

Washburn University Institute of Technology

Student Handbook

2022 – 2023

The Washburn University Institute of Technology (WIT) Student Handbook is published by the Division of Student Services. WIT reserves the right to make minor changes and/or corrections as deemed necessary throughout the academic year.

Dear Students,

Welcome to Washburn University Institute of Technology (WIT)! We are excited to become your partner as you pursue and prepare for a successful future.

WIT offers 30+ career programs, customized training for business and industry, and continuing education courses for the community. Our unique relationship with Washburn University offers the added benefits of students receiving technical certifications the ability to continue to advanced degrees while preparing to enter the job market.

Our technical instructors care about you, the student. You will find innovative teaching methods paired with leading-edge facilities that put the latest technology directly in your hands. Our ties to business and industry often lead to internships and job placement. Yet, the most special connections you will make at WIT are personal. You will develop long-lasting connections both inside and outside the classroom, can participate in community service projects, student leadership organizations, and spend quality time on campus with instructors, staff and fellow students.

No matter what brought you here – whether you are a high school student, adult learner, preparing for a career change, or have your own unique journey, we welcome you! Your time here is designed to be high-tech, hands-on, and ultimately life-changing. WIT along with Washburn University offer many resources to aid in your success. Best wishes on your journey ahead.

Focused on Student Success,

Washburn University Institute of Technology Administration

CONTENTS:

FOREWORD.....	7
MISSION STATEMENT	7
CLASS TIMES	8
EMERGENCY CONTACTS	8
2022-2023 CALENDAR	9
FAMILY EDUCATIONAL RIGHTS AND PRIVACY	10
Disclosure.....	10
Disclosure to Parents	10
Disclosure to Government Agencies	10
Directory Information	11
ADMISSIONS AND ENROLLMENT	12
Student Assessment	12
Enrollment Procedures.....	12
Adding and Withdrawing Classes.....	12
Transfer of Credits.....	13
Test Out Policy	13
Credit Granted for Military Service	14
Audit Policy.....	14
Re-enrollment Procedures.....	14
Same Program.....	14
Program Change	14
Continuing Student Enrollment	15
Application for Graduation	15
Degree Conferment.....	15
Washburn University Transition.....	15
Associate Degree Affiliations.....	16
Support Services for Students with Disabilities	16
Confidentiality	17
Contact Details	17
TUITION, FEES AND FINANCIAL AID	17
Tuition and Approved Fees	17
Financial Obligations	17
Payments	17

Delinquent Accounts/Late Fees.....	18
Withdrawal and Refund Policy.....	18
Withdrawals (Official)	18
Administrative Withdrawal	18
Institutional Refund Policy	19
Non-refundable Institutional Charges	19
Refundable Institutional Charges, based on Published Refund Schedule	19
Return of Title IV Funds – Financial Aid Recipients Only.....	19
Military Refund Policy	20
Medical Withdrawal.....	20
Refund Due to Death of a Student.....	20
Federal Financial Aid.....	20
Federal PELL Grant	21
Federal Work Study (FWS)	21
Direct Loan Program (DL)	21
Repayment	22
Origination Fee	22
Credit Balances – Refund Checks	22
Satisfactory Academic Progress (SAP) Federal Guidelines.....	22
Scholarships.....	23
Other Sources of Financial Assistance.....	23
AVAILABLE STUDENT SERVICES.....	24
Adult Education (GED & ESL)	24
Advising.....	24
Bus Rides, Topeka Metro	24
CAFÉ.....	24
Campus Advocate	24
Care Closet	25
Career Services.....	25
Counseling Services.....	25
Departmental Library	25
Ichabod Shop	26
Sporting Events, Washburn University	26
Student Health Insurance, Washburn University	26

Student Health Services, Washburn University	26
Student Privileges, Washburn University	27
University Libraries and Study Centers, Washburn University	27
STUDENT ORGANIZATIONS	27
SkillsUSA.....	27
National Technical Honor Society	27
ACADEMIC POLICIES AND PROCEDURES.....	28
Attendance, Absences and Tardies.....	28
Grades and Grading.....	28
Incomplete Grades	29
Grade Dispute	29
Grievance Procedure	29
Adding, Withdrawing and Changes to Classes.....	30
Adding Classes.....	30
Incompletes	30
Withdrawals – Individual Course and Term	30
Repeating Courses	31
Credit/No-Credit Options.....	31
Transferring Credits	31
Changing Programs.....	31
Graduation Requirements	32
ACADEMIC STANDING	32
Good Standing	32
Academic Probation	32
Academic Suspension.....	33
Appeal for Reconsideration of Suspension.....	33
SAFETY PRACTICES	34
Eye Protection	34
Medical Emergencies and Accidents.....	34
Dress Code	34
Leaving Buildings or Premises During Class Time.....	35
Personal Electronic Devices.....	35
Computer Ethics.....	35
EMPLOYMENT-RELATED SERVICES.....	36

Work Experience	36
Employment Assistance	36
CAMPUS GUIDELINES	36
Vehicles and Parking Policies on Campus (Applies to Bicycles)	36
General Vehicle Operations	37
Accessible Parking	37
Designated Parking	37
Parking Over-length Vehicles	37
Overnight Camping or Sleeping.....	37
Prohibited Parking Practices.....	37
Vehicle Removal.....	38
Fees for Violations of Parking	38
Failure to Pay.....	38
Hearings	38
Visitors to Campus.....	38
Students.....	38
Vehicles and Pedestrians	38
Vehicle Speed Limits	39
Accidents, Reporting Of	39
Emergency Preparation.....	39
iALERT	39
Tobacco Products	39
Inspections of Property and Equipment.....	39
Falsification of Documents	40
Notice of Non-Discrimination/Equal Educational and Employment Opportunity	40
CRIME AWARENESS AND CAMPUS SECURITY	40
THE STUDENT CODE OF CONDUCT.....	41
Alcohol and Drug Policy	41
Substance Abuse and Drug Screening	42

FOREWORD

In 1963, The Kansas Legislature passed legislation which has had, and will continue to have, far reaching effects on vocational and technical education in Kansas. The intent of this legislation is revealed in the following excerpts from the statute:

It is the intention of the Legislature and the purpose of this act to provide a means whereby the State of Kansas in cooperation with local Communities can provide facilities for training and preparation of students for productive employment as technicians and skilled workers and to more nearly equalize educational opportunities.

Boards of education in the unified school districts of North Jackson, Holton, Mayetta, Valley Falls, Jefferson County North, Jefferson West, Oskaloosa, McLouth, Perry, Seaman, Silver Lake, Santa Fe Trail, Auburn-Washburn, Shawnee Heights, Burlingame, and Topeka have taken advantage of the opportunity to cooperatively provide technical education by establishing Kaw Area Technical School in Topeka, Kansas. Enrollment in career programs is open to students who reside in one of the participating school districts. Other students may enroll in the school according to established priorities.

On July 1, 2008, Kaw Area Technical School became affiliated with Washburn University. Due to this affiliation, Kaw Area Technical School changed its name to Washburn University Institute of Technology (WIT and/or Washburn Tech). While part of the State System of Area Technical Schools and Colleges, WIT is accredited per its association with Washburn University by the Higher Learning Commission and is governed by the Washburn University Board of Regents.

MISSION STATEMENT

Washburn University Institute of Technology's mission is to deliver innovative educational and training opportunities for individuals to strengthen the communities we serve.

CLASS TIMES

The class day is defined as follows:

AM Classes: 8:00 a.m. – 11:10 a.m.

PM Classes: 11:45 a.m. – 2:55 p.m.

Evening class times vary by course offerings

All students enrolled at Washburn University Institute of Technology are expected to be present all days that classes are in session.

Academy of Cosmetology Schedule:

Post-secondary:

8:00 a.m. – 12:00 p.m.

and

12:30 p.m. – 4:30 p.m.

EMERGENCY CONTACTS

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

Washburn University Police (call or text)(785) 670-1153

Washburn University Counseling Services(785) 670-3100

Topeka Police Department

Main Number.....(785) 368-9551

Victim Advocate(785) 368-9064

Emergency Number911

Center for Safety and Empowerment

Daytime Number(785) 354-7927

Nights & Weekends.....(785) 234-3300

Toll Free.....(888) 822-2983

Washburn University Institute of Technology (7:30 a.m. – 4:30 p.m.)

