WASHBURN UNIVERSITY®
STUDENT HANDBOOK & PLANNER
2015
MORGAN HALL
17TH & WASHBURN
ICHABODS
BOW TIES
Mabee Library
Topeka, KS
150 YEARS
IN THE
MAKING
Study
TOPEKA METRO BIKES
Farley
Go Bods!
SAUFAFFER
PETRO
bods™ like it hot
WASHBURN
YAGER
LECTURE
SERIES
Leadership
CANEPMIA
Living
Learning
Center
WASHBURN
2016
WHAT WILL THE NEXT 150 YEARS LOOK LIKE?
Washburn University™

Student Planner/Handbook

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

Editor: Malcolm Mikkelsen, WSGA Vice President

This planner belongs to:

NAME ____________________________________________

ADDRESS ____________________________________________

CITY/TOWN ___________________________ ZIP CODE ____________

PHONE ________________________________

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A WORD OF WELCOME

Dear Students,

We are excited to welcome you to Washburn! It is truly a great place to be as we celebrate our 150th birthday! The journey you are embarking on will be both exciting and challenging, and it will be one of the most memorable experiences of your life. As a student, you will experience personal and intellectual growth as you explore your career options and better understand the world.

During your time at Washburn, you will be challenged as an Ichabod to dream, achieve, create, lead and excel both inside and outside of the classroom. Your college education will prepare you to become a well-educated, world citizen. As future leaders, you will help society deal with complex challenges and issues. The challenges of today are different than those of tomorrow; and, as a leader, you will create solutions to those problems using skills that you develop during your time as a collegiate.

As is true in all life experiences, the college experience is what you make it. Commit to being successful during your time at Washburn. Keys to success include working hard, attending classes, and committing yourself to your studies and assignments. Develop strong working relationships with your professors. Take advantage of academic. Do not hesitate to reach out for help or to ask questions; Washburn has wonderful faculty members who teach because they are passionate about students. We have numerous resources dedicated to helping you succeed. Finally, as we embark on a new academic year, I encourage you to become an active and engaged member of the Washburn and Topeka communities. Becoming involved in your community is an excellent way to balance the rigor of academic life. By taking some time to have fun, you are preparing yourself for civic and community involvement beyond your college years.

Washburn University is an institution built around you. Please take advantage of all that we have to offer. Best wishes for a fantastic year.

Sincerely,

Jerry Farley, President

Greetings Ichabods,

Welcome back to campus for what we are sure will be a very exciting year. 2015 marks the 150th year that Washburn University has provided quality education, and Washburn Student Government Association (WSGA) is thrilled to share this experience with you. As we celebrate the 150th birthday of this institution, you have an extraordinary opportunity to be a part of Washburn’s history. In order for the next 150 years to be a success, it is important for students to be involved and engaged with the Washburn campus and the Topeka community. There are a variety of opportunities offered by this University, ranging from honor societies to Greek life, which will enrich your college experience. This will be a fantastic and historic year for us and our university, and we welcome you to participate in all the events and activities that are available. WSGA is here to facilitate your ideas and address any of your concerns. It is our goal to make your college experience as enjoyable as possible. Please stop by our office in the lower level of the Memorial Union if you ever have any questions. We look forward to seeing you around campus this year. Go Bods!

Blake Porter, WSGA President
Malcolm Mikkelsen, WSGA Vice President

Washburn University prohibits discrimination on the basis of race, color, religion, age, national origin, ancestry, disability, sex, sexual orientation, gender identity, genetic information, or marital or parental status. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Pamela Foster, Equal Opportunity Director, Washburn University, 1700 SW College Ave., Topeka, KS 66621, 785.670.1509, eodirector@washburn.edu.
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Washburn Transformational Experience (WTE)

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

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

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

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

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

For more information, visit the website at: [www.washburn.edu/wte](http://www.washburn.edu/wte)
Services Provided for YOU by WSGA

Each semester, Washburn University students pay a student activity fee that assists in the funding of many projects and activities available to all students. The following are just a few of the many activities, events and services that are available to students:

iSave Discount Program – This is a free service for Washburn students provided by local Topeka businesses. Students simply present their WUID at participating local businesses to receive discounts!! Check out washburn.edu/wsga to find the list of participating businesses and go save some money!

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


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

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

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

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

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

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

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

A Attent CAB (Campus Activities Board) and WSGA (Washburn Student Government Association) events and activities.
B Participate in Washburn’s Birthday activities.
C Read the free newspapers that are a part of the Collegiate Readership Program.
D Take advantage of the iSave Student Discount Program.
E Take your children or relatives to CAB’s Easter Egg Hunt in the spring.
F Attend the Finals Stress Relief Week activities at the end of each semester
G Be generous to your community through WSGA philanthropy events such as Can Emporia.
H Participate in the Homecoming festivities, October 18-24.
I Participate in I Love WU Week and get free stuff!
J Get a life by joining WSGA, CAB, a student organization, fraternity, or sorority.
K Start the school year by kicking off the year at the 2015 Welcome Week.
L Attend the on-campus speakers that are part of the WSGA/CAB-sponsored lecture series.
M The Mabee library is the place to be: check the Study Grounds Coffee Shop!
N Nominate your organization for a SOAR Award!
O Start your own student organization!
P Come play pool or watch TV in the lower level of Memorial Union.
Q Have a quick meeting with our public relations director to find out how to best promote your activity on campus.
R Read the student newspaper, The Washburn Review.
S Dial SafeRide, a free and safe ride home from any drinking establishment in the City of Topeka at 267-3777!
T Tailgate with the Bod Squad and fellow students at Washburn athletic events!
U Take your children to University Child Development for a discounted rate.
V Cheer the Ichabods to victory at sporting events!
W Attend WSGA meetings to be informed; and voice your opinion about issues that affect Washburn University.
X Get X-tra pumped for what the Larkey app has to offer!
Y Talk to a senator to find out how YOU can make a difference during your time at WU.
Z Catch some Zzz’s at Mabee, because it is open extra hours finals week!

Good Network Neighbor Guidelines Mission Statement

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

1. Disable all uploading features on any file share sharing service to help save bandwidth.
2. Download big files after 5 p.m. You’ll have a faster download time, and you won’t be bogging down daily WU operations.
   a. Do it when the demand of bandwidth is lowest.
3. Close all internet applications that aren’t being used during the day to help save bandwidth.
4. Keep antivirus and Windows software up-to-date to help keep other computers on the network clean and safe.
   a. This includes scanning for viruses and using Windows Update regularly.
5. Obtain spyware and malware protection to prevent unauthorized use of the internet and to also prevent your personal information from being spread to outside sources.
6. Refrain from using your own wireless router to prevent unauthorized access to the internet. Plus, it’s against the Terms of Service.
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VISION STATEMENT
Washburn University is dedicated to being a premier Midwest regional institution recognized as a leader in providing a superior student-centered, teaching-focused learning experience, preparing graduates for success in their chosen profession, and stimulating economic vitality.

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

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

• **Integrity**: acting in an honest, fair, and ethical manner creating a culture of trust evident in all University activities and in decision making.

• **Excellence**: serving our scholarly community by delivering consistently high-quality programs, teaching, service and scholarship.

• **Accountability**: being held responsible for academic, programmatic, and fiscal integrity and value while prudently managing the resources entrusted to the University.

• **Respect**: embracing diversity and treating others collegially with civility, openness, and professionalism in all interactions, activities, and decision making.

• **Collaboration**: working toward common goals with others in the University and the community while valuing teamwork, participation, and diversity of ideas and perspectives.

• **Innovation**: encouraging, considering, and supporting development of ideas by fostering individual ingenuity and creativity and creating an environment with opportunities for growth and change.

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

The economic situation immediately following the Civil War resulted in financial hardships for the new educational institution. During a fundraising venture in New England, a school official was presented a $25,000 donation by Massachusetts wire manufacturer, Ichabod Washburn. Washburn was a church deacon known for his support of advanced education for women as well as his championing of the abolitionist cause. In 1868, the school was renamed Washburn College as a statement of gratitude in honor of the benefactor.
Ichabod
The emergence of competitive team sports at the turn of the century created the need for a mascot to symbolize school spirit. In 1904, the Kaw yearbook called the college’s baseball players “Sons of Ichabod,” committing the nickname to print. No graphic representation of the Ichabod existed until the 1938 yearbook.

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

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

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

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

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

Sesquicentennial – How does Washburn plan a celebration that recognizes 150 productive, innovative and pioneering years that were packed with historical milestones and achievements? Washburn began celebrating its Sesquicentennial anniversary in 2011 and will conclude with a Grand Homecoming celebration in the fall of 2015. For details, go to Washburn.edu/150.

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

Enrollment: 6,722
Student/Faculty ratio: 15:1
Classes: 40% of undergraduate classes have fewer than 20 students.
Faculty: 83% of full-time faculty holds doctorates or the highest degrees in their discipline.
National recognition: Washburn is annually ranked as one of the best colleges in the Midwest by US News & World Report.

Financial Aid: More that $65 million in financial aid is available to students annually. Scholarships awarded from University resources are $6 million.

Endowment funding: Washburn Endowment Association assets of approximately $152 million ranks Washburn second in the state on a per-student basis among the public institutions.

Internships: Each year, 1,000 students participate in internship opportunities at more than 125 sites in WU’s capital city location.

Athletics: Ten athletic teams compete on the NCAA Division II level in the Mid-America Intercollegiate Athletics Association (MIAA) conference. Sports are baseball, basketball (men and women), football, golf (men), soccer (women), softball, tennis (men and women) and volleyball.

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

The Campus:

• The Mulvane Art Museum is the oldest accredited art museum west of the Mississippi River. The museum’s permanent collection, although international in scope, emphasizes the work of Kansas and Midwest artists.

• Washburn is home to KTWU, the first public television station in Kansas.

• Crane Observatory houses an 1898 Warner & Swasey refracting telescope.

• The Kuehne Bell Tower features a quartet of bells once housed in the clock tower of Thomas Gymnasium, which was destroyed during the 1966 tornado.

• Washburn University is a publicly funded, independently governed, state coordinated university. In 1941, the citizens of Topeka endorsed Washburn by voting to establish a municipal university, supported in part by the city and governed by a local board of regents. In 1999, the University’s primary funding was moved from city property tax to county sales tax sources, with the school retaining status as a municipal subdivision of Kansas.

In addition to local financial support, Washburn has received state funds since 1961, which have been coordinated by the Kansas Board of Regents since 1991. The University is governed by its own nine-member Board of Regents.
WASHBURN’S ALMA MATER
A song of our prairies wide,
A song of breezes strong,

A song of our pride, the true and the tried,
Of our college dear, a song.

Chorus:
Washburn, Washburn, we love thee well,
Ours is the joy thy praise to swell;
With voices free we’ll sing of thee
And ever thy praise we’ll tell.

‘Tis not for thy hoarded light,
‘Tis not for thy stately halls,
But ‘tis for the right, the sword of might, Thy
sons obey thy calls.

Repeat Chorus

The winds for thee music make,
The prairies their strength reveal,
Our glorious state, our Kansas great,
On thee has set her seal.

Repeat Chorus

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

Words by Frances Storrs Johnston, 1892 Music
by Lucy Platt Harshbarger, 1893
Washburn University Campus Map

Admissions 1
Alpha Delta Fraternity 14
Alpha Phi Sorority 11
Art Building 34
Bell Tower 30
Bennett Computer Center 41
Benton Hall 35
Bianchino Pavilion 31
Bradbury Thompson Alumni Center 9
Carnegie Hall 41
Carole Chapel 27
Cramer Observatory 43
Delta Gamma Sorority 15
Facilities Services 39
Fulley Field (Baseball) 18
Garvey Fine Arts Center 6
Heat Plant 40
Henderson Learning Resources Center 28
International House 16
Kappa Sigma Fraternity (former) 49
KMM Building 51
KTWU Television Station 10
Kuehne Residence Hall 23
Law School 30
Lee Arena 47
Legal Clinic 21
Living Learning Center 4
Mabee Library 29
Memorial Union 1
Moore Bowl 1
Morgan Hall 1
Muehle Art Museum 7
Peters Allied Health Center 46
Phi Delta Theta Fraternity 50
Practice Fields 29
Sigma Phi Epilson Fraternity 35
Source Field 48
Softball Fields 36
Stauffer Commons/Food Court 3
Stauffer Science Hall 44
Storage Facilities/Post Office 38
Student Recreation & Wellness Center 35
Tennis Courts 37
Theatre, Andrew J. & Georgia Neese Gray 5
Washburn University Foundation 12
Washburn Village 16
Washburn Village Commons 17
West Residence Hall 34
White Concert Hall 8
Whitting Field House 45
Yager Stadium 33
Zeta Tau Alpha Sorority 21
**STUDENT LIFE**
Student Life enriches the educational experience of the Washburn community with an appropriate balance of challenge and support, through a commitment to learning, student development and advocacy. We value all students and strive to create environments which foster the sustained development of well-balanced, civic-minded individuals. Student Life provides and coordinates services to meet the physical, emotional and social needs of Washburn’s diverse student body by offering a variety of options for students – whether they are traditional or non-traditional, full-time or part-time, day or evening. Specific departments within Student Life include the following:

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

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

**OFFICE OF STUDENT LIFE**
The Office of Student Life is located in Morgan Hall, 240 and includes the offices for the Vice President for Student Life and Associate Vice President for Student Life. Discipline issues, general University concerns, posting approval, and student health insurance information are some of the issues addressed by this office. Office hours are 8:00 a.m. - 5:00 p.m., Monday – Friday. The phone number for Student Life is (785) 670-2100.

