.html

Disability Services
The Student Services Office is responsible for assisting in arranging accommodations and for identifying 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. Documentation should include a statement identifying the disability, how and when it was diagnosed, and how it affects the student’s academic performance. Services are tailored to meet the needs of individuals based on their specific disabilities, e.g., depression, physical or learning disability, and may include in-class note takers, test readers/scribes, adaptive technology training, brailled materials, or other necessary accommodations. Requests for accommodations should be submitted at least TWO MONTHS before services should begin; however, if you have a current accommodation need, please contact the Student Services Office immediately. Students may voluntarily identify themselves to the instructor for a referral to the Student
Services Office.

Veterans Affairs
To apply and establish entitlement for Veterans Administration (VA) educational benefit programs, the applicant should contact the Student Services Office at Washburn, or call the VA at 1-888-442-4551. Program eligibility generally ceases ten (10) years (15 years under the Post 9/11 GI Bill) from the date of the veteran’s release from active duty.

Eligible recipients of educational assistance must certify their enrollment each semester through the Student Services Office to assure continuous benefits. When changes in enrollment occur, such as dropping courses, not attending class, or not formally withdrawing from the University, the student must submit a report of mitigating circumstances. The VA expects veterans to pursue an educational objective, file a degree plan with Student Services, regularly attend classes, and make satisfactory progress.

If you wish to receive full-time monthly benefits, enroll in 12 hours or more FOR THE ENTIRE TERM. Enrollment in short-term classes results in payment only for the duration of those courses. (This does not apply to Chapter 33 – Post 9/11.) Persons eligible under Chapter 33 (Post 9/11 GI Bill) must be enrolled in seven (7) or more hours each semester (a portion of which must be in the classroom vs. online) to receive the housing benefit. Reminder: Independent study courses must not exceed one-half of the total hours attempted for the semester.

Military Deployment Withdrawal
Students who are called to active duty and must withdraw from classes as a result should contact the Dean of Students, Student Life Office, Morgan Hall 104. Phone: 785-670-2100 or via email at meredith.kidd@washburn.edu.

Non-Traditional Students
Going to college can be a huge challenge for the adult student. It involves making significant changes in one’s personal and family lifestyle. Contact the Student Services Office to share your questions, concerns, ideas, insights, and needs. Conveniently located in Morgan Hall, the Office strives to provide services, support and referrals for the adult learner at Washburn University.

STUDENT RECREATION & WELLNESS CENTER
The mission of the Student Recreation and Wellness Center (SRWC) is to provide awareness, education, opportunities, and support resulting in enduring healthy lifestyle habits.

We strive to enrich the quality of campus life by promoting and offering opportunities for physical and mental growth as well as social interaction in healthy surroundings and superior recreational facilities. The SRWC’s innovative co-curricular programs and offerings serve to provide a connecting-link between students and the Washburn University experience.

SRWC facility components include a rock climbing wall, indoor track, gymnasium, cardiovascular and resistance training area, multi-purpose room, wellness suite and locker rooms. Program offerings include informal, intramural, group exercise, climbing and wellness opportunities.

We hope you take advantage of the campus recreation program. There are opportunities for everyone: from the novice, to the advanced recreational athlete. Visit us to make friends, have fun and be healthy. For more information, go to www.washburn.edu/getfit.
CAREER SERVICES
Career Services provides comprehensive career development assistance for Washburn students. From the freshman deciding on a major or career to the senior or alumnus seeking a full-time career opportunity, Career Services helps with the developmental process through assessments, counseling, presentations, and print and online materials.

The Career Services staff members provide workshops, class presentations, and individual counseling on topics such as major and career choice, resume writing, interviewing skills, mock interviews, networking, and job search strategies. Selected print materials on all aspects of the job search are distributed at presentations and in the Office.

Through a secure online system, students and alumni may post their resumes for employers to access, allowing Career Services to refer candidates to employers seeking Washburn students and alumni. Through the same system, candidates may search and apply for jobs and internships posted by employers specifically seeking Washburn students and graduates. Career Services sponsors career networking and interviewing events such as the fall and spring Career Fairs and Interview Days. The comprehensive Career Services website, with job-search information, leads, and tips, is located at www.washburn.edu/services/career.

Career Services is located in Morgan 123 and is open Monday-Friday, 8:00 a.m. - 5:00 p.m., including the noon hour. Appointments for meeting with individual staff members are encouraged and may be arranged by calling (785) 670-1450. Individual counseling, assessment, workshops, events, and use of the online job search system are free to currently-enrolled Washburn students.

COUNSELING SERVICES
Counseling Services is a resource for Washburn students seeking personal counseling and study skills/educational counseling.

Students experiencing difficulty at Washburn may find it desirable to utilize the counseling services at an early date to address concerns such as: adjusting to college; building self-esteem; establishing successful relationships; succeeding in college; coping with stress, loss or grief; or a variety of other issues. Workshops and presentations are offered on a variety of topics relevant to student needs, e.g., study strategies. Confidentiality is maintained for all types of counseling.

Counseling Services is located in Morgan 123 and available from 8:00 a.m. to 5:00 p.m., Monday-Friday. Students may drop in or call for an appointment at (785) 670-1450. Visit our Web site for more information, www.washburn.edu/counseling.

INFORMATION & SERVICES FOR STUDENTS

ADMISSIONS OFFICE
Your high school transcripts, college transcripts (transfer hours) and application fee should have been turned in to the Admissions Office; if not, this will need to be done as soon as possible to complete your file. If you have a hold on your file, you cannot receive financial aid or enroll for the next semester’s classes.

February 15th is the deadline for scholarships as well as scholarship renewal forms. Each year that you attend Washburn, you will need to fill out a renewal form by February 15th in order to continue receiving your scholarships. This form may be picked up in the Financial Aid Office.
New students who are not residents of the State of Kansas may apply for residency (i.e., in-state tuition) by contacting the Admissions Office. There are certain conditions that must be met to qualify. Returning or current students must contact the Registrar’s Office and meet the standards as outlined in the Washburn Catalog. Admissions packets may be mailed to you or picked up in the Admissions Office, Morgan Hall 114, or call (877) 281-BODS (2637).

WASHBURN UNIVERSITY ATHLETICS & PETRO FACILITIES
Washburn student athletes compete in the MIAA Conference at the NCAA Division II level. The men’s athletic teams are known as the “Ichabods,” and the women’s teams are known as the “Lady Blues.” The Athletics Department provides athletic scholarships in every sport. Washburn athletics compete in ten sports:

<table>
<thead>
<tr>
<th>Men’s Sports</th>
<th>Women’s Sports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseball</td>
<td>Basketball</td>
</tr>
<tr>
<td>Basketball</td>
<td>Soccer</td>
</tr>
<tr>
<td>Football</td>
<td>Softball</td>
</tr>
<tr>
<td>Golf</td>
<td>Tennis</td>
</tr>
<tr>
<td>Tennis</td>
<td>Volleyball</td>
</tr>
</tbody>
</table>

Washburn students are admitted free to every regular season home contest. Students need to show their student ID (iCard) for admittance. Athletic facilities include: Yager Stadium at Moore Bowl for football and soccer; Lee Arena for basketball and volleyball; Tennis Complex; Falley Field for baseball; and Softball Complex.

The Athletics Department can be reached by calling the following: (785) 670-1339 or (785) 670-1466.

WASHBURN UNIVERSITY BOOKSTORE
www.washburnbookstore.com
Purchases support the programs and services of the Memorial Student Union. Shop at the store that gives back to Washburn!

The things you need:
Get ALL required and recommended textbooks and course materials for all of your Washburn courses in the store or online. Save 25% when you buy from the extensive selection of USED books. We have textbook rental and E-books. PRE-ORDER every semester and save even more. (See store or website for details on Rentals and Pre-orders.)
There’s no better place for study aids, nursing supplies (scrubs to stethoscopes), art supplies, and all of your school supplies. Don’t see it? Special order it at no extra charge. Check our technology products. Buy your software at discounted student prices. The Bookstore is the official source for Washburn graduation regalia.

The things you want:
Shop the newest selection of exclusive Washburn Ichabod clothing and gifts. Browse the latest DVDs at great, competitive prices. Pick up living supplies, sundries, snacks, and drinks, and much, much more.

One site has it all:
Information, books and merchandise are at www.washburnbookstore.com. Link to your textbooks from your schedule on MyWashburn (Student Tab) Use the site to create a book list or to place your order. Keep up with the latest deals and Washburn clothing and gifts online. The web store is updated frequently, so check it often. Web/phone orders can be
picked up in the store or shipped FedEx.

**BUSINESS OFFICE** ([www.washburn.edu/business-edu](http://www.washburn.edu/business-edu))
The Business Office is located in Morgan Hall 205. It is open from 8:00 a.m. - 5:00 p.m., Monday through Friday. (The office is closed for a staff meeting each Wednesday morning from 8:00 - 8:30 a.m.). The Business Office is the major payment center for the University and offers several payment options for your convenience, including:

- Walk-in
- Mail
- Internet (credit card and web check)
- Phone (credit card only)
- Drop-box (located outside the Business Office)

The Business Office handles many types of transactions, some of which are highlighted below:

- Processing of tuition payments, residence hall payments and payments for other University charges
- Processing of tuition refunds
- Disbursing of student paychecks

Please refer to the University catalog and the class schedule booklets published each semester for more specific details on Business Office operations.

**ICHTUS (CAMPUS MINISTRY)**
Ichthus is a United Methodist-related Christian organization with an ecumenical flavor open to all Washburn students, faculty, and staff. Students from all denominational backgrounds are welcome! We are a community of students from a wide variety of backgrounds who seek to grow closer to God as we commit to transform the world. We are open-minded and open-hearted, and everyone is always welcome.

Activities include **Sunday night dinners**, free for all students; a **Tuesday night Bible study** aimed for all who are growing or are curious about the Christian faith; and a **weekly worship on Thursday nights**. We also sponsor a yearly mission trip coupled with a handful of opportunities for service in the Topeka area. The Ichthus house is located at 1621 SW Boswell, and it offers students a place to study, de-stress, and prayer. For more information, visit our site: [www.wucampusministry.org](http://www.wucampusministry.org), follow us on twitter @cmatwu, or friend us on Facebook “Ichthus at Washburn University”.

**THE CATHOLIC CAMPUS CENTER**
The Catholic Campus Center at Washburn University is a Catholic student organization for Washburn students, faculty and staff. The Center is located at 1633 SW Washburn, corner of 17th and Jewell. The Center celebrates Mass in its Holy Spirit chapel each Sunday at 6 p.m. during the academic year; the sacrament of Reconciliation is offered before Mass at 5:30 pm. The Rosary is prayed before Mass. Adoration is on Wednesday afternoons, and we pray the Angelus at Noon, Tuesday – Friday. Classes are offered on Wednesday and Sunday evenings. This year’s courses are “Quick Journey through the Bible,” “An Introduction to the Theology of the Body,” and “Into the Heart: A Journey through the Theology of the Body”. Other events throughout the year include our Kick-Off Mass & BBQ, Chilling in the Catacombs Ice Cream Social, First Friday Adoration and Lesson, Kansas Catholic College Student Convention, The Giving Tree Service Project, H2O Project, Soles4Souls Project, spiritual direction, and more. The Center is a great place to relax, study, and meet new friends. Those interested in becoming members of the Center
may fill out a registration card at the Center or online at http://wucatholic.com/index.cfm?load=onlineform&onlineform=mailinglist. For more information, contact Patti Lyon, Director, at 785-233-2204 or email wucatholic@hotmail.com. Our website is www.wucatholic.com. We look forward to meeting you.

OFFICE OF ACADEMIC ADVISING
The mission of the Office of Academic Advising is to provide support for Washburn University undergraduates to ensure successful curricular and co-curricular experiences culminating in graduation. The Office houses Academic Advising to ensure that students who are at the beginning of their Washburn experience receive the support and advice required for matriculation into specific academic programs. In addition, the Office contributes to the fundamental mission of the University that all students fulfill their academic potential.

ACADEMIC ADVISING
Academic Advising provides advising services for students who have not yet declared a major and for prospective, transfer, conditional, probationary, and reinstated students. In addition, it oversees the Academic Fresh Start program. Professional advisors assist undecided students with academic concerns; provide information about University policies, regulations, services, and course selection; and specialize in the General Education requirements. Academic Advising is located in Morgan Hall 122. Advisors are available Monday – Friday from 8:00 a.m. to 5:00 p.m. Students are encouraged to make an appointment by calling (785) 670-1942. Visit www.washburn.edu/services/acadadv for more information.

DINING SERVICES
Washburn Dining Services is committed to providing quality food and excellent service. Our guarantee to you is that we will do everything possible to ensure your satisfaction. Please feel free to ask us any questions regarding our dining programs and services, by speaking with a dining service manager.

Our dining program is specifically designed for you. Whether you are on the go, an early riser, or a casual diner, we are sure to have what you want. We are constantly adapting to keep up with the ever-changing trends in campus dining.

The Stauffer Commons Union Market offers a food court style of dining and is dedicated to the campus dining experience. We have a variety of dining stations offering breakfast, lunch and dinner with a diverse selection of menu choices.

The Corner Store, situated on the first floor of the Memorial Union, is a popular location with students and staff. Centrally located in the lounge with a television and wireless internet access, it is the perfect place to get a snack, take a break, or meet friends. The Corner Store offers a selection of breakfast pastries, muffins, pre-packaged sandwiches and salads, candy, and chips. Enjoy coffee blends and specialty coffee beverages, too. The Corner Store is great for meeting your needs on the go!

Washburn Dining Services offers a full food and beverage catering service. Contact the Dining Service Office for more information: 785-670-1456.

Meals for residence hall students are served in the Union Market. Fall semester operating
hours for the Union Market and Corner Store will be posted and distributed during Washburn’s orientation days.

When University classes are in session, the Union Market is open seven (7) days a week. Operating hours will vary during holidays, University-scheduled breaks, summer session and when the University is closed.

FACILITIES SERVICES DEPARTMENT
The Facilities Services Department is the service unit that is responsible for the construction, renovations, operations, maintenance, grounds and landscaping, and custodial services for the University’s facilities. The facilities consist of the buildings, grounds and landscaping and supporting infrastructure such as streets and walkways; overhead and underground power; natural gas, water and steam supplies; and sewer lines.

Currently, we are implementing a campus beautification program and a campus sustainability plan which includes energy conservation program, green cleaning program, integrated pest control program and recycling program. Input and suggestions from students are welcome and appreciated!

The Facilities Services Department employs 95 well-trained and dedicated staff members to provide facilities services to all students, faculty and staff. The staff is dedicated to providing a comfortable living and learning environment. For regular maintenance services and emergency services, call Facilities Services, ext. 1149, 8:00 a.m. - 5:00 p.m., Monday through Friday, and ext. 1153 (University Police Department) after 5:00 p.m. on weeknights and on weekends and holidays.

Remember to recycle! Place soft drink bottles in the recycling bottle containers located throughout the buildings on campus. Unwanted paper products such as newspapers, magazines and computer printouts should be placed in blue recycling containers located in various locations on campus.

For fire safety, the use of portable electric heaters is not allowed. All extension cords must be inspected by a Facilities Services technician before using them on campus. Please extinguish all cigarettes in the cigarette butt urns located at the building entrances.

FINANCIAL AID
The Financial Aid Office is located in Morgan Hall 267. The Office is open from 9:00 a.m. - 5:00 p.m., Monday through Friday. You can reach the Office by calling (785) 670-1151 or (800) 524-8447, or by sending a fax to (785) 670-1079. You may also contact us via the Web at www.washburn.edu/financial-aid.

Students must apply for financial aid each year. Washburn’s financial aid priority date is February 15th for the renewal of Washburn Academic Scholarships and for campus-based financial aid such as Federal Work Study, Federal SEOG (Supplemental Educational Opportunity Grant), and Federal Perkins Loans. Students must complete both the FAFSA (Free Application for Federal Student Aid) and the Washburn scholarship renewal application each year.

