

UNIVERSITY ADDITIONS – COURSE SYLLABUS

Policies Related to COVID-19

Mode of instruction: For in-classroom courses, the mode of instruction may change to remote or online during the semester, depending on the level of safety of meeting in person. The University and/or instructor will determine the mode of instruction, and the student is responsible for monitoring email communication regarding such changes.

Physical distancing: Classrooms will be arranged and/or marked such that a six-foot distance can be maintained between each person in the room, per Centers for Disease Control guidelines. Instructors and students will be expected to maintain this distance as much as possible, understanding that there will be brief moments in which they may come closer, such as moving in and out of seats at the start and end of class.

Face masks: Face masks (masks or cloth face coverings) covering the nose and mouth and secured to the head by being wrapped around the lower face, or by ties, straps, or loops over the ears, are required on campus, including classrooms. Students and faculty not wearing a face mask, or wearing a face mask incorrectly, will not be allowed in classrooms. A face shield may be used with a face mask, but not as a substitute. University regulations regarding face masks can be located here: <https://washburn.edu/student-life/health-safety/files/Mask-regulations.pdf>. Accommodations for remote teaching and learning will be made for those unable to wear masks for medical reasons. Students should contact University Diversity and Inclusion to arrange for accommodations, Morgan Hall Room 105, (785) 670-1629, <http://www.washburn.edu/diversity/multicultural/index.html>.

Attendance: While class attendance is important, students must not attend class in person if they have tested positive for COVID-19, if they have been exposed to someone positive for COVID-19, or if they or anyone they live with has/have any symptom(s) associated with COVID-19 (ANY cold, flu, or digestive symptoms). Due to classroom constraints and other issues, not all students may be able to attend in-person classes every class period. Faculty will provide a schedule to students regarding when they should attend in-person and how students will be able to access materials if they are unable to attend class. Students are responsible for staying in contact with their instructors regarding attendance, assignments, and requirements for the course.

Illness and medical clearance for return to class: Students should inform Student Health at (785) 670-1470, studenthealth@washburn.edu, if they experience symptoms of COVID-19 (ANY cold, flu, and/or digestive symptoms), if they have tested positive for COVID-19, or if they have been exposed to COVID-19. Student Health will instruct the student regarding testing and medical care and will provide a medical clearance for return to class when appropriate.

Intellectual Property and Privacy: In any learning format (in-classroom, remote, or online), lectures and other materials created by instructors remain their intellectual property and must not be shared, copied, or disseminated without the author's written permission. Any recordings of lectures or classroom experiences are to be used solely for the information or experience provided and are not be shared, copied, or disseminated without the written permission of everyone shown or heard in the recording.

Student Behavior in the Classroom: Students are reminded that refusing to follow the directives of class instructors as they relate to supporting a safe and disruption-free learning environment is a violation of the Student Conduct Code: washburn.edu/student-life/services/files/Student_Conduct_Code.pdf.

Computer/technology distribution: Students without the computer or internet equipment necessary to be successful in their courses should contact mabeetechnology@washburn.edu or (785) 670-1550 to arrange for a loan of appropriate equipment.

D2L: All course syllabi, any materials faculty wish to distribute, and any significant course-related announcements will be posted to D2L. Students unfamiliar with D2L can contact online-ed-support@washburn.edu or find other resources here: <https://washburn.edu/its/online-education/index.html>.

General Policies

Mission of the University: 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. *Reaffirmed - Washburn University Board of Regents, December 7, 2018*

Inclusivity Statement: Washburn is committed to cultivating an inclusive learning, living, and working community, facilitating the success of all people, and supporting all individuals. An inclusive community values diversity in culture, socio-economic status, race, ethnicity, nationality, place of origin, language, ability, gender identity, gender expression, sexual orientation, religious and non-religious identity, political and social ideology, family background, veteran status, and age, as well as the intersections of these identities. The University strives to provide opportunities for its members to reflect upon their own perspectives while examining the perspectives of others, resulting in a culture of empathy and respect for all. *Washburn University General Faculty, 2018*

If you find there is a barrier to your inclusion in a course, you are encouraged to discuss with your instructor. For additional information and support, consult the list of campus offices and resources available at <https://www.washburn.edu/diversity/index.html>.