Student Services(785) 670-2010 Ext 0

Admissions.....(785) 670-2200

Statewide School Safety Hotline

Toll Free.....(877) 626-8203

The purpose of the hotline is to give students an opportunity to report “impending school violence.” A single statewide Highway Patrol Dispatch Center receives call and transfer to local law enforcement who relay information to the local school administrator.

WASHBURN UNIVERSITY INSTITUTE OF TECHNOLOGY 2022-2023 CALENDAR

Fall Semester 2022

August 15, 2022	First day of Fall semester classes
September 2, 2022	Payment deadline, last day to set-up payment plan
September 5, 2022	Holiday, no classes – college closed
September 23, 2022	No classes
October 14, 2022	Mid-semester
October 28, 2022	No classes
November 23, 2022	No classes
November 24-25, 2022	Holiday, no classes – college closed
December 14, 2022	Last day of Fall semester classes
December 15, 2022	Commencement, no classes
December 16-22, 2022	No classes
December 23-30, 2022	Winter holiday – college closed

Spring Semester 2023

January 9, 2023	First day of Spring semester classes
January 16, 2023	Holiday, no classes – college closed
January 27, 2023	Payment deadline, last day to set-up payment plan
February 17, 2023	No classes
March 10, 2023	Mid-semester
March 13-17, 2023	Spring break, no classes
April 7, 2023	No classes
May 10, 2023	Last day of Spring semester classes
May 11, 2023	Commencement, no classes

FAMILY EDUCATIONAL RIGHTS AND PRIVACY

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, protects the privacy of students and provides for the right to inspect and review educational records by an eligible student (student who has reached 18 years of age or is attending an institution of post-secondary education) or parent of a non-eligible student. These rights include, but are not limited to the following:

1. The right to inspect and review their education records.
2. The right to seek correction of their education records.
3. The right to file complaints concerning the alleged failures by the School to comply with the Privacy Act.
4. The right to restrict the release of directory information.

FERPA prescribes the conditions under which information about students can be released without prior consent.

Under the Family Educational Rights and Privacy Act, when a child turns 18 or attends a post-secondary institution, (if that happens first) all rights of the parents transfer to the student. It is the policy of WIT to assure equal educational and employment opportunity to qualified individuals without regard to race, color, sex, religion, age, national origin, ancestry, disability, marital or parental status, sexual orientation/gender identity, or other factors protected by law. Direct questions or concerns to Marc Fried, University Counsel, 785-670-1712, marc.fried@washburn.edu

Disclosure

WIT discloses directory information and academic records without written consent of students to designated school officials at WIT and secondary sending institutions with legitimate educational interest.

Disclosure to Parents

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

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

Disclosure to Government Agencies

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

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

Directory Information

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

1. Student's name, address, and telephone number.
2. The student's major field of study and classification status. (Example: 1st Semester; 1st year; high school, post-secondary).
3. Enrollment status (full-day, part-day, AM, PM, or evening).
4. Dates of attendance, dates of enrollment, withdrawal, and re-entry.
5. Certificates, awards, and honors.
6. The most recent previous educational agency or institution attended.
7. Participation in officially recognized activities.

Federal law and Institutional policies allow the release of directory information to the public unless the eligible student or parent requests otherwise. Eligible students who object to the release of any or all of this information without their consent, must notify the Student Records Administrator, in writing, within 15 days after the start of the fall semester or within 15 days of the start of the spring semester. Only one notification per academic year is required. The objection must state specifically what information the student does not want to be classified as Directory Information.

Complaints about non-compliance with FERPA may be made, in writing, to:

*FERPA Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202*

ADMISSIONS AND ENROLLMENT

Student Assessment

Applicants who wish to apply for admission to WIT need to have the abilities necessary to benefit from instruction in a particular occupational field and meet the Program's Technical Standards. Prospective students are required to take an Accuplacer Assessment and pass with the necessary scores for their desired technical program before they are eligible to enroll. Alternate scores and/or college-level coursework may be submitted in lieu of taking the Accuplacer Assessment. Accuplacer test scores are good for 5 years. Talk with an Admissions Counselor for more details.

Enrollment Procedures

Post-Secondary Enrollment:

1. Complete online application (applytech.washburn.edu)
2. Meet with an admissions counselor
3. Satisfy assessment scores
4. Submit high school/GED transcript and/or post-secondary transcripts
5. Reserve spot in program by submitting an enrollment fee
6. Attend New Student Orientation

Note: Certain programs may require additional requirements prior to admission. Talk with admissions staff to learn of details regarding individual program criteria.

High School/Concurrent Enrollment:

1. Complete online application (applytech.washburn.edu)
2. Meet with an admissions counselor
3. Satisfy assessment scores
4. Submit high school transcripts
5. Submit recommendation form by school official
6. Attend New Student Orientation

Note: Certain programs may require additional requirements prior to admission. Talk with admissions staff to learn of details regarding individual program criteria.

Adding and Withdrawing Classes

Adding and withdrawing from classes during a term will impact a student's credit hour completion for Satisfactory Academic Progress (SAP) for purposes of financial aid. Course withdrawals after the scheduled dates on the [Refund Schedule](#) will reflect a "W" (withdrawal) on the student transcript.

For courses that do not last a full semester in length, a student is unable to withdraw if they have completed 60% or more of a course. Students cannot withdraw after the 60% completion mark unless documentation of extenuating circumstances is provided to the Assistant Dean of Student Services.

Transfer of Credits

Individuals who want to transfer credits to WIT from another institution may submit a written request to the Assistant Dean of Instruction. The determination of whether to accept credits from another institution will be based upon many factors including the content/competencies of previous course work, the timeliness of previous course work, grades earned in course work completed, and other criteria. Only those courses in which the individual earned a “C” or better will be considered for transfer credit. *Students must complete a minimum of one-half of the required program credit hours at WIT.* The final decision regarding the number of credits that will be transferred in will be determined by the Assistant Dean of Instruction in consultation with program instructor(s).

Test Out Policy

WIT provides a prescribed set of courses that meet the needs of the employers in our community. It is WIT's policy to ensure that students meet the course requirements in a timely manner; students may not be required to take courses that cover materials that have already been mastered. Therefore, students may apply to complete a challenge exam, which with a passing grade will allow the student to test out of a specific course or courses.

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

- The student should request a challenge/test-out request form from their Program Navigator & Advisor. This challenge/test-out request form must be completed by the following dates of each term:
 - **Fall** -- July 1st preceding the Fall semester
 - **Spring** -- November 1st preceding the Spring semester
 - **Summer** -- April 1st preceding the Summer semester
- The Program Navigator & Advisor will verify the student is eligible for the challenge exam by obtaining consent from the instructor of the course and the Assistant Dean of Instruction.
- If approval is granted, a completion date of the exam will be issued to the student and instructor.
- If the student successfully passes the exam, the student will satisfy graduation requirements associated to the course for which the test-out was completed.
- If the student does not successfully pass the test-out exam, the student may remain enrolled in the full course for credit and pay the full tuition and fees associated with the course.
- The challenge exam cost is \$50.00. The exam fee is non-refundable and will not be applied to the full tuition and fee amount that will be charged if the student remains enrolled in the standard course as a result of not passing the exam.
- The course for which the test-out exam was taken will be listed on the student's transcript as a credit/no-credit course.
- No financial aid is available for courses that an individual is approved to test out.
- Students may test out of no more than ½ of the technical program's prescribed credits.

Credit Granted for Military Service

Credit awarded for military service is based upon the recommendations of the Commission on Accreditation of Service Experiences which was appointed by the American Council on Education (ACE). Credit will be granted to all service members in accordance with the recommendations of the ACE Guide to the Evaluation of Educational Experiences in the Armed Services. Students should provide their military service record in one of the following formats according to their branch of service: DD 214 form, DD 295 form, Department of Defense transcript, Community College of the Air Force transcript, or the Army/American Council on Education Registry transcript. Military credit is subject to the same limitations as regular transfer credit (i.e. technical credit limits and no credit awarded for course duplications). For more information and to secure forms for making application, students should contact the Assistant Dean of Instruction.

Audit Policy

Students who want to attend classes, but do not want to receive credit, may audit classes. Students who audit classes do not need to take the general entrance test. To enroll as an audit student, individuals must have the approval of Student Services and must pay the same tuition and fees as credit earning students. Audit students are not eligible for federal financial aid. Audited courses are not assigned grades; students are **not** required to turn in class assignments or take examinations. Students enrolled in an audited class may not convert to a credit status after the first week of class. If students request a change to credit status, they must first meet all admissions requirements (take the entrance test and achieve the required score and meet the technical standards associated with the program).