Students may use the my.washburn.edu to accept and/or decline their financial aid awards. All first-time and transfer students will receive a paper award letter. Returning students will receive an email notification and must use my.washburn.edu to view and accept and/or decline their financial aid awards. Students should also read their Washburn e-mail as this is the official communication format used by the Financial Aid Office.
The Federal Pell Grant and Federal Stafford Loan are “entitlement” programs; therefore, funds are always available. ALL other awards are contingent upon funds availability and meeting the **February 15th** priority date.

Students awarded Federal Work Study earn funds beginning at the hourly federal minimum wage rate. Students not eligible for Work Study positions may also be hired by departments on campus at the same beginning wage. Students will be paid bi-weekly. Off-campus State Work Study positions are also available. Contact the Financial Aid Office for information on student employment.

A student’s file in the Admissions Office must be complete before financial aid can be released. Financial aid will be applied first to tuition and fees. Students will be responsible for campus housing charges as well. Books are not part of University charges, and students will be responsible for purchasing books. Available excess financial aid (except work study, which is earned) will be mailed to the student in the form of a credit balance check, or direct deposited per student request.

Students are required to maintain Satisfactory Academic Progress (SAP). The SAP policy includes a qualitative measure of the student’s cumulative grade point average, quantitative measures of a maximum time frame for program completion and a completion of at least 75% of attempted hours. Students may review the SAP Policy on the Web at [www.washburn.edu/financial-aid](http://www.washburn.edu/financial-aid) or by picking up a copy in the Financial Aid Office.

If students have any “Special Circumstances” that may affect their eligibility for financial aid, please contact the Financial Aid Office for a form or obtain a copy from our website. Visit our site for links to the Department of Education, free scholarship searches, loan entrance and exit counseling, and most of the forms a student might need to submit to our office: [www.washburn.edu/financial-aid](http://www.washburn.edu/financial-aid).

**GRADE POINT AVERAGE (How To Calculate Your GPA)**

Calculating and understanding grades can be frustrating. To compute a grade point average (GPA) you must know the following:

Each hour of a course represents a credit:
- 1 hour = 1 credit
- 3 hours = 3 credits

Washburn is on a 4.0 system:
- A – 4 point value
- B – 3 point value
- C – 2 point value
- D – 1 point value
- F – 0 point value

Points for a course are figured by multiplying the course grade point value times its number of credit hours. The GPA is found by dividing the total number of points by the total hours attempted.

**Example**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Psychology</td>
<td>3 hrs.</td>
<td>A (4 point value)</td>
</tr>
<tr>
<td>Lifetime Wellness</td>
<td>2 hrs.</td>
<td>B (3 point value)</td>
</tr>
</tbody>
</table>

To compute:

\[ 3 \text{ (hours)} \times 4 \text{ (an A)} = 12 \text{ points} \]
2 (hours) x 3 (a B) = 6 points
18 (total points) divided by 5 (total hours) = 3.5 GPA

Questions or concerns about a specific grade should be directed to the instructor of record.

**ICHABOD SERVICE CENTER/STUDENT ID**
The Ichabod Service Center, a centralized office for a student to obtain the iCard (Student ID), is located on the main level of the Memorial Union. The iCard is the official Washburn identification and is used for the all-campus card system. Report your card lost/stolen or obtain a replacement here. Replacement cards are $10.

Deposit money on your iCard account by credit card, check or cash. You can make a deposit in person, by phone, by mail or online. Statements of your account can be requested any time; a fee may be charged for more than one statement per month.

**Students can deposit money on their iCards for the following:**
- Dining Services
- Bookstore
- Ichabod Service Center – copies, faxes, postage stamps
- Food/Beverage vending machine
- Student Health Services
- Self-Serve copiers – libraries
- Laundry facilities for residence halls
- Pay fees and fines – libraries
- Concessions
- UMAPS-printing

**Students can use their iCard for the following:**
- Library circulation
- Attendance at special music, theatre and athletic events
- Residence hall meal contract with Dining Services
- Door access
- Access to Student Recreation & Wellness Center
- Student Health Services

**Ichabod Service Center Hours:**
Monday – Friday, 8:00 a.m. – 5:00 p.m.
University holidays observed.

**Address:** Washburn University Ichabod Service Center, Memorial Union, 1700 College, Topeka, Ks 66621
**Telephone:** (785) 670-1188
**Toll Free:** 1-866-309-8557
**Web site:** www.washburn.edu/icard

**INFORMATION SYSTEMS AND SERVICES (ISS)**
**MyWashburn (my.washburn.edu)**
MyWashburn, our campus portal, is available on- or off-campus through an Internet connection. MyWashburn provides students secure Web-based access to campus news, Washburn e-mail, calendaring, virtual groups, enrollment, fee payment and financial aid.

**Online Classes and Distance Education (www.washburn.edu/online-education)**
Visit www.washburn.edu/online-education/ for a link to the Class Schedule Search, which allows students to search for courses based on a variety of criteria. Courses taught online utilize the ANGEL learning management system. Interactive distance learning classrooms in Henderson Hall provide videoconferencing for selected courses. On-campus courses
have access to an array of online communication tools via MyCourses in MyWashburn.

**Wireless Access ([netreg.washburn.edu](http://netreg.washburn.edu))**
Wireless access is available to students in several locations across campus and in all residential living areas. Registration is required using MyWashburn account credentials. Connect to the WUPUBLIC wireless network to register your device, or go to [netreg.washburn.edu](http://netreg.washburn.edu) to add a device manually.

**Student Web Sites ([students.washburn.edu](http://students.washburn.edu))**
The University provides file storage space for student websites at [students.washburn.edu](http://students.washburn.edu). To publish these Web sites, students must provide the authentication information obtained at the Technology Support Center, Bennett Hall 104.

**Residential Living**
Minimum requirements for PCs to bring to the campus residence halls and voice mail instructions can be found in the “Living on Campus” section of the Residential Living Website, under New Student Information, cable/phone/data.

**On-Campus Labs**
A listing of lab location is available at [www.washburn.edu/iss](http://www.washburn.edu/iss). To obtain authentication information required for using lab equipment, students should use the “Retrieve Account Information” link on the [my.washburn.edu](http://my.washburn.edu) Website.

**Acceptable Use Policy**
All users of university computing resources are expected to abide by Acceptable Use of Computing Resources policies online in the Policies section found at [www.washburn.edu/iss](http://www.washburn.edu/iss). Students are encouraged to visit the Student Copyright Website at [www.washburn.edu/copyright/students](http://www.washburn.edu/copyright/students) for copyright guidelines.

**Questions and Tech Support**
For additional questions, technical support, and other assistance, you can contact the Washburn Technology Support Center at [support@washburn.edu](mailto:support@washburn.edu), (785) 670-3000 or by coming to the help window at Bennett Computer Center, Bennett Hall 104.

**INTERNATIONAL STUDENT SERVICES**
The main responsibility of the Office of International Programs is to initially gather, maintain and process documentation on international students attending Washburn University. The Office is sanctioned by the U. S. Department of Homeland Security, Citizenship and Immigration Services (CIS) to issue a government documents ([Form I-20 A-B and DC2019](https://www.washburn.edu)) to international students that are accepted and will pursue academic programs on campus. These students (henceforth known as F-1 and J-1 visa students) must comply with other requirements. In addition, the Office serves as the students’ link to CIS, constantly keeping up-to-date on other procedures such as reinstatement, transfers to and from other schools, curricular and practical training, severe financial hardship procedures, etc. The Office works with many other areas/personnel on campus, e.g., Admissions, student employment and graduate program advisors. The International House can be reached by calling (785) 670-1051.

**KTWU TELEVISION**
A. That building next door to Washburn Village.
B. Some place I might have to find for a media class tour.
C. A community resource for more than 40 years.
D. The local source for Big Bird, Barney and Curious George.
E. A public television station that broadcasts to eastern Kansas and portions of Nebraska, Missouri and Oklahoma.
E. All of the above.

As a licensee of Washburn University, KTWU is committed to being an active participant in Washburn life. Many students have only peripheral contact with KTWU, but the television station welcomes class tours and encourages students to volunteer for membership drives and auctions, both of which need a variety of skills ranging from answering the phone to running a camera.

In addition, KTWU uses work-study students and interns in several departments. Students are also welcome to design independent study projects in conjunction with the station. KTWU offers an annual Leadership Scholarship, which provides tuition and books for a Washburn student who participates in special projects and media studies at the KTWU studios.

KTWU-TV broadcasts programs 24 hours a day, 7 days a week on 3 distinct digital television channels. Programming is for both children and adults with subjects related to education, cultural enrichment, public affairs and entertainment. The station is a member of the Public Broadcasting Service (PBS).

UNIVERSITY LIBRARIES

Library Facilities

The University Library, Mabee Library, located in the center of campus, is the intellectual and cultural heart of the University. Its staff offers a wide variety of services, with a special focus on educational programs that promote the intelligent use of information resources and information literacy, such as the 1-credit course IS 170: Library Research Strategies. Ongoing physical improvements in the library – the most recent is a coffee bar, Study Grounds – continue to make it a place for 21st Century learning and allow the library to host a growing list of public exhibits and events, including student art exhibits and Aperion.

The Library has three floors - one of which is a dedicated quiet zone, a second is designated for group study, while the main level is a mixed space that provides access to over 100 computers for students and faculty. Laptops are available for checkout at the Welcome Center. The Academic Success Center and the Writing Center, also located on the main floor, provide free tutoring services for students. The Library website (www.washburn.edu/mabee) is designed for ease of use and features the ENCORE search tool that allows researchers to access the collections of Mabee Library, the Curriculum Resources Center, the Washburn School of Law Library, the Kansas Supreme Court Library, the Kansas State Library and the Kansas State Historical Society Library. In addition to an extensive number of books and print journals, the Library also provides access to an expanding number of electronic resources. The Librarians also provide an online subject-specific set of help tools (libguides.washburn.edu), which extend public services beyond the 90 hours each week that in-person research assistance is available.

Mabee Library is a selective depository for Federal and Kansas State documents. Special Collections in the Library include the Rare Book Collection, the University Archives, the William I. Koch Art History Collection, the Thomas Fox Averill Kansas Studies Collection, the Nancy Boyd 2nd Congressional District Collection, and a growing Digital Institutional Repository (digital.washburnlaw.edu) that displays the scholarly work of both faculty and students.
The Curriculum Resources Center (CRC), a branch of the Mabee Library, is located in Carnegie Hall, specializes in teacher resources and also models contemporary preK-12 libraries. The CRC seeks to enhance the teaching and learning initiatives of the Washburn University Department of Education in its ability to successfully develop 21st Century educators and learners. Library services and programming also serve Topeka area educational communities. In addition to its unique physical collections, the CRC website (www.washburn.edu/mabee/crc) provides access to an increasing number of digital resources. The new integrated learning system lab at the CRC provides access to burgeoning educational technologies and digital equipment.

**Mabee Fall & Spring Semester Hours**
Monday – Thursday. 7:30 a.m. – 11:00 p.m.
Friday. 7:30 a.m. – 6:00 p.m.
Saturday. 10:00 a.m. – 5:00 p.m.
Sunday. 1:00 p.m. – 11:00 p.m.

**CRC Fall & Spring Semester Hours**
Monday – Thursday. 8:00 a.m. – 6:00 p.m.
Friday. 8:00 a.m. – 5:00 p.m.
Saturday. 10:00 a.m. – 12:00 p.m.
Sunday. CLOSED

Special hours for Mabee Library and the CRC during holidays, interim and final exam periods will be posted.

**Contact Information:**
Mabee Library
Website: www.washburn.edu/mabee
Email: refemail@washburn.edu
Text: AskMabee to 66746
Telephone: (785) 670-2485
Toll Free: (800) 736-9060

Curriculum Resources Center
Website: www.washburn.edu/mabee/crc
Email: refemail@washburn.edu
Telephone: (785) 670-1436
Toll Free: (800) 736-9060
**Academic Success Initiatives**

**First Year Experience**

In order to help first-year students with their transition into the Washburn community, Washburn University is implementing a First Year Experience (FYE) program. FYE instructors work collaboratively with students, faculty, staff and families to provide new students with personal connections, knowledge and resources that will foster student success, retention and graduation. When students participate in FYE, they register for a 3-credit course, IS 110: The Washburn Experience. The course is designed to introduce the student to college life and expectations, and to empower students with the life skills necessary to make a successful transition to college life. For more information, contact Ann Callies by calling (785) 670-1871.

**Academic Success Center & Writing Center**

Students are encouraged to maximize their success by utilizing the tutoring services located on the main floor of Mabee Library. Services are provided in two areas: the Writing Center is in Room 200A; and, the Academic Success Center (ASC) is next door in Room 206A. The Writing Center supports students seeking writing assistance in a one-on-one manner, while the ASC provides help in other course areas and general study skills, along with an ongoing program of success workshops. Services are provided on a drop-in basis and are free of charge. For additional information, see the Mabee Library website or check the Facebook page at “Washburn Tutoring at Mabee Library”. The Writing Center can be reached at (785) 670-1397 or visit www.washburn.edu/writingcenter. The Academic Success Center can be reached at (785) 670-1980 or visit www.washburn.edu/tutoring.

**MEMORIAL STUDENT UNION**

The Washburn Memorial Union is the community center for students, faculty, staff, alumni, and guests and plays an integral role in the educational mission of the University. It provides opportunities for student development, volunteerism, employment, and leadership.

The University community looks to the Union to provide services, conveniences, and programs that improve the quality of campus life. It fosters an environment that promotes respect for all people, and values diversity and the free exchange of ideas. The Memorial Union houses the University Bookstore, dining services, banquet and meeting facilities, vending, ATM, Ichabod Service Center, University Scheduling, and student offices.

Memorial Union building hours, Fall and Spring semesters:

- Monday through Thursday: 7:00 a.m. - 10:30 p.m.
- Friday: 7:00 a.m. - 7:00 p.m.
- Saturday: 9:00 a.m. - 6:30 p.m.
- Sunday: 11:00 a.m. – 6:30 p.m.

*Operating hours are subject to change without notice and will vary during the summer months and when classes are not in session. Hours are posted at building entrances.*

**MULVANE ART MUSEUM**

The Mulvane Art Museum, founded with a gift from Joab Mulvane, first opened its doors in 1924 – the first art museum in Kansas at the time. With nearly 4,000 works of art in its permanent collection, a dynamic schedule of changing exhibitions that are regional, national and international in scope, as well as public programming, the Mulvane offers something for everyone. In addition,
ArtLab, a state-of-the-art “hands-on” experience center, is located on the lower level. For more information, call (785) 670-1124, or visit the Museum’s Web site: www.washburn.edu/mulvane.

UNIVERSITY MAIL AND PRINTING SERVICES (UMAPS)
University Mail and Printing Services (UMAPS) provides students with copying, color copying, printing, digital and graphics services, and mail services. Staff is available to provide help with student projects ranging from posters and banners to reports. UMAPS, (785) 670-1605, is located in Morgan Hall, Room 113 and is open 7:30 a.m. to 5:00 p.m., Monday through Friday.
Washburn Station, (785) 670-1158, is located east of the football stadium and provides mail services for personal use, including: mailing of domestic and international correspondence and packages as well as priority mail. It is open 8:00 a.m. to 1:00 p.m., Monday through Friday. The Washburn Station does not accept credit, debit or iCards. Personnel can be reached by calling 670-1158.

PLAN OF ACTION FOR STUDENTS
Each year of a student’s career at Washburn will be marked by challenges and opportunities as self-knowledge increases and choices are made about the future. The keys to success are planning ahead, using time well, taking advantage of campus and community resources, and being pro-active. Student experiences are all different, but the following “plan of action” should help you make your way toward being the person you would like to be when you graduate.