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

The Living Learning Center is Washburn’s largest residence hall and provides housing for 400 students. This non-smoking facility is co-ed and features single-gender, four person suites. Each suite consists of two bedrooms, a bathroom with a shower, and a foyer area with storage shelving. Private suite entrances open into a major corridor. Each floor has a lounge with cable television, a
kitchenette with a microwave and a stove, and a study room with either computers or a large conference table for studying.

The Living Learning Center is linked to the Memorial Union by a set of common areas: Capitol Federal Center for Learning and the Stauffer Commons. Located inside of the Capitol Federal Center for Learning are the Residential Living Office, a reception desk, apartments for the Faculty-in-Residence and the Assistant Director for Residential Living, three seminar rooms, an activity room, and laundry facilities.

**Washburn Village-Housing (Option for students beyond their freshman year)**

Washburn Village is an on-campus housing option for students who are beyond their freshman year at the University and currently enrolled on a full-time status. This apartment-style housing is designed to ease the transition from a residence hall setting to an apartment setting. Students living in these units are provided many of the same services available to those living in the residence halls. Each unit has a living room area with a couch and a single chair, a coffee table, two end tables, and cable ready outlets. Kitchens allow residents to cook many of their meals and contain an apartment size refrigerator, a two burner cook top, convection microwave oven, and a bar area with stools for eating and studying.

Students living in the Washburn Village complex will have access to the Commons Building, which features: a lounge area, reception desk, mailboxes, a recreation area, a conference/study room, restrooms, laundry facilities, vending machines, a fireplace, and an outside patio area. The laundry facilities are open to residents 24-hours a day on a card access basis. The Apartment Complex Coordinator’s office is also located in the Commons.

Residents dine in the Union Market food court located inside Stauffer Commons. All residents living in University operated housing participate in a declining balance food program.

**Off-Campus Referral Service**
The Residential Living Office serves as an off-campus referral source, providing limited information to students wanting assistance with the tasks of apartment hunting and getting settled in the Topeka area.

For more information, please contact the Residential Living Office at (785) 6701065; or visit us on the Web at [www.washburn.edu/resliving](http://www.washburn.edu/resliving); or send an e-mail to resliving@washburn.edu.

New on-campus housing will be available Fall of 2016.

**STUDENT ACTIVITIES & GREEK LIFE OFFICE**

Student Activities & Greek Life, in conjunction with the Student Life Area, supports the Washburn community through the creation of co-curricular experiences that encourage collaboration and inclusivity to enhance student learning, through leadership development and campus engagement. Our Office is proud to work with University and community partners to enhance the educational experience of Washburn students. We believe firmly that being involved in the life of Washburn will help any student have an improved collegiate experience. We provide the following:

- organization registration, training, and support;
- event planning guidance and resources;
- leadership training;
- direct advising to the Bod Squad, Campus Activities Board, Washburn Student Government Association, and Greek governance groups; and
- general information about involvement at Washburn University.
With over 130 student organizations and clubs under its auspices, Student Activities & Greek Life provides students the opportunity to connect with other students, as well as the University and local community. Some of the governance groups advised directly by Student Activities & Greek Life are as follows:

**Washburn Student Government Association (WSGA):**
All students are actually members of the WSGA. The elected governance group representing the WSGA is the Student Senate. Student representatives and elected/appointed officers serve as liaisons between faculty/staff and the student body. Washburn Student Government Association allocates funding for student group projects and leads many campus and community-based initiatives. WSGA is made up of hard-working, interested and involved students.

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

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

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

**Bod Squad**
Bod Squad serves as one of the largest student organizations at the University, charged with increasing school spirit, attendance and involvement at Washburn sporting events.

**STUDENT ORGANIZATIONS**
Students interested in joining an organization or club should contact Student Activities & Greek Life, located on the lower level of the Memorial Union, 670-1723, 8:00 a.m. – 5:00 p.m., Monday – Friday. Contact us by phone (785) 670-1723, email: getalife@washburn.edu or visit www.washburn.edu/getalife.
Facebook.com/WUSStudentActivitiesandGreekLife, Twitter.com/WUGetALife.

**Registered Student Organizations, 2014-2015**

**Department and Professional**
American Medical Student Association
Biology Club
Chemistry Club
Club Mathematica
Criminal Justice Assoc.
FYE Peer Educator Club
iTeachers Jazz Coalition
Kaw Yearbook
Leadership Institute Student Leadership Council
National Association for Music Education
National Council of the Mathematics Travelers
Occupational Therapy Assistant Organization
Organisation Mondiale pour l’Education Prescolaire
Physical Education Majors Club
Physics and Engineering Club
Radiologic Technology Student Organization
School of Nursing Community of Caring Club
Sociology/Anthropology Club
Student Friends of Mabee Library
Student Nurses of Washburn
Washburn Art Students Association
Washburn Collegiate Entrepreneurs’ Organization
Washburn Ecobods
Washburn Education Association
Washburn Finance Society
Washburn Human Services Coalition
Washburn Pre-Law Club
Washburn Psychology Club
Washburn Sales and Marketing Executives (WSME)
Washburn Society for Human Resource Management
Washburn Spanish Club
Washburn Student Athletic Trainers Association
Washburn Student Film and Video Association
Washburn Student Media
Washburn Student Social Work Association
Washburn University Association of Bands Washburn University Flute Association
Washburn University Honors Student Council
Washburn University Music Theory Club
Washburn University Physical Therapy Club
Washburn University Political Science Club
Washburn University Trumpet Association

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

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

Greek Organizations - Other
Interfraternity Council
Panhellenic Council

Honorary/Honor Societies
Alpha Lambda Delta
Alpha Sigma Phi
Beta Beta Beta (Biology)
LinC Scholar Bonner Leaders
Mortar Board
Phi Alpha Theta
Phi Kappa Phi
Phi Mu Alpha Sinfonia
Phi Theta Kappa
Pi Kappa Delta
Psi Chi
Sigma Alpha Iota
Sigma Tau Delta (English)

Mutual Interest
Bod Squad
College Republicans of Washburn
Game Club of Washburn
Hispanic American Leadership Organization (HALO)
International Club
Le Club Francais
Literacy Education Action Project
Noon Group/Narcotics Anonymous
Open-Minded, Positive, Equality, Non-Discrimination (OPEN)
Oxfam Club at Washburn University
Sistahood
Social Justice League
Student Athlete Advisory Committee
Students Together Advocating Non-Violence in Dating (STAND)
Teaching & Interacting with Kids of Educated Students
The Bod Squad
The Philosophy Club
Washburn Alternative Break Program
Washburn Art Students Association
Washburn Art Team of United Potters
Washburn Black Student Union
Washburn Collegiate 4-H
Washburn Non-Traditional Students
Washburn Peace Works
Washburn University Dancing Blues
Washburn University Mock Trial
Washburn University Players
Washburn University Rowing Crew
Washburn University Running Club
WU Public Debate Forum
Young Americans for Liberty

Recreational Club Sports
Cyclists at Washburn
Table Tennis
Topeka Rugby Club of Washburn
Washburn University Rowing Crew
Washburn University Running Club

Religious
Chi Alpha Christian Fellowship
Christian Challenge
Enactus
God’s Bods: Catholic Campus Center
Ichthus Campus Ministry

Student Media
The Student Media Office is located on the lower level of the Memorial Union. Apply for all Student Media jobs online at www.washburnreview.org. All students, regardless of major, are encouraged to become part of the staff of these publications.

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

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

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

MULTICULTURAL AFFAIRS
Multicultural Affairs promotes awareness of cultural diversity and multicultural issues; enhances educational development about diversity; and serves as a resource and referral
center for students, faculty, staff, and the Topeka community. Throughout the year, Multicultural Affairs collaborates with the campus and local community to host a variety of cultural activities, e.g., speakers, cultural celebrations, and webinars. Multicultural Affairs provides advisement and support to multicultural student organizations: Washburn Black Student Union (WBSU); Hispanic American Leadership Organization (HALO); Indigenous Nations Student Association (INSA); and Asian American Association (AAA).

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

Location: 105 Morgan Hall (785) 670-1622;
E-mail: mao@washburn.edu, Web site: www.washburn.edu/mao
Or visit the Washburn University Multicultural Affairs Facebook page.

STUDENT HEALTH AND COUNSELING SERVICES

Health Services is located in Morgan Hall, 140. Hours of operation are 8:00 a.m. – 1:00pm. and 2:00 – 5:00 p.m., Monday, Tuesday, Thursday, and Friday on all days University offices are open. On Wednesdays, the hours of operation are 8:00 a.m. – 1:00 p.m. and 2:00 p.m. – 4:30 p.m. Student Health Services is staffed by two board-certified nurse practitioners, a registered nurse, and a receptionist. Treatment is available to all Washburn University students (though not spouses and children). Most care is provided free of charge with the exception of immunizations, some medications, outside laboratory 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 Student Health. Treatment of depression, anxiety, bipolar disorder and ADD/ADHD is done in collaboration with 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 Student Health and Counseling Services, the Student Life Office, and online at http://www.washburn.edu/student-health-services.

When Student Health and Counseling Services 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’Neiil Express Care
- Med-Assist
- Minor Med
- Tallgrass Immediate Care
- Take Care Clinic
- St. Francis Medical Center
- Stormont-Vail Health Care
- Sunflower Prompt Care

Please note the two hospitals (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 Student Health and Counseling Services at (785) 670-1470 or go to http://www.washburn.edu/student-health-services.
Counseling Services is a resource for Washburn students seeking personal counseling and study skills/educational counseling.

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

Students may drop in or call for an appointment at (785) 670-1470. Visit our Web site for more information, www.washburn.edu/counseling.

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

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

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

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

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

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

The disease is contagious, spread by respiratory and oral secretions (from coughs or sneezes, and from kissing and sharing drinks). As expected, infection is more likely to spread when many people are in close contact.
Recent data indicate that college students aged 18-23 have an overall lower risk of developing this illness than persons their age who are not enrolled (0.7 cases per 100,000 persons annually, vs. 1.5 for non-students). However, the risk for freshmen living in residence halls is much higher, at 4.6/100,000 per year. (Upperclassmen in residence halls and freshmen living off campus had lower but still somewhat elevated risk.) Alcohol use and smoking also raise the risk of developing meningococcal disease.

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

The meningitis vaccine is 90-100% effective, and is very safe. It is available at many pediatricians’ offices, county health departments, and on campus. WU’s Student Health Service charges $104 (cash or check) for the shot; it may be obtained by visiting Morgan Hall 140. For more information, call 670-1470.

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

**STUDENT SERVICES OFFICE**

**Location:** Morgan Hall, Room 105  
**Phone:** 785-670-1629  
**TDD:** 785-670-1025

**E-Mail:** student-services@washburn.edu  
**Web Site:** www.washburn.edu/student-services

**Disability Services**

The Student Services Office is responsible for assisting in arranging reasonable accommodations and for identifying resources on campus for students with disabilities. Qualified students with disabilities must register with the office to be eligible for services. The Office MUST have current documentation on file in order to provide services. Documentation should include a diagnosis of a specific disability by a professional qualified in the area of the disability. It should state how the disability substantially limits a major life activity and explain how the disability affects the student’s academic performance. Services are identified to meet the needs of individuals based on their specific disabilities, e.g., depression, physical or learning disability, and may include note takers, test readers/scribes, adaptive technology training, materials in Braille, or other necessary accommodations. Requests for accommodations should be submitted at least TWO MONTHS before services should begin; however, if you have a current accommodation need, please contact the Student Services Office immediately.

Students may voluntarily identify themselves to the instructor for a referral to the Student Services Office.

**Military Veterans Services**

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

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

Veterans wishing to receive full-time monthly benefits must be enrolled full time (12 or more hours) FOR THE ENTIRE TERM. Enrollment in short-term classes results in payment only for the duration of those courses. Persons eligible under Chapter 33 (Post 9-11 GI Bill) must be enrolled in more than half time each semester to receive the housing benefit; allowance is prorated based on rate of pursuit, e.g., ¾ or full time. Reminder: Independent study courses must not exceed one-half of the total hours attempted for the semester.

_Military Deployment Withdrawal_
Students who are called to active duty and must withdraw from classes as a result should contact the Student Services Office, Morgan Hall, Room 105. Phone: 785-670-1629 or via email at jeanne.kessler@washburn.edu.

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

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

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

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

We hope you take advantage of the campus recreation program. There are opportunities for everyone: from the novice, to the advanced recreational athlete. Visit us to make friends, have fun and be healthy. For more information, go to www.washburn.edu/getfit.

_CAREER SERVICES_
Washburn University Career Services provides comprehensive career development assistance for Washburn students. From the freshman deciding on a major or career to the senior or alumnus seeking a full-time career opportunity, Career Services helps with the developmental process through assessments, counseling/coaching, presentations, and print and online materials.
The Career Services staff members provide workshops, class presentations, and individual counseling on topics such as major and career choice, resume writing, interviewing skills, mock interviews, networking, and job search strategies. Selected print materials on all aspects of the job search are distributed at presentations and in the office and are available on the Career Services website.