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

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

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

Re-enrollment Procedures

Same Program

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

Program Change

Students who want to withdraw from one program and enroll in another program the following semester must meet with their Program Navigator & Advisor and complete a new [online](#)

[application](#) to WIT. Students must meet the Admissions requirements for the program in which they want to enroll and the program must be accepting new students.

Continuing Student Enrollment

Students who plan to continue in their currently enrolled program must follow the enrollment procedures outlined by their Program Navigator & Advisor. Tuition and fees must be paid by the published deadlines to remain on the roster for the next semester.

Application for Graduation

Students planning to complete a technical certificate must file an Application for Graduation form with the Student Records Administrator to initiate a graduation audit.

This graduation audit will be completed early in the semester in which the student plans to graduate. The form must be filed in October for the fall semester and in March for the spring semester. A student is not a candidate for degree until the application is on file. Students who do not meet the requirements for graduation in the semester specified on the Application for Graduation form must file another application for the subsequent semester in which they plan to graduate. Forms are available in the Student Services Office. Students who want to participate in the graduation ceremony will need to purchase a cap, gown and tassel through the WIT Ichabod Shop.

Degree Conferment

Washburn University Board of Regents, with the recommendation of the faculty of WIT, confers degrees at the end of the fall and spring semesters and summer session to students who have met all requirements as of the last day of final examinations for that session. All work not completed by the last day of finals will result in a graduation date of the following semester or later if a previous “incomplete” has not been finalized.

If a student is concurrently enrolled at another institution and intends to use the work to complete graduation requirements at WIT, an official transcript from the institution must be received within two weeks of WIT’s last day of instruction date of the graduating semester to have the degree conferred in the same semester. WIT holds a commencement ceremony at the end of the fall and spring semesters. Students who complete requirements for a certificate or degree during fall semester will be invited to participate in the fall commencement ceremony. Students who complete requirements for a certificate or degree during the spring semester will be invited to participate in the spring commencement ceremony. Students completing required coursework in summer session will be invited to participate in fall commencement. All such candidates must have the Application for Graduation form on file.

Washburn University Transition

The Washburn University School of Applied Studies, in conjunction with WIT, offers coursework at a reduced tuition rate that leads to the completion of an Associate of Arts or Associate of Science Degree for qualifying programs. This opportunity requires coursework at both WIT and Washburn University. Students who plan to pursue a Baccalaureate Degree are encouraged to take advantage

of this option. For information, contact WIT's Director of Transitions (785-670-3370) or an Academic Advisor at Washburn University School of Applied Studies at 785-670-2114.

Associate Degree Affiliations

WIT is pleased to offer articulation agreements with all Kansas community colleges in addition to Washburn University. This allows coursework from most WIT programs to transfer toward an associate degree from these institutions. However, the transfer of academic credit is determined by the accepting institution and it is the responsibility of the student to request information from the accepting institution to learn how WIT credits will transfer in each case. Students are encouraged to obtain additional education and training whenever possible to enhance marketability, employability, and retention in the workplace.

Support Services for Students with Disabilities

Student Accommodation Services works with students with documented disabilities to provide equal access to WIT programs and to coordinate entrance and exit testing for all students.

WIT provides technical education for high school and postsecondary students. Applicants who, with reasonable accommodations, can perform the essential functions of the occupation for which training is being sought, may request and be granted such reasonable accommodations assistance for the duration of their course. Reasonable accommodations may also be requested for assistance with the Admissions Test prior to enrollment. Applicants requesting accommodations should contact the Assistant Director of Student Accommodation Services for appropriate referral.

The Assistant Director of Student Accommodation Services is responsible for assisting students with disabilities in arranging accommodations and for helping to identify resources on campus. Qualified students with disabilities must register with the office to be eligible for services. The office **MUST** have current documentation on file to provide services. Accommodations, based on individual needs, may include such services as test readers and/or scribes, extended time for test taking, adaptive computer technology, or alternate media materials. Requests for accommodations should be submitted at least two months before services may begin; however, if you identify a need for an accommodation at any point during a semester, please contact the Assistant Director of Student Accommodation Services immediately. Students may contact the Assistant Director of Student Accommodation Services directly by phone at (785) 670-3364 or voluntarily identify themselves to the instructor for a referral.

WIT does not offer a specialized curriculum for students with disabilities. Students must meet all academic, technical and conduct program standards. Modifications or accommodations cannot fundamentally alter the essential nature of the program.

It is the policy of WIT to assure equal employment and educational opportunity to qualified individuals without regard to race, color, sex, age, ancestry, marital or parental status, disability, religion, national origin or sexual orientation/gender identity. Complaints are to be made to:

Equal Opportunity Director
Morgan Hall, Room 380A/Room 202
Washburn University (785) 670-1509

Confidentiality

All documentation submitted to WIT is kept confidential, and is used solely to determine the applicant's eligibility for accommodations. Instructors and other relevant WIT staff are instructed to treat all information they receive related to a student's disability and accommodations as confidential.

Contact Details

Assistant Director of Student Accommodation Services

Washburn University Institute of Technology

Building A, Room AC117

5724 SW Huntoon Street

Topeka, KS 66604

Phone: 785-670-3364

Office hours 8:00 a.m. to 4:30p.m., Monday – Friday

TUITION, FEES AND FINANCIAL AID

Tuition and Approved Fees

The Washburn University Board of Regents reviews tuition and fees annually. The tuition rate and materials and technology fee for the 2022 – 2023 academic year is \$152.00 per credit hour, and \$22.00 per credit hour, respectively.

All courses and technical programs have related fees. There are four main fee categories:

- Enrollment – a one-time fee that secures a student's enrollment in a program
- Transcript – a fee charged for the preparation of a transcript when requested by a student
- Materials and Technology – a per credit hour fee that offsets the cost of maintain a modern technical campus
- Course specific fees – fees associated with a specific course, which includes the cost of supplies, materials, and certifications.

All fee information is available in the Student Services Office.

Financial Obligations

The Washburn University Board of Regents establishes tuition and fees and are subject to change. Once a student enrolls in classes, they are responsible for tuition and fee charges unless the student withdraws from all classes during the 100% refund period. For students who have received financial aid, withdrawal from a program could result in the student owing a balance. Students considering withdrawing from a program need to understand the financial implications before withdrawing.

Payments

Semester tuition and fees are due by the published due date unless the student has an agency sponsorship authorization on file in the Washburn University Business Office.

Payments may be made using cash, checks, Visa, Master Card, Discover, American Express, or money orders. There is a 3rd party payment plan option for students that wish to spread the cost of

the program over the semester. Students must enroll by the published due date to enroll in the plan. Payment plans are only for current semester charges. There will be a service charge for all returned items and a late fee for all missed payment plan payments.

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

Delinquent Accounts/Late Fees

Unpaid balances are subject to additional fees in the form of late charges and may incur collection fees should a collection agency recovers the balance. To avoid late fees, accounts must be paid in full each semester by the published due date. If not paid in full by the due date, a Business Office hold is placed on the student account; this hold will prevent the release of transcripts and diplomas as well as prevent subsequent enrollment on either WIT or Washburn University's campus.

Withdrawal and Refund Policy

A student who withdraws from a semester in which they are enrolled may be allowed a credit of the tuition charge for that semester based on the published refund policy.

Withdrawals (Official)

An official withdrawal occurs when a student notifies Student Services of their intent to withdraw. The official withdrawal date is the actual last date of attendance.

Administrative Withdrawal

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

- Student fails to provide documentation required for full admission status.
- Student fails to meet WIT's standards for Satisfactory Academic Progress.
- Student is placed on Academic Suspension
- Student is absent five consecutive days without notification. The last day of enrollment will be used as the withdrawal date.
- Student fails to uphold specific program standards outlined in program handbooks
- Student violates the Student Code of Conduct

Students are not relieved of their financial obligations to WIT when an administrative withdrawal is processed. All unpaid charges are due upon notice of the withdrawal. Credits are applied, and, if applicable, refunds are issued in accordance with WIT's published refund policy.

If an administrative withdrawal is initiated, written notification is sent to the student. Students have five business days to appeal an administrative withdrawal.

Institutional Refund Policy

WIT's Refund Policy is posted each semester and determines the amount of institutional charges the student has incurred at the time of withdrawal. This calculation is automatically performed for both official and administrative withdrawals. A request from the student is not required. If a student withdraws from a course that is less than a full semester in length, the tuition refund will be prorated in accordance with the posted refund schedule.