<table>
<thead>
<tr>
<th>FRESHMAN (EXPLORING)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academics</strong></td>
</tr>
<tr>
<td>Explore the University</td>
</tr>
<tr>
<td>Read the General Catalog</td>
</tr>
<tr>
<td>See your Academic Advisor</td>
</tr>
<tr>
<td>Meet many professors</td>
</tr>
<tr>
<td>Attend workshops on: study skills, test taking, time management</td>
</tr>
<tr>
<td>Explore General Education Program Requirements</td>
</tr>
<tr>
<td>Enroll in the Washburn Experience course, IS110</td>
</tr>
<tr>
<td>Explore honors program</td>
</tr>
<tr>
<td>Explore the Leadership Program</td>
</tr>
<tr>
<td><strong>Personal</strong></td>
</tr>
<tr>
<td>Self-Understanding</td>
</tr>
<tr>
<td>Develop a support group of friends</td>
</tr>
<tr>
<td>Take a personality assessment</td>
</tr>
<tr>
<td>Checkout the SRWC</td>
</tr>
<tr>
<td>Do values clarification exercises</td>
</tr>
<tr>
<td>Explore individual counseling</td>
</tr>
<tr>
<td>Identify major fears of college life</td>
</tr>
<tr>
<td>Redefine family relationships</td>
</tr>
<tr>
<td><strong>Social</strong></td>
</tr>
<tr>
<td>Initiate Relationships</td>
</tr>
<tr>
<td>Join Residence Halls Association (RHA)</td>
</tr>
<tr>
<td>Visit the Office of Student Activities &amp; Greek Life and join a club or organization</td>
</tr>
<tr>
<td>Get involved in activities</td>
</tr>
<tr>
<td>Get involved in Greek life</td>
</tr>
<tr>
<td>Make summer travel plans</td>
</tr>
<tr>
<td>Nurture hobbies</td>
</tr>
<tr>
<td>Develop a peer group</td>
</tr>
<tr>
<td>Seek out volunteer opportunities with LINC</td>
</tr>
<tr>
<td><strong>Career</strong></td>
</tr>
<tr>
<td>Explore Career Areas</td>
</tr>
<tr>
<td>Attend a Choosing a Major workshop</td>
</tr>
<tr>
<td>Talk with parents, friends, advisor, professors, career counselor</td>
</tr>
<tr>
<td>Do career testing by trying out jobs through volunteering</td>
</tr>
<tr>
<td>Attend Academic Majors Fair</td>
</tr>
<tr>
<td>Identify the following: Past accomplishments Skills &amp; abilities Career related hobbies Personality style</td>
</tr>
</tbody>
</table>
### SOPHOMORE (DEFINING)

<table>
<thead>
<tr>
<th><strong>Academics</strong></th>
<th><strong>Gain Specific Information</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Seek academic advice from professors and peers</td>
</tr>
<tr>
<td></td>
<td>Take professors to lunch to talk</td>
</tr>
<tr>
<td></td>
<td>Establish a personal GPA goal</td>
</tr>
<tr>
<td></td>
<td>Choose a major</td>
</tr>
<tr>
<td></td>
<td>Develop a tentative academic plan</td>
</tr>
<tr>
<td></td>
<td>Choose electives</td>
</tr>
<tr>
<td></td>
<td>Explore the Study Abroad Program</td>
</tr>
<tr>
<td></td>
<td>Attend the Majors &amp; Activities Fair</td>
</tr>
<tr>
<td><strong>Personal</strong></td>
<td><strong>Explore New Roles</strong></td>
</tr>
<tr>
<td></td>
<td>Learn about cultural diversity through multicultural and international events and awareness weeks</td>
</tr>
<tr>
<td></td>
<td>Find a mentor who can offer support</td>
</tr>
<tr>
<td></td>
<td>Explore individual counseling</td>
</tr>
<tr>
<td><strong>Social</strong></td>
<td><strong>Increase Involvement</strong></td>
</tr>
<tr>
<td></td>
<td>Work on a project for the club/organization of your choice</td>
</tr>
<tr>
<td></td>
<td>Volunteer on student committees</td>
</tr>
<tr>
<td></td>
<td>Volunteer in the community</td>
</tr>
<tr>
<td></td>
<td>Join Intramural teams</td>
</tr>
<tr>
<td></td>
<td>Attend University-wide events, lectures, musical and theatre performances and CAB events</td>
</tr>
<tr>
<td><strong>Career</strong></td>
<td><strong>Collect More Information</strong></td>
</tr>
<tr>
<td></td>
<td>Read about careers in the library</td>
</tr>
<tr>
<td></td>
<td>Talk with professionals in several careers (informational interviews)</td>
</tr>
<tr>
<td></td>
<td>Make short-term goals</td>
</tr>
<tr>
<td></td>
<td>Look for a summer internship</td>
</tr>
<tr>
<td></td>
<td>Volunteer to “shadow” a professional</td>
</tr>
<tr>
<td></td>
<td>Spend a day on the job</td>
</tr>
<tr>
<td></td>
<td>Talk with career advisors</td>
</tr>
<tr>
<td></td>
<td>Attend career presentations and career fairs</td>
</tr>
<tr>
<td></td>
<td>Register with Career Services</td>
</tr>
<tr>
<td></td>
<td>Create a Bod Jobs account</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Academics</strong></th>
<th><strong>Make Initial Choices</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Take mock GRE/MCAT or LSAT exams</td>
</tr>
<tr>
<td></td>
<td>Focus on major courses</td>
</tr>
<tr>
<td></td>
<td>Relate academics to future life plans</td>
</tr>
<tr>
<td></td>
<td>Attend seminars/lectures that relate to a major</td>
</tr>
<tr>
<td></td>
<td>Develop an academic mentor</td>
</tr>
<tr>
<td></td>
<td>Consider research opportunities</td>
</tr>
<tr>
<td></td>
<td>Look into internships</td>
</tr>
<tr>
<td><strong>Personal</strong></td>
<td><strong>Risk Personal Openness</strong></td>
</tr>
<tr>
<td></td>
<td>Seek out sources of support</td>
</tr>
<tr>
<td></td>
<td>Help others with their problems</td>
</tr>
<tr>
<td></td>
<td>Continue discussions with a mentor</td>
</tr>
<tr>
<td></td>
<td>Test ideas through decision groups</td>
</tr>
<tr>
<td></td>
<td>Disagree with an authority</td>
</tr>
<tr>
<td><strong>Social</strong></td>
<td><strong>Exercise New Skills</strong></td>
</tr>
<tr>
<td></td>
<td>Run for an elected office/get involved in WSGA</td>
</tr>
<tr>
<td></td>
<td>Be a Big Brother/Sister</td>
</tr>
<tr>
<td></td>
<td>Volunteer through Campus Activities Board (CAB)</td>
</tr>
</tbody>
</table>
**Career**

<table>
<thead>
<tr>
<th><strong>Increase Experience</strong></th>
<th>Develop general awareness of career options in many areas</th>
</tr>
</thead>
<tbody>
<tr>
<td>Find internships that interest you</td>
<td>Become familiar with work settings and job descriptions</td>
</tr>
<tr>
<td>Make tentative career decisions</td>
<td>Talk with a career advisor</td>
</tr>
<tr>
<td>Attend career and graduate school fairs</td>
<td>Have a mock interview at Career Services</td>
</tr>
<tr>
<td>Attend resume-writing presentations</td>
<td></td>
</tr>
<tr>
<td>Conduct informational interviews</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>SENIOR (IMPLEMENTING)</strong></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>Academics</strong></th>
<th><strong>Long-Term Decisions</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Prepare grad school applications</td>
</tr>
<tr>
<td></td>
<td>Apply for awards</td>
</tr>
<tr>
<td></td>
<td>Present projects at scholarly meetings</td>
</tr>
<tr>
<td></td>
<td>Do a senior project</td>
</tr>
<tr>
<td></td>
<td>Develop an independent study</td>
</tr>
<tr>
<td></td>
<td>Work on an academic project with a professor</td>
</tr>
<tr>
<td></td>
<td>Become a tutor</td>
</tr>
<tr>
<td></td>
<td>Explore life-long learning interests</td>
</tr>
<tr>
<td></td>
<td>Request a senior progress check from Office of the Registrar</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Personal</strong></th>
<th><strong>Make Commitments</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Prepare for your chosen lifestyle</td>
</tr>
<tr>
<td></td>
<td>Attend stress workshops</td>
</tr>
<tr>
<td></td>
<td>Talk about your first year out of school</td>
</tr>
<tr>
<td></td>
<td>Make a list of your firm decisions</td>
</tr>
<tr>
<td></td>
<td>Write down three life goals</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Social</strong></th>
<th><strong>Leadership</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Lead a group or club</td>
</tr>
<tr>
<td></td>
<td>Supervise a few student projects</td>
</tr>
<tr>
<td></td>
<td>Join a professional organization</td>
</tr>
<tr>
<td></td>
<td>Tutor high school students</td>
</tr>
<tr>
<td></td>
<td>Assist in facilitation of leadership conferences and workshops</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Career</strong></th>
<th><strong>First Career Choice</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Attend presentations on: job searches, interviewing, recruiting, mock interviews, resume writing, applying to grad school, etc.</td>
</tr>
<tr>
<td></td>
<td>Establish life goals</td>
</tr>
<tr>
<td></td>
<td>Have a mock interview at Career Services</td>
</tr>
<tr>
<td></td>
<td>Develop a contact list</td>
</tr>
<tr>
<td></td>
<td>Interview for jobs</td>
</tr>
<tr>
<td></td>
<td>Develop a budget for a job or grad school</td>
</tr>
<tr>
<td></td>
<td>Check job listings</td>
</tr>
<tr>
<td></td>
<td>Participate in on-campus interviewing</td>
</tr>
<tr>
<td></td>
<td>Attend career fairs</td>
</tr>
</tbody>
</table>

**WASHBURN UNIVERSITY POLICE DEPARTMENT**

The Washburn University Police Department is responsible for all aspects of public safety for the University community. This includes, but is not limited to the following: police; emergency medical services; dignitary security; parking; and safety of all students, faculty, staff, and visitors in an open, urban campus setting.

The Washburn University Police Department is a Kansas CPOST certified law enforcement agency as defined under K.S.A. 76-726 and K.S.A. 22-2401a. The Department operates 24
hours a day, 365 days a year with 15 full-time and 7 part-time police officers, 4 full-time and 2 part-time communication specialists and a campus resource officer.

The Washburn University Police Department is responsible for enforcing all traffic laws and parking regulations on the University campus. Copies of the University Parking Regulations as well as campus maps are available at the Department’s Office located in Morgan Hall 156. The Department also maintains a lost and found service.

Located throughout the 168-acre campus are 13 emergency telephones. These telephones are connected directly to the University Police Department’s Communication Center. The telephones are mounted on stainless steel towers with the word “EMERGENCY,” as well as a blue light that flashes when the telephone is activated. These telephones can be used for any type of assistance needed.

The University Police Department has a full-time Crime Prevention/Campus Resource Officer who works closely with all students, student organizations (including fraternities and sororities), faculty, and staff to assist in making the Washburn University campus a safe learning environment. The Department publishes, on a monthly basis, all police and campus safety activity as well as crime prevention tips or information on current issues. The University Police Department can be contacted via e-mail at police@washburn.edu. Individuals may visit the Department’s website at www.washburn.edu/police. In accordance with federal law, individuals may access Washburn’s crime statistics by visiting the website and clicking on Required Reporting. The Washburn University Police Department works closely with the Topeka Police Department, Shawnee County Sheriff’s Department, Topeka Fire Department, and American Medical Response/Emergency Medical Service to ensure the safety of all members of the University community.

SAFETY, PLANNING AND EMERGENCY MANAGEMENT

The Safety, Planning and Emergency Management Department is located in Morgan Hall 235. The office is currently staffed by one full-time director. We have created an internet alias, safety@washburn.edu, as a way to send out important safety information to the campus and a convenient way for others to contact our department. The department provides severe weather updates, refuge area information, and drill procedures as well as other important safety related messages via announcements posted on my.washburn.edu and campus wide emails as needed.

The department works in cooperation with student government, student organizations, individual students and the residential living staff to provide information and assessment of safety issues. You may reach the department by phone (785) 670-1779 or e-mail at safety@washburn.edu. For additional information, go to my.washburn.edu, University Services tab, and click on Safety, Planning and Emergency Management for our complete Web site.

REGISTRAR’S OFFICE

University Transcripts

A transcript is an official copy of a student’s permanent academic record. Official transcripts are available from the Office of the University Registrar. Each transcript costs $3.00. A transcript request must be written, and the fee must be paid in advance. A transcript request will not be processed for students who have financial or other obligations to the University.

Transcripts may be requested in person upon showing some form of photo identification at the University Registrar’s Office, Morgan Hall 115, during regular business hours. Any transcript picked up by, mailed to or faxed to the student will be marked “Issued to Student.” Transcripts may be requested through the mail or by fax (785) 670-1104. A mailed request must be sent to the Office of the University Registrar, Morgan Hall 115. The request should include the following information: current name and other names while
attending Washburn, student signature, identification number/social security number, return address for receipt purposes, current phone number, date of birth, date of attendance at Washburn, the number of transcripts requested, complete and accurate addresses where each transcript is to be sent, and $3.00 for each transcript requested (paid at the time of request). A faxed request should indicate that a transcript be mailed or faxed. If the transcript is to be faxed, the request must include the information listed above as well as the fax number, the name of the person who is to receive the fax, and the Company/Agency/Institution name where it is to be faxed. Requests received by fax will not have processing priority over requests received by mail or in person. Some agencies or institutions will not accept faxed transcripts as official.

Checks should be made payable to Washburn University. Fax requests must be paid by credit card. The University accepts Visa, MasterCard and Discover (Novus). A fax request must include the type of card, the number of the card, its expiration date, the security code on the back of the card, and signature of student. Fax requests without complete information including credit card information cannot be processed.

A Transcript Request form may also be obtained by printing it after accessing www.washburn.edu/registrar. It may be returned to the University Registrar’s Office by mail, fax or in person by following the procedures described in this section.

Directory Information
The University may release to the general public certain information about the student that has been identified by the institution as directory information. Directory Information at Washburn University includes: student’s name, current address and phone number, permanent address and phone number, Washburn e-mail address, classification status (i.e., freshman, sophomore, etc.), major field of study, dates of attendance, awards and academic honors, degrees and dates awarded, enrollment status (full-time, half-time, less than half-time), most recent educational institution attended, participation in officially recognized activities and sports, and height and weight of members of athletic teams.

Students who do not want their name, current address or phone number included in the student directory must indicate so before August 31 each year by updating their directory information profile online, located under the “Students” tab in my.washburn.