Definition of a Credit Hour: For every credit hour awarded for a university course, the student is typically expected to complete approximately one hour of classroom instruction, online interaction with course material, or direct faculty instruction and a minimum of two additional hours of student work each week for approximately 15 weeks for one semester or the equivalent amount of work over a different amount of time.

Notice of Non-Discrimination/Safe Educational Environment: The University prohibits discrimination on the basis of race, color, religion, age, national origin, ancestry, disability, sex, sexual orientation, gender identity, genetic information, veteran status, or marital or parental status. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Pamela Foster, Equal Opportunity Director/Title IX Coordinator, Washburn University, 1700 SW College Ave, Topeka, Kansas 66621, (785) 670-1509, codirector@washburn.edu.

Harassment & Discrimination: The University is required by federal laws to address complaints of discrimination and harassment. Faculty are considered responsible employees and as responsible employees, are required to report an incident of discrimination or sexual harassment (e.g., hostile environment, sexual assault, domestic violence, dating violence, stalking) to Dr. Pam Foster. A faculty member is only required to report the name of the complainant, but may report more information at his/her/their discretion. A class assignment **WILL NOT trigger** an investigation or a report to Dr. Foster. Students and employees may file complaints with the Equal Opportunity Director/Title IX Coordinator, Dr. Pam Foster online at <https://washburn.edu/statements-disclosures/equal-opportunity/complaint-form.html> or with Washburn University Police at (785) 670-1153. For supportive measures to be provided, whether or not a formal complaint is filed, the Title IX Coordinator (Dr. Foster) must be notified (785-670-1509).

Confidential Resources: On campus: University Counseling Services offers free, confidential counseling to students on any topic, including experiences with sexual assault or relationship violence: <http://washburn.edu/current-students/services/counseling/index.html> Student Health Services offers confidential urgent care: <http://washburn.edu/current-students/services/health-services/index.html>

University Diversity and Inclusion – Student Accommodations, Military Education Benefit Certifications, LGBTQIAPP+ Resources, Multicultural and Non-Traditional Student Resources: Diversity and Inclusion staff assist students by arranging academic and physical accommodations for students with disabilities. Students with disabilities must register with the office each semester and provide appropriate documentation to be eligible for accommodations. Accommodations may include in-class note takers, test readers and/or scribes, adaptive computer technology, and audio textbooks. Requests for accommodations should be submitted at least two months before the start of the semester in which accommodations are needed. Students may also make a request as soon as they become aware of the need for accommodations. The Diversity and Inclusion Office also helps Military-Connected students, including spouses and dependents, in applying for VA educational assistance programs and submitting enrollment certifications for VA education benefits. The office provides detailed information on the Montgomery GI Bill, Post-9/11 GI Bill, and other

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military educational assistance programs in place at Washburn. Morgan Hall Room 105, (785) 670-1629, <http://www.washburn.edu/diversity/multicultural/index.html>

Academic/Student Conduct Policies: All students are expected to conduct themselves appropriately and ethically in their academic work and as members of the Washburn community. Washburn University's Academic Impropriety Policy describes academically unethical behavior in greater detail and explains the actions that may be taken when such behavior occurs. For guidelines regarding protection of copyright, consult <http://www.washburn.edu/copyright>. For a complete copy of the Academic Impropriety Policy, go on-line to: <http://www.washburn.edu/academic-impropriety>. For a complete copy of the Student Conduct Code, go on-line to: http://www.washburn.edu/current-students/services/files/Student_Conduct_Code.pdf

Concealed Carry Policy: Washburn University has regulations and procedures in place to address concealed carry of weapons on campus. Those regulations and procedures can be located at <http://www.washburn.edu/concealedcarry>