Refunds may take up to 45 days to process.

If tuition and fees were billed to, and paid by, a third-party agency, WIT will refund any money due to that agency. If tuition and fees were not paid by a third-party agency, refunds will be made to the student, even if the payment(s) was made by someone other than the student.

Non-refundable Institutional Charges

Item(s)/Description:

Uniforms, Smocks, Chef Coats, Work Shirts
Safety Glasses, Ear Plugs, Face Shields
Personal Protective Equipment (PPE)
Gloves, Respirators
Shop Supplies, Lab Materials/Supplies Fee
Online Training – Access Codes or Vouchers
CDX fee for Auto Students Online Access
Certification Fees – Includes Codes or Vouchers
Cosmetology Kits
Practical Nursing Kits
Practical Nursing ATI Access Fee
Patches/Name Tags
Culinary Arts Knife Sets
Simulation "SIM" Lab Fees
Membership Fees
Liability Insurance

Reason Cannot be Returned:

Sanitary/Health
Sanitary/Health
Sanitary/Health
Sanitary/Health
Consumable Item
Consumable Item
Consumable Item
Consumable Item
Consumable Item
Consumable Item
Consumable Item
Consumable Item
Consumable Item
Consumable Item
Student Specific Item
Student Specific Item
Student Specific Item

Refundable Institutional Charges, based on Published Refund Schedule

Tuition
Materials/Technology Fee
Tool Usage (Tool Rental) Fee

Return of Title IV Funds – Financial Aid Recipients Only

The Return of Title IV Funds Policy set forth by the U.S. Department of Education applies to post-secondary students if they received, or were eligible to receive, Federal Financial Aid. Federal Financial aid includes Pell Grants and Direct student loans.

The Return of Title IV policy determines the amount of federal funding the institution and/or the student may retain. During the first 60% of the semester, a student "earns" aid in direct proportion to

the length of time he or she attended class. A student who withdraws after the 60% point may retain 100% of the federal disbursements. If a refund of federal financial aid is due, the student must generally pay a portion of the refund. If the refund is to the student loan program the student repays the refund in accordance to the terms outlined on the Master Promissory Note (MPN). If the refund is to the Pell Grant program, the student must return the funds to the U.S. Department of Education or make satisfactory repayment arrangements with the U.S. Department of Education. For the student to remain eligible for future financial aid, this must be done within 45 days of receiving notification from Washburn University Institute of Technology.

Military Refund Policy

Students serving in the National Guard or Reserves who are called to active duty during an academic term are entitled to receive a full refund of tuition, material fees and refundable fees, if they withdraw or all classes are dropped. Students who are directed to report for active military duty during an academic term shall also be entitled to receive a full refund of tuition. All refunds will be contingent upon presentation of official documentation. Students who volunteer for military service may be subject to the institution's non-military refund policy.

Medical Withdrawal

Students who are unable to continue their course of study for medical reasons can withdraw from their program and will be refunded tuition per the above stated Institutional Refund Policy.

Refund Due to Death of a Student

If a student should pass away during a semester in which the student is enrolled, the student's estate will be refunded the tuition, material fees and refundable fees based on above stated policies. To initiate this process, the family must contact the Assistant Dean of Student Services.

Federal Financial Aid

There are several federal programs available to help students pay for educational expenses. All students interested in applying for federal financial aid must complete the Free Application for Federal Student Aid (FAFSA) and meet with the Financial Aid Office to determine eligibility.

A student is eligible to apply for assistance from the federal financial aid program if they meet the following criteria:

- Is a U.S. citizen or an eligible non-citizen
- Has a high school diploma or its recognized equivalent
- Maintains satisfactory progress in their course of study
- Files a Statement of Educational Purpose and a Certification Statement on Refunds and Defaults with the school

The student is **NOT** eligible for federal financial assistance if they:

- Are enrolled as a secondary student;
- Are in default on a student loan or owes a refund on a Pell Grant;
- Has borrowed in excess of the annual or aggregate loan limits in the Federal Student Loan Program.

- Reaches the “Lifetime Pell eligibility limit”

Courses not leading to a certificate or an Associate’s Degree at Washburn University Institute of Technology are not eligible for federal financial aid.

Continuing Education courses are NOT eligible for any federal financial aid programs.

Federal PELL Grant

The Pell Grant program provides grants to help undergraduate students with financial need to meet the cost of their post-secondary education. A student is not eligible for a Pell Grant if they received a bachelor’s degree. Unlike a loan, a grant typically does not need repayment.

Eligibility is determined by using the following factors:

- The Expected Family Contribution (EFC) provided by the U.S. Department of Education after submitting a FAFSA
- Enrollment status
- Cost of Attendance

Pell Grant funds are credited to a student’s account to pay for institutional charges at WIT. Any remaining funds are paid directly to the student to be used for other related educational expenses.

The total Pell Grant amount a student can receive is limited to 12 semesters as a full-time student. This is referred to as “Lifetime eligibility used”.

Federal Work Study (FWS)

Federal Work Study (FWS) is a need-based program that provides undergraduate students the opportunity to apply for jobs that allow them to earn money to pay educational expenses. For FWS funding consideration, a student must submit a completed FWS application to the Financial Aid Office. Contact the Financial Aid Office to obtain job descriptions for all FWS positions and to determine eligibility. FAFSA is needed to determine eligibility

Direct Loan Program (DL)

The three types of loans available under the DL program are Subsidized Stafford, Unsubsidized Stafford, and Parent Loans for Undergraduate Students (PLUS).

The Subsidized and Unsubsidized loan programs are available to both dependent and independent students enrolled at least half-time. Eligibility for the Subsidized Loan is based on financial need while eligibility for the Unsubsidized Loan is not based on financial need. If a student’s financial need is not great enough, they may not be eligible for the entire amount of the Subsidized Loan. In this situation the amount not received in the Subsidized Loan may be received in the Unsubsidized Loan program.

The maximum amount a dependent student can borrow per academic year (1 program) is \$5,500, no more than \$3,500 from the subsidized loan program. If a parent applies for a PLUS loan on behalf of their dependent student and is denied, the student may apply for an additional \$4,000 from the

unsubsidized program. The maximum amount an independent student can borrow per academic year (1 program) is \$9,500, no more than \$3,500 from the Subsidized Loan program. Under the Subsidized Loan program, the government pays the interest due until the student enters repayment, six months after ceasing at least half-time enrollment. Under the Unsubsidized loan program, the student is responsible for interest that accrues from the date of the first disbursement.

Federal PLUS Loans are available to parents and/or step-parents, with a good credit history, to help pay for the education of a dependent undergraduate student who is enrolled at least halftime. Parents may borrow up to the total cost of attendance less any other financial assistance received. Loan funds are disbursed in two equal amounts. Funds are disbursed 30 days after the beginning of each semester for first-time borrowers and applied to charges on the student's account. If a student is enrolled in only one semester per academic year, the second half of the loan disbursement is available after completing the first half of the semester.

Repayment

Subsidized and Unsubsidized loan repayment begins six months after the student ceases to be enrolled at least half-time. PLUS loan repayment begins 60 days after the date of the second disbursement, or the parent may request delayed repayment.

Origination Fee

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

Subsidized and Unsubsidized – 1.066%

PLUS - 4.276%

Credit Balances – Refund Checks

If a student receives more loan money than the balance on their account, a credit balance is created and a refund check is issued. Refund checks are available in the Cashier's Office at WIT.

Subsidized and Unsubsidized – the refund check is issued to the student

PLUS - the check is issued to the parent who applied for the loan unless otherwise indicated on the PLUS application or a signed authorization from the parent requests the balance to be issued to the student

Satisfactory Academic Progress (SAP) Federal Guidelines

Federal regulations require that financial aid recipients maintain Satisfactory Academic Progress (SAP) in order to remain eligible for Title IV Federal Financial Aid. Title IV Financial Aid includes Federal Pell Grant, Federal College Work Study, Federal Stafford Loan (subsidized and unsubsidized), and Parent Loans for Undergraduate Students (PLUS). SAP standards may also be required for some alternative/private loans.