Procedures for Withdrawing From Classes
Students may withdraw from semester courses on the Web until the last day to withdraw. The date of withdrawal is determined by the day the withdrawal is processed on the Web. The responsibility for completing the withdrawal process rests with the student. Failure to officially withdraw results in the recording of “F” grades at the end of the semester/term and in being responsible for all assessed charges. Specific deadlines for all courses, including out-of-sequence courses, can be found on MyWashburn by selecting the Student Tab and then selecting “Last Day” deadlines for courses under the Registration section of Student Self-Service.
### FALL SEMESTER 2011 SCHEDULE

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 1-19</td>
<td></td>
<td>Open Registration Continues</td>
</tr>
<tr>
<td>August 18</td>
<td>Thursday</td>
<td>Residence Halls Open, 9:00 a.m.</td>
</tr>
<tr>
<td>August 19</td>
<td>Friday</td>
<td>New Student Orientation Begins</td>
</tr>
<tr>
<td>August 20</td>
<td>Saturday</td>
<td>New Student Orientation Continues</td>
</tr>
<tr>
<td>August 21</td>
<td>Sunday</td>
<td>New Student Orientation Continues</td>
</tr>
<tr>
<td>August 22</td>
<td>Monday</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>August 26</td>
<td>Friday</td>
<td>Last Day to Change from Audit to Graded or A/Pass/Fail Status</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last Day to Enroll in a Course without Instructor’s Permission</td>
</tr>
<tr>
<td>September 2</td>
<td>Friday</td>
<td>Last Day to Receive 100% Tuition Refund</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last Day to Set Up Payment Plan</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last Day to Enroll without a Late Fee</td>
</tr>
<tr>
<td>September 3</td>
<td>Saturday</td>
<td>Labor Day Holiday</td>
</tr>
<tr>
<td>September 5</td>
<td>Monday</td>
<td>Labor Day Holiday</td>
</tr>
<tr>
<td>September 9</td>
<td>Friday</td>
<td>Last Day to Change from Graded or A/Pass/Fail Status to Audit</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last Day to File Application for Degree for Fall Graduates</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last Day to Enroll</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last Day to Receive 50% Tuition Refund</td>
</tr>
<tr>
<td>September 16</td>
<td>Friday</td>
<td>Last Day to Receive 30% Tuition Refund</td>
</tr>
<tr>
<td>September 23</td>
<td>Friday</td>
<td>Last Day to Receive 20% Tuition Refund</td>
</tr>
<tr>
<td>September 24</td>
<td>Saturday</td>
<td>Family Day</td>
</tr>
<tr>
<td>October 1</td>
<td>Saturday</td>
<td>Fall Break Begins</td>
</tr>
<tr>
<td>October 5</td>
<td>Wednesday</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>October 29</td>
<td>Saturday</td>
<td>Homecoming</td>
</tr>
<tr>
<td>November 4</td>
<td>Friday</td>
<td>Last Day to Withdraw</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last Day to Change Grade Status from A/Pass/Fail to Graded, Graded to A/Pass/Fail</td>
</tr>
<tr>
<td>November 7</td>
<td>Monday</td>
<td>Advance Registration Begins for Spring Semester (ends November 22)</td>
</tr>
<tr>
<td>November 23</td>
<td>Wednesday</td>
<td>Open Registration for Spring Semester Begins (ends January 16)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Thanksgiving Student Recess Begins</td>
</tr>
<tr>
<td>November 24-</td>
<td>Thursday</td>
<td>Thanksgiving (University Closed – no Saturday Classes)</td>
</tr>
<tr>
<td>November 27</td>
<td>Sunday</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>November 28</td>
<td>Monday</td>
<td>Success Week Begins</td>
</tr>
<tr>
<td>December 5</td>
<td>Monday</td>
<td>Last Day of Classes</td>
</tr>
<tr>
<td>December 9</td>
<td>Friday</td>
<td>Last Day of Classes</td>
</tr>
<tr>
<td>Date</td>
<td>Day</td>
<td>Event</td>
</tr>
<tr>
<td>------------</td>
<td>-----------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>December 10</td>
<td>Saturday</td>
<td>Final Examinations Begin</td>
</tr>
<tr>
<td></td>
<td></td>
<td><em>(for Saturday Classes)</em></td>
</tr>
<tr>
<td>December 12</td>
<td>Monday</td>
<td>Final Examinations Begin</td>
</tr>
<tr>
<td>December 16</td>
<td>Friday</td>
<td>Final Examinations End</td>
</tr>
<tr>
<td></td>
<td></td>
<td>End of Fall Semester</td>
</tr>
<tr>
<td>December 17</td>
<td>Saturday</td>
<td>School of Nursing Recognition Ceremony</td>
</tr>
<tr>
<td>December 25–</td>
<td>Saturday</td>
<td>Winter Holiday Break <em>(University Closed)</em></td>
</tr>
<tr>
<td>January 1</td>
<td>Sunday</td>
<td></td>
</tr>
</tbody>
</table>

**SPRING SEMESTER 2012 SCHEDULE**

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 1-15</td>
<td></td>
<td>Open Registration Continues</td>
</tr>
<tr>
<td>January 12</td>
<td>Thursday</td>
<td>Residence Halls Open, 9 a.m.</td>
</tr>
<tr>
<td>January 16</td>
<td>Monday</td>
<td>Martin Luther King Holiday <em>(University Holiday)</em></td>
</tr>
<tr>
<td>January 17</td>
<td>Tuesday</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>January 20</td>
<td>Friday</td>
<td>Last Day to Change Audit to Graded or A/Pass/Fail Status</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last Day to Enroll in a Course without Instructor’s Permission</td>
</tr>
<tr>
<td>January 27</td>
<td>Friday</td>
<td>Last Day to Receive 100% Tuition Refund</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last Day to Set Up Payment Plan</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last Day to Enroll without a Late Fee</td>
</tr>
<tr>
<td>February 3</td>
<td>Friday</td>
<td>Last Day to Enroll</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last Day to Change from Graded or A/Pass/Fail Status to Audit</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last Day to File Application for Degree for Spring Graduates</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last Day to Receive 50% Tuition Refund</td>
</tr>
<tr>
<td>February 10</td>
<td>Friday</td>
<td>Last Day to Receive 30% Tuition Refund</td>
</tr>
<tr>
<td>February 15</td>
<td>Wednesday</td>
<td>Priority Date for Washburn University Academic Scholarships and Federal Campus-Based Financial Aid</td>
</tr>
<tr>
<td>February 17</td>
<td>Friday</td>
<td>Last Day to Receive 20% Tuition Refund</td>
</tr>
<tr>
<td>March 19</td>
<td>Monday</td>
<td>Spring Recess Begins</td>
</tr>
<tr>
<td>March 26</td>
<td>Monday</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>March 30</td>
<td>Friday</td>
<td>Last Day to Change Grade Status from A/Pass/Fail to Graded, A/Pass/Fail</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last Day to Withdraw</td>
</tr>
<tr>
<td>April 2</td>
<td>Monday</td>
<td>Advance Registration Begins for Summer Session and Fall Semester (ends April 17)</td>
</tr>
</tbody>
</table>
| April 18      | Wednesday | Open Registration Begins for Sum-
**April 30** | Monday | Success Week Begins
---|---|---
**May 4** | Friday | Last Day of Classes
**May 5** | Saturday | Final Examinations Begin (for Saturday Classes)
**May 7** | Monday | Final Examinations Begin
**May 11** | Friday | Final Examinations End
**May 12** | Saturday | End of Spring Semester

**May 4** | Friday | School of Nursing Recognition Ceremony
**May 5** | Saturday | School of Applied Studies Certificate Ceremony
**May 7** | Monday | Undergraduate/Graduate Commencements

Note: The academic deadlines reflected in the calendar above are for classes one semester in length. Academic deadlines for courses shorter in length than one semester will be calculated at the same ratio as the academic deadlines for semester courses. The calendar is subject to change. Please refer to the academic calendar on the Washburn Web site for the most up-to-date information.

**SMALL BUSINESS DEVELOPMENT CENTER**

The Washburn University Kansas Small Business Development Center (SBDC) is a resource for entrepreneurs and small business owners (including students) who are starting or growing a small business. The Center provides free and confidential consulting and small business seminars in the areas of writing a business plan, cash flow analysis, marketing, record-keeping, buying a business, taxes, and various legal issues encountered when starting a business. Washburn students can attend most seminars free of charge. Included in the Center is the Washburn Entrepreneurship Clinic, where students can obtain help to start a business and also work through the office as a volunteer consultant with KSBDC clients. BU470 Entrepreneurship Clinic is taught in the Center.

**Contact information:**
Small Business Development Center
120 SE 6th, Ste 100
Topeka, KS 66603
(785) 234-3235
E-mail: sbdc@washburn.edu
Website: www.washburn.edu/sbdc

**UNIVERSITY CHILD DEVELOPMENT (UCD)**

UCD is a non-profit, parent cooperative dedicated to the operation of a high quality child development center.

Through flexible hours and parental involvement, UCD is especially equipped to meet the needs of non-traditional students and employees with part-time or full-time schedules.

The families of Washburn University students and faculty are given priority at UCD. Other children can be enrolled upon availability and fulltime openings.

**Prices for 2011-2012 (subject to change):**

**Washburn Rates:**
Infant                      $5.15/hr. - $170.00/week
Ages 1-3                    $4.55/hr. - $150.00/week
Ages 3-5                    $4.05/hr. - $135.00/week

Community Rates:
Infant                      $5.65/hr. - $185.00/week
Ages 1-3                    $5.05/hr. - $165.00/week
Ages 3-5                    $4.55/hr. - $150.00/week

Contact Information:
University Child Development, Inc. Director
1621 SW College Ave., Suite 201 • Topeka, KS 66604 • (785) 232-0263
www.ucdinc.org

WUCT – Washburn University Cable Television
Washburn University Cable Television (WUCT) is an educational access channel carried on Channel 13 by Cox Cable in Topeka. The station is operated by Instructional Services and airs live satellite international programming such as Deutsche Welle; public service announcements; and Washburn University home sporting events, including volleyball, football and basketball; and a variety of Washburn student programs.

POLICIES & PROCEDURES

EXTENDED ABSENCE
In the case of an extreme medical problem, the Student Life Office may be contacted with information relative to the student’s medical situation. This does not include brief illnesses. The Student Life Office will then notify the student’s instructors of the absence and expected return date, if that information is available.

It is the student’s responsibility to follow up with the instructor(s) and secure arrangements for make-up work and missed quizzes, tests or exams. It will also be the student’s responsibility to provide the necessary medical documentation, if requested by the instructors, to verify the medical absence.

CAMPUS TELEPHONE DIRECTORY INFORMATION
In accordance with the Family Educational Rights and Privacy Act of 1974, currently enrolled students may choose to withhold information from the online university directory. Students who do not want their name, current address, telephone number or e-mail included in the directory, may exclude information at any time during the year from the “Update Campus Directory Profile” under the “Students” tab in MyWashburn.

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

HIGHER EDUCATION OPPORTUNITY ACT PLAN (HEOA) – P2P FILE SHARING
Per the HEOA regulations issued October 29, 2009 in regard to P2P file sharing, Washburn has developed a plan to effectively combat the unauthorized distribution of copyrighted material by users of the Institution’s network, without unduly interfering with educational and research use of the network. This plan includes the following:
1. A technology based deterrent
2. A mechanism to educate and inform about inappropriate use
3. Disciplinary procedures
4. A procedure for periodic review of this plan
5. Make available information about legal alternatives for downloading

Technology: Washburn has installed a Netenforcer bandwidth shaping appliance. This appliance is configured to assign all P2P traffic lowest priority. Maximum bandwidth per user is 20K. Additionally, for the Gnutella and Ares protocols, total bandwidth for all users combined is set to 1K.

Education: Washburn will insert educational material in the student handbook as well as maintain the following website to provide disclosure to students describing copyright law and campus policies related to violating copyright law:

Violations of HEOA Related to P2P File Sharing – Students

The Dean of Students has adopted the following practice for violations of P2P file sharing:

_first violation:_ Documentation and education of students about DMCA.

Second violation: A student is found in violation of a second DMCA violation will have his/her computer blocked from using the wireless or housing networks on campus. Also, the Dean of Students or designee will conduct a formal hearing with the student about this continued misconduct.

Violations of HEOA Related to P2P File Sharing – Employees

Employees will be subject to disciplinary action related to illegal P2P file sharing.

Review: This plan will be reviewed annually by the Director of ISS, Vice President for Administration and Treasurer, University Counsel and Information Security Officer. They will use relevant assessment criteria to document the effectiveness of the plan, making any changes for the future as deemed necessary.

Legal Alternatives: Students are directed to the following website (maintained by Educause) for information on options for legal downloading:
http://www.educause.edu/Resources/Browse/LegalDownloading/33381.

EMERGENCY EVACUATION/FIRE SAFETY

Washburn University has prepared evacuation information that may be reviewed at http://www.washburn.edu/admin/risk-management/Pages/buildingevac.htm. The link includes recommended procedures for emergency evacuation of residence halls and other occupied buildings. Residential living and campus residence halls comply with city and state fire codes by conducting the required fire evacuation drills in our campus residence halls. Drills are documented and forwarded to the Topeka Fire Department. Fire evacuation routes can be located at http://www.washburn.edu/admin/risk-management/Pages/fireevacuationplans.htm. For students residing on campus, additional fire safety information is located in the Residential Living Handbook. Each Greek living unit has its own fire evacuation procedure. Tornado shelter locations are posted at the following: http://www.washburn.edu/admin/risk-management/Pages/tornado.htm.

Washburn University campus residence halls have the following fire suppression and fire alarm systems:

Washburn Village residential living units: fire safety systems

1. Automatic fire sprinklers are installed within the residential living units and storage areas. The Village has an approve NFPA 13 R sprinkler system.
2. Smoke alarm detectors are provided in each living unit. The detectors are
electronically operated with battery backup.

3. Emergency lighting is provided in exit access routes.

4. Emergency central station answering services upon activation of the automatic fire sprinkler system.

Washburn Living Learning Center – Residence Hall
1. Automatic fire sprinklers provided, NFPA 13 compliant.
2. Fire department standpipe provided.
3. Automatic and manual fire alarm system.
4. Emergency lighting provided throughout the building lights emergency exit access routes.

Kuehne Hall and West Hall – Residential Units
1. Individual smoke detectors, electric with battery backup, are provided in each residential unit.
2. A manual building fire alarm system is provided for general fire alarm activation.

Residential Living Policies: Residential Living policies concerning fire safety as well as smoking and portable electrical appliances are found in the residential living handbook located on the Web site.

Training – Residential Living: Residential Living staff spends approximately four hours of training annually on procedures, risk management, weather procedures, emergency response, and fire and tornado procedures. If necessary, these procedures are also addressed during weekly staff meetings.

Residential Living also participates in state mandated fire and tornado drills as necessary.

Greek Housing System Policies: Each Greek house has its own house emergency policy and procedures worked out in conjunction with their national office. Please check with each individual for its emergency policies.

Campus Fire Statistics
The University reported no fire injuries or fatalities during 2009. For statistics on fire alarms, refer to Crime Statistic Report at the end of this handbook.

MISSING STUDENTS (CAMPUS RESIDENTS)
A student residing on campus may designate an individual to be contacted by the University not later than 24 hours after the student is determined to be a missing student. For additional information, refer to the Residential Living Handbook or contact the Residential Living Office.

COMPLAINTS
Washburn University strives to provide an environment in which students may pursue their educational interests free from discrimination and harassment. Students are expected to conduct themselves and in their relationship with others in a manner which promotes learning and preserves academic freedom. (Washburn University Student Conduct Code) Students are subject to disciplinary sanctions for engaging in prohibited conduct or behaviors, including criminal activity, violation of University policies and physically abusing, harassing or intentional inflicting severe emotional distress upon a member of the University community on campus or engaging in University sponsored activity.

The University’s Student Conduct Code and Equal Educational and Employment Opportunity Policy evidence the University’s commitment to providing such an environment for students, faculty and staff.

Equal Educational and Employment Opportunity
1.1 Washburn is committed to providing an environment for individuals to pursue educational and employment opportunities free from discrimination and/or harassment. The University prohibits discrimination on the basis of race, color, religion, age, national origin, ancestry, disability, sex, sexual orientation/gender identity, marital or parental status, or genetic information. Each unit within the University is charged with conducting its programs and activities in accordance with the University commitment to equal opportunity for all.

Equal Educational and Employment Opportunity/Harassment – Complaints
Complaints of discrimination and/or harassment are to be made to the Equal Opportunity Director, Ms. Carol Vogel, Morgan Hall Room 380A. Phone: (785) 670-1509. Email: carol.vogel@washburn.edu.

Complaint Procedures. Individuals who believe they may be or are victims of discrimination or harassment in violation of the University’s equal opportunity and harassment policies should promptly take one or more of the steps outlined below, as applicable. It is not necessary for all steps to be taken or to be taken in order. Nothing in these procedures shall be construed as preventing any individual from pursing any other legal action.

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

The Equal Opportunity Director (EOD) may become aware of an incident of alleged discrimination/harassment even though not reported by the alleged victim. Incidents of discrimination/harassment pose legal risks to the University. Therefore, the University retains the right to conduct investigations into alleged incidents of discrimination/harassment and take appropriate measures. This is true even if the alleged victim is unwilling or chooses not to report or to pursue the matter.

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

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

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

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

- To help the individual in determining if the perception of discrimination/harassment is valid;
- To discuss the rights, under the policy, of both the individual and the person against whom the allegation is made;
- To discuss possible methods the individual could undertake to address and to eliminate the unwanted conduct (whether or not it is discrimination/harassment); and
To advise the individual. The EOD will:

- Help the individual determine what courses of action exist if an issue of discrimination/harassment is believed present.
- Assure the individual that all complaints will be promptly and thoroughly investigated and decided within the time frames set forth below at each stage of the process.
- Advise the individual that a complaint normally must be filed within 10 business days:
  - Of the incident giving rise to the complaint; or
  - Following consultation with the EOD
- Notify the individuals that retaliation for having exercised their rights under this policy is strictly prohibited.
- Advise the individual of the EOD’s conclusion regarding whether or not an issue of discrimination/harassment is present. The conclusion will be based upon all of the information presented and gathered.
- Confidentiality. The EOD shall take steps to keep information confidential to the greatest extent possible. No assurance of complete confidentiality may be given.