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

Career Services is located in Morgan 105 and is open Monday-Friday, 8:00 a.m. - 5:00 p.m., including the noon hour. Please call (785) 670-1450 to schedule an appointment. Individual counseling/coaching, assessments, workshops, events, and use of the online job search system, BodJobs, are free to currently-enrolled Washburn students.

**BEHAVIORAL ASSESSMENT TEAM**

Washburn University has a University Behavioral Assessment Team (UBAT) that responds to concerns about student, faculty or staff behavior that is troubling, disruptive, or threatening to the campus environment. The team is comprised of members from various University units. The team will initiate a full and prompt review assessing the level of concern and formulate a plan in response to concerns brought to their attention.

If you observe patterns of behavior that are uncommon of the person displaying them or that cause you to be concerned for your safety or others, report your concerns to any member of UBAT. You should not attempt to diagnose the concern.

Potential types of behavioral concerns to report.

*Patterns* of troubling behavior:

- Poor class or work attendance
- Missing deadlines
- Inability to get along with others
- Poor personal boundaries
- Poor concentration
- Poor personal hygiene
- Intense display of emotions

*Patterns* of disturbing or disruptive behavior:

- Argumentative
- Refusing to talk to coworkers
- Rocking/mumbling to self
• Repeated impossible requests
• Not remembering things already done
• Calling University offices and refusing to get off the phone
• Inconsistency between action and words

If you perceive imminent danger, call the Washburn University Police immediately: 785-670-1153.

In a non-emergency, contact any UBAT member:
• Chief of Police: 670-1153
• Director of Human Resources: 670-1538
• Director of Counseling Services: 670-1470
• Director of Student Health Services: 670-1470
• Associate Vice President for Student Life: 670-2100
• Director of Residential Living: 670-1065
• Director of Student Services: 670-1629
• Vice President for Student Life: 670-2100
• Associate Vice President for Academic Affairs: 670-1648
• University Counsel: 670-1712
• Associate Dean of Student Affairs (Law): 670-1662
• Associate Dean of Student Services (WIT): 670-6320
• University Compliance Officer: 670-1712

INFORMATION & SERVICES FOR STUDENTS

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

February 15th is the deadline for scholarships as well as scholarship renewal forms. Each year that you attend Washburn, you will need to fill out a renewal form by February 15th in order to continue receiving your scholarships. This form can be found on the Financial Aid web site, www.washburn.edu/financial-aid.

New students who are not residents of the State of Kansas may apply for residency (i.e., instate tuition) by contacting the Admissions Office. There are certain conditions that must be met to qualify. Returning or current students must contact the Registrar’s Office and meet the standards as outlined in the Washburn Catalog.
Admissions packets may be mailed to you or picked up in the Student One Stop in the Morgan Hall Welcome Center, or call (877) 281- BODS (2637).
WASHBURN UNIVERSITY ATHLETICS & PETRO FACILITIES
Washburn student athletes compete in the MIAA Conference at the NCAA Division II level. Both the men’s and women’s athletic teams are known as the “Ichabods.” The Athletics Department provides athletic scholarships in every sport. Washburn athletics compete in ten sports:

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

Washburn and Washburn Institute of Technology students who are tuition and fee paying students who are enrolled at least half-time, are admitted free to every regular season home contest. Students are required to have their student ID (iCard) swiped at the entrance gate/doors for admittance.

Athletic facilities include: Yager Stadium at Moore Bowl for football and soccer; Lee Arena for basketball and volleyball; Tennis Complex; Falley Field for baseball; and Softball Complex.

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

THE ICHABOD SHOP www.ichabodshop.com

Purchases support the programs and services of the Memorial Student Union. Shop at the store that gives back to Washburn!

Information about textbooks for each course is found at MyWashburn the MyCourses tab using the Find Your Books link; and at The Ichabod Shop Web site www.ichabodshop.com under “Find your Books”. Course materials information includes title, author, edition, publisher and ISBN as well as purchase and/or rental pricing. (Information is updated as necessary.)

The things you need:
Get ALL required and recommended textbooks and course materials for all of your WU courses in the store or on our Web site. Save 25% when you buy USED books.
Ichabod Shop offers more Rentals every semester. PRE-ORDER for Fall and Spring terms and save even more. (See store or web site for details on Rentals and Pre-orders.)
There’s no better place for study aids, nursing supplies, art supplies, and all of your school supplies. Don’t see it? Special order it... no extra charge!
Check our technology products, batteries and flash drives to ear buds. Buy your computers and software at discounted educational prices. Ask about rental tablets and calculators.
Your official source for Washburn graduation regalia.

The things you want:
Shop the newest Washburn Ichabod clothing and gifts. Keep informed with current magazines and best sellers. Pick up living supplies, sundries, snacks, and drinks, and much more, right here, right on campus!
One site has it all:
Information, books and merchandise are at www.ichabodshop.com. Link to your personal list of textbooks from MyWashburn – My Courses Tab. Click on the “Find Your Books” link to your list of required materials. The web store is updated frequently, so check it often. Web orders can be picked up in the store or shipped to you.

**BUSINESS OFFICE (www.washburn.edu/business-office)**
The Business Office is located in Morgan Hall 103. It is open from 8:00 a.m.-5:00 p.m., Monday through Friday. (The office is closed for a staff meeting each Wednesday morning from 8:00 - 9:00 a.m.). The Business Office cashiers are located in the Student One Stop at the Welcome Center, and offer several payment options for your convenience, including:
- Walk-in payments of cash, check, money order, or PIN-based debit card (no credit card payments accepted over the counter)
- Mail
- Internet payments including web check, debit card and credit card (convenience fees apply to all credit card payments)

The cashiers in the Student One Stop handle many types of transactions, some of which are highlighted below:
- Processing of tuition payments, residence hall payments and payments for other University charges
- Processing of tuition refunds
- Disbursing of student paychecks

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

**STUDENT ONE STOP (www.washburn.edu/sos)**
The Student One Stop (SOS) is located in the Morgan Hall Welcome Center. It is open Monday through Friday from 8:00 a.m. to 5:00 p.m. (The office is closed for staff meetings on Wednesday mornings from 8:00-9:00 a.m.)

The SOS is your one stop location for admissions, financial aid, records, registration, and student accounts. The services offered include:
- Apply for admission
- Apply for financial aid (FAFSA)
- Request official transcripts
- Ask questions about your student account
- Update student records
- …and much more!

Stop in and visit with a University Service Advisor for assistance or give us a call at 785-670-2162. You can also email us at SOS@washburn.edu.

**ICHTUS (CAMPUS MINISTRY)**
Ichthus is a United Methodist-related Christian organization with an ecumenical flavor open to all Washburn students, faculty, and staff. Students from all denominational backgrounds are welcome! We are a community from a wide variety of backgrounds who seek to grow
closer to God as we commit to transform the world. We are open-minded and open-hearted, and everyone is always welcome. Ichthus is a partner in reaching out to the Washburn community with University United Methodist Church which sits in proximity to the Ichthus House near 17th and Boswell Avenue. There are worship opportunities at the Church, the House, and on campus in Carole Chapel. Other activities include Sunday night dinners, Thursday night devotion and study, holiday parties, and special events. Activities are held at both the Church and at the Ichthus House. Ichthus also sponsors mission trips and local mission opportunities, and participates in an annual national student conference. The Ichthus House is located at 1621 SW Boswell Avenue. University Church is located at 1621 SW College Avenue. For more information, visit [www.ichtuswu.org](http://www.ichtuswu.org) or [www.universityumctopeka.org](http://www.universityumctopeka.org).

**THE CATHOLIC CAMPUS CENTER**
The Catholic Campus Center at Washburn University is a Catholic student organization for Washburn students, faculty and staff. The Center is located at 1633 SW Washburn on the corner of 17th and Jewell. The Center celebrates Mass in its Holy Spirit chapel each Sunday at 6 p.m. during the academic year; the sacrament of Reconciliation is offered before Mass at 5:30 pm. Adoration is on Wednesday afternoons, and we pray the Angelus at Noon, Tuesday – Friday.

Classes on Catholic topics are offered on Wednesday and Sunday evenings. Other events throughout the year include our Kick-Off Mass & Celebration, Roman Rush Week, Chilling in the Catacombs Ice Cream Social, Kansas Catholic College Student Convention, The Giving Tree Service Project, Spring Kick-Off Mass and celebration, Spring Service Project, spiritual direction, student-led book studies, Bible studies and more.

The Center is a great place to relax, study, and meet new friends. Those interested in becoming members of the Center may fill out a registration card at the Center or online at [www.wucatholic.com](http://www.wucatholic.com). For more information, contact Patti Lyon, OFS Director, at 785-233-2204 or email wucatholic@hotmail.com. Our website is [www.wucatholic.com](http://www.wucatholic.com). We look forward to meeting you.

**CENTER FOR STUDENT SUCCESS AND RETENTION**
The Center for Student Success and Retention provides support for Washburn University undergraduates to ensure successful curricular and co-curricular experiences culminating in graduation. The CSSR houses Academic Advising, Academic Testing, the University Tutoring & Writing Center, and the First-Year Experience program to ensure that students who are at the beginning of their Washburn experience receive the support and advice required for matriculation into specific academic programs. The CSSR contributes to the fundamental mission of the University that all students will fulfill their academic potential and provides testing and support for the University assessment initiatives.

**ACADEMIC ADVISING**
Academic Advising provides advising services for exploratory students and for prospective, transfer, conditional, probationary, reinstated, and students admitted by exception. In addition, it oversees the Passport for Success and Academic Fresh Start programs. Professional advisors assist undecided students with academic concerns; provide information about University policies, regulations, services, and course selection; and specialize in the General Education requirements. Academic Advising is located in Mabee Library, 201. Advisors are available Monday – Thursday from 7:30 a.m. to 7:00 p.m. and Friday from 7:30 a.m. – 5:00 p.m. Students are encouraged to make an appointment by calling (785) 670-1942. Visit [www.washburn.edu/advising](http://www.washburn.edu/advising) for more information.
**FIRST-YEAR EXPERIENCE**

First-Year Experience (FYE) supports the academic, social and personal transitions of all first-year students. Through collaborative efforts with faculty, staff and peer educators, the FYE program seeks to help students begin the process of becoming information literate to promote student success in the information age. The cornerstone of the FYE program is a series of first-year seminar courses designed to introduce students to college life and expectations, connect students with the Washburn community and resources, empower students with the life skills necessary to make a successful transition to college life, enable students to develop requisite study skills and strategies, and allow students to become acquainted with Mabee Library. These courses provide new students with personal connections, knowledge, and resources that will foster their success, retention, and graduation.

The first-year seminar courses are WU101: The Washburn Experience and HN101: The Honors Washburn Experience. For more information about FYE courses, programs, and resources, visit [www.washburn.edu/fye](http://www.washburn.edu/fye).

**UNIVERSITY TUTORING & WRITING CENTER**

Students are encouraged to maximize their success by utilizing the Tutoring and Writing Center located on the upper floor of Mabee Library. The Writing Center supports students seeking writing assistance in a one-on-one manner, while the Tutoring Center provides help in other course areas and general study skills, along with an ongoing program of success workshops. Services are provided on a drop-in basis and are free of charge. For additional information, see the Mabee library website or check the Facebook page at “Washburn Tutoring at Mabee Library”. The University Tutoring & Writing Center can be reached at (785) 670-1980 or visit [www.washburn.edu/tutoring](http://www.washburn.edu/tutoring).

**DINING SERVICES**

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

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

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

The Corner Store, situated on the first floor of the Memorial Union, is a popular location with students and staff. Centrally located in the lounge with a television and wireless internet access, it is the perfect place to get a snack, take a break, or meet friends. The Corner Store offers a selection of breakfast pastries, muffins, pre-packaged sandwiches and salads, candy, and chips. Enjoy coffee blends and specialty coffee beverages, too. The Corner Store is great for meeting your needs on the go!
Washburn Dining Services offers a full food and beverage catering service. Contact the Catering Office for more information: 785-670-2221 or visit our website at https://washburn.catertrax.com/.

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

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

**FACILITIES SERVICES DEPARTMENT**

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

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

The Facilities Services Department employs 75 well-trained and dedicated staff members to provide facilities services to all students, faculty and staff. The staff is dedicated to providing a comfortable living and learning environment. For regular maintenance services and emergency services, call Facilities Services, ext. 1149, 8:00 a.m. - 5:00 p.m., Monday through Friday, and ext. 1153 (*University Police Department*) after 5:00 p.m. on weeknights and on weekends and holidays.

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

For fire safety and energy conservation, the use of portable electric heaters is NOT allowed and personal electric appliances should be Energy Star rated. Please extinguish all cigarettes in the cigarette butt umps located near the building entrances.

University keys issued from Facilities Services must be returned to Facilities Services when instructed by the employee’s department or at commencement time. Any student with outstanding keys will be placed on key hold. Holds will not be released until keys are returned to, or a fine of $12.00 per key is paid at, the Facilities Services Office. Keys can only be returned to the Facilities Services Office to prevent key holds and not just returned to the department of employment.
FINANCIAL AID
The Financial Aid Office is located in Morgan Hall 101A. The Office is open from 8:00 a.m. - 5:00 p.m., Monday through Friday. You can reach the Office by calling (785) 670-1151 or by sending a fax to (785) 670-1079. You may also contact us via the Web at www.washburn.edu/financial-aid.

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

Students may use my.washburn.edu to accept and/or decline their financial aid awards. All first-time and transfer students will receive a paper award letter. Continuing students will receive an email notification and must use my.washburn.edu to view and accept and/or decline their financial aid awards. Students should also read their Washburn e-mail as this is the official communication format used by the Financial Aid Office.