The WIT Financial Aid Office reviews the following items at the end of each semester for all students who received federal financial aid:

- Qualitative Measure: Cumulative Grade Point Average: 2.0 (required for all students)

- **Program Pace:** All financial aid recipients must maintain pace of completion of 67% or greater. A student's pace is calculated as cumulative credit hours successfully completed divided by cumulative credit hours attempted/number of enrolled credit hours. (Successfully completed is defined as a "C" or better). For example, if a student enrolls in and attempts 24 credit hours and successfully completes/earns, 20 credit hours, pace is 83% (20/24) and the student would meet the pace requirement. On the other hand, if a student enrolls in, and attempts, 24 credit hours and successfully completes/earns, 15 credit hours, pace is 63% (15/24) and the student would not have met pace.
- **Maximum Time Frame for Program Completion:** The maximum number of credit hours for which a student is eligible to receive financial aid cannot exceed 150% of the published length of the program. For example, if the published length of an academic program is 48 credit hours, the maximum number of credit hours must not exceed 72 credit hours, $48 \times 1.5 = 72$. Students are required to meet with an advisor to discuss an academic completion plan if and when they reach 100% and have not met graduation requirements.

Financial Aid Probation: If a student falls below any of the SAP standards at the end of the semester, they are automatically placed on academic probation for the next semester they attend. Students may remain eligible for financial aid during the probation semester.

Financial Aid Suspension/Cancellation: Students who fall below any of the SAP standards at the end of a probation semester or at the end of the appealed probation semester. the student is placed on Financial Aid suspension and their financial aid is cancelled.

Financial Aid Suspension Appeal: Students on Financial Aid Suspension can appeal their SAP status, if approved, will be put on Financial Aid Probation for the following semester and may reestablish financial aid eligibility for that semester.

A student is not automatically eligible for financial aid upon re-enrolling in a program. A student must take-action to earn a satisfactory SAP status before regaining eligibility for financial aid. This can be done by appealing their SAP status.

Scholarships

WIT distributes scholarship opportunities to students as they become available. Each scholarship has specific criteria of eligibility and specific deadlines for application. Most scholarships are available for application between January and May for the upcoming fall or spring semesters.

Scholarship opportunities are available on the WIT webpage and in the Student Services Office.

Other Sources of Financial Assistance

Many organizations and agencies provide financial assistance to students. These include but are not limited to: Kansas Dept. for Children and Families, Heartland Works, Jones Foundation, Vocational Rehabilitation, and the Veterans Administration. Veterans may wish to contact the Regional Office of the VA for assistance at 1-800-827-1000. Information on any of these agencies can be obtained from the WIT Financial Aid Office.

AVAILABLE STUDENT SERVICES

Adult Education (GED & ESL)

The Adult Education Center, located in Building A, offers Adult Learning (GED) preparation classes as well as adult basic education classes to refresh one's skills. Computers and printers are available for student use.

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

Advising

Student Services staff members are available for academic advising and career planning. Staff provide guidance about school-related matters such as graduation requirements, changes of program, occupational information as well as grade and attendance concerns. Students are encouraged to seek assistance in a timely manner. Assistance is available on a walk-in basis or by appointment.

Bus Rides, Topeka Metro

Topeka Metro Transit in collaboration with Washburn University is offering students, faculty and staff free rides with a valid Washburn ID. There are bus routes that stop at the edge of Washburn University's campus on both 17th Street and 21st Street and WIT's campus on Huntoon Street.

Route information may be found on the [Topeka Metro homepage](#), or let Topeka Metro help plan your bus ride along their fixed routes using the [Google Transit Trip Planner](#).

CAFÉ

Vending machines are available and provide a variety of snacks and drinks.

Campus Advocate

The Campus Advocate is a person who is trained to provide support to Washburn Institute of Technology students, staff, and faculty. Services provided by the Advocate are free of cost and confidential. For more information, call the Campus Advocate at (785) 670-3348. Services provided by the campus advocate include:

- Assistance Providing Transit Between Classes
- Client Support at Legal Proceedings and Medical Advocacy
- Emotional Support
- Referrals to Campus Resources
- Sharing Reporting Rights and Options

Care Closet

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

Most people, at one time or another, need help. Crisis situations will be handled on an individual basis; confidentiality will be strictly adhered to. The WIT Care Closet will not be able to help all individuals who request assistance. However, it will help as many individuals as expertise, funds and time will allow.

The WIT Care Closet has a limited budget. Funds devoted to one person must be limited. Ways in which the Washburn University Institute of Technology Care Closet may be able to assist include, but are not limited to, food donations, transportation assistance, personal hygiene, counseling and referral to community agencies for additional services. Referrals for assistance may be made by students or staff to the Campus Advocate or Assistant Dean of Student Services located in the Student Services Office, Building A, Suite AC 117.

Career Services

WIT strives to assist all qualified students and graduates to secure employment in their field of study. (Employment is not guaranteed). Instructors, who maintain a close relationship with business and industry through their program advisory committees and business contacts, provide placement assistance to students completing their program.

Washburn Tech Student Services staff facilitates workshops that prepare students for employment. Workshop topics include, but are not limited to, resume writing and interview preparation. Each spring, Washburn Tech hosts a Job Fair to introduce students to employment opportunities. In addition, employers inform Washburn Tech of job openings on a regular basis. Employers can post job opportunities and students can access job listings on our [website](#).

Counseling Services

Students experiencing difficulty with academic work or who have personal concerns may want to utilize the Counseling Services' office located in Kuhne Hall, room 200. Office hours are Monday through Friday, 8am - 5pm or other times by appointment. Students can drop-in to make an appointment or call 785-670-3100, select option 2 to speak to a counselor 24 hours a day, seven days a week (student ID required). Confidentiality is maintained for all types of counseling. Students under the age of 18 will need parental consent to use the Counseling Services' office.

Departmental Library

Each department maintains a library of relevant magazines, books, pamphlets, and other instructional materials that can be used for class work. These materials are the property of the institution and cannot be taken from the classroom without permission. Any damage to the instructional materials will be paid for by the individual responsible for the damage.

Ichabod Shop

The Ichabod Shop is located in the Building A and is a satellite of the Washburn University Bookstore on the University campus. Students can purchase textbooks, supplies, apparel and snacks at the bookstore. Books can also be pre-ordered on the website: ichabodshop.com/home

Sporting Events, Washburn University

Single game tickets at Washburn University are available free of charge to post-secondary Washburn Tech students who present a Washburn ID.

Student Health Insurance, Washburn University

WIT students enrolled in six or more credit hours per semester are eligible to participate in the student health insurance program available through Washburn University. Please note that certain programs require a student to have health insurance during the duration of their program. (Ex. Practical Nursing)

Student Health Services, Washburn University

Student Health Services (SHS) is located in Morgan Hall, 140. Hours of operation are 8:00 am - 1:00 pm and 2:00 pm - 5:00 pm, Monday, Tuesday, Thursday and Friday on all days University offices are open. On Wednesdays, the hours of operation are 8:00am - 1:00pm and 2:00pm - 4:30pm. SHS is staffed by two board-certified nurse practitioners, a clinical nurse specialist, a registered nurse, and a receptionist. Treatment is available to all Washburn University/WIT students (*though not spouses and children*). Most care is provided free of charge with the exception of most immunizations, some medications, outside lab testing and X-rays.

Services available include treatment of urgent care issues such as bronchitis, lacerations, sprains, bladder infections, gynecologic infections and skin conditions. Wellness care includes physical exams (including well woman exams/PAP testing), contraceptive education, TB testing, and immunizations. Students with chronic, stable conditions such as high blood pressure, diabetes and thyroid disease can also be seen at SHS. Students under the age of 18 must have parent/guardian permission prior to being treated at Student Health Services. Treatment of depression, anxiety, bipolar disorder and ADD/ADHD are in collaboration with Washburn University Counseling Services.

Medical insurance is not required for most students but is strongly recommended. (*International students are required to have insurance*). A basic insurance plan administered by an external company is available to Washburn Students. Information is available at the SHS, the Student Life Office, and online at washburn.edu/main/student-life/student-health/index

When SHS is not open and the student does not have a personal health care provider, care may be obtained at the following urgent and emergency care centers at the student's expense:

- Cotton-O'Neil Express Care
- Med-Assist
- Minor Med
- Tallgrass Immediate Care
- KU/ St. Francis Medical Center
- Stormont-Vail Health Care
- Sunflower Prompt Care
- Take Care Clinic

Please note the two hospitals (KU Med/St. Francis and Stormont Vail) are places to seek treatment for serious illness or injury and charges will likely be much higher than the other facilities listed.