Document Retention. Records will remain with the EOD for a minimum of three (3) years.

Informal Complaint Procedure.

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

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

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

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

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

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

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

**Formal Complaint Procedure.**

An individual’s request for a formal complaint procedure will be given to the President. The request:

- Must be in writing;
- May be submitted by either the complainant or the EOD on the complainant’s behalf;
- Shall be delivered to the respondent at the same time it is delivered to the President; and,
- Shall be granted by the President unless it appears some other disposition satisfactory to the complainant can be made.

The President will furnish the EOD, normally within 10 days from the date the request is granted, a list of seven (7) University Employees from which one member of a hearing committee will be selected.

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

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

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

All committee members will serve without compensation. Wage and hour Employees’ service on such committees shall be deemed hours worked.

Reasonable provisions will be made for individuals to appear as witnesses at the hearing.

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

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

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

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

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

The EOD shall promptly notify the Vice Presidents of the University who shall serve as an appeals committee.

The appeals committee shall consider the complete record of the hearing and render a decision, normally within 10 business days of receipt of the notice of appeal. It will not
conduct a hearing. Its decision will be final.

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

Each decision shall be reviewed in due course by appropriate University policy-makers to determine if any policy change should be made.

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

CAMPUS BULLETIN BOARD & POSTER POLICY

The Washburn University policy on posters and bulletin boards has been adopted in order to promote the effective use of postings within University buildings. Posting is only allowed on designated walls and bulletin boards.

1. Posters displayed in buildings on campus must be date stamped in the Student Life Office, Morgan Hall 104. Date stamping does not constitute University approval of the contents.

2. Maximum number of posters per organization or event allowed: 20 per building. WSGA Student Election fliers are exempt from the 20 per building limit.

3. Posters will be date stamped according to the following:
   * Non-University groups advertising products or services – 2 WEEKS;
   * Community service organizations or University groups – UP TO 30 DAYS, IF NEEDED;
   * University academic or administrative departments – UP TO 1 SEMESTER, OR LONGER, IF NEEDED;
   * Special events held on a specific date – THRU THE DATE OF THE EVENT OR, THE APPROPRIATE POSTING PERIOD, WHICHEVER IS LESS.

4. The maximum size poster allowed on a bulletin board will be 11 by 17 inches.

5. Postings outside of buildings on the University campus are allowed only on bulletin boards or other locations designated for that purpose.

6. To minimize the risk of fire and the impeding of quick and safe egress from buildings in an emergency, posting is not allowed in the following locations:
   a. In stair enclosures or on stair railings;
   b. On doors or windows, including translucent glass block windows;
   c. On lights or heaters;
   d. In or on elevators;
   e. On floors;
   f. On furniture;
   g. Attached to or covering fire extinguishers, hose cabinets, exit markers, or any other safety equipment;
   h. In any other location where they might constitute a safety hazard.

7. Posters must be placed in such a manner that they do not overlap or interfere with the viewing of adjacent posters.

8. Posters on bulletin boards must be attached with thumbtacks. Staples are not permitted. Postings are limited to 1 item per bulletin board. When utilizing University public area bulletin boards, stamped posted messages are limited to 1 posting per bulletin board. Posters on walls must be attached with masking tape. Scotch tape and other tapes are difficult to remove and may damage painted surfaces.

9. Notices that require only a one-day posting period, such as to announce changes in previously scheduled events, to provide directional information for groups visiting
campus, or to announce a class cancellation, may be posted for a one-day period without a date stamp. The effective date of the announcement must be clearly visible on such notices, and they must be removed by the person or organization placing the notices no later than the next day.

10. The Dean of Students, after consultation with University Counsel, may refuse to date stamp posters which are considered to be obscene or which constitute harassment of a student or a class of students.

11. Custodial staff will remove postings on as timely a basis as possible, consistent with their other duties.

12. One copy of each poster must be left in the Student Life Office, Morgan Hall 104, with the name and phone number of the individual who will be posting the item.

13. Failure to abide by the rules of this policy may forfeit your right to post fliers in the future.

Approved September, 2002.

Residential Living Posting Policy

- All posters/fliers/banners/ and other posting materials to be posted in the residence halls must be stamped by the Student Life Office (Morgan Hall 104).
- Take material to the Residential Living Office, located in the Living Learning Center, where it may be approved and stamped with the “Residential Living Office” stamp. The Residential Living Office will post all materials left for approval.
- Signs posted in the Residence Halls that do not have both the Residential Living stamp and the Student Life stamp will be removed.
- Student groups or other departments are not permitted to post materials on any surface (table, light fixtures, walls, etc.) other than the bulletin board, located on the first floor of the Capitol Federal Center for Learning.
- Any damage resulting from posting materials without the consent or knowledge of Residential Living will be billed to the organization from which the materials were generated.

Residential Living-sponsored postings—including Resident Assistant, Faculty in Residence, Washburn Residential Council (WRC), Faculty/Staff Mentors—will have access to posting in the residence halls without the required stamp. Any items posted should not exceed 10 days.

VEHICLE & PARKING POLICY

Registration

Registration of vehicles operated on the campus by students is required. Vehicles are registered at the time of enrollment and/or upon acquisition. Any change of vehicle and/or tag information must be completed at the University Police Department.

Responsibility for Vehicles

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

Regulations, Effective When

These regulations are in effect 24 hours a day and 365 days a year. Designated parking spaces are available for open parking after 5:00 p.m. except when otherwise posted.
Designated Parking
Certain parking spaces and parking lots have been designated for parking for faculty, staff, visitors and students. Parking in designated parking areas is by permit only.

Handicapped Parking
Certain parking spaces and parking lots have been designated as handicapped parking. Parking in designated handicapped parking spaces is reserved for those persons whose vehicles display:

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

Persons desiring special parking consideration because of temporary or permanent disability are advised to obtain a State Handicapped Parking Permit by making application at the State Office Building or County Treasurer’s Office. This permit is recognized universally. The University is not authorized to permit parking in designated handicapped spaces.

Students with disabilities are encouraged to consult with the Director of Student Services in Morgan Hall Room 135, ext. 1629.

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

Faculty and Staff Designated Parking
Faculty and staff may apply for a parking permit. Application for a parking permit may be made at the University Police Department. A parking permit shall be displayed on the rear view mirror of the vehicle of the permit owner.

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

Overnight Camping or Sleeping
Parking for camping or overnight sleeping in vehicles is prohibited.

Prohibited Parking
The following acts are prohibited, and University tickets may be issued for such infractions:

1. Double parking or blocking streets;
2. Parking on sidewalks or grass;
3. Parking in service or restricted areas;
4. Parking across drive entrances or sidewalk crossings;
5. Parking outside marked spaces;
6. Parking in fire hydrant zone;
7. Parking over length vehicle without permit;
8. Parking in any area designated by signs such as a “No Parking” or “No Overnight Parking 2 a.m. to 5 a.m.”;
9. Parking in a lot or space for which the vehicle is not permitted;
10. Any other parking violation(s) as defined by city code or State statutes.

Fees for Misuse of Parking; Late Payment
A fee of $10.00 shall be charged for all Washburn University tickets issued for parking violations (except for handicap parking violations). Such fees are due and payable at the University Business Office during business hours.
Fees are due within five (5) business days following the date the ticket was issued. If the fees are not paid, a late payment fee of $10.00 shall be assessed on the sixth day following the date of issuance of the ticket. Faculty and staff are subject to the $10.00 late fee. Faculty and staff with unpaid fees shall be subject to administrative review.

**Misuse Fees: Failure to Pay**

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

**Parking: Misuse of; Vehicle Removal**

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

**Vehicle Operations, Generally**

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

**Vehicle and Pedestrians**

Vehicles shall yield to all pedestrians.

**Vehicle Speed Limits**

All vehicles are to be driven prudently and not in excess of 20 mph on the streets and roads on the University campus. Except as may be otherwise posted, speed limits for vehicles operated in the University parking lots shall not exceed 12 mph.

**Vehicle Parking & Operations; City Ordinances, State Law & Enforcement of**

The University is within the city limits of the City of Topeka. Officers of Washburn University, City of Topeka, Shawnee County, and State of Kansas have the authority to enforce all laws of the State of Kansas and any general ordinances of the city on the University campus. Violations of city ordinances or state statutes will be processed by the appropriate court of jurisdiction. Fines and court costs will be assessed by the court.

**Accidents, Reporting of**

All accidents, including motor vehicle, occurring on the University campus should be reported to the University Police Department. The Topeka Police Department also has jurisdiction to investigate all accidents occurring in the City of Topeka.

**Hearings**

A person desirous of contesting the issuance of a University ticket issued to him or her may obtain a hearing in accordance with the following procedures;

1. A complaint regarding a specific ticket issuance shall be made at the University Police Department within five (5) business days.

2. If the individual is not satisfied with the disposition of the complaint regarding a specific ticket, the individual may submit in writing to the Director of University Policy, his/her reason for a review request. The written statement must be submitted to the Director within five (5) business days following issuance of the ticket. A hearing will be scheduled by the Parking Ticket Review Board, which will consist of two students, two faculty or staff members, and the Director of University Police. The Parking Ticket Review Board must meet and take action within seven (7) business days after the written statement is received by the Director of University Police. The decision of the Parking Ticket Review Board shall be final.
Visitors to the Campus

Visitors are defined as those individuals who are not a student, faculty or staff of Washburn University. Visitors ticketed by the University for parking violations may be excused for such parking violations by taking or mailing the University ticket, with proper identification, to the Business Office.

Students

Students are defined as those individuals who are currently enrolled at Washburn University or were enrolled for the preceding regular or summer term and have not graduated. Any individual having evidence showing that they will not be a Washburn student for the current or next term will be considered a VISITOR.

Parking Lot Information, Map

For parking lot information and a campus map, please contact the University Police Department.

WASHBURN UNIVERSITY STUDENT CONDUCT CODE

Washburn University strives 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. Conduct standards are set forth in writing to give Washburn students general notice of prohibited behavior.

I. GENERAL CONDUCT CODE PROVISIONS

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

The University views the student conduct system as 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 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 University’s 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 community.

The 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, Student Services at Washburn Institute of Technology (WIT) shall serve as the officer responsible for enforcement of the Student Conduct Code for infractions by WIT students.

A. General Principles

1. Washburn University distinguishes its responsibility for student conduct from the controls imposed by the larger community beyond the University and of which the
University is a part.

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

3. When students are charged with violations of federal, state or local laws, the University will neither request nor agree to special consideration for students because of their status as students.

4. The University will cooperate with law enforcement agencies, courts and any other agencies in programs for rehabilitation of students.

5. Washburn University reserves 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.

6. Incidents related to academic issues shall be handled under the guidelines of the Academic Impropriety Policy.

B. Definitions

When used within the context of the Washburn University Student Conduct Code, the following definitions are intended:

1. The term “University” or “Institution” shall mean Washburn University, including but not limited to its major academic and student life units and Washburn Institute of Technology.

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, 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 Washburn.

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 Director of Residential Living (or his/her designee), the Residence Halls Judicial Board, the University Judicial Board, the Associate Director of Student Services (or his/her designee) at Washburn Institute of Technology, or the WIT Judicial Board.

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

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 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, the Director of Residential Living, or the Residence Halls Judicial Board.

F. Failure to appear before the Dean of Students, the University Judicial Board, the Director of Residential Living, or the Residence Halls Judicial Board, the Associate Director of Student Services at WIT, or the WIT 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 documents, records or identification cards.

I. Knowingly furnishing false information to the University.

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

K. Attempted or actual theft or destruction of, damage to, or misuse or unauthorized possession of, University property; or theft or malicious destruction of, intentional damage to, or misuse of, property of a non-member of the University community when said behavior occurs on University premises.

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

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

N. Breaching campus safety or security, including, but not limited to, the following:
   1. Unauthorized entry to University facilities; intentionally damaging door locks or card access mechanisms; unauthorized possession or duplication of University 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 premises.

O. Illegal or unauthorized use, possession, or storage of any weapon, fireworks or explosives or dangerous chemicals on University premises or at any University-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 premises or at University-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 premises or at University-sponsored activities without proper prescription or required license or as expressly permitted by law or University 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 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 premises or on property owned, leased or operated by a University-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 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 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, other than a complaint involving a Washburn Institute of Technology (WIT) student, are submitted in writing to the Dean of Students, although residence hall incident reports may be submitted to the Director of Residential Living. Complaints involving a WIT student are submitted in writing to the Associate Director of Student Services at WIT.

3. Incident reports filed with the University Police will be forwarded to the Dean of Students 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’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’s Conduct Code or other University 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 Washburn 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 Director of Residential Living, the Dean of Students, or the Associate Director of Student Services at WIT, as applicable, will notify the accused student(s) in writing that he/she (they) may have committed 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 official.”

3. During the requested meeting, the Director of Residential Living, the Dean of Students, or the Associate Director of Student Services at WIT, 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 (their) right to a formal hearing and have the Director of Residential Living, Dean of Students, or Associate Director of Student Services at WIT 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 (their) right to a formal hearing, he/she (they) will sign a waiver form provided by the applicable officer acknowledging his/her (their) decision to waive the formal hearing. Upon waiver, the Director of Residential Living, Dean of Students, or Associate Director of Student Services at WIT 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 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 Director of Residential Living, Dean of Students, or Associate Director of Student Services at WIT.

6. In other situations, the case will be referred to the Residence Halls Judicial Board, the University Judicial Board, or the WIT 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 than three (3) business days if appearing before the Residence Halls Judicial Board and five (5) business days if appearing before the University Judicial Board or the WIT 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 Director of Residential Living, the Dean of Students, or the Associate Director of Students Services at WIT, as applicable.

7. Should the student fail to respond to the initial letter from the Director of Residential Living, Dean of Students, or Associate Director of Student Services at
WIT, 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 official.”

C. Judicial Boards

There are hereby created three judicial boards, the Residence Halls Judicial Board, the University Judicial Board, and the WIT Judicial Board which shall hear and determine cases of student conduct violations under this Student Conduct Code or the Residence Hall Handbook.

1. Residence Halls Judicial Board
   b. Membership: Each hearing panel of the Residence Halls Judicial Board shall consist of six (6) students, including the chairperson. Each hearing panel shall have four (4) students who are residents of the Living Learning Center and one (1) from Kuehne Hall and one (1) from West Hall. All students appointed to a Residential Halls Judicial Board hearing panel shall have been trained on the student judicial process by the Dean of Students and the Director of Residential Living and shall be students in good standing at the University. Resident Assistants may not serve as members of the Residence Halls Judicial Board.
   c. Advisor and Secretary: The Director of Residential Living or his/her designee shall serve as secretary to, and an advisor of, the Residence Halls Judicial Board and its hearing panels. The Director shall: 1) assign members to the hearing panels when necessary; 2) refer cases, which have not been resolved administratively (Section III. B. 5); and 3) coordinate arrangements for hearings.
   d. Judicial Liaison: The Assistant Director of Residential Living normally shall serve as Judicial Liaison for the hearing panels when convened.
   e. Limitation of Action: In the event a hearing panel concludes a violation of the Residence Hall Handbook has been committed by the respondent, the panel shall be limited to the imposition of sanctions equal to or less than the sanction of “removal from the suite or floor,” described in this Student Conduct Code (Section III. D.)

2. University Judicial Board
   a. Jurisdiction: The University Judicial Board shall have jurisdiction of all cases alleging violations of this Student Conduct Code.
   b. Membership: Each hearing panel of the University Judicial Board shall be comprised of six (6) voting members: three (3) full-time members of the University’s General Faculty and three (3) 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.
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. Audiotape records shall be retained for one (1) 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(s) 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 shall 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 (1) 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. 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 University Student Conduct Code and may be modified and used in any combination to meet the needs of the University 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. **Fines**
   a. Fines will depend on the severity of the violation, previous offenses, degree of involvement, and the circumstances.
   b. A fine imposed by the Director of Residential Living or Residence Halls Judicial Board shall not exceed $50 per violation. A fine imposed by the Dean of Students or University Judicial Board shall not exceed $100 per violation. Fines for WIT students shall not exceed $75 per violation.
   c. The fine shall be paid within 30 days from the time it was imposed (and upon the completion of the appeals process, if applicable).
   d. Other payment arrangements must be agreed to by the Director of Residential Living, Dean of Students or Associate Director of Student Services at WIT.
   e. Failure to pay the fine as specified will result in an additional charge (see II. T.) and will result in additional disciplinary proceedings under this Code.

