

## UNIVERSITY ADDITIONS – COURSE SYLLABUS

**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>. If you would like to report a concern related to diversity and inclusion (anonymously or otherwise) you may do so at <https://www.washburn.edu/statements-disclosures/campus-climate.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: Michelle Godinet, Title IX Equal Opportunity Director, Washburn University, 1700 SW College Ave, Topeka, Kansas 66621, (785) 670-1509, [codirector@washburn.edu](mailto: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 the Title IX Equal Opportunity Director, Michelle Godinet. 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 the Ms. Godinet. Students and employees may file complaints with the Title IX Equal Opportunity Director (Ms. Godinet), 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 Equal Opportunity Director (Ms. Godinet) must be notified ([785-670-1509](tel:785-670-1509), [codirector@washburn.edu](mailto:codirector@washburn.edu)).

**Confidential Resources:** On campus: University Counseling Services offers free, confidential counseling to students on any topic, including experiences with sexual assault or relationship violence: <https://www.washburn.edu/student-life/services/counseling/index.html> Student Health Services offers confidential urgent care: <https://www.washburn.edu/student-life/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 military educational assistance programs in place at Washburn. Morgan Hall Room 105, (785) 670-1629, <https://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 <https://www.washburn.edu/copyright>. For a complete copy of the Academic Impropriety Policy, go on-line to: <https://www.washburn.edu/academic-impropriety>. For a complete copy of the Student Conduct Code, go on-line to: [https://www.washburn.edu/student-life/services/files/Student\\_Conduct\\_Code.pdf](https://www.washburn.edu/student-life/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 <https://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 deadline for courses" web page at: <https://www3-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 <https://www.washburn.edu/student-life/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](mailto:financialaid@washburn.edu).

**Procedure for Complete Withdrawal from the University (all courses for a given term):** Students may withdraw from all semester courses on the Web until the last day to withdraw. The date of withdrawal is determined by the day the student withdraws themselves from courses or the date the request to withdraw is communicated to the Student One Stop. 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 Academics Tab and then selecting "Last Day deadline for courses" under the Additional Registration Information section (<https://www3-prod.washburn.edu/self-service/coursedates.php>). If you are unable to withdraw from all your semester courses through MyWashburn, contact the Student One Stop at either [sos@washburn.edu](mailto:sos@washburn.edu) or (785) 670-2162. Financial Aid recipients who completely withdraw from the University may be responsible for immediate repayment of funds (<https://www.washburn.edu/admissions/paying-for-college/financial-aid/policies.html>). Eligibility for future financial aid may also be impacted. Contact Financial Aid at (785)-670-1151 or e-mail [financialaid@washburn.edu](mailto:financialaid@washburn.edu) with questions.

**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: [https://www.washburn.edu/its/software-training/\\_files/ForwardEmailOutlookWeb.pdf](https://www.washburn.edu/its/software-training/_files/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 should download the Navigate mobile app to assist with navigating their pathway to graduation. Navigate is a communication, academic and career planning tool that is used at Washburn University to help students graduate on-time. <https://www.washburn.edu/navigate>.

**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 to be shared, copied, or disseminated without the written permission of everyone shown or heard in the recording. For questions and help with Intellectual Property and Copyright, please see: <https://libguides.washburn.edu/copyright>.

**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: [https://www.washburn.edu/student-life/services/files/Student\\_Conduct\\_Code.pdf](https://www.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](mailto: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](mailto:online-ed-support@washburn.edu) or find other resources here: <https://washburn.edu/its/online-education/index.html>.

#### **On-Campus Resources:**

- **Center for Student Success: Mabee Library, Room 201,** (785) 670-1942, <https://www.washburn.edu/success>
- **Mabee Library:** (785) 670-2485, <https://www.washburn.edu/mabee>
- **Tutoring Services:** (785) 670-1227, <https://www.washburn.edu/tutoring>
- **Student Health Services: Morgan Hall Room 140,** (785) 670-1470, email: [studenthealth@washburn.edu](mailto:studenthealth@washburn.edu), website: <https://www.washburn.edu/health>
- **Counseling Services: Kuehne Hall, Room 200,** (785) 670-3100, email: [counseling@washburn.edu](mailto:counseling@washburn.edu) website: <https://www.washburn.edu/counseling>
- **Student Life Office: Morgan Hall Room 240,** (785) 670-2100, email: [studentlife@washburn.edu](mailto:studentlife@washburn.edu) website: <https://www.washburn.edu/studentlife>
- **Student One Stop (S.O.S.): Morgan Hall Welcome Center,** (785) 670-2162, email: [sos@washburn.edu](mailto:sos@washburn.edu) website: <https://www.washburn.edu/sos>
- **University Diversity and Inclusion - Disability Accommodations, Military Education Benefits, LGBTQQIAPP+ Resources, Multicultural Programs: Morgan Hall Room 105,** (785) 670-1629, email: [diversity.inclusion@washburn.edu](mailto:diversity.inclusion@washburn.edu) website: <https://www.washburn.edu/diversity>
- **Military Student Success Center: Mabee Library, Room 206A,** (785) 670-1983, <https://www.washburn.edu/student-life/military/military-student-success-center.html>.
- **Student Success Week (Week before Finals):**  
<https://washburn.edu/faculty-staff/faculty-resources/faculty-handbook/faculty-handbook-section-6.html>

#### **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 will be guided by the Shawnee County

Health Department recommendations regarding the safety of meeting in person. The University and/or instructor will determine the mode of instruction, and the student is responsible for monitoring their Washburn email communication regarding such changes.

**Face masks:** Face masks (masks or cloth face coverings) are optional on campus and in classrooms. University regulations regarding face masks can be located here: <https://www.washburn.edu/student-life/health-safety/index.html>. Washburn University will be guided by Centers for Disease Control and Shawnee County Health Department recommendations, and the University will ultimately determine mask policy on campus. Students are responsible for monitoring their Washburn email communication regarding such changes to policy.

**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 have symptom(s) associated with COVID-19. 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](mailto:studenthealth@washburn.edu), if they experience symptoms of COVID-19, 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.