For more information, please call the SHS at 785-670-1470 or go online to:
washburn.edu/main/student-life/student-health/index

Student Privileges, Washburn University

High School students may use the Washburn University Mabee Library and receive discounts at many Topeka area businesses by presenting their Washburn Tech ID.

Post-secondary students may access the facilities at the Student Recreation and Wellness Center, attend University theatre productions and Sporting Events, receive medical services at the University Health Center, enjoy discounts at the University Bookstore, and access all services at the Mabee Library and the Law Library by presenting their Washburn Tech ID.

University Libraries and Study Centers, Washburn University

The University Library, Mabee Library, located in the center of campus, is the intellectual and cultural heart of the University. Its staff offers a wide variety of services, with a special focus on educational programs that promote the intelligent use of information resources and information literacy, such as the 1-credit course IS170: Library Research Strategies, IS171: Internet Research Strategies, IS172: Advanced Research Strategies, and IS174: Trace Your Family History. Ongoing physical improvements in the library - the Study Grounds coffee bar and booth seating - continue to make it a place for 21st Century learning and allow the library to host a growing list of public exhibits and events, including student art exhibits, Aperion, the Averill Kansas Studies Lecture, and the Last Lecture Series.

The Library has three floors - one of which is a dedicated quiet zone, a second is designated for group study, while the main level is a mixed space that provides access to over 100 computers for students and faculty. A bank of 10 high-speed computers is available on the third floor. The Academic Success Center (washburn.edu/tutoring) and the Writing Center (washburn.edu/writing-center), also located on the main floor, provide free tutoring services for students.

STUDENT ORGANIZATIONS

SkillsUSA

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

National Technical Honor Society

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

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

ACADEMIC POLICIES AND PROCEDURES

Attendance, Absences and Tardies

Students are expected to attend classes every day to receive the maximum benefit from their instructional program. WIT realizes that, due to circumstances beyond the student's control (i.e., illness, a death in the family), daily attendance is not always possible. Absences and tardiness are recorded each day, regardless of the reason. For purposes of taking attendance, there is no excused or unexcused absence or tardy. Each program applies its own system explained in each program syllabus, which may factor absences and tardiness into the student's daily and/or final grade and maintaining enrolled status in the program. Students are advised to visit with instructors regarding the grading and attendance systems used by the program in which the student is enrolled. Some programs require 100% attendance.

For high school students, if your home high school is closed for weather reasons, you are excused from attending classes at WIT. However, if your home high school is closed for holidays/breaks, professional development, parent teacher conferences, or the like, you are expected to attend class at Washburn Tech on the days that we are open and the high school is closed. For weather-related closings, home schooled students will be excused on days that the district in which they reside in is closed.

Grades and Grading

Grades are issued by instructors four times per year, twice per semester. The following definition of letter grades will prevail:

Grade	Description
A	Excellent
B	Well Above Average
C	Average
CR	Credit Only (Practical Nursing and Surgical Technology Clinical Only)
D	Below Average
F	Failure
I	Incomplete
NC	No Credit (Practical Nursing and Surgical Technology Clinical Only)
W	Withdrawn

A grade of "I" or incomplete means that the student has not completed all the requirements of the course. Please see the section "Incompletes, Withdrawal, and Failures" for more information.

Each **course** syllabus describes what kind of work will be graded in the course (i.e. quizzes, projects, exams, assignments, etc.) and the weight that each category of work contributes to the final grade.

For example:

25% = Final Project

20% = Lab Project

20% = Quizzes

20% = Assignments

15% = Attendance/Participation

Students doing unsatisfactory work or failing will be notified by the instructor and a progress report will be completed. Instructors and/or Washburn Tech Program Navigators/Advisors will meet with those students to assist them in adjusting to the school/technical program or in changing their vocational objective. Each program establishes its own grading scale and guidelines regarding satisfactory progress within the program. A grade of C or better is required to earn course credit.

Incomplete Grades

Students have no more than one semester from the end of a grading period (quarter or semester) to make up an incomplete grade. If there are special circumstances involved, additional time for make-up may be allowed.

Should additional time be needed, this must be approved by the instructor and the Assistant Dean of Student Services.

Grade Dispute

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

Grievance Procedure

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

1. The student shall first bring the issue informally to the attention of their program instructor within five school days after the concern was raised. Every effort must be made to resolve the concern at this level.
2. If, after every effort has been made to resolve the concern with the instructor, the student is not satisfied, the student may present a written grievance to the Assistant Dean of Student Services within 30 days after the incident/issue that raised concern. The Assistant Dean of Student Services will investigate the matter and render their decision within ten school days after receiving the written grievance. A written notice of the decision will be sent to the student.
3. If the student wants to appeal the decision of the Assistant Dean and Director of Student Services, they must file a written appeal within five school days to the Dean of WIT. The Dean will render a decision on the grievance within five school days of the filing. A written notice of the decision will be sent to the student.
4. The decision of the Dean will be final.

5. **Note:** Health Occupations students with issues or concerns not resolved at the classroom level, will take those issues/concerns to the Director of Health Occupations before coming to the Assistant Dean of Student Services.
6. **Note:** If the appeal is regarding dismissal from a program, the student may remain in class during the appeal process unless the student poses a risk to self or others.

Adding, Withdrawing and Changes to Classes

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

Adding Classes

Because WIT utilizes block scheduling, there are not often opportunities to add additional courses outside of one prescribed semester block of classes. However, the opportunity to add an additional course outside of one's prescribed block may sometimes be an option. Students interested in adding an additional class should talk with their Program Navigator & Advisor located in the Student Services Office.

Incompletes

Courses in which students receive a grade of incomplete "I" or withdrawn "W", do not necessarily affect a student's Academic Standing. However, a grade of "F" (failing), will negatively impact the student's Academic Standing and potentially the student's eligibility for financial aid, according to the financial aid SAP policy. Grades of incomplete "I" or "W" are not calculated into the student's term or cumulative GPA.

However, an incomplete that becomes a letter grade ("A" through "F") is counted in the cumulative GPA and as hours completed for Academic Standing and SAP standards. Incompletes must be completed within the time frame approved by the instructor and the Assistant Dean of Student Services.

Students have no longer than the end of the next term (excluding summer) to make up an incomplete grade. If there are special circumstances involved that resulted in prolonged absences, additional time for make-up may be allowed. Any incomplete must be cleared with the instructor and the Assistant Dean of Student Services. Instructors have the right to set a shorter time frame to make up an incomplete grade.

Withdrawals – Individual Course and Term

Students seeking to withdrawal from a course or courses must contact their Program Navigator & Advisor. The withdrawal is not official until processed by registrar staff.

A student may voluntarily withdraw from their technical education program by submitting a written request to the Assistant Dean of Student Services (including student's full name, WIN number, and program).

If a withdrawal occurs once the refund period has expired, no refund will be allowed upon withdrawal from either the semester or program. The withdrawal appears on the transcript with a "W."

The deadline for withdrawing from the semester is Friday of the 12th week of the semester, or the date 60% of the non, full-term class is completed.. After that deadline, the student may not withdraw and the instructor will report the grade earned by the student at the end of the semester.

If a student is withdrawing from an individual course but would like to attend a future course in the current term, the student must submit written confirmation of this to be able to attend the future course in that term.

More information on withdrawals can be found in the Tuition, Fees, and Financial Aid section of this catalog.

Repeating Courses

If a student repeats any portion of a program, the most recent grade, not necessarily the best grade, is used to determine the qualitative and quantitative measures. However, all attempts are included when calculating pace and maximum time frame and all attempts remain on the transcript.

Credit/No-Credit Options

Credit/No Credit classes are accepted as enrolled hours for Academic Standing and Financial Aid SAP purposes and count as credit hours. If a student receives credit, the credit hours are included in the number of credit hours successfully completed. If a student receives no credit, the credit hours are not included in the number of credit hours successfully completed. Since there is no letter grade assigned for these classes, they are not included when calculating the cumulative grade point average.

Transferring Credits

Credits transferred to WIT from a previous institution that are accepted and meet WIT graduation requirements are included when determining Academic Standing and Financial Aid SAP. Students who wish to transfer credits to WIT from another institution should notify the Student Records Administrator in the registrar area of the Student Services Office of the request. Acceptance of credits earned at the previous institution is based upon many factors including the previous coursework; the duration and attendance of course work taken, competencies attained, and other criteria. When credit for previous course work is granted, the academic record of such work is included in determining SAP at WIT. Decisions regarding the acceptance of transfer credits rests with the Assistant Dean of Instruction.