5. **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).

6. **Hall Probation**
   a. This is a form of probationary status for a period of time as specified by the Director of Residential Living or the Residence Halls Judicial Board.
   b. Restrictions, provisions and/or assigned duties are individualized to allow for the particular needs of the student and the situation.

7. **Removal from the Suite/Floor (Residence Halls)**
   a. The student shall be directed to move from the residence hall suite or floor he/she previously occupied.
   b. In some cases, he/she may be directed to move to another residence hall.
c. The hearing officer(s) shall state the terms of this removal, including when this sanction shall take effect as well as the length of time this change shall remain in effect.

d. In most cases, the student shall also be restricted from that area of the hall for the term of the removal.

8. 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.

9. Dismissal from the Residence Halls

a. The student is required to move out of the residence halls.

b. The hearing officer(s) shall state the terms of the dismissal as well as the length of time this dismissal will remain in effect.

c. In most cases, the student will also be restricted from the halls for the time of dismissal.

10. 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 decision regarding eligibility for reinstatement by the Dean of Students or Associate Director of Student Services at WIT.

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 community members or the protection of University property requires such action).

11. Expulsion

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

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 community members or the protection of University property requires such action).
E. Interim Suspension and Proceedings

The Dean of Students or Associate Director of Student Services at WIT may suspend any student from the University pending investigation, action or prosecution of charges of an alleged conduct violation if the Dean has reason to believe that the student’s physical or emotional safety and well-being, the safety and well-being of he other University community members or the protection of University 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 at WIT shall:

1. Provide the student a written notice of intent of the interim suspension to take effect immediately.
2. Inform the student of the alleged misconduct and violations(s).
3. Provide the student a written explanation in support of the charge(s).
4. Provide written notice of the time and place of the discipline hearing, which shall be within the guidelines as specified in Section III.B.
5. If a student has been instructed by the Dean of Students or Associate Director of Student Services at WIT to appear for the hearing and then fails to attend at the time designated, the Dean, Associate Director of Student Services at WIT or Board may suspend the student from the University and shall send written notice of suspension to the student at his/her last address of record on file with the University.
6. During the period of interim suspension, the student shall not enter the campus or the University other than to meet with the Dean of Students or the Associate Director of Student Services at WIT. However, the Dean/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, 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 (3) 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 at WIT 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 President 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 (4) 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 re-hearing; 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 (5) 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 at Washburn University are expected to conduct their activities in accordance with the behavioral standards that the University has for all members of the University 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.
   2. Entering or attempting to enter into contractual obligations that will require the use of a University agency account without prior authorization by the University Business Office. Organizations are prohibited from entering into any contractual obligation for the University.
   3. Directly or indirectly utilizing University resources in support of any candidate for public office. Exceptions and conditions are described in the Facilities Use Policy for the University and separate policies for the Law School, Petro Center and Memorial Union.
   4. Directly or indirectly utilizing University 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 Associate Director of Student Services at WIT in writing.

2. Upon receipt of a complaint, the Dean/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/Associate Director’s/Board’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.

Approved by the Washburn University Board of Regents on 4-10-02.

ACADEMIC IMPROPRIETY POLICY

A. Preamble

The grades and credits earned by college students in their courses provide an important measure of the quality and extent of their academic achievements. Preserving the integrity and significance of grades and credits is a professional responsibility of the teaching faculty, but requires the cooperation and support of students. The present policy is designed to assist faculty and students in this task. First, it identifies the basic presumption underlying the integrity and significance of academic grades and credits. Second, it defines as academically improper, and officially forbids, all forms of student behavior that undermine, or that could reasonably be interpreted as undermining, the validity of this basic presumption. Finally, it requires faculty to take reasonable steps to prevent such behavior from occurring and to take appropriate academic action when it does occur.

B. The Basic Presumption

Grades or credits are fair and equitable measures of academic achievement only on the presumption that the academic work submitted by each student is his or her own and is created under course conditions or rules (e.g., time and resources allowed for the completion of an examination) common to all students in that course. The moment this presumption’s validity is reasonably doubted, the integrity of grades and credits as signs of actual academic achievement is seriously undermined. Therefore, it is incumbent on students and faculty alike to ensure that the validity of the basic presumption is preserved beyond any reasonable doubt.

C. Academic Improprieties

An academic impropriety is any student action that undermines, or could reasonably be interpreted as undermining, the presumption that the academic work being produced or submitted by a student is his or her own, or that undermines, or could reasonably be interpreted as undermining, the presumption that the student is not enjoying, or has not enjoyed, an unfair advantage over other students in the production of the work in question. Thus, an academic impropriety is any action by a student that either actually undermines, or could reasonably be interpreted as undermining, the validity of the basic presumption. All academic improprieties are hereby officially forbidden. Academic improprieties may or may not involve dishonesty. Accordingly, the claim or determination that a student has engaged in academically improper behavior does not always require the claim or determination that the student acted dishonestly. There are two kinds of academic improprieties: academic irregularities and academic dishonesties. Each kind is defined below.

All academic improprieties, whether irregularities or dishonesties, require appropriate
academic action by the faculty member in whose course the impropriety takes place. Academic action is defined below. Academic dishonesties require, in addition, appropriate disciplinary action by the Dean of Students.

1. **Academic Irregularities**

An academic irregularity is any form of academic impropriety whose commission by a student does not by itself imply an dishonest motive or intent on the part of the student and which either is expressly described in this document or is both described and prohibited by the course instructor in a syllabus or other announcement.

Although academically irregular behavior does not necessarily involve dishonesty on the part of the student, it does not preclude it either. Thus, an instance of academic irregularity may subsequently be determined to be also an instance of academic dishonesty.

The following actions, unless specifically authorized by the course’s instructor are academic irregularities:

a. During an examination, test, or quiz:
   (i) Failure or refusal to follow the instructor’s instructions concerning seating arrangements of rearrangements during the examination, test, or quiz period.
   (ii) Failure or refusal to follow the instructor’s instructions concerning the distribution of the examination, test or quiz.
   (iii) Failure or refusal to stop working on the examination, test or quiz at the end of the examination, test, or quiz period.
   (iv) Communicating in any way, shape, or form with any person other than the course instructor.
   (v) Looking at or in the direction of another person’s examination, test, or answer sheet.
   (vi) Looking at or manipulating books, notebooks, papers, notes, cards, etc., that are not part of the examination, test, or quiz material.
   (vii) Looking at or manipulating any written or symbolized material that is not part of the examination, test, or quiz materials.
   (viii) Looking at or manipulating radios, tape or cassette players, calculators, or other devices not required or authorized for use during the examination, test, or quiz.

b. On all external assignments for course credit (including term papers, research papers, take-home examinations or tests, exercises, independent lab work, etc.):
   (i) Failure to turn in the assignment on the day and time it is due.
   (ii) Failure to acknowledge the incorporation of another person’s work into one’s own, including the failure to improperly identify, as such, material that is being paraphrased or quoted.
   (iii) Failure to document properly all works consulted, paraphrased, or quoted.
   (iv) Submitting the same work for more than one course, unless authorized to do so by the instructors of all the courses in question.
   (v) Submitting work previously submitted by another student in an earlier semester, provided that the instructor has retained a copy of the original submission.
   (vi) Submitting under one’s name a research or term paper bought through the mail from “paper mills,” provided that the instructor has a copy of the original work.
This list of examples is not meant to be all-inclusive, but is presented for guidance in defining acts of academic irregularity which, if they are found to have occurred, require academic action by the faculty in whose course they occurred.

2. Academic Dishonesties

An academic dishonesty is any form of academic impropriety whose commission by a student involves a dishonest motive or intent. The following actions are examples of academic dishonesty:

a. Cheating on examinations, tests, or quizzes.

b. Copying from another student’s examination, test, or quiz.

c. Using unauthorized materials during an examination, test, or quiz.

d. Unauthorized collaboration with another person during an examination, test, or quiz.

e. Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the contents of, or information about, an unreleased examination, test, or quiz.

f. Bribing another person to obtain a copy of, or information about, an unreleased examination, test, or quiz.

g. Bribing or allowing another person to substitute for oneself to take an examination, test, or quiz.

h. Plagiarism, which shall mean the appropriation of another person’s work, with or without that person’s consent, and the unacknowledged incorporation of that work into one’s own work offered for credit.

i. Collusion, which shall mean the unauthorized collaboration with any other person in preparing work offered for credit.

This list of examples is not meant to be all-inclusive, but is presented for guidance in defining acts of academic dishonesty, which, if they are found to have occurred, require academic action, by the faculty in whose course they occurred.

D. Academic Action

An academic action is any action undertaken by faculty to prevent the continuation of a student’s academically improper behavior or to offset, through an adjustment in the evaluation of the student’s course performance, any possible advantage that might otherwise accrue to the student as a result of his or her academically improper behavior.

When it is determined that an academic impropriety has occurred, the faculty member teaching the course in which it occurred may make an appropriate adjustment to the student’s grade.

The following are examples of academic actions intended either to prevent the continuation of an impropriety or to offset the advantage gained through an impropriety:

1. Verbal warning to the student that he or she is acting improperly.

2. Instructing the student to move to another seat or desk.

3. Collecting or voiding the student’s examination, test, or quiz, with or without the opportunity for a make-up. If a make-up is granted, it may include a grade reduction to offset the advantage the student gains from having additional time to study for the examination.

4. Adjusting the grade in an examination to offset the advantage gained by the student by continuing to work on the examination after the examination period has ended.

5. Adjusting the grade in an assignment to offset the advantage gained by the student by submitting the assignment late.

6. Giving a failing grade to, or granting no credit for, the work submitted.

7. Giving the student an F for the course.
This list of examples is not meant to be all-inclusive, but is presented for giving guidance relative to appropriate academic action.

E. Procedures and Appeals for Academic Actions

An academic action that does not involve a grade adjustment is not subject to appeal. Nonetheless, at the earliest opportune moment, the instructor should communicate the rationale for such an action to the student or students affected by it.

Whenever an academic action involves a grade adjustment, the instructor shall communicate to the student the nature of the impropriety and the intended academic action and shall provide the student with the opportunity to be heard. If, after reviewing the situation with the student, the instructor determines that an academic action is required, he or she shall so notify the student. The instructor shall keep a record of the nature of the impropriety, of the time and date of its occurrence and, if applicable, of any relevant evidence. The instructor shall also keep a record of the academic action taken and of its rationale. When the impropriety is an irregularity, but the faculty member has reasons to believe that it also constitutes an attempt by the student to improve his or her grade or course standing by dishonest means, the faculty member may file a complaint with the Dean of Students. Investigation of the complaint, in accord with the provisions of Washburn’s Student Conduct Code, may or may not result in a disciplinary sanction imposed on the student by the Dean of Students or by the Appeals Board. In no case, however, is the academic action for the irregularity dependent on the outcome of the disciplinary investigation. If the investigation results in a finding of dishonesty, the faculty member may take additional academic action to supplement the original one.

When the instructor believes an academically dishonest action has occurred, but the action is not an instance of academic irregularity, the instructor should file a complaint with the Dean of Students. The instructor cannot take academic action unless a complaint is filed and the investigation the complaint leads to a determination of dishonesty or guilt.

A student who believes that an academic action is unjustified or excessive may request mediation first by the department chair or area head and then by the Dean of the College or School. In both cases, mediator serves as an advisor only; and the student has no further recourse unless the action the demonstrably affects the course grade earned. The dissatisfied student, in accord with the established procedure for contesting course grades, may petition the Vice President for Academic Affairs to convene and chair a committee for the final determination of the matter.

F. Procedures and Appeals for Disciplinary Actions

Disciplinary action necessitated by academically dishonest behavior is imposed either by the Dean of Students or by the Appeals Board. It is not imposed by the instructor in whose course the dishonest behavior took place.

The procedures and appeals for disciplinary actions are covered in the University’s Student Conduct Code.
I. ALCOHOL AND DRUG POLICY

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

Washburn University prohibits the unlawful use, consumption, possession, or distribution of alcohol or controlled substances by students, employees or other persons on campus or on any property owned or controlled by the University or as any part of University activities.

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

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

Summary of State and Federal Laws Concerning Alcohol and Other Drugs

Federal, state and local laws provide severe penalties for the unlawful possession, use, or distribution of illicit drugs and/or alcohol.

Under Kansas State statutes:

- Possession of alcoholic liquor/cereal malt beverage by a person 18 to 20 years of age is a Class C Misdemeanor, punishable by confinement up to one month and/or a minimum fine of $200. The person also may be ordered to submit to a State approved rehabilitation /educational awareness program and/or perform 40 hours of community service. The State will suspend the driving privileges of the offender for 30 days.

- Furnishing alcoholic beverages/cereal malt beverage to a minor may lead to imprisonment up to 7 months and/or a minimum fine of $200.

- Possession of certain controlled substances may be punishable on a first offense with imprisonment of up to 12 months and/or a fine of up to $100,000.

- Possession with intent to sell narcotics may lead, on a first conviction, to imprisonment of up to 51 months and/or a fine up to $300,000. Personal and real property used in connection with drug trafficking may be seized.

Under federal law:

- Simple possession of controlled substances, other than for possession of a controlled substance with a mixture or substance with a cocaine base, is punishable on a first offense by one year in prison and/or a fine up to $100,000 (minimum fine, $1,000).

- A first conviction for distribution of narcotics or controlled substances to a person under 21 years of age may result in a sentence of 20 years to life in prison and/or a fine up to $8,000,000.

- The distribution and/or manufacture of narcotics or controlled substances in or near
schools, colleges, playgrounds, community centers, public swimming pools, and video arcades is also punishable by imprisonment from 20 years to life and/or a fine up to $8,000,000.

**Enforcement**

As required by law, University officials will forward to the appropriate law enforcement authorities any knowledge they have about suspected violations of laws relating to alcohol and other drugs.

*Faculty and Staff – sanctions*

The *Washburn Policies, Regulations and Procedures Manual* states that employees who violate the University’s prohibitions on the use of alcohol and/or other drugs will be subject to disciplinary action, which may result in temporary suspension of employment without pay or permanent termination of employment with the University.

*Students – sanctions*

As prescribed in the *Student Conduct Code*, students who are found to be in violation of the University’s policies on the use of alcohol and/or other drugs may be subject to disciplinary sanctions. These sanctions may include suspension from the University for a stated period of time or expulsion from the University with no possibility of return. The University also reserves the right to notify the parents of students under the age of 21 who have violated the University’s alcohol and other drug policies.

**Local and On-campus Referral Information**

*On Campus*

Alcohol and other drug awareness information is available through Student Health Services, Counseling Services, the Office of Student Life, the Alcohol and Drug Abuse Program in the School of Applied and Continuing Education, and the University Police Department. Staff members of Counseling Services are available for students and employees to talk about possible substance abuse problems and to make appropriate referrals. In addition, a list of drug counseling and rehabilitation programs in the Topeka/Shawnee County area is available from the Washburn Human Resources Office and Counseling Services.

*Counseling Services* - (Morgan Hall 123, 670-1450). Counselors provide initial assessment and referral resources if needed and a post-alcohol treatment (if done) update/follow up. Counseling Services will also provide similar assistance to Washburn faculty and staff.

*Student Health Services* - (Morgan Hall 170, 670-1470) - Personnel are prepared to provide initial evaluation, referral and emergency medical support.

*University Police Department* - (Morgan Hall 156, 670-1153) - University Police Department provides emergency assistance and maintains a 24-hour phone line.

**Off Campus**

**DCCCA - Women’s Recovery Center**

Contact: First Step at Lakeview

3015 W. 31st St.

Lawrence, KS 66614

(785) 843-9262

225 SW 12th Street

Topeka, KS 66612

354-7927; evening: 234-3300

**Alcoholics Anonymous**

Help Line: (785) 235-2226

Website: www.AATopeka.org

**Center for Safety and Empowerment**

YWCA
HEALTH EFFECTS OF ALCOHOL AND OTHER DRUGS

Alcohol
Alcohol is “legal,” but it is a drug just the same. Alcohol kills more people and causes more diseases and social problems than all the other drugs put together.