Withdrawal Policy: During fall and spring semesters, students may go online and withdraw from full semester, individual courses through the second week of class with no recorded grade. From the third through the deadline date for withdrawals, a "W" is recorded for any dropped course. After the deadline date for withdrawals, there are NO withdrawals, and a grade will be assigned for the course. These deadlines will be different for full-term, short-term, out-of-sequence, and summer courses. To view the deadline dates for your courses visit the "Last Day" Deadlines web page at: <https://www2-prod.washburn.edu/self-service/coursedates.php>. Depending on the timing of the request to withdraw from a course, students may be eligible for a full or partial refund. Information regarding tuition refunds is available at <http://www.washburn.edu/current-students/business-office/tuition-refunds.html> Depending on the timing of the request to withdraw from a course, students may be responsible for repaying all or a portion of their financial aid. **Students who do not attend their courses and fail to officially withdraw themselves will receive a grade of "F" and may also be required to repay all or a portion of their financial aid based on their non-attendance.** For further information, contact the Financial Aid Office at (785) 670-1151 or e-mail financialaid@washburn.edu.

Procedure for Complete Withdrawal from the University (all courses for a given term): Students planning to withdraw from all registered courses for a given term must email total-withdrawal@washburn.edu or the Student One Stop in Morgan Hall Room 101A. The date of contact is considered the official withdrawal date, providing the student completes the additional steps as outlined by the Student One Stop. **Students cannot withdraw themselves from the last course on their schedule via online self-service.** If you are unable to come to campus you still must email total-withdrawal@washburn.edu or contact the Student One Stop at either sos@washburn.edu or (785) 670-2162, before the University Registrar's Office can process your complete withdrawal. **Students cannot withdraw entirely without first contacting the Student One Stop.** <http://www.washburn.edu/registrar/withdrawals-individual-course-and-complete-term.html>

Attendance/Administrative Withdrawal: Students are expected to regularly attend all classes in which they enroll. Although it is the student's responsibility to initiate course withdrawals, an instructor, after due notice to the student, may request withdrawal of the student from a course because of nonattendance through the same date as the last day a student may withdraw from a course. This would NOT absolve the student of financial responsibility for tuition/fees for the course in question. The inclusion of this information in the course syllabus is considered due notice.

Official E-Mail Address: Your Washburn University e-mail address will be the official address used by the University to relay important messages regarding academic and financial information and the University will consider this your official notification for important information. It is used for notification to complete some course evaluation surveys and may also be used by your instructors to provide specific course information. If you prefer to use an alternate e-mail address to receive official University notices you can set a forwarding address in the Outlook Web App by following the steps found at: <http://www.washburn.edu/its/training/files/office365/ForwardEmailOutlookWeb.pdf> It is your responsibility to ensure that your official e-mail box does not exceed your message quota resulting in the inability of e-mail messages to be accepted into your mailbox.

Navigate: Students are encouraged to download the Navigate mobile app to assist with navigating their pathway to graduation. Navigate is a communication, academic and career planning tool that is increasingly used at Washburn University to help students graduate on-time. <http://www.washburn.edu/navigate>

On-Campus Resources:

- **Center for Student Success: Mabee Library, Room 201**, (785) 670-1942, <http://www.washburn.edu/success>
- **Student Health Services: Morgan Hall Room 140**, (785) 670-1470, <http://www.washburn.edu/health>
- **Counseling Services: Kuehne Hall, Room 200**, (785) 670-3100, <http://www.washburn.edu/counseling>
- **Student Life Office: Morgan Hall Room 240**, (785) 670-2100, <http://www.washburn.edu/studentlife>
- **Student One Stop (S.O.S.): Morgan Hall Welcome Center**, (785) 670-2162, sos@washburn.edu, www.washburn.edu/sos
- **University Diversity and Inclusion - Disability Accommodations, Military Education Benefits, LGBTQIAPP+ Resources, Multicultural Programs: Morgan Hall Room 105**, (785) 670-1629, <http://www.washburn.edu/diversity/multicultural/index.html>
- **Military Student Success Center: Mabee Library, Room 206A**, (785) 670-1983, <http://www.washburn.edu/militarystudents>
- **Student Success Week (Week before Finals):** <https://washburn.edu/faculty-staff/faculty-resources/faculty-handbook/faculty-handbook-section-6.html>