Changing Programs

Upon Admission into WIT, a student is enrolled into one technical education program. If the student wishes to change programs prior to completing a program, the student must reach out to their Program Navigator & Advisor explaining why the student wants to change programs and identifying the new program.

- If the student is in good academic standing, and if there is a seat available in the new program, the Program Navigator & Advisor may approve the program change.
- If the student is not in good academic standing, the Program Navigator & Advisor may deny the program change.
- If the new program involves a selection process (i.e. in healthcare programs) the student must go through the required processes to gain acceptance into that program.

All grades earned at WIT are included in the Academic Standing and SAP calculations. This is true even if a student changes programs.

Graduation Requirements

To receive a certificate and graduate from a technical program, students must maintain a cumulative grade point average (GPA) of 2.0 or greater with no course grade less than a “C”. If a student receives a “D” or “F” in a course, they must re-enroll in that course, pay tuition for those credits, and earn a “C” or higher.

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

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

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

ACADEMIC STANDING

Academic Standing refers to a student's grade point average, and determines whether students are eligible for positive results such as scholarships and graduation or negative consequences such as academic probation and academic suspension.

Good Standing

A student who has a cumulative GPA of 2.0 or higher shall be considered in Good Standing.

Academic Probation

An undergraduate student who does not achieve a 2.0 GPA for the semester and does not obtain a cumulative Washburn Tech GPA of 2.0 will be placed on Academic Probation for the next semester they attend. If there is a gap in attendance between a student being placed on Academic Probation, and returning to Tech, the status of Academic Probation will stand from the last semester of attendance. A student on Academic Probation may remain eligible for federal financial aid. The Financial Aid Office calculates Satisfactory Academic Progress (SAP) separate from Academic Standing. A student who earns a 2.0 GPA for the semester but does not have a 2.0 cumulative GPA will remain on Academic Probation.

Students who are placed on probation rather than being suspended by the Student Services Office are subject to any of or all of the following:

- Semester course registration revisions to promote success
- Mid-term grade checks and class attendance checks
- Counseling and possible required follow-up meeting with a Program Navigator & Advisor
- High School students: High school personnel are notified of status and may take further action.
- Academic coaching meetings

Students who remain on Academic Probation after one term and are failing to make satisfactory progress toward a certificate can face Academic Suspension.

Students who return to Academic Probation after being on Good Standing also can face Academic Suspension.

Academic Suspension

A student currently on Academic Probation who does not have a semester 2.0 GPA or a cumulative 2.0 GPA may be placed on Academic Suspension.

A grade of incomplete will not affect the GPA for the semester in which it is received. The awarded grade will affect the GPA for the subsequent semester.

Academic Suspension requires that a student sit out for at least a semester. The summer session does not count as a full semester.

Appeal for Reconsideration of Suspension

Students placed on Academic Suspension may request reconsideration if there were extenuating circumstances beyond their control which prevented them from attaining the required academic standards. The Academic Probation and Reinstatement committee convenes to hear appeals.

To appeal a suspension, the student must complete an Appeal for Reconsideration of Academic Suspension form two (2) weeks prior to the beginning of the semester/session in which the student wants to enroll. The student will need to include a plan for how they will succeed academically moving forward. The student is strongly encouraged to contact the Student Services Office to talk with a Program Navigator & Advisor prior to submitting an Appeal for Reconsideration of Academic Suspension form.

After a student returns from Academic Suspension, they will remain on Academic Probation until their cumulative GPA reaches a 2.0 or higher.

After two Academic Suspensions, automatic reinstatement is no longer an option. Instead, a student must have an interview with the Academic Probation and Reinstatement committee.

A student returns to Good Academic Standing when their cumulative GPA reaches a 2.0 or higher.

SAFETY PRACTICES

Safety is a priority in every classroom, shop, and laboratory setting. All instructors provide information and demonstrations regarding safe practices in their program. Students must always adhere strictly to these practices. Students must pass a safety assessment prior to gaining access to labs and shops associated with their technical program. Instructors make safety practices an important part of their instructional procedures as well as their grading system.

Lack of following established safety practices may result in program removal.

Eye Protection

Many programs require the wearing of approved eye protection. Instructors will advise on the type of protection needed and the student is responsible for purchasing the required eye protection.

Non-compliance with shop safety standards is a violation of the Student Conduct Code.

Medical Emergencies and Accidents

When injuries or accidents occur, students must notify the instructor immediately. Instructors, or the substitute instructor on duty, must complete a “Washburn University Institute of Technology Incident Form” within 24 hours of the accident and submit to the Assistant Dean of Student Services.

All technical programs maintain first aid kits. If further assistance is required, students are referred to Student Health Services on the Washburn campus or a hospital emergency room. The University Student Health Services is located in Morgan Hall, room 140, phone number 785-670-1470. Current hours of operation are Monday, Tuesday, Thursday, Friday, 8am-5pm (closed 1-2pm for lunch) and Wednesday, 8am-4:30pm (closed 1-2pm for lunch). Please call to confirm availability.

If the incident requires more immediate attention, a call will be placed to 911 requesting assistance. *Any transportation costs associated with an ambulance will be at the expense of the student.* **No Washburn Tech staff will transport individuals with a medical emergency to the hospital.** Any Washburn Tech staff person with direct knowledge of the medical emergency may place the call to “911.”

After the call is placed, the Washburn University police officer on duty at Washburn Tech (785-670-3319 or 785-670-1153) and the Assistant Dean of Student Services (785-670-3357) must be notified.

In emergency situations, Student Services staff will notify the parents of high school students and the emergency contact of post-secondary students.

Dress Code

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

Leaving Buildings or Premises During Class Time

The staff at WIT has a responsibility to parents and participating high schools for the safety of all students. If students need to leave campus during their regularly scheduled class hours, they must check out with their instructor.

Written parental permission must be on file with the classroom instructor and Student Services before high school students will be permitted to participate in field trips.

Personal Electronic Devices

The use of cell phones and other electronic devices is at the discretion of the instructor. WIT is NOT responsible for the theft of cell phones, other electronic devices, and related items.

Computer Ethics

Computers and the internet at WIT support education and research at the institution. For students to benefit from these resources, standards of use have been established as described below.

Transmission of any material in violation of any U.S./State regulation or school policy regarding computer/internet use is prohibited. This includes but is not limited to copyright material protected by secret trade. **The use of Washburn Tech's computers and the internet is a privilege, not a right. Inappropriate use will result in loss of the privilege and possible disciplinary action including removal from the program/Washburn Tech.**

Student use of WIT's computer systems/networks and internet access must follow accepted rules of usage. These rules include, but are not limited to, the following:

1. Swearing, vulgar language and abusive messages will not be tolerated.
2. Exercise caution when sending personal addresses or phone numbers. Sharing personal information about others is prohibited. Report to authorities any message relating to illegal activities.
3. All student computer/internet usage at Washburn Tech must be under the supervision of an instructor or staff person.
4. Students may not use disks or programs other than those provided or approved by WIT instructors and staff.
5. Food or drink at or in the proximity of computers, printers, etc. is prohibited.
6. All printing or downloading must be under the supervision of an instructor or staff person. All information is to be considered copyrighted.
7. Computer vandalism is prohibited. Vandalism is defined as any malicious attempt to harm or destroy another user, the internet, or any computer agency or network. This includes the uploading or creation of computer viruses.

EMPLOYMENT-RELATED SERVICES

Work Experience

Students who complete all competencies of their technical program may have the opportunity to participate in various types of work experience prior to graduation. Students must meet Satisfactory Academic Progress for approval to leave campus for any type of work experience. In addition, students need the recommendation of the classroom instructor and the approval of the Assistant Dean of Student Services. Work experience, paid or unpaid, must be directly related to the technical training program.

Employment Assistance

WIT strives to assist all qualified students/graduates to secure employment in their field of study. However, employment is not guaranteed. Instructors, who maintain a close relationship with business and industry through their program advisory committees and business contacts, may provide placement assistance to students completing their program.

Each spring, WIT hosts a Career Fair to introduce students to employment opportunities. In addition, employers inform WIT of job openings on a regular basis. This information is provided to program instructors to share with students.