Drinking can cause addiction, and it doesn’t matter who you are or what you do for a living. Long-term, heavy drinking is linked to a range of health problems, including heart and liver disease, cancer, ulcers, pancreatitis, and stroke. On average, alcoholics’ lives are shortened by 12 years because of drinking.

Drinking is of special concern for pregnant women. Women who drink alcohol during pregnancy may give birth to infants with physical deformities, brain damage, and mental retardation. Collectively, these symptoms are known as Fetal Alcohol Syndrome (FAS); and they are irreversible. If you are pregnant or nursing, do not drink or use drugs.

Other Possible Effects: high blood pressure; increased susceptibility to infection; impotence; diarrhea; enlarged heart; brain atrophy; deficits in problem solving, abstract thinking and difficult memory tasks; links to violence and aggression; accidental death and injury; dementia; blackouts; seizures; memory loss; hallucinations; nausea; and headaches.

Stimulants or Amphetamines
(Dexedrine, Methamphetamine or “Crystal,” “Crank,” and “Speed”) This is a group of drugs that increases alertness and physical activity. Amphetamines increase heart and breathing rates and blood pressure, dilate pupils and decrease appetite. A user can experience insomnia, loss of appetite, sweating, dry mouth, blurred vision, and dizziness. In addition to the physical effects, users feel restless, anxious and moody, become excitable and have a false sense of power and security. People who use large amounts of the drug experience amphetamine psychosis — they have auditory, visual and tactile hallucinations, feel intensely paranoid/suspicious, have irrational thoughts and beliefs (delusions), and are mentally confused. Amphetamine overdose can also cause cardiac arrhythmias, headaches, convulsions, hypertension, rapid heart rate, coma and death. Amphetamines are psychologically and physically addictive.

Other Stimulants (ADHD Drugs)
Methylphenidate (brand names Ritalin, Concerta and Methylin) is widely prescribed to treat
Attention Deficit Hyperactivity Disorder (ADHD). Because it is prescribed for so many children, there is a general impression that it is not dangerous. Like the amphetamines, methylphenidate will increase alertness and a sense of well-being in those using it for purposes other than treatment of ADHD. Up to 7% of college students report using stimulants such as Ritalin to help power them through term papers, study sessions and exams. People have a sensation that they are performing better in school, though overall grades of users are lower than those of non-users. Use of excessive amounts can cause anxiety, mania, agitation and even psychotic symptoms. These positive effects are short-lived, however, and are followed by rebound fatigue and depression. Worsening this cycle is users’ development of tolerance for the drug, which causes them to require increasing doses to achieve the same effects. Users can develop severe depression and even suicidality.

Adderall, an amphetamine preparation, and dextroamphetamine (Dexedrine or Dextrostat) are also prescribed for ADHD and widely abused by students, and their physical and psychological effects are similar to those of methylphenidate.

Nicotine
Nicotine is the active chemical found in tobacco. Its chief hazards are cancer of the lungs, larynx and mouth. Exposure to second-hand smoke also increases these health risks, even for a non-smoker. Nicotine is a highly addictive stimulant. It contributes to approximately 340,000 American deaths annually.

Caffeine
Caffeine is the most commonly used mind-altering drug in the world. Over the past few years, Americans’ use of coffee and other caffeine-containing beverages (including pop and “energy” drinks) has risen steeply. 80-90% of adults use caffeine regularly, with an average dose of 280 mg (equivalent to almost 3 cups of coffee or over ½ gallon of Pepsi) daily. 70% of soft drinks contain caffeine. Chocolate, especially dark chocolate, can deliver significant doses of theobromine, a caffeine-like chemical. Caffeine is also the active ingredient in many weight loss and sports performance products, and a significant component of headache and menstrual cramp remedies.

Caffeine can initially cause elevation of mood or energy; larger doses in those not accustomed to it can cause anxiety, restlessness, shaking, upset stomach and heart racing. People who regularly use caffeine become less sensitive to its effects and will require higher doses to achieve the same effect.

Regular caffeine users also develop withdrawal symptoms (including fatigue, headache, irritability) when they do not get their daily caffeine. Note that some of the “mood elevating” effects of caffeine for regular users consist of relief of early withdrawal symptoms.

Some medical problems, chiefly anxiety, problems sleeping, and heartburn, are worsened by caffeine use. People with these problems should minimize caffeine use. Those prone to migraines should also minimize caffeine use.

Cocaine/Crack
Cocaine is an extremely addictive stimulant. The intense euphoria is short-lived and prompts users to use again and again. Physical effects of cocaine/crack use include sudden increases in blood pressure, heart rate, respiration and body temperature. Continued use produces insomnia, hyperactivity, anxiousness, agitation and malnutrition. Overdoses can be lethal.

Anabolic Steroids
Steroids are lab-made versions of the male sex hormone, testosterone. Side effects include
liver and kidney dysfunction, high blood pressure, heart disease, degeneration of the testicles, premature baldness, and acne. Abnormal aggression, mood swings and psychiatric symptoms are linked to steroid use.

**Hallucinogens**

(*LSD, PCP, DMT, Mescaline and Psilocybin*). Hallucinogens are a group of drugs that are very unpredictable. “Bad trips” are not uncommon, and the user may experience morbid hallucinations and feel panicked, confused, paranoid, and out of control. The heightened suggestibility and intensified emotions that hallucinogens create worsen any pre-existing emotional problems. Physical effects of hallucinogen use include: dilated pupils; sweating; insomnia; loss of appetite; tremors; and increased body temperature, heart rate and blood pressure.

**Narcotics**

(*Opium, Morphine, Codeine, Heroin*). Narcotics are used medically to relieve pain. Narcotics are also used inappropriately for their mood-altering effects and are both physically and psychologically addictive. Medical problems associated with narcotic abuse include infection of the heart valves, skin abscesses, congested lungs, liver disease, tetanus, anemia and pneumonia. Death can occur from overdose.

**Sedatives/Barbiturates**

(*Valium, Librium, Xanax, Quaaludes*). Sedatives have appropriate medical uses, but are also drugs of abuse. They cause slurred speech, disorientation and “drunken-like” behavior. They are physically and psychologically addictive. Withdrawal symptoms include anxiety, insomnia, tremors, delirium, convulsions, and possible death.

**Marijuana**

Marijuana has over 400 different chemical compounds and contains even more cancer-causing agents than are found in tobacco. Even low doses interfere with coordination, perception of time passage, reasoning and judgment, all of which make driving under its influence extremely dangerous. Marijuana use causes short-term memory loss, decreases sperm and testosterone production in men, and may disrupt the menstrual cycle and cause miscarriage and stillbirth in women.

---

**II. ANNUAL CAMPUS SECURITY REPORT (CLERY ACT)**

This is the 2010 Campus Security Report for Washburn University. The following policies, procedures, statistics and prevention programs are intended to increase the students’ and employees’ knowledge of crime prevention at the University and to provide information on the incidences of reported crimes and certain arrests on University controlled property and in areas contiguous to the campus. Crime statistics are reported for the 2008, 2009 and 2010 calendar years. This report addresses requirements of the “Jeanne Clery Disclosure of Campus Security Policy & Campus Crime Statistics Act” (*Clery Act*), codified at 20 U.S.C.1092(f) and the requirements of the Higher Education Opportunity Act.

Washburn University is a public university located within the City of Topeka. As the University’s campus is publicly owned property, members of the general public, subject to restrictions imposed by the University’s Facilities Use Policy, have access to the campus. Access to residential living units on the campus is restricted to residents and their guests.

**University Police Department**

Law enforcement authority for the University’s campus rests with the University Police Department and the City of Topeka Police Department. The University employs 15 full-time and 7 part-time police officers certified by the State of Kansas, and 1 campus resource officer. The Washburn Police and the Topeka Police Departments have joint jurisdiction on
campus, and both agencies can take crime reports and investigate accidents occurring on campus, including motor vehicle accidents.

Washburn University Police are the primary contact agency for criminal activity occurring on campus. The WU Police may request assistance from, and will work in close cooperation with, the Topeka Police Department in the investigation of campus crime. Washburn University Police are charged with the enforcement of criminal violations, city ordinances violations, and parking enforcement on campus.

The University’s police personnel cooperate fully and maintain a working relation with city, county, state and federal law enforcement agencies. This relationship includes communication among the agencies in reference to certain reported crimes and of certain arrests, as required by the Clery Act (*The Jeanne Clery Disclosure of Campus Security Policy & Campus Crime Statistic Act*). The University reports all incidents of alleged criminal activities, which occur on University property, to the Kansas Bureau of Investigation. The Washburn Police Department maintains a 24-hour, 365-day watch over the University facilities. The 24-hour police dispatcher can be contacted by phone at 670-1153 (or campus extension 1153.)

**Reporting of Crime and Safety violations**

Statistics on the incidents of reported crimes, defined as reports of certain criminal offenses reported to the University’s police personnel or the Topeka Police Department, and of certain arrests occurring on the University’s campus, or on or in property owned or controlled by a recognized student organization, are gathered on a monthly basis and posted in a conspicuous location in each major academic building and residence hall. This information is also shared with the *Washburn Review*, the student newspaper. The reported crimes have the generally understood meaning for the offense described; however, for the offense of “burglary” under the Uniform Crime Reporting guidelines administered by the Federal Bureau of Investigation, the theft of articles from a motor vehicle, whether locked or unlocked, is classified as larceny or theft.

Along with the monthly statistical report, a general analysis of locations and types of reported crimes is provided. Washburn University provides timely warnings to the campus community on crimes that are considered by the Institution to be a threat to students and employees. The Washburn University Police will review all crimes and criminal activity and make a determination of what warnings will be provided to the campus community. The timely warnings will be posted on the Washburn University Police Department’s Web site and may be sent via campus-wide E-mail, telephone, and/or text distribution.

**Campus Police Authority/Services:**

- Criminal arrests and administrative sanctions referrals
- Safety escorts
- Crime prevention
- Provide crime awareness/prevention seminars
- Post and explain crime reports
- Work in cooperation with students, faculty and staff to make Washburn a safe learning, working, and living environment.

**Residential Living**

The residence halls and the apartment-style housing units are staffed by Resident Assistants (RAs), upper-class students who are well trained and responsible for community development.

RAs serve as advisors, programmers, and leaders. The Assistant Directors of Residential
Living supervise the RAs. The Director of Residential Living oversees all student staff positions. RAs are “on duty” weeknights from 5:00pm to 8:00am the following day and 24 hours on weekends. They secure the buildings beginning at 11:00pm each night.

Residents can make certain their living environment stays safe by locking their doors and reporting any suspicious person(s) or crime(s) to the University Police and/or their RA. At the start of the semester residents are informed of fire hazards and emergency protocol in case of a fire, tornado, or other event.

Washburn Residential Council (WRC) is the programming board for the residence halls. They coordinate social activities as well as informational presentations on various awareness programs.

**Counseling Services**

Counseling Services will periodically schedule programs and information sessions related to safety/behavioral issues. Counselors will conduct assessments and will make referrals to other agencies, if necessary. When making referrals, the counseling staff will request an update/follow up of the student’s situation.

**Health Services**

Health Services personnel will work with victims by assessing the situation and making referrals, if necessary. If any crime is discovered, Health Services personnel will report the situation to the appropriate authorities as required by law. Please note that sexual assaults require specialized evidence collection that can only be performed at a hospital.

**Security Features of the Campus**

A Safety Committee, comprised of University students, faculty and staff, works closely with the University Police Department in making recommendations for improvement. This committee conducts two security walks during the academic year. The group conducts these during the evening hours, looking at lighting, landscaping, parking, etc.

Thirteen (13) emergency telephones are located throughout the Washburn campus. They are mounted on stainless steel towers, have a blue light on the tower and are marked, “EMERGENCY.”

**III. POLICY ON SEX OFFENSES**

*Required under the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act).*

**Purpose:** The purpose of this policy is to assist University compliance with the requirement of the Clery Act, as amended, by providing a policy statement containing the University’s policies and procedures pertaining to the following: prevention of sex offenses, reporting of alleged sex offenses, and the University’s disciplinary code in the event of an alleged sex offense.

**Policy:** It is the policy of Washburn University to have staff and services in place to assist students in reducing the risk of sex offenses by providing various programs for students to raise awareness of rape, acquaintance rape and other sex offenses as well as to take such disciplinary action as is appropriate under University policies to sanction the offender. Information concerning services and programs may be obtained in the Counseling and Testing Office, Morgan 122.

**Definition of “Sex Offense”:** For purposes of this policy and compliance with the Clery Act, as amended, the term “sex offense” means the offenses defined in Article 35, Chapter 21 of the Kansas Statutes Annotated (K.S.A. 21-3501 et seq.) and the FBI's National Incident-Based Reporting System (NIBRS), including: rape, sodomy, sexual assault with an object, forcible fondling, incest and unlawful voluntary sexual relations (statutory rape).
Procedure – 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’s campus, as defined by the Clery Act, may notify the University’s police personnel who shall contact the alleged victim(s) to determine (1) whether the victim wishes to pursue disciplinary action available to him or her, under the University’s Student Conduct Code or other University policy; and/or (2) if the victim of the alleged offense wishes to file a criminal complaint. The University police shall conduct a criminal investigation of, or jointly investigate with the Topeka Police Department, any sex offense involving a Washburn student. 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.

Disciplinary Proceedings: Under the provisions of the Clery Act, as amended, it is the policy of the University that both the accuser and the accused are entitled to have others present at any stage during the disciplinary proceeding involving any case of alleged sexual assault. However, the right to have others present at any stage during the disciplinary proceeding is limited to having the other(s) serve in an advisory capacity to the accuser or the accused. University-imposed sanctions may include, but are not limited to, expulsion, suspension or probation.

Disciplinary Proceedings – Outcomes: As provided by the Clery Act, as amended, both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding brought, alleging a sexual assault.

Notification – Options Regarding Law Enforcement: Students have the option, in any or all instances in which an alleged sexual offense has occurred, to notify the University Police Department and the Topeka Police Department.

Changes in Academic or Living Situations Following an Alleged Sexual Assault: It is the policy of the University that, whenever possible, it shall accommodate a student in making changes in academic and/or living situations in University-controlled housing following an alleged sexual assault against him/her, if requested.

University Police Department Will:
1) Respond to reports of rape/sexual assault occurring on campus.
2) Secure the crime scene until the arrival of the investigating officer.
3) Investigate the crime in its entirety.
4) Notify the assault victim’s family or friends, upon request of the victim.
5) Provide information about counseling services.

Counseling and Other Services for Victims of Alleged Sexual Assault:

<table>
<thead>
<tr>
<th>WASHBURN UNIVERSITY</th>
<th>TOPEKA:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Counseling Services 670-1450</td>
<td>YWCA Center for Safety &amp; Empowerment</td>
</tr>
<tr>
<td>University Police Department 670-1153</td>
<td>Sexual Assault Service</td>
</tr>
<tr>
<td>Student Health Services 670-1470</td>
<td>Information: 234-3300</td>
</tr>
<tr>
<td>Office of Student Life 670-2100</td>
<td>Topeka Police Department</td>
</tr>
<tr>
<td></td>
<td>Emergency: 911</td>
</tr>
<tr>
<td></td>
<td>St. Francis Hospital and Medical</td>
</tr>
</tbody>
</table>
Programs Available

- Rape/sexual assault awareness workshops provided by the YWCA Battered Women Task Force
- Rape/sexual assault awareness campus/classroom guest lectures/programs sponsored by Washburn University

Resources Available through Washburn University’s Counseling Services

- Counseling referral services
- Programs, videos, literature
- www.washburn.edu/counseling

Safety Tips

Protecting Yourself from Assault

There are no guarantees against becoming a victim. Assailants select their victims based upon the assailant’s desires—they seek an opportunity. The following are suggestions that will help to reduce the opportunity and make you less vulnerable.

1. Know the environment:
   - Emergency phones.
   - University Police emergency number (1153).
   - Topeka Police emergency number (911).
   - Stay in lighted areas.
   - Know where you can go for help if you need it.