The Federal Pell Grant and Federal Stafford Loan are “entitlement” programs; therefore, funds are always available. ALL other awards are contingent upon funds availability and meeting the February 15th priority date.

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

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

Students are required to maintain Satisfactory Academic Progress (SAP). The measurement of SAP occurs at the end of each semester. Students may review the SAP Policy on the Web at www.washburn.edu/financial-aid or by picking up a copy in the Financial Aid Office.

If students have any “Special Circumstances” that may affect their eligibility for financial aid, please contact the Financial Aid Office for a form or obtain a copy from our website. Visit our site for links to the Department of Education, free scholarship searches, loan entrance and exit counseling, and most of the forms a student might need to submit to our office: www.washburn.edu/financial-aid.
GRADE POINT AVERAGE (How To Calculate Your GPA)
Calculating and understanding grades can be frustrating. To compute a grade point average (GPA) you must know the following:

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

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

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

Example:

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Psychology</td>
<td>3</td>
<td>A</td>
</tr>
<tr>
<td>Spanish 101</td>
<td>4</td>
<td>B</td>
</tr>
</tbody>
</table>

To compute:
3(hours) x 4 (an A) = 12 points
4(hours) x 3 (a B) = 12 points
24 (total points) divided by 7 (total hours) = 3.43 GPA

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

ICHABOD SERVICE CENTER/STUDENT ID

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

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

Students can deposit money on their cards for the following:

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

- Library circulation
- Attendance at special music, theatre and athletic events
- Residence hall meal contract with Dining Services
- Door access
- Access to Student Recreation & Wellness Center
- Student Health Services

By opening a US Bank account, you can turn your iCard into your ATM/debit card and/or student checking account. US Bank has made it easy for you to manage your money with a great student checking account.

Ichabod Service Center Hours:

Monday – Friday, 8:00 a.m. – 5:00 p.m.
University holidays observed.

Address: Washburn University Ichabod Service Center, Memorial Union
1700 College Topeka, KS 66621

Telephone: (785) 670-1188
Web site: www.washburn.edu/icard

INFORMATION TECHNOLOGY SERVICES (ITS)

MyWashburn (my.washburn.edu)
MyWashburn, our campus portal, is available on- or off-campus through an Internet connection. MyWashburn provides students secure Web-based access to campus news, enrollment, fee payment, financial aid and the Washburn Learning Management System (LMS). To obtain MyWashburn account information, students must know their Washburn Identification Number (WIN) and account activation code. Visit my.washburn.edu for additional information.

Online Classes and Distance Education (www.washburn.edu/online-education)
Visit washburn.edu/online-education for information and support for online courses. Select the Course Schedule Search link, then select a specific semester for courses based on a variety of criteria. Courses taught online will utilize the Desire2Learn learning management system. Faculty may also choose to utilize Adobe Connect or Zoom for selected courses. On-campus courses have access to an array of online communication tools through Desire2Learn.

Wireless Access (www.washburn.edu/a-z-index/its/wireless/)
Wireless access is available to students in several locations across campus and in all residential living areas. Registration is required using MyWashburn account credentials. To register, connect your device to the Washburn wireless network, open up a web browser and follow the instructions provided. You may also register wireless devices at netreg.washburn.edu. If you need additional assistance connecting to the wireless network, contact the Technology Support Center as indicated below.
**Student Web Sites (students.washburn.edu)**
The University provides file storage space for student websites at students.washburn.edu. To publish these Web sites, students must provide the authentication information obtained at the Technology Support Center, Bennett Hall 104.

**Residential Living**
Recommended requirements for bringing a personal computer to campus as well as information on connecting your computer equipment to the campus network and receiving cable service can be found online in the FAQ’s for “Living on Campus” on the Residential Living website. (www.washburn.edu/campus-life/)

**On-Campus Labs**
A listing of computer lab locations is located at www.washburn.edu/its in the Technology Support section. To obtain login information for campus computers, go to my.washburn.edu and select Lookup campus computer login information near the bottom of the page on the left menu (without logging into my.washburn.edu).

**Acceptable Use Policy**
All users of university computing resources are expected to abide by Acceptable Use of Computing Resources policies online in the Technology Support section of the Information Technology Services website at www.washburn.edu/its. Students are encouraged to visit the Copyright Website at www.washburn.edu/statements-disclosures/copyrightfor-guidelines.

**Questions and Tech Support**
For assistance with campus computing resources or general technology questions, you may contact the Technology Support Center by calling 785-670-3000, emailing support @washburn.edu or dropping by the Support Center window in Bennett Computer Center 104.
Technology Support Center Hours – Bennett Computer Center:
Monday-Thursday 7:30 a.m.-11:00 p.m.; Friday 7:30 a.m.-5:00 p.m.
Saturday 8:00 a.m.-5:00 p.m.; Sunday 1:00 p.m.-11:00 p.m.

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

KTWU is the local public television station that broadcasts Channel 11 from its Topeka tower. Communities in Kansas, Nebraska, Oklahoma and Missouri receive the KTWU signal over various cable systems for a combined total of 1.6 million potential viewers. KTWU is celebrating 50 years of broadcasting in 2015.

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

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

KTWU broadcasts programs 24 hours a day, seven days a week and operates five digital destinations for viewers. Traditional television broadcasts are on KTWU-HD, high definition on Digital Channel 11.1; KTWU/MHz WORLDVIEW, on Digital Channel 11.2; and KTWU ENHANCE, on Digital Channel 11.3. KTWU also offers programming through the website at ktwu.org full-length programs at watch.ktwu.org and over-the-air in Topeka on KTWU MobileTV. Programming is for both children and adults with subjects related to education, cultural enrichment, public affairs and entertainment. The station is a member of the Public Broadcasting System (PBS).

UNIVERSITY LIBRARIES

Library Facilities

The University Library, Mabee Library, located in the center of campus, is the intellectual and cultural heart of the University. Its staff offers a wide variety of services, with a special focus on educational programs that promote the intelligent use of information resources and information literacy, such as the 1-credit course IS 170: Library Research Strategies, IS 171: Internet Research Strategies, IS 172: Advanced Research Strategies, and IS 174: 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 and the Averill Kansas Studies Lecture.

The Library has three floors - one of which is a dedicated quiet zone, a second is designated for group study, while the main level is a mixed space that provides access to over 100 computers for students and faculty. Laptops are available for checkout at the Welcome Center and banks of high-speed computers are available on the first and third floors. The University Tutoring (washburn.edu/tutoring) & Writing (washburn.edu/writingcenter) Center provide free tutoring services for students. The Library website (www.washburn.edu/mabee) is designed for ease of use and features the ENCORE and SYNERGY search tools that allow researchers to access the collections of Mabee Library, the Curriculum Resources Center, the Washburn School of Law Library, the Kansas Supreme Court Library, the State Library of Kansas, and the Kansas Historical Society Library. In addition to an extensive number of books and print journals, the Library also provides access to an expanding number of
electronic resources. The Librarians also provide an online subject-specific set of help tools (libguides.washburn.edu), which extend public services beyond the 105 hours each week that in-person research assistance is available.

Mabee Library is a selective depository for Federal and Kansas State documents. Special Collections in the Library include the Rare Book Collection, the University Archives, the William I. Koch Art History Collection, the Thomas Fox Averill Kansas Studies Collection, the Nancy Boyd 2nd Congressional District Collection, and a growing Digital Institutional Repository (ir.washburnlaw.edu) that displays the scholarly work of both faculty and students.

The Carnegie Education Library (CEL), a branch of the Mabee Library, is located in Carnegie Hall, specializes in teacher resources and also models contemporary preK-12 libraries. The CEL seeks to enhance the teaching and learning initiatives of the Washburn University Department of Education in its ability to successfully develop 21st Century educators and learners. Library services and programming also serve Topeka area educational communities. In addition to its unique physical collections, the CEL website (www.washburn.edu/mabee/crc) provides access to an increasing number of digital resources. The new integrated learning system lab at the CEL provides access to burgeoning educational technologies and digital equipment.

**Mabee Fall & Spring Semester Hours**
Sunday-open at 1:00 p.m.  Monday – Thursday-open 24 hours
Friday-Close at 6:00 p.m.  Saturday-10:00 a.m. – 5:00 p.m.

**CEL Fall & Spring Semester Hours**
Monday – Thursday, 8:00 a.m.–6:00 p.m.  Friday: 8:00 a.m.-5:00 p.m.
Saturday and Sunday. . . . .  CLOSED

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

**Contact Information:**

Mabee Library
Website:  www.washburn.edu/mabee
Email:  refemail@washburn.edu
Text:  (785) 379-6223
Telephone:  (785) 670-2485
Toll Free:  (800) 736-9060

Curriculum Education Library
Website:  www.washburn.edu/mabee/crc
Email:  refemail@washburn.edu
Telephone:  (785) 670-1436
Toll Free:  (800) 736-9060

**MEMORIAL STUDENT UNION**
The Washburn Memorial Union is the community center for students, faculty, staff, alumni, and guests and plays an integral role in the educational mission of the University. The university looks to the Union to provide services, conveniences, and programs that improve the quality of campus life where students have the opportunity for student development, volunteerism, employment, and leadership. By fostering an environment that promotes respect for all people and diversity, the Union houses free exchange of ideas.
Several services for students and the university community are located within the Memorial Union. These include the iCard Service Center, Union Market, Outtakes Corner Store, the Ichabod Shop, UMAPS, vending, US Bank ATM, University Scheduling, banquet and meeting facilities, and student offices (CAB, WSGA, Student Media, Student Activities & Greek Life).

Memorial Union hours:
Monday-Thursday: 7:00 a.m. - 10:30 p.m.  Friday: 7:00 a.m. - 8:00 p.m.
Saturday: 9:00 a.m. - 6:30 p.m.  Sunday 11:00 a.m. – 6:30 p.m.
Closed all University holidays.
Hours may vary to accommodate special events, will vary during the summer months, and when classes are not in session.

MULVANE ART MUSEUM
The Mulvane Art Museum, is here for you! Explore exhibitions of art from around the region and the world. Participate in conversations with artists about contemporary issues through art and art practices. Experience the world and your community through art, music and film right on the campus of Washburn University at the Mulvane Art Museum. The ArtLab, a state-of-the-art “hands-on” experience center, is located on the lower level. For more information, call (785) 670-1124, or visit the Museum’s Web site: www.washburn.edu/mulvane.

UNIVERSITY MAIL AND PRINTING SERVICES (UMAPS)
University Mail and Printing Services (UMAPS) provides students with copying, color copying, printing, digital, graphics services, and mail services. Staff is available to provide help with student projects ranging from posters and banners to reports.

UMAPS Printing and Graphics (785) 670-1605/1614) is located in the ICard Office in the Memorial Union and is open 8:00 a.m. to 5:00 p.m., Monday through Friday. UMAPS Mailing Services (Campus Post Office) is located across from the football field in the south end of Storage Building 1. Hours of operation are 7:30 a.m. – 4:00 p.m.
PLAN OF ACTION FOR STUDENTS
Each year of a student’s career at Washburn will be marked by challenges and opportunities as self-knowledge increases and choices are made about the future. The keys to success are planning ahead, using time well, taking advantage of campus and community resources, and being pro-active. Student experiences are all different, but the following “plan of action” should help you make your way toward being the person you would like to be when you graduate.