Employers can post job opportunities and students can access job listings at witjobs.net

CAMPUS GUIDELINES

Vehicles and Parking Policies on Campus (Applies to Bicycles)

Individuals who drive to any WIT campus must assume the responsibility for safe and legal operation of a vehicle on or near the campus. The following guidelines apply to those who drive vehicles onto WIT's campus:

1. Students and staff will enter and leave the campus in an orderly and safe manner at all times
2. A speed limit of no more than 15 miles per hour will be observed on campus
3. Reckless driving and speeding will not be tolerated
4. Student parking is not permitted in front of the administration building (Building A) or where curbs are painted yellow
5. Parking must be within the lines denoting parking areas
6. All traffic must stop for school buses that are loading and unloading on the campus
7. City police and University police may issue tickets for violations
8. With reasonable suspicion, any vehicle parked on the Washburn Tech premises may be subject to search for illegal drugs or weapons
9. Bicycles brought onto campus must be placed in the bicycle racks provided.
10. Washburn police officers provide emergency "jump starts" and "lock-out's."

General Vehicle Operations

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

Persons operating or parking a vehicle on campus shall be fully responsible for that vehicle and its contents. WIT 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 them through the State Motor Vehicle Department regardless of the operator at the time of the violation.

Accessible Parking

Certain parking spaces are designated as accessible parking. Parking in these spaces is reserved for those persons whose vehicles display:

1. A specially issued vehicle license plate displaying the international symbol of access to the physically disabled;
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 disabled.

Designated Parking

WIT has open parking except where specifically designated.

Parking Over-length Vehicles

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

Overnight Camping or Sleeping

Parking for camping or overnight sleeping in vehicles is prohibited.

Prohibited Parking Practices

The following acts are prohibited and tickets may be issued for such infractions:

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

Vehicle Removal

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

Fees for Violations of Parking

A fee of \$25.00 shall be charged for all tickets issued for parking violations (except for parking in accessible spaces without a permit). Such fees are due and payable to the WIT Cashier during business hours. Fees are due within five (5) business days following the date the ticket was issued. If the fees are not paid, a late payment fee of \$10.00 shall be assessed on the sixth day following the date of issuance of the ticket. Students, instructors and staff are all subject to these fee and late fees.

Failure to Pay

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

Hearings

A person who wants to contest the issuance of a WIT ticket issued for parking violations may obtain a hearing in accordance with the following procedures:

1. A verbal complaint regarding a specific ticket issuance shall be made to the Assistant Dean of Student Services within five (5) business days of the issuance of the ticket. The Assistant Dean has five (5) business days to gather information and respond to the complaint.
2. If the individual is not satisfied with the disposition of the complaint regarding a specific ticket, the individual may then submit, in writing, their reason for a review request to the Chief of University Police within five (5) business days after receiving the first response. A hearing will then be scheduled by the Parking Ticket Review Board that will consist of two students, two instructors or staff members, and the Chief of University Police. The decision of the Parking Ticket Review Board shall be final.

Visitors to Campus

A visitor is defined as an individual who is not a student, faculty, or staff member of WIT. Visitors ticketed on campus for parking violations may be excused for such parking violations by taking or mailing the Washburn Tech Parking Violation Notice, with proper identification, to the Assistant Dean of Student Services.

Students

Students are defined as those individuals who are currently enrolled at WIT 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 WIT student for the current or next term will be considered a visitor.

Vehicles and Pedestrians

Vehicles shall yield to all pedestrians.

Vehicle Speed Limits

All vehicles are to be driven prudently and not in excess of 15 mph on the streets and roads of the WIT campuses.

Accidents, Reporting Of

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

Emergency Preparation

To prepare students and staff in the event of an emergency, fire drills and tornado drills may be held throughout the year on a regular basis. When the alarms sound, all students should immediately cease working and exit the classroom or shop area in the manner designated by their instructor. Maps designating the appropriate exit routes are posted in, or adjacent to, all classrooms on campus.

iALERT

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

Tobacco Products

The word “tobacco” is all-inclusive and refers to smoking, smokeless tobacco and electronic devices that simulate smoking.

The use of tobacco products on Washburn Tech property is limited to students 18 years of age or older in the designated areas. The areas are designated by a green barrel with bright orange painted rings; the guidelines related to tobacco use are posted on or adjacent to the barrels. Smoking is permitted within 6-8 feet of the barrel. The use of tobacco products is prohibited except in the designated areas.

Inspections of Property and Equipment

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

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

Falsification of Documents

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

Notice of Non-Discrimination/Equal Educational and Employment Opportunity

Washburn 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: Equal Opportunity Director/Title IX Coordinator, Washburn University, 1700 SW College Ave, Topeka, Kansas 66621, 785.670.1509, eodirector@washburn.edu.

Complaints of any form of discrimination (harassment, sexual violence, and retaliation) are to be made to the Equal Opportunity Director/Title IX Coordinator. Washburn University's nondiscrimination policies and procedures are available online: <https://washburn.edu/statements-disclosures/equal-opportunity/index.html>

CRIME AWARENESS AND CAMPUS SECURITY

Security is the responsibility of every person on campus. Every person must assume responsibility for securing personal property. Student access to departmental classrooms and labs is available only in the presence of WIT personnel. All crimes, including theft and/ or vandalism, should be immediately reported to University Police. When necessary, University Police will notify the appropriate law enforcement agency.

REGISTERED SEX OFFENDERS

In October 2002 (64 Federal Register 59060), as part of the Violence Against Women Act, a provision was added to the "Clery Act" requiring colleges and universities to include information about where information regarding registered sex offenders may be obtained. This information may be obtained on the Kansas Bureau of Investigation (KBI) Web site: www.accesskansas.org/kbi/ros.html.

FIREARMS OR WEAPONS ON CAMPUS

Open carry of any firearms by any means is prohibited on Campus. Each entrance to each Building on Campus shall be conspicuously posted that openly carrying a firearm into that Building is prohibited. These postings shall be in accordance with Kansas law, more specifically, K.S.A. 75-7c24.

"Concealed Carry" means the weapon is concealed on or about their person at all times. If the concealed weapon becomes exposed because the weapon holder is either 1) using the weapon in lawful self-defense or defense of others as defined by Kansas Statutes; or 2) is transferring the

weapon directly to an appropriate storage location, such exposure of the weapon shall not be considered a violation of this policy.

“Firearm” means any weapon designed or having the capacity to propel a projectile by force of an explosion or combustion. K.S.A. 21-5111(m).

“Handgun” means: A pistol or revolver which is designed to be fired by the use of a single hand and which is designed to fire or capable of firing fixed cartridge ammunition; or any other weapon which will or is designed to expel a projectile by the action of an explosive and which is designed to be fired by the use of a single hand. K.S.A. 75-7c02(b) and 75-7b01(i).

Washburn University Police. Washburn University police officers shall be allowed to possess firearms or other weapons at all times when engaged in the performance of their duties or as otherwise allowed by law.

In accordance with The Personal and Family Protection Act, K.S.A. 75-7c01 et seq., concealed carry of Handguns shall be permitted on Campus but not in any Campus Building.

Beginning July 1, 2017, the general rule will be that concealed handguns may be carried into any Building on Campus. The Administration may restrict carrying of concealed weapons into Campus Buildings in accordance with Kansas law, more specifically K.S.A. 75-7c20.5.

Aside from what is permitted by the Concealed Carry of Weapons policy stated above. Weapons will not be tolerated on campus, in cars on campus, or at school activities. Replicas of firearms, including starting pistols, spring-powered pellet guns, B-B guns, cap guns, squirt guns, toys or other instruments that appear to be firearms, will not be tolerated on campus or at school activities. Paint ball guns, dart guns, and “spud” guns are not allowed on campus or at school activities. Refer to the Student Conduct Code for additional details.

THE STUDENT CODE OF CONDUCT

Washburn students are responsible for knowing the information, policies and procedures outlined in the Student Code of Conduct. Washburn University reserves the right to make changes to this code as necessary and once those changes are posted online, they are in effect. Students are encouraged to check online www.washburn.edu/knowthecode for the updated versions of all policies and procedures.

Alcohol and Drug Policy

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

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

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

Substance Abuse and Drug Screening

While there is no intent to intrude upon the private life of its students, WIT is interested in the well-being of its students who represent the institution. ***Drug screening may be required when the student is suspected of alcohol and/or drug use.*** If a faculty member or other staff person has “reasonable suspicion” of substance abuse, based on objective criteria, institutional policies will be followed. If the behaviors are observed when the student is off-campus at a WIT program related site, the student may be required to have drug and/or alcohol testing and may not participate in the off-campus activities until the results are available and findings negative. If screening is initiated by WIT, the school will pay the cost.