2. Reduce the time you spend alone:
   - Walk with a friend.
   - Lock the doors to your room or apartment.
   - Lock car doors.
   - When out at night, go in pairs or groups or call for an escort.

3. Plan what you will do if confronted by a potential assailant:
   - Will you scream, run, fight, or try to gain the assailant’s confidence? Only you can make the decision should you find yourself in a situation.
   - Attend seminars, which will better inform you of your options.
   - Ask questions.

Safety Tips - Home and Residence Hall

- Lock doors and windows, even if you are just going down the hall for a few
minutes.
• Do not allow people you do not know to follow you into the residential portion/section of the residence halls.
• Do not answer the door for anyone you do not know.
• Do not prop open any doors.
• In over half of all reported rapes, women know their attackers. Be wary of bringing casual acquaintances into your living space.
• Take care of your keys; do not give anyone the opportunity to duplicate them.
• If you lose your keys, report it immediately.

Telephone Tips
• List only first initials and last name in directories.
• Be suspicious of surveys or wrong number calls, and do not divulge your name and address.
• Hang up immediately on obscene phone callers.
• Never reveal that you are home alone.

Computer Tips
• Keep logins and passwords confidential. DO NOT LEND THEM TO ANYONE!!
• Avoid giving personal information out over the Internet.
• An increasing number of stalkers and rapists “meet” their future victims in “chat rooms”. BE VERY CAUTIOUS OF THESE INTERACTIONS!

Safety While Driving
• Lock your doors and close the windows when leaving your car, whether it is for a few minutes or several hours.
• Park in well-lit areas and try not to walk alone in parking areas at night.
• Store valuables out of sight by placing them in the trunk before leaving for/reaching your destination.
• Always make sure your vehicle is tuned up before trips.
• Always pack a survival bag. Pack the appropriate items for the time of year.
• If your car breaks down in an isolated area, raise the hood. Stay in the locked car. If someone stops to help, ask him/her to make a phone call for you. Sound the horn if threatened.
• Never pick up hitchhikers.

If Someone Tries to Assault You
• Stay as calm as possible. Think rationally and evaluate your resources and options.
• Try to get an accurate description of an assailant’s appearance, what was said, or anything else that would assist authorities.
• If you are robbed, threatened or raped on campus, call University Police immediately. You may save someone else from becoming a victim. If the incident occurs off campus, call the Topeka Police Department (TPD) first; then, notify the University Police after filing a report with the TPD.
• Help is available to assist you in dealing with the trauma that any assault can cause.

Off-Campus Living
Apartment complexes, townhouse/condominium communities and other multi-family dwellings pose unique security problems. Because of the temporary nature of many residents of rent/lease property, you need to make an extra effort to be aware of your surroundings. All the good crime prevention tips taught to participants in Neighborhood Watch also apply to those living in apartment communities.

Often apartment complexes have problems with auto thefts and burglaries. There are several measures that you can take to prevent this from happening to you:
• Always lock your vehicle. Do not leave valuables in sight.
• Always remove your key from the vehicle, and never hide a key. The thief knows
all the places to look.

• Consider an alarm for luxury or expensive vehicles, and park as close to your apartment/dwelling as possible.

**Good Security Habits**

• Re-key locks when moving into a previously rented residence or after keys have been lost or stolen.
• Deadbolt locks should be on all exterior doors.
• Install locks or protective devices on windows.
• Make sure shrubbery is trimmed away from entryways and windows.
• Light all entryways, all night long!
• Use Operation ID or a similar program to protect your property.
• Always schedule home maintenance repairs with reputable companies at a time when you can be at home and during the daylight hours.

**Protecting Yourself from Crime**

There are no guarantees against becoming a victim. Most criminals take advantage of the situation at hand. If they are faced with obstacles and a risk of getting caught, they will most likely be deterred. In other words, criminals look for the most opportune moment to commit the crime. The following are some suggestions that may help keep you from being a victim.

1. Know your environment:
   • Help phone locations.
   • Poorly lighted areas.
   • “Trouble” areas.
2. Have safe, unpredictable habits:
   • Walk in groups.
   • Keep your doors and windows locked.
   • Keep all of your belongings in a safe location.
3. Know what to do if something does happen:
   • University Police number (1153).
   • Topeka Police number (911).
   • Attend seminars and classes dealing with prevention and self-defense tips.

Colleges and universities are unique settings and are not exempt from crime. The campus community also has the obligation of helping the law enforcement agency in fighting crime. By being alert, looking out for others, and reporting incidents to the Police, everyone will help make your campus a safe, fun place to live, learn, work, and visit.

**If a Crime Does Occur Off Campus**

• Call Topeka Police immediately. A five-minute delay means that the chance of catching the criminal drops by two-thirds.
• It pays to prosecute.
• Being a witness in court is not as much trouble as you may think. Programs are available to help victims and witnesses with transportation, day care services and scheduling of cases.
• In areas adjacent to the University, the Topeka Police and the Washburn Police provide law enforcement and crime prevention services.

**IV. 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/ro.shtml.
V. CRIME STATISTICS

Definitions Used in Compiling Crime Statistics

**Aggravated Assault:** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

**Arson:** Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another.

**Burglary:** The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes the following: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

**Drug Abuse Violations:** Violations of state and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include the following: opium or cocaine and their derivatives (morphine, heroin, codeine); marijuana; synthetic narcotics (demerol, methadones); and dangerous non-narcotic drugs (barbiturates, benzedrine).

**Hate Crimes:** A hate crime, also known as bias crime, is a criminal offense committed against a person, property or society that is motivated, in whole or in part, by the offender’s bias against a race, religion, ethnic/national origin group or sexual orientation group.

**Larceny–Theft:** Larceny-theft is the unlawful taking, carrying, leading or riding away of property from the possession or constructive possession of another. It includes crimes such as shoplifting, pocket picking, purse snatching, thefts of motor vehicle parts and accessories, bicycle thefts, etc., in which no use of force, violence or fraud occurs.

**Liquor Law Violations:** The violation of laws or ordinances prohibiting the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor or cereal malt beverage; maintaining unlawful drinking places; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned.

**Motor Vehicle Theft:** The theft or attempted theft of a motor vehicle. A motor vehicle is self-propelled and runs on the surface and not on rails. (Classified as motor vehicle theft: all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned – including joyriding.)

**Murder and Non-Negligent Manslaughter:** The willful (non-negligent) killing of one human by another.

**Negligent Manslaughter:** The killing of another person through gross negligence.

**Robbery:** The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

**Sex Offenses – Forcible:** Any sexual act directed against another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent.

**Forcible fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

**Forcible rape:** The carnal knowledge of a person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity (or...
because of his/her youth).

**Forcible sodomy**: Oral or anal sexual intercourse with another person, forcibly and/or against that person’s will; or not forcibly against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

**Sexual assault with an object**: The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.

**Sex Offenses – Non-forcible**: Unlawful, non-forcible sexual intercourse.

- **Incest**: Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape**: Non-forcible sexual intercourse with a person who is under the statutory age of consent.

**Simple Assault**: Assaults and attempted assaults where no weapon is used and which do not result in serious or aggravated injury to the victim.

**Weapons Possession**: The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as the following: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

**CRIME STATISTICS**

The following statistics, provided in compliance with the Clery Act, are for your information. The 2010 statistics include Washburn Institute of Technology (WIT), now affiliated with Washburn University. If you have any questions, please contact the University Police Department, 670-1153.

**CRIMINAL OFFENSES – ON-CAMPUS**

<table>
<thead>
<tr>
<th>OFFENSE</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder/Non-negligent manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Negligent manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Forcible sex offenses (including forcible rape)</td>
<td>0</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Non-forcible sex offenses</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>14</td>
<td>17</td>
<td>5</td>
</tr>
<tr>
<td>Motor vehicle theft</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Arson</td>
<td>5</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Any other crime involving bodily injury</td>
<td>1</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>Fire</td>
<td>-</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**CRIMINAL OFFENSES – ON-CAMPUS**

(RESIDENCE HALLS)

<table>
<thead>
<tr>
<th>OFFENSE</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder/Non-negligent manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Negligent Manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Forcible sex offenses (including forcible rape)</td>
<td>0</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Non-forcible sex offenses</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>9</td>
<td>9</td>
<td>2</td>
</tr>
</tbody>
</table>
Motor vehicle theft | 0 | 0 | 0
Arson | 5 | 0 | 0
Any other crime involving bodily injury | 0 | 2 | 0
Fire | - | 0 | 0

**CRIMINAL OFFENSES – NON-CAMPUS**

<table>
<thead>
<tr>
<th>OFFENSE</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder/Non-negligent manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Negligent manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Forcible sex offenses (including forcible rape)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Nonforcible sex offenses</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Motor vehicle theft</td>
<td>2</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Any other crime involving bodily injury</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Fire</td>
<td>-</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**CRIMINAL OFFENSES - PUBLIC PROPERTY**

<table>
<thead>
<tr>
<th>OFFENSE</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder/Non-negligent manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Negligent manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Forcible sex offenses (including forcible rape)</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Nonforcible sex offenses</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Motor vehicle theft</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Any other crime involving bodily injury</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Fire</td>
<td>-</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**ARRESTS – ON-CAMPUS**

<table>
<thead>
<tr>
<th>OFFENSE</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liquor law violations</td>
<td>18</td>
<td>9</td>
<td>11</td>
</tr>
<tr>
<td>Drug law violations</td>
<td>5</td>
<td>4</td>
<td>6</td>
</tr>
<tr>
<td>Illegal weapons possessions</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**ARRESTS – ON-CAMPUS RESIDENCE HALLS**

<table>
<thead>
<tr>
<th>OFFENSE</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liquor law violations</td>
<td>12</td>
<td>3</td>
<td>7</td>
</tr>
<tr>
<td>Drug law violations</td>
<td>4</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Illegal weapons possessions</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**ARRESTS - PUBLIC PROPERTY**

<table>
<thead>
<tr>
<th>OFFENSE</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liquor law violations</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Drug law violations</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Illegal weapons possessions</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**ARRESTS – NON-CAMPUS**

<table>
<thead>
<tr>
<th>OFFENSE</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liquor law violations</td>
<td>0</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>Drug law violations</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>
Illegal weapons possessions | 0 | 0 | 0

**DISCIPLINARY ACTIONS/JUDICIAL REFERRALS**

(ON-CAMPUS)

<table>
<thead>
<tr>
<th>OFFENSE</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liquor-law violations</td>
<td>58</td>
<td>44</td>
<td>32</td>
</tr>
<tr>
<td>Drug law violations</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Illegal weapons possessions</td>
<td>1</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>

**DISCIPLINARY ACTIONS/JUDICIAL REFERRALS (ON-CAMPUS RESIDENCE HALLS)**

<table>
<thead>
<tr>
<th>OFFENSE</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liquor-law violations</td>
<td>50</td>
<td>40</td>
<td>28</td>
</tr>
<tr>
<td>Drug law violations</td>
<td>1</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Illegal weapons possessions</td>
<td>1</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**DISCIPLINARY ACTIONS/JUDICIAL REFERRALS**

(NON-CAMPUS)

<table>
<thead>
<tr>
<th>OFFENSE</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liquor law violations</td>
<td>0</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Drug law violations</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Illegal weapons possessions</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**DISCIPLINARY ACTIONS/JUDICIAL REFERRALS**

(PUBLIC PROPERTY)

<table>
<thead>
<tr>
<th>OFFENSE</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liquor law violations</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Drug law violations</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Illegal weapons possessions</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**HATE OFFENSES (ON CAMPUS)**

<table>
<thead>
<tr>
<th>OFFENSE</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder/Non-negligent manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Negligent manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Forcible sex offenses (including forcible rape)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Non-forcible sex offenses</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Motor vehicle theft</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Criminal damage</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Any other crime involving bodily injury</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Theft</td>
<td>-</td>
<td>-</td>
<td>0</td>
</tr>
<tr>
<td>Intimidation</td>
<td>-</td>
<td>-</td>
<td>0</td>
</tr>
</tbody>
</table>

**HATE OFFENSES (ON CAMPUS RESIDENCE HALLS)**

<table>
<thead>
<tr>
<th>OFFENSE</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder/Non-negligent manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Negligent manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Forcible sex offenses (including forcible rape)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Non-forcible assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>OFFENSE</td>
<td>2008</td>
<td>2009</td>
<td>2010</td>
</tr>
<tr>
<td>---------------------------------------</td>
<td>------</td>
<td>------</td>
<td>------</td>
</tr>
<tr>
<td>Assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Motor vehicle theft</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Criminal damage</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Any other crime involving bodily injury</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Theft</td>
<td>-</td>
<td>-</td>
<td>0</td>
</tr>
<tr>
<td>Intimidation</td>
<td>-</td>
<td>-</td>
<td>0</td>
</tr>
</tbody>
</table>

**HATE OFFENSES (NON-CAMPUS)**

<table>
<thead>
<tr>
<th>OFFENSE</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder/Non-negligent manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Negligent manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Forcible sex offenses (including forcible rape)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Non-forcible assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Motor vehicle theft</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Criminal damage</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Any other crime involving bodily injury</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Theft</td>
<td>-</td>
<td>-</td>
<td>0</td>
</tr>
<tr>
<td>Intimidiation</td>
<td>-</td>
<td>-</td>
<td>0</td>
</tr>
</tbody>
</table>

**HATE OFFENSES (PUBLIC PROPERTY)**

<table>
<thead>
<tr>
<th>OFFENSE</th>
<th>2008</th>
<th>2009</th>
<th>2010</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder/Non-negligent manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Negligent manslaughter</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Forcible sex offenses (including forcible rape)</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>No-forcible assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Robbery</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Aggravated assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Assault</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Burglary</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Motor vehicle theft</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Criminal damage</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Any other crime involving bodily injury</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Theft</td>
<td>-</td>
<td>-</td>
<td>0</td>
</tr>
<tr>
<td>Intimidiation</td>
<td>-</td>
<td>-</td>
<td>0</td>
</tr>
</tbody>
</table>

**2009 FIRE ALARMS (ON-CAMPUS HOUSING)**

<table>
<thead>
<tr>
<th>OFFENSE</th>
<th>Incidents</th>
<th>Damage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accidental</td>
<td>6</td>
<td>0</td>
</tr>
<tr>
<td>Environmental (e.g., dust)</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Malicious/Vandalism</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Mechanical/Systems Operation</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td>Fire Incident w/ Damage</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Other (not classified)</td>
<td>6</td>
<td>0</td>
</tr>
</tbody>
</table>
### 2009 FIRE ALARMS (NON-RESIDENTIAL BUILDINGS)

<table>
<thead>
<tr>
<th>Offense</th>
<th>Incidents</th>
<th>Damage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accidental</td>
<td>6</td>
<td>0</td>
</tr>
<tr>
<td>Environmental (e.g., dust)</td>
<td>4</td>
<td>0</td>
</tr>
<tr>
<td>Malicious/Vandalism</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Mechanical/Systems Operation</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>Fire Incident with Damage</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Other (not classified)</td>
<td>1</td>
<td>0</td>
</tr>
</tbody>
</table>

### 2010 FIRE ALARMS (ON-CAMPUS HOUSING)

<table>
<thead>
<tr>
<th>Offense</th>
<th>Incidents</th>
<th>Damage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accidental</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td>Environmental (e.g., dust)</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td>Malicious/Vandalism</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Mechanical/Systems Operation</td>
<td>8</td>
<td>0</td>
</tr>
<tr>
<td>Fire Incident with Damage</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Other (not classified)</td>
<td>9</td>
<td>0</td>
</tr>
</tbody>
</table>

### 2010 FIRE ALARMS (NON-RESIDENTIAL)

<table>
<thead>
<tr>
<th>Offense</th>
<th>Incidents</th>
<th>Damage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accidental</td>
<td>8</td>
<td>0</td>
</tr>
<tr>
<td>Environmental (e.g., dust)</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>Malicious/Vandalism</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Mechanical/Systems Operation</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>Fire Incident with Damage</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Other (not classified)</td>
<td>7</td>
<td>0</td>
</tr>
</tbody>
</table>