<table>
<thead>
<tr>
<th>FRESHMAN (EXPLORING)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Academics</strong></td>
</tr>
<tr>
<td><em>Explore the University</em></td>
</tr>
<tr>
<td>Read the General Catalog</td>
</tr>
<tr>
<td>See your Academic Advisor</td>
</tr>
<tr>
<td>Meet professors and staff</td>
</tr>
<tr>
<td>Attend workshops on: study skills, test taking, time management.</td>
</tr>
<tr>
<td>Explore General Education requirements</td>
</tr>
<tr>
<td>Complete Financial Literacy modules in WU101</td>
</tr>
<tr>
<td>Enroll in the Washburn Experience course, WU 101</td>
</tr>
<tr>
<td>Complete Financial Literacy modules in WU 101</td>
</tr>
<tr>
<td>Explore University Honors Program, Leadership Institute, and Washburn Transformational Experience program</td>
</tr>
<tr>
<td><strong>Personal</strong></td>
</tr>
<tr>
<td><em>Self-Understanding</em></td>
</tr>
<tr>
<td>Develop a support group of friends</td>
</tr>
<tr>
<td>Get Rec’d! Checkout the SRWC</td>
</tr>
<tr>
<td>Take a personality assessment</td>
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<tr>
<td>Do values clarification exercises</td>
</tr>
<tr>
<td>Explore individual counseling at Counseling Services</td>
</tr>
<tr>
<td>Identify major fears of college life</td>
</tr>
<tr>
<td>Redefine family relationships</td>
</tr>
<tr>
<td>Sign up for SALT at orientation</td>
</tr>
<tr>
<td><strong>Social</strong></td>
</tr>
<tr>
<td><em>Initiate Relationships</em></td>
</tr>
<tr>
<td>Join Washburn Residential Council (WRC)</td>
</tr>
<tr>
<td>Visit Student Activities &amp; Greek Life to get involved</td>
</tr>
<tr>
<td>Become involved in a campus organization</td>
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<tr>
<td>Make summer travel plans</td>
</tr>
<tr>
<td>Develop a peer group</td>
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<tr>
<td>Volunteer: check out LinC</td>
</tr>
<tr>
<td><strong>Career</strong></td>
</tr>
<tr>
<td><em>Explore Career Areas</em></td>
</tr>
<tr>
<td>Talk with parents, friends, advisors, professors, career counselors Do &quot;career testing&quot; through volunteering</td>
</tr>
<tr>
<td>Attend a career workshop – visit Career Services</td>
</tr>
<tr>
<td>Use “What Can I Do with this Major” and FOCUS2 on the Career Services website OR enroll in IS 120</td>
</tr>
<tr>
<td>Develop career-related hobbies</td>
</tr>
<tr>
<td>Attend Activities &amp; Majors Fair and Career Fairs</td>
</tr>
<tr>
<td>Identify your transferable skills and abilities</td>
</tr>
<tr>
<td>Sophomore (Defining)</td>
</tr>
<tr>
<td>----------------------</td>
</tr>
<tr>
<td><strong>Academics</strong></td>
</tr>
</tbody>
</table>
| *Gain Specific Information*  
  Seek academic advice from professors and peers  
  Grab lunch with one of your professors  
  Establish a personal GPA goal  
  Choose an academic major  |
| Develop a tentative academic plan  
  Choose electives that match your needs/interests  
  Explore Study Abroad  
  Attend the Activities & Majors Fair  |
| **Personal**         |
| *Explore New Roles*  
  Learn about cultural diversity – check out the Multicultural Affairs Office  |
| Find a mentor who can offer support  
  Explore individual counseling  
  Find out about international events  
  Check out the International House  |
| **Social**           |
| *Increase Involvement*  
  Become actively involved in a club/organization, maybe one associated with your possible major  
  Volunteer on student committees  
  Volunteer in the community  |
| Join Intramural teams at the SRWC  
  Attend University-wide events: lectures, performances and CAB events  
  Join an organization in your possible major.  |
| **Career**           |
| *Collect More Information*  
  Read about careers in the library and online via FOCUS 2 and O*Net  
  Look for a summer internship  
  Conduct an informational interview with someone in your area of interest  
  Develop short-term goals for gaining experience and skills  |
| Volunteer to “shadow” a professional  
  Talk with career advisors  
  Attend career presentations and fairs to gather information and seek internships  
  Talk with Specialists at Career Services about resources and internships  
  Create a Bod Jobs account to start looking for jobs and internships  |
### JUNIOR (RESEARCHING)

<table>
<thead>
<tr>
<th>Academics</th>
<th>Make Initial Choices</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Take mock GRE/MCAT or LSAT exams</td>
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<tr>
<td></td>
<td>Focus on succeeding in major courses – seek tutoring with the Center for Student Success</td>
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<tr>
<td></td>
<td>Relate academics to future life plans</td>
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<tr>
<td></td>
<td>Attend departmental seminars and lectures that relate to your major</td>
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<tr>
<td></td>
<td>Develop an academic mentor</td>
</tr>
<tr>
<td></td>
<td>Consider research opportunities</td>
</tr>
<tr>
<td></td>
<td>Seek out and apply for internships</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Personal</th>
<th>Risk Personal Openness</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Seek out sources of support</td>
</tr>
<tr>
<td></td>
<td>Help others with their problems</td>
</tr>
<tr>
<td></td>
<td>Re-complete SALT modules regarding student loans and budgeting</td>
</tr>
<tr>
<td></td>
<td>Continue discussions with a mentor</td>
</tr>
<tr>
<td></td>
<td>Test ideas through discussion groups</td>
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<tr>
<td></td>
<td>Disagree with an authority – but have a solid reason</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Social</th>
<th>Exercise New Skills</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Run for an elected office/get involved in WSGA</td>
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<tr>
<td></td>
<td>Apply for Resident Assistant (RA) or peer advisor positions</td>
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<tr>
<td></td>
<td>Become a Big Brother/Sister</td>
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<td></td>
<td>Volunteer through Campus Activities Board (CAB)</td>
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<table>
<thead>
<tr>
<th>Career</th>
<th>Increase Experience</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Find internships that interest you</td>
</tr>
<tr>
<td></td>
<td>Make tentative career decisions</td>
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<tr>
<td></td>
<td>Attend career and graduate school fairs</td>
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<tr>
<td></td>
<td>Visit Career Services for a resume review and to discuss plans and goals</td>
</tr>
<tr>
<td></td>
<td>Develop general awareness of many career options</td>
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<tr>
<td></td>
<td>Familiarize yourself with work settings and job descriptions</td>
</tr>
<tr>
<td></td>
<td>Have a mock interview with Career Services</td>
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<tr>
<td></td>
<td>Conduct informational interviews for information and network contacts</td>
</tr>
</tbody>
</table>

### SENIOR (IMPLEMENTING)

<table>
<thead>
<tr>
<th>Academics</th>
<th>Long-Term Decisions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Prepare graduate school applications</td>
</tr>
<tr>
<td></td>
<td>Apply for awards</td>
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<tr>
<td></td>
<td>Present projects at scholarly meetings</td>
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<td></td>
<td>Apeiron, Day of Transformation</td>
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<tr>
<td></td>
<td>Develop an independent study that is meaningful to you</td>
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<td></td>
<td>Complete a WTE</td>
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<td></td>
<td>Work on an academic project with a professor</td>
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<tr>
<td></td>
<td>Become a tutor</td>
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<td></td>
<td>Explore life-long learning interests</td>
</tr>
<tr>
<td></td>
<td>Request a senior progress check from Office of the Registrar</td>
</tr>
</tbody>
</table>
| Personal | **Make Commitments**  
Prepare for your chosen lifestyle  
Attend stress workshops  
Prior to graduation, complete SALT modules regarding loan repayment  
Consult financial literacy resources as needed | Talk about your first year out of school  
Make a list of your firm decisions  
Write down three life goals  
Participate in Commencement! |
| Social | **Leadership**  
Lead a group or club  
Supervise a few student projects  
Join a professional organization | Tutor high school students  
Assist in facilitation of leadership conferences and workshops |
| Career | **First Career Choice (Next Destination)**  
Attend presentations on job searches, interviewing, and the transition from college life to post-college life  
Establish life goals  
Have a mock interview at Career Services  
Attend career fairs and make connections with recruiters  
Develop a contact list of references; use your network to develop leads | Interview for jobs or graduate/professional school admission  
Develop a budget for graduate school or life after college  
Check job listings and apply for openings/apply to graduate/professional school programs  
Participate in commencement |

**WASHBURN UNIVERSITY POLICE DEPARTMENT**

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

The Washburn University Police Department is a Kansas CPOST certified law enforcement agency as defined under K.S.A. 13-13a12 and K.S.A. 22-2401a. The Department operates 24 hours a day, 365 days a year with 15 full-time and 7 part-time police officers, 4 full-time and 2 part-time communication specialists.

The Washburn University Police Department is responsible for enforcing all traffic laws and parking regulations on the University campus. Copies of the University Parking Regulations as well as campus maps are available at the Department’s Office located in Morgan Hall 135. The Department also maintains a lost and found service.

Located throughout the 168-acre campus are 13 emergency telephones. These telephones are connected directly to the University Police Department’s Communication Center. The telephones are mounted on stainless steel towers with the word “EMERGENCY,” as well as a blue light that flashes when the telephone is activated. These telephones can be used for any type of assistance needed.
The University Police Department Captain works closely with all students, student organizations (including fraternities and sororities), faculty, and staff to assist in making the Washburn University campus a safe learning environment. The Department publishes, on a monthly basis, all police and campus safety activity as well as crime prevention tips or information on current issues. The University Police Department can be contacted via e-mail at police@washburn.edu. Individuals may visit the Department’s website at www.washburn.edu/police. In accordance with federal law, individuals may access Washburn’s crime statistics by visiting the website and clicking on Required Reporting. The Washburn University Police Department works closely with the Topeka Police Department, Shawnee County Sheriff’s Department, Topeka Fire Department, and American Medical Response/Emergency Medical Service to ensure the safety of all members of the University community.

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

The department works in cooperation with student government, student organizations, individual students and the residential living staff to provide information and assessment of safety issues. You may reach the department by phone (785) 670-1779 or e-mail at safety@washburn.edu. For additional information, go to www.washburn.edu/main/safety.

UNIVERSITY REGISTRAR’S OFFICE

University Transcripts
A transcript is an official copy of a student’s permanent academic record. Official transcripts are available from the University Registrar’s Office. Each transcript costs $8.00. A transcript request must be written. It must include the student’s signature, and the fee must be paid in advance. Transcript requests will not be processed for students who have financial or other obligations to the University.

Because a transcript contains confidential information, it cannot be released to anyone without a written request from the student, including the student’s signature. Any individual acting on behalf of the student with regard to requesting a transcript must have written authorization from the student.

Transcripts may be requested in person upon showing some form of photo identification at the Student One Stop in the Morgan Hall Welcome Center during regular business hours. Any transcript picked up by, mailed to or faxed to the student will be marked “Issued to Student.” Transcripts may be requested through the online ordering service found on the “student academics” tab of MyWashburn, mail or by fax at (785) 670-1104. A mailed request must be sent to the University Registrar’s Office, Morgan Hall. A mailed or faxed request should include the following information:

- Full name as it appears on your record, as well as any other name(s) used while enrolled at the University;
- Social Security Number or Washburn Identification Number;
- Dates of attendance;
• Address to whom the transcript is to be mailed or fax number to whom the transcript is to be faxed. (Please note that some universities and organizations/agencies will not accept a faxed transcript as official; check with them about their policy before making your request.);
• Your return address and telephone number in the event we need to contact you;
• Your signature and the date; and
• $8.00 for each transcript requested (paid at the time of request).

Requests are processed in the order in which they are received. Requests received by fax are not given priority over requests by mail or in person.

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

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

Current students may view their academic records through their MyWashburn accounts. Unofficial transcripts are used solely as internal documents and are not issued to graduates of the University or to outside parties or institutions.

Directory Information

In accordance with the Family Educational Rights and Privacy Act of 1974, the University may release to the general public certain information about the student who has been identified by the institution as directory information. Directory Information at Washburn University includes: student’s name, photo, current address and phone number, permanent address and phone number, university assigned e-mail address, classification status (i.e., freshman, sophomore, etc.), major field of study, dates of attendance, honors and awards received, degrees and certificates received and dates awarded, enrollment level and status (full-time, half-time, or less than half-time; undergraduate or graduate), most recent educational institution attended, participation in officially recognized activities and sports, and height and weight of members of athletic teams.

Listings in the online student directory are compiled from information supplied by students to the University.

• The student is responsible for updating and providing correct information for online directory listings;
• Information may be updated at any time during the year;
• The online directory listings are updated daily;
• To update online directory information, go to the View/Update Campus Directory Profile on the Students tab of MyWashburn. In accordance with the Family Educational Rights and Privacy Act of 1974, currently enrolled students may choose to withhold information from the online university directory;
Information may be excluded at View/Update Campus Directory Profile on the Students tab of My Washburn.

Procedures for Withdrawing From Classes
Students may withdraw from semester courses on the Web until the last day to withdraw. The date of withdrawal is determined by the day the withdrawal is processed on the Web. The responsibility for completing the withdrawal process rests with the student. Failure to officially withdraw results in the recording of "F" grades at the end of the semester/term and responsibility for all assessed charges. Specific deadlines for all courses, including out-of-sequence courses, can be found on MyWashburn by selecting the Student Academics tab and then selecting Student Academics tab and then selecting "Last Day" deadlines for courses under the Additional Registration Information section.

2015-2016 ACADEMIC CALENDAR

FALL SEMESTER 2015 SCHEDULE

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 14</td>
<td>Open Registration Continues</td>
</tr>
<tr>
<td>August 14</td>
<td>Thursday Residence Halls Open, 9:00 a.m.</td>
</tr>
<tr>
<td>August 15</td>
<td>Welcome Week Begins</td>
</tr>
<tr>
<td>August 15</td>
<td>Welcome Week Continues</td>
</tr>
<tr>
<td>August 16</td>
<td>Welcome Week Continues</td>
</tr>
<tr>
<td>August 17</td>
<td>Classes Begin</td>
</tr>
<tr>
<td>August 17</td>
<td>Convocation</td>
</tr>
<tr>
<td>August 21</td>
<td>Last Day to Change from Audit to Graded or A/Pass/Fail Status</td>
</tr>
<tr>
<td>August 21</td>
<td>Last Day to Enroll in a Course without Instructor’s Permission</td>
</tr>
<tr>
<td>August 28</td>
<td>Last Day to Set Up Payment Plan</td>
</tr>
<tr>
<td>August 28</td>
<td>Last Day to Enroll without a Late Fee</td>
</tr>
<tr>
<td>August 28</td>
<td>Last Day to Receive 100% Tuition Refund</td>
</tr>
<tr>
<td>September 4</td>
<td>Last Day to Change from Graded or A/Pass/Fail Status to Audit</td>
</tr>
<tr>
<td>September 4</td>
<td>Last Day to File Application for Degree for Fall Graduates</td>
</tr>
<tr>
<td>September 4</td>
<td>Last Day to Enroll</td>
</tr>
<tr>
<td>September 4</td>
<td>Last Day to Receive 40% Tuition Refund</td>
</tr>
<tr>
<td>September 7</td>
<td>Labor Day Holiday Monday</td>
</tr>
</tbody>
</table>
September 11 Friday  Last Day to Receive 20% Tuition Refund

September
26 Saturday

October 3  Saturday  Fall Break Begins
October 7  Wednesday  Classes Resume
October 24  Saturday  Grand Homecoming
October 30  Friday  Last Day to Withdraw

Last Day to Change Grade Status from A/Pass/Fail to Graded,
Graded to A/Pass/Fail

November 2  Monday  Advance Registration Begins for Spring Semester (ends November 11)
November 12  Thursday  Open Registration for Spring Semester Begins (ends January 18)
November 25  Wednesday  Thanksgiving Student Recess Begins

November 26-  Thursday  Thanksgiving (University Closed – No
November 29  Sunday  Saturday Classes)
November 30  Monday  Classes Resume
Success Week Begins

December 4  Friday  Last Day of Classes
December 5  Saturday  Final Examinations Begin
(for Saturday Classes)

December 7  Monday  Final Examinations Begin
December 11  Friday  Final Examinations End
End of Fall Semester
School of Nursing Recognition

Ceremony

December 25-  Thursday  Winter Holiday Break (University
January 1  Thursday  Closed)

SPRING SEMESTER 2016 SCHEDULE

January 1-18  Open Registration Continues
January 13  Wednesday  Residence Halls Open, 9 a.m.
January 18  Monday  Martin Luther King Holiday
(University Holiday)

January 19  Tuesday  Classes Begin
January 22  Friday  Last Day to Change Audit to Graded
or A/Pass/Fail Status
Last Day to Enroll in a Course
without Instructor’s Permission

January 29  Monday  Last Day to Set Up Payment Plan
<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 1</td>
<td>Monday</td>
<td>Last Day to Enroll without a Late Fee Refund</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last Day to Receive 100% Tuition Refund</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last Day to Enroll</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last Day to Change from Graded or A/Pass/Fail Status to Audit</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last Day to File Application for Degree for Spring Graduates</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last Day to Receive 80% Tuition Refund</td>
</tr>
<tr>
<td>February 5</td>
<td>Monday</td>
<td>Last Day to Receive 40% Tuition Refund</td>
</tr>
<tr>
<td>February 8</td>
<td>Monday</td>
<td>Last Day to Receive 20% Tuition Refund</td>
</tr>
<tr>
<td>February 12</td>
<td>Friday</td>
<td>Priority Date for Washburn University Academic Scholarships and Federal Campus-Based Financial Aid</td>
</tr>
<tr>
<td>March 14</td>
<td>Monday</td>
<td>Spring Recess Begins</td>
</tr>
<tr>
<td>March 21</td>
<td>Monday</td>
<td>Classes Resume</td>
</tr>
<tr>
<td>April 1</td>
<td>Friday</td>
<td>Last Day to Change Grade Status from A/Pass/Fail to Graded, Graded to A/Pass/Fail</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Last Day to Withdraw</td>
</tr>
<tr>
<td>April 4</td>
<td>Monday</td>
<td>Advance Registration Begins for Summer Session and Fall Semester (ends April 13)</td>
</tr>
<tr>
<td>April 14</td>
<td>Thursday</td>
<td>Open Registration Begins for Summer Session and Fall Semester (ends August 14)</td>
</tr>
<tr>
<td>May 2</td>
<td>Monday</td>
<td>Success Week Begins</td>
</tr>
<tr>
<td>May 6</td>
<td>Friday</td>
<td>Last Day of Classes</td>
</tr>
<tr>
<td>May 7</td>
<td>Saturday</td>
<td>Final Examinations Begin (for Saturday Classes)</td>
</tr>
<tr>
<td>May 9</td>
<td>Monday</td>
<td>Final Examinations Begin</td>
</tr>
<tr>
<td>May 13</td>
<td>Friday</td>
<td>Final Examinations End</td>
</tr>
<tr>
<td>May 14</td>
<td>Saturday</td>
<td>End of Spring Semester</td>
</tr>
<tr>
<td></td>
<td></td>
<td>School of Nursing Recognition Ceremony</td>
</tr>
<tr>
<td></td>
<td></td>
<td>School of Applied Studies Certificate Ceremony</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Undergraduate/Graduate Commencements</td>
</tr>
</tbody>
</table>
Note: The academic deadlines reflected in the calendar above are for classes one semester in length. Academic deadlines for courses shorter in length than one semester will be calculated at the same ratio as the academic deadlines for semester courses. The calendar is subject to change. Please refer to the academic calendar on the Washburn Web site for the most up-to-date information.

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

Contact information:
Small Business Development Center
120 SE 6th Ave., Suite 100
Topeka, KS 66603
(785) 234-3235
E-mail: ksbdc@washburn.edu
Website: www.washburnsmallbusiness.com

UNIVERSITY CHILD DEVELOPMENT, Inc. (UCD)
UCD is a non-profit, parent cooperative dedicated to the operation of a high quality child development center.

Through flexible hours and parental involvement, UCD is especially equipped to meet the needs of non-traditional students and employees with part-time or full-time schedules.
The families of Washburn University students and faculty are given priority at UCD. Other children can be enrolled upon availability.

Prices for 2015-2016 (subject to change): Washburn
Rates:
Infant $5.15/hr. - $170.00/week
Ages 1-3 $4.55/hr. - $150.00/week
Ages 3-5 $4.05/hr. - $120.00/week

Community Rates:
Infant $5.65/hr. - $185.00/week
Ages 1-3 $5.05/hr. - $165.00/week  
Ages 3-5 $4.55/hr. - $130.00/week

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

WUCT – Washburn University Cable Television
Washburn University Cable Television (WUCT) is an educational access channel carried on Channel 10 by Cox Cable in Topeka. The station is operated by Instructional Services and airs Washburn University home sporting events, including volleyball, football and basketball; and a variety of Washburn student programs.

POLICIES & PROCEDURES

These policies and procedures are current at the time of printing. For any updated versions, please see listed websites.

EXTENDED ABSENCE
In the case of an extreme medical problem, the Student Life Office may be contacted with information relative to the student’s medical situation. This does not include brief illnesses. The Student Life Office will then notify the student’s instructors of the absence and expected return date, if that information is available.
It is the student’s responsibility to follow up with the instructor(s) and secure arrangements for make-up work and missed quizzes, tests or exams. It will also be the student’s responsibility to provide the necessary medical documentation, if requested by the instructors, to verify the medical absence.

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

Washburn University has implemented iAlert, a mass message emergency notification system which significantly enhances our ability to maintain a safe academic environment for students, faculty and staff. To review or change your current iAlert delivery settings, please go to https://www2-prod.washburn.edu/ialerts/ and login using your MyWashburn username and password.

SMOKING
All University buildings and residence halls are non-smoking facilities. All smoking must be done in the designated smoking area (where ashtrays have been placed by University staff) outside each building. Smoking is not permitted within 10 feet of any entrance/exit or air handling unit. When smoking outside, please be mindful of your smoke impacting others by keeping a reasonable distance from people walking in or out of buildings. Cigarette butts and ashes must be disposed of in ashtrays. Please do NOT throw cigarette butts on the grounds, in trash containers or into any other inappropriate location. Inappropriately disposed cigarette butts may result in fines and/or disciplinary action.
HIGHER EDUCATION OPPORTUNITY ACT PLAN (HEOA) – P2P FILE
SHARING
Per the HEOA regulations issued October 29, 2009 in regard to P2P file sharing, Washburn
has developed a plan to effectively combat the unauthorized distribution of copyrighted
material by users of the Institution’s network, without unduly interfering with educational
and research use of the network. This plan includes the following:

1. A technology based deterrent
2. A mechanism to educate and inform about inappropriate
use
3. Disciplinary procedures
4. A procedure for periodic review of this plan
5. Make available information about legal alternatives for
downloading

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

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

Violations of HEOA Related to P2P File Sharing – Students
The following practice for violations of P2P file sharing has been adopted:

First violation: Documentation and education of students about DMCA.
Second violation: A student found in violation of a second DMC violation will
have his/her computer blocked from using the wireless or housing networks on
campus. Also, the Associate Vice President for Student Life or designee will
conduct a formal hearing with the student about this continued misconduct.

Violations of HEOA Related to P2P File Sharing – Employees
Employees will be subject to disciplinary action related to illegal P2P file sharing.

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

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

EMERGENCY EVACUATION/FIRE SAFETY
Washburn University has prepared evacuation information that may be reviewed at
washburn.edu/parents-family/health-safety/index.html. The link includes recommended
procedures for emergency evacuation of residence halls and other occupied buildings.
Residential living and campus residence halls comply with city and state fire codes by
conducting the required fire evacuation drills in our campus residence halls. Drills are
documented and forwarded to the Topeka Fire Department.
For students residing on campus, additional fire safety information is located in the *Residential Living Handbook*. Each Greek living unit has its own fire evacuation procedure. Tornado shelter locations are also posted on the website.

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

- **Washburn Village residential living units: fire safety systems**
  1. Automatic fire sprinklers are installed within the residential living units and storage areas. The Village has an approve NFPA 13 R sprinkler system.
  2. Smoke alarm detectors are provided in each living unit. The detectors are electronically operated with battery backup.
  3. Emergency lighting is provided in exit access routes.
  4. Emergency central station answering services upon activation of the automatic fire sprinkler system.

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

- **Kuchne Hall and West Hall – Residential Units**
  1. Automatic fire sprinklers provided, NFDA 13 compliant.
  2. Individual automatic fire/smoke detectors, electric with battery backup, are in each residential unit.
  3. A manual building fire alarm system is provided for general fire alarm activation.

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

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

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

**Campus Fire Statistics**

For statistics on fire alarms, refer to the Crime Statistic Report at [http://www.washburn.edu/securityreport](http://www.washburn.edu/securityreport).

**MISSING STUDENTS (CAMPUS RESIDENTS)**

A student residing on campus may designate an individual to be contacted by the University not later than 24 hours after the student is determined to be a missing student. For additional information, refer to the *Residential Living Handbook* or contact the Residential Living Office.
CAMPUS BULLETIN BOARD & POSTER POLICY

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

1. Posters displayed in buildings on campus must be date stamped in the Student Life Office, Morgan Hall 136. Date stamping does not constitute University approval of the contents.

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

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

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

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

6. To minimize the risk of fire and the impeding of quick and safe egress from buildings in an emergency, posting is not allowed in the following locations:
   a. In stair enclosures or on stair railings;
   b. On doors or windows, including translucent glass block windows;
   c. On lights or heaters;
   d. In or on elevators;
   e. On floors;
   f. On furniture;
   g. 2015-2016, or covering fire extinguishers, hose cabinets, exit markers, or any other safety equipment;
   h. In any other location where they might constitute a safety hazard.

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

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

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

10. The Associate Vice President for Student Life, after consultation with University Counsel, may refuse to date stamp posters which are considered to be obscene or which constitute harassment of a student or a class of students, in violation of policy.
11. Custodial staff will remove postings on as timely a basis as possible, consistent with their other duties.

12. One copy of each poster must be left in the Student Life Office, Morgan Hall 136, with the name and phone number of the individual who will be posting the item.

13. Failure to abide by the rules of this policy may forfeit your right to post fliers in the future. Approved September, 2002.

Residential Living Posting Policy

- All posters/fliers/banners/ and other posting materials to be posted in the residence halls must be stamped by the Student Life Office (Morgan Hall 136).
- Take material to the Residential Living Office, located in the Living Learning Center, where it may be approved and stamped with the “Residential Living Office” stamp. The Residential Living Office will post all materials left for approval.
- Signs posted in the Residence Halls that do not have both the Residential Living stamp and the Student Life stamp will be removed.
- Student groups or other departments are not permitted to post materials on any surface (table, light fixtures, walls, etc.) other than the bulletin board, located on the first floor of the Capitol Federal Center for Learning.
- Any damage resulting from posting materials without the consent or knowledge of Residential Living will be billed to the organization from which the materials were generated.

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

VEHICLE & PARKING POLICY

Responsibility for Vehicles

Individuals operating or parking any vehicle on campus shall be fully responsible for that vehicle and contents of the vehicle. The University has no responsibility for vehicles or their contents while the vehicle is on campus. Individuals shall be responsible for any violations occurring while vehicles are under the control of or owned by the individual. Vehicle ownership shall be determined through University registration or through a state motor vehicle department.

Effective Period of Regulations

Vehicle regulations are in effect at all times. Restricted parking spaces are available for open parking after 5:00 p.m. except as otherwise posted.

Enforcement Authority

The ordinances of the City of Topeka, adopted Standard Traffic Ordinance for Kansas Cities, Kansas State Statutes and any regulations adopted by the Board of Regents are applicable to the operation and physical condition of any type of motor vehicle on the University campus. The University is within the corporate limits of the City of Topeka. Officers of the University Police Department, City of Topeka Police Department, Shawnee County Sheriff’s Department and the Kansas Highway Patrol have the authority to enforce all ordinances and statutes on the University campus. Violations committed on the
University campus will be processed by the appropriate court or hearing officer having jurisdiction. Fines and court costs may be assessed by the court.

Parking – Handicap Accessible

Certain parking spaces have been designated for handicap accessible parking. Parking in designated handicap accessible parking spaces is restricted to vehicles displaying:

- an officially issued license plate displaying the international symbol of access to the physically handicapped;
- an officially issued placard displaying the international symbol of access to the physically handicapped; or
- a disabled veteran license plate issued in accordance with K.S.A. 8-161 or laws of any other state.

Individuals desiring special parking consideration because of temporary or permanent disability must obtain a State Handicapped Parking Placard or license tag by making application at the State Office Building or County Treasurer’s Office. The University is not authorized to permit parking in designated handicap accessible spaces.

Parking – Restricted

Certain parking lots and areas may be designated as permit parking only. The determination of which parking lots or areas so designated shall be subject to approval by the President.

Employees may apply for a restricted parking permit and parking lot access card.

Application for a restricted parking permit and parking lot access card shall be made at the University Police Department. The restricted parking permit is a hang tag that shall be displayed by hanging the tag from the inside rear view mirror of the vehicle.

Only one restricted parking permit and parking lot access card will be issued to an employee. Lost parking lot access cards will be replaced at a cost determined by the University.

Possession of a parking lot access card and/or restricted parking permit does not guarantee the holder a restricted space.

Parking – Student.

Students, student workers, and student interns are not eligible for restricted parking privileges.

Parking - Over Length or Oversized Vehicles.

No individual shall park any vehicle on campus that cannot be legally parked in a single parking space. Individuals requiring special parking consideration for over length or oversized vehicles shall contact the University Police Department to request arrangements for parking.

Overnight Camping or Sleeping

Parking or standing any type of vehicle on campus for the purpose of camping or sleeping in or around the vehicle is prohibited without prior approval from the Director of the University Police Department.

Prohibited Parking

No individual shall park, stop, or stand any vehicle, anywhere on campus in violation of the following acts that are considered illegal parking:

- Double parking or blocking streets;
- Parking on sidewalks or grass;
- Parking in areas restricted for Facility Maintenance Vehicle Parking Only;
• Parking which blocks driveways or sidewalks;
• Parking outside marked parking spaces;
• Parking within 15 feet of a fire hydrant;
• Parking areas designated as no parking by signs;
• Parking in areas designated as restricted parking without a properly displayed permit;
• Parking in a fire lane;
• Parking in spaces designated for handicapped parking or access way; and,
• Any other parking violation(s) as defined by Standard Traffic Ordinances (STO), City Ordinance, or State Statute.

Parking Violation Fees
A fee of $25.00 will be assessed for all University tickets issued to students or employees for parking violations (except for handicap accessible parking and fire lane parking violations). Such fees are due and payable at the University Business Office during business hours within five (5) business days of the date of issuance of the ticket. If fees are not paid within the five (5) business days, a late fee of $10.00 shall be assessed.

Violation Fee – Failure to Pay
Employees with unpaid parking ticket fees and/or late fees may be subject to administrative review.

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

Removal of Illegally Parked Vehicle
Any vehicle parked in violation of any parking regulations may be deemed a common nuisance and the nuisance abated by removal of the vehicle in accordance with Topeka Municipal Code 10.25.010. The University Police will attempt to contact the owner of the vehicle and demand removal of the vehicle prior to the University removing the vehicle. The cost of abatement, including towing and impound storage fees shall be the responsibility of the owner of the vehicle.

Vehicle Operations – Pedestrians.
Vehicles shall yield to all pedestrians in accordance with the Standard Traffic Ordinance. Pedestrians shall obey all traffic regulations while on campus.

Vehicle Operation – Speed Limits.
The speed limits on the University campus shall be:
• 20 MPH on all streets and roadways on campus; and,
• 12 MPH in all parking lots, driveways, and parking lot access ways.

 Posted speed limits do not relieve operators of motor vehicles of the responsibility to drive with caution and as safety requires in existing conditions.

Motor Vehicle Accidents.
All motor vehicle accidents occurring on the University campus should be reported to the University Police Department. The Topeka Police Department also has jurisdiction to investigate all accidents occurring within the City of Topeka.

Hearings
Any person who desires to contest the issuance of a University ticket issued to the individual may request a hearing in accordance with the following procedures:
• A complaint regarding the ticket must be made in person at the University Police Department;
• If the individual is not satisfied with the disposition of the complaint regarding ticket, the individual may request a review of the ticket by the Parking Ticket Review Board. The individual must submit, in writing, to the Director of University Police, the reason(s) for requesting a review of the ticket. The written request for a review must be delivered to the Director of University Police within five (5) business days after the day the ticket was issued;
• Upon receipt of the written request for a review, the Director of University Police will schedule a hearing before the Parking Ticket Review Board. The Parking Ticket Review Board will consist of two students appointed by the Washburn Student Government Association, one classified and one administrative employee appointed by the Staff Council, and one faculty members appointed by Faculty Senate. The Parking Ticket Review Board will meet and render its decision within five (5) business days after the hearing; and,
• The decision of the Parking Ticket Review Board shall be final and not subject to further review.

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

WASHBURN UNIVERSITY NOTICE OF NON-DISCRIMINATION
Washburn University prohibits discrimination on the basis of race, color, sex, religion, age, national origin, ancestry, disability, marital or parental status, sexual orientation/gender identity, genetic information, or other non-merit reasons, in University programs and activities, admissions, educational programs or activities, and employment, as required by applicable laws and regulations. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Pamela Foster, Equal Opportunity Director, Washburn University, 1700 SW College Ave., Topeka, KS 66621, 785.670-1506, eodirector@washburn.edu.

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

Policy is current at time of printing. For most updated version, see http://washburn.edu/statements-disclosures/index.html/
HARASSMENT

2.1 Responsibility. All individuals must be allowed to pursue their activities at the University free from sexual harassment, unwelcome sexual advances and sexual violence. Such conduct will not be tolerated. The responsibility for maintaining a sexual harassment free campus environment rests with all Employees.

2.1.1 Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual;
- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive working environment;
- Such conduct emphasizes the sexuality of an individual in a manner which prevents or impairs that individual’s full enjoyment of work and/or educational benefits, environment, or opportunities; or,
- Such conduct is in the form of sexual violence.

2.1.2 Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- The conduct has the purpose or effect of interfering with the individual’s work or academic performance, or of creating an intimidating, hostile, or offensive working or educational environment;
- Imposed by an Employee or agent of the University and denies, limits, conditions, or provides different aid, benefits, services, or treatment; or,
- Imposed by a third party upon an Employee or Student who is engaged in a University-related activity.

2.1.3 Sexual Violence is defined as physical sexual acts perpetrated against an individual’s will or where the individual is incapable of giving consent due to the victim’s use of drugs or alcohol or an intellectual or other disability. Examples include, but are not limited to, rape, sexual assault, sexual battery and sexual coercion.

2.2 Employee Harassment. Section 703 of Title VII of the Civil Rights Act of 1964 defines harassment on the basis of sex.

2.3 Student Harassment. Sexual harassment of students is a violation of Title IX of the Education Amendments of 1972, which prohibits sex discrimination in education.

2.4 Complaints. Complaints of sexual harassment are to be made to the Equal Opportunity Director, Morgan 200K. Phone: 785-670-1712. Email: eodirector@washburn.edu.
3. Harassment—General.

3.1 Responsibility. All individuals must be allowed to pursue activities at the University free from harassment based on race, color, religion, age, national origin, ancestry, disability, sex, sexual orientation, gender identity, genetic information or marital or parental status. Responsibility for maintaining a harassment free campus environment rests with all Employees and Students, and others while on the University campus or involved in University-sponsored activities.

3.1.1 Harassment is defined to have occurred when, on the basis of race, color, religion, age, national origin, ancestry, disability, sex, sexual orientation, gender identity, genetic information or marital or parental status a hostile or intimidating environment is created in which verbal or physical conduct, because of its severity and/or persistence, is likely to interfere significantly with an individual’s work or education, or affect adversely an individual’s living conditions.

3.2 Legal Implications.

3.2.1 Harassment of an Employee is a violation of Section 703 of Title VII of the Civil Rights Act of 1964 which defines harassment on the basis of sex.

3.2.2 Sexual harassment of a Student is a violation of Title IX of the Education Amendments of 1972 which prohibits sex discrimination in education.

3.3 Complaints. Complaints of harassment (as defined in this section) are to be made to the Equal Opportunity Director, Morgan 200K. Phone: 785-670-1509. Email: eodirector@washburn.edu. Complaints must be filed within 180 days of the latest alleged incident.

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

Equal Educational and Employment Opportunity/Harassment – Complaints

Complaints of discrimination and/or harassment (including complaints of sexual violence) are to be made to the Equal Opportunity Director, Morgan 200K. Phone: (785) 670-1712. Email: eodirector@washburn.edu.

Complaint Procedures Individuals who believe they may be or are victims of discrimination or harassment in violation of the University’s equal opportunity and harassment policies should promptly take one or more of the steps outlined below, as applicable. It is not necessary for all steps to be taken or to be taken in order. Nothing in these procedures shall be construed as preventing any individual from pursuing any other legal action.
Any retaliation against an individual who files a complaint of discrimination/harassment or against individuals who participate in the proceedings is strictly prohibited.

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

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

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

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

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

- **To help the individual in determining** if the perception of discrimination/harassment is valid;
- **To discuss the rights**, under the policy, of both the individual and the person against whom the allegation is made, including the right of both parties to have an advisor present at all stages of an investigation, and that both have a right to appeal the outcome and sanctions.
- **To discuss possible methods** the individual could undertake to address and to eliminate the unwanted conduct (whether or not it is discrimination/harassment); and
- **To advise the individual.** The EOD will:
  - Help the individual determine what courses of action exist if an issue of discrimination/harassment is believed present.
  - Assure the individual that all complaints will be promptly and thoroughly investigated and decided within the time frames set forth below at each stage of the process.

  - Explain the complaint will be evaluated using the Preponderance of the Evidence standard of review.
  - Advise the individual that a complaint normally must be filed within 10 business days:
    - Of the incident giving rise to the complaint; or
    - Following consultation with the EOD
- Notify the individuals that retaliation for having exercised their rights under this policy is strictly prohibited.
- Explain possible sanctions and protective measures available after a finding of a policy violation.
- Advise the individual of the EOD’s conclusion regarding whether or not an issue of discrimination/harassment is present. The conclusion will be based upon all of the information presented and gathered.
- **Confidentiality.** The EOD shall take steps to keep information confidential to the greatest extent possible. No assurance of complete confidentiality may be given.

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

**Informal Complaint Procedure**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Reasonable provisions will be made for individuals to appear as witnesses at the hearing. A record will be kept of the proceedings of the hearing.

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

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

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

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

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

The appeals committee shall consider the complete record of the hearing and render a decision, normally within 10 business days of receipt of the notice of appeal. It will not conduct a hearing. Its decision will be final.
The hearing and appeal committees’ decision shall have no effect upon any other individual not participating in the specific complaint, nor will it operate to change any University policy or procedure.

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

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

NOTE: Policy is current at time of printing. For most updated version, see http://www.washburn.edu/statesments-disclosures/index.html.

WASHBURN UNIVERSITY STUDENT CONDUCT CODE

This Conduct Code is current at the time of printing. For updated version, please see www.washburn.edu/current-students/policies-forms/academics-policies.html Washburn University strives to provide an environment in which students may pursue their educational interests. Students are expected to conduct themselves in a manner, which promotes learning and preserves academic freedom for all.

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

I. GENERAL CONDUCT CODE PROVISIONS

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

The University views the student conduct system as part of an educational experience that can result in growth in personal understanding of one’s responsibilities and privileges in the University community. Acceptable standards of conduct have been established to protect the rights of members of the University and affiliated organizations. Individuals are encouraged to discuss their concerns at the lowest level possible for effective resolution of the situation. Should such attempts prove ineffective, the student conduct system provides a student judicial process to resolve the matter.

The focus of the student judicial proceedings is to determine whether the University’s standards of conduct have been violated, not to determine criminal guilt. To this end, student judicial proceedings attempt to balance an understanding and knowledge of the students with the needs of the University community.

The Associate Vice President for Student Life shall be the principal officer responsible for implementing the Student Conduct Code. The Associate Vice President for Student Life or his/her designee shall provide due process for students by following the proper steps related to the initiation, investigation and disposition of complaints against a student as outlined in
Section III of this document. The Associate Dean, Student Services at Washburn Institute of Technology (WIT) shall serve as the officer responsible for enforcement of the Student Conduct Code for infractions by WTI students.

A. General Principles

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

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

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

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

5. Washburn University reserves the right to impose the provisions of this Code and apply sanctions before or after law enforcement agencies, courts and other agencies have imposed penalties or otherwise disposed of a case.

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

B. Definitions

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

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

2. The term “student” shall mean a person enrolled at the University, other than the School of Law; or a person accepted for admission or reinstatement to the University, other than the School of Law.

3. The term “University official” shall mean an employee of the University, including, but not limited to, the following: administrator, faculty member, staff member, graduate assistant, and student employee.

4. The term “University premises” shall mean buildings or grounds and any property, personal or real, which are owned, leased, operated, controlled, or supervised by Washburn.

5. The term “University community” shall mean persons and organizations associated with the University, including, but not limited to, students and employees of the University; affiliated organizations and employees; and athletic boosters.

6. The term “University-sponsored activity” shall mean any activity on or off University premises that is initiated, aided or supervised by the University.
7. The term “hearing officers” shall mean the Associate Vice President for Student Life (or his/her designee), the Director of Residential Living (or his/her designee), the Residence Halls Judicial Board, the University Judicial Board, the Associate Dean of Student Services (or his/her designee) at Washburn Institute of Technology, or the WIT Judicial Board.

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

II. VIOLATIONS
The following includes inappropriate behavior subject to disciplinary sanction: A.

Disruptive or disorderly conduct.

B. Lewd or obscene conduct or behavior.

C. Filing a formal complaint with the Associate Vice President for Student Life, University Police, or other University official(s) with the intention of falsely accusing another of having violated a provision of this Code. D. Intimidating witnesses.

E. Destroying or removing evidence to preclude its presentation to the Associate Vice President for Student Life, the University Judicial Board, the Director of Residential Living, or the Residence Halls Judicial Board.

F. Failure to appear before the Associate Vice President for Student Life, the University Judicial Board, the Director of Residential Living, or the Residence Halls Judicial Board, the Associate Dean of Student Services at WIT, or the WIT Judicial Board when properly notified to appear.

G. Intentionally setting off a fire alarm, falsely reporting a fire or other emergency or tampering with fire or safety equipment.

H. Forgery, alteration, unauthorized destruction, unauthorized use or misuse of University documents, records or identification cards.

I. Knowingly furnishing false information to the University.

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

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

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

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

N. Breaching campus safety or security, including, but not limited to, the following:

1. Unauthorized entry to University facilities; intentionally damaging door locks or card access mechanisms; unauthorized possession or duplication of University keys or access cards; or propping open of exterior and fire doors in the residence halls;

2. Placement of any object(s), including, but not limited to, vehicles, bicycles and equipment, obstructing doors to/from any University premises.

O. Illegal or unauthorized use, possession, or storage of any weapon, fireworks or explosives or dangerous chemicals on University premises or at any University-
sponsored activity. The term weapon shall be defined as any object or substance either
designed or used to inflict a wound, cause injury or incapacitate an individual. Weapons
may include, but are not limited to, the following: all firearms; pellet guns; slingshots;
martial arts devices; knives deemed to be dangerous or illegal; and clubs. The term
dangerous chemical, for purposes of this Code, means:
1. Any hazardous chemical, which, even when properly used, may cause injury to an
   individual; or,
2. Any chemical, which through improper use, causes injury to an individual.
P. Possession, furnishing or consumption of alcoholic liquor or cereal malt beverages on
   University premises or at University-sponsored activities except as approved under
   policies adopted by the Washburn University Board of Regents; possession and/or
   consumption of alcoholic liquor or cereal malt beverages by a minor; furnishing alcoholic
   liquor or cereal malt beverages to a minor; public intoxication; or driving while
   intoxicated. Persons having control of and/or in the area in which and when the prohibited
   beverage is found shall be charged with possession of alcoholic liquor or cereal malt
   beverage.
Q. Possessing, using, having under control, manufacturing, or
   transmitting/distributing/selling any illicit drugs, narcotics or controlled substance or
   drug paraphernalia on the University premises or at University-sponsored activities
   without proper prescription or required license or as expressly permitted by law or
   University regulations. Persons having control of and/or in the area in which and when
   the banned substance/material is found shall be charged with possession of an illicit drug,
   narcotic or controlled substance or drug paraphernalia.
R. Failure to comply with the directive(s) of University officials, law enforcement officers,
   or Student Conduct Code hearing officer(s) acting in the performance of their duties,
   including failure to identify oneself when requested to do so.
S. Hazing: any action taken or situation created, intentionally, whether on or off University
   premises or on property owned, leased or operated by a University-recognized
   organization, to produce mental or physical discomfort, embarrassment, harassment, or
   ridicule.

Consent is not a Defense

In considering a hazing case, it is not a defense that the person subjected to the hazing consented
to or acquiesced in the hazing activity. For the purpose of this Code, any activity as described
above - upon which the initiation or admission into or affiliation with a University organization
is directly or indirectly conditioned or believed by the person to be such a condition to initiation,
admission or affiliation - shall be presumed to be a forced activity, the willingness of an
individual to participate in such activity notwithstanding.

T. Violation of disciplinary sanction(s).
U. Any sexual contact or abuse, whether verbal or physical, without another person’s
   consent.
V. Threatening or endangering the health or safety of self or others.
W. Violation of University policies, city ordinances or state and federal laws, other than those
   listed in the Student Conduct Code.
III. CONDUCT CODE IMPLEMENTATION PROCEDURES

A. Reporting of Complaint

1. Any person may initiate a complaint against a student for an alleged violation of the Student Conduct Code. A person filing a complaint shall be complainant of record.

2. Such complaints, other than a complaint involving a Washburn Institute of Technology (WIT) student, are submitted in writing to the Associate Vice President of Student Life, although residence hall incident reports may be submitted to the Director of Residential Living. Complaints involving a WIT student are submitted in writing to the Associate Dean of Student Services at WIT.

3. Incident reports filed with the University Police will be forwarded to the Associate Vice President of Student Life for review and processing.

4. When a sex offense is alleged, any person who is the victim of, or has knowledge of an alleged sex offense occurring on the University’s campus, as defined by the Campus Security Act of 1990, may notify the University Police personnel who shall contact the alleged victim(s) to determine whether the victim wishes to pursue disciplinary action available to him or her under the University’s Conduct Code or other University policy. Alleged sex offenses occurring off campus shall be referred to the City of Topeka Police Department for investigation. In the event the victim of the alleged offense files a complaint with the City of Topeka Police Department, personnel of the Washburn Police Department shall render such assistance as is possible given the circumstance surrounding the alleged incident. NOTICE - Anyone who is a victim of an alleged sex offense should take steps to preserve any and all physical evidence relating to the alleged incident.

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

1. Upon receipt of a complaint, the Director of Residential Living, the Associate Vice President for Student Life, or the Associate Dean of Student Services at WIT, as applicable, will notify the accused student(s) in writing that he/she (they) may have committed violation of the Student Conduct Code.

2. The written notification will direct that the student make an appointment to discuss the possible violation by the specified date and that failure to do so will result in an additional charge of “failure to comply with a University official.”

3. During the requested meeting, the Director of Residential Living, the Associate Vice President for Student Life, or the Associate Dean of Student Services at WIT, as applicable, will review the complaint with the student(s), identifying possible Code violations, and will outline options for the student(s).

4. The student(s) will be provided the opportunity to waive his/her (their) right to a formal hearing and have the Director of Residential Living, Associate Vice President for Student Life, or Associate Dean of Student Services at WIT process the case when it is clear that a violation has occurred and the student(s) admits (admit) to being in violation of the charge(s).

5. In the event that the student(s) chooses (choose) to waive his/her (their) right to a formal hearing, he/she (they) will sign a waiver form provided by the applicable officer acknowledging his/her (their) decision to waive the formal hearing. Upon waiver, the Director of Residential Living, Associate Vice President for Student Life, or Associate Dean of Student Services at WIT will review the violation(s), the related evidence and the sanction(s) that will be imposed. The signed waiver form will
include a statement of the charge(s), an admission of being in violation of the charges, and the sanction(s) imposed. The student(s) will be informed of how this information will be maintained (Section IV of this Code) by the University as well as the appeal process (as outlined in Section III. F. of this Code) should he/she (they) choose to appeal the decision of the Director of Residential Living, Associate Vice President for Student Life, or Associate Dean of Student Services at WIT.

6. In other situations, the case will be referred to the Residence Halls Judicial Board, the University Judicial Board, or the WIT Judicial Board for consideration. The student shall be provided with a summary of the report and will be informed of the date, time and location of the hearing. The student shall be provided not less than three (3) business days if appearing before the Residence Halls Judicial Board and five (5) business days if appearing before the University Judicial Board or the WIT Judicial Board to prepare for his/her hearing unless he/she wishes to shorten that time. The student will be informed that the hearing will be conducted in his/her absence should he/she choose not to appear. An extension in time to prepare for the hearing may be granted upon request. Such requests should be delivered to the Director of Residential Living, the Associate Vice President for Student Life, or the Associate Dean of Students Services at WIT, as applicable.

7. Should the student fail to respond to the initial letter from the Director of Residential Living, Associate Vice President for Student Life, or Associate Dean of Student Services at WIT, a second letter will be sent to the student that gives him/her a specific hearing date and time. The student will also be presented with an additional charge of “failure to comply with a University official.”

C. Judicial Boards

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

1. Residence Halls Judicial Board
   b. Membership: Each hearing panel of the Residence Halls Judicial Board shall consist of six (6) students, including the chairperson. Each hearing panel shall have four (4) students who are residents of the Living Learning Center and one (1) from Kuehne Hall and one (1) from West Hall. All students appointed to a Residential Halls Judicial Board hearing panel shall have been trained on the student judicial process by the Associate Vice President for Student Life and the Director of Residential Living and shall be students in good standing at the University. Resident Assistants may not serve as members of the Residence Halls Judicial Board.
   c. Advisor and Secretary: The Director of Residential Living or his/her designee shall serve as secretary to, and an advisor of, the Residence Halls Judicial Board and its hearing panels. The Director shall: 1) assign members to the hearing panels when necessary; 2) refer cases, which have not been resolved administratively (Section III. B. 5); and 3) coordinate arrangements for hearings.
d. Judicial Liaison: The Assistant Director of Residential Living normally shall serve as Judicial Liaison for the hearing panels when convened.

e. Limitation of Action: In the event a hearing panel concludes a violation of the Residence Hall Handbook has been committed by the respondent, the panel shall be limited to the imposition of sanctions equal to or less than the sanction of “removal from the suite or floor,” described in this Student Conduct Code (Section III. D.)

2. University Judicial Board

a. Jurisdiction: The University Judicial Board shall have jurisdiction of all cases alleging violations of this Student Conduct Code.

b. Membership: Each hearing panel of the University Judicial Board shall be comprised of six (6) voting members: three (3) full-time members of the University’s General Faculty and three (3) full-time students. Each panel shall be chaired by a faculty member who shall not have a vote. The persons appointed by the Associate Vice President for Student Life to a hearing panel shall be selected from a pool of persons who have been trained on the student judicial process.

c. Advisor and Secretary: The Associate Vice President for Student Life shall serve as secretary to, and an advisor of, the University Judicial Board and its hearing panels. The Associate Vice President for Student Life shall: a) assign members to the hearing panels when necessary; b) refer cases, which, have not been resolved administratively (Section III. B. 5); and c) coordinate arrangements for hearings.

d. Judicial Liaison: Student Life administrative staff members shall serve as Judicial Liaison for University Judicial Board hearing panels.

3. The Role of Judicial Liaison

a. Facilitating the hearing process. In that capacity, the Judicial Liaison may be called upon to:

   1. Assist the respective Judicial Board advisor by notifying the parties and witnesses of the hearing date, time and place, and

   2. Orient the parties and witnesses on the hearing process.

b. Presenting the complaint of alleged violation(s). In this capacity, the Judicial Liaison will present evidence and conduct an examination of the witnesses.

4. Hearing Procedures

a. Record: An audio-tape record will be made of the hearing, and the Secretary to the hearing panel shall also take minutes of the proceedings. Audiotape records shall be retained for one (1) calendar year from the date of the hearing.

b. Respondent’s Failure to Appear: In the event the student respondent fails to appear for the hearing, a “not in violation” plea will be entered on the student’s behalf by the chairperson of the hearing panel.

c. Advisor to Respondent: A student charged with a violation of a conduct code may be accompanied by another person to serve as his/her advisor during the hearing. The individual’s role shall be limited to providing advice to the student. The advisor shall not have the right to represent the student during the proceedings.
d. Charges and Plea(s): After the Chairperson reads the allegations of violation(s) by the respondent student, the student will be requested to enter a plea(s) either admitting or denying responsibility of the allegation(s).

e. Presentation of the Case: In the event the respondent denies, in whole or in part, the allegation(s) of violation of the applicable conduct code, the Chairperson will call upon the Judicial Liaison to present the evidence, through witnesses, related to the case. The respondent shall have the opportunity to ask questions of the witness(es). Following presentation of the case by the Judicial Liaison, the respondent shall have the opportunity to present any relevant evidence he/she would like to have considered by the hearing panel.

f. Deliberation: Following the presentation of the case by the parties, the hearing panel shall recess to closed session to discuss the evidence and make a determination on the merits on whether the respondent has committed the violation(s). If the hearing panel determines the respondent has committed a violation, it shall then determine the appropriate sanction(s) to be imposed.

g. Communication of the Decision: The decision of the hearing panel and the sanction(s), if any, shall be delivered orally upon return of the hearing panel to open session. The decision shall also be reduced to writing in a letter to the respondent and mailed within one (1) business day of the decision to the student’s address on file in the Registrar’s Office. (The student is responsible for having accurate mailing information on file with the University.)

h. Appeal: A student may appeal the decision of the hearing panel as provided in III. f. of this Student Conduct Code.

D. Sanctions

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

1. Written Reprimand
   a. Notice in writing that the student has violated University regulations or has otherwise failed to meet the University’s standard of conduct.
   b. Such a reprimand will contain the statement that continuation or repetition of specific conduct involved or other misconduct will result in further judicial action.

2. Restitution
   a. An individual student may be required to make restitution for damage to or loss of property and for injury to persons.
   b. Failure to make restitution will result in an additional charge (see II. T.) and will result in additional disciplinary proceedings under this Code.
3. Service Hours
   a. A creative sanction, e.g., service hours, set by the hearing officer(s) will depend on the severity of the violation, degree of involvement and the circumstances surrounding the incident.
   b. The student will, in most cases, be directed to complete University service hours and will be given a specific amount of time in which to do so.
   c. Failure to complete service hours will result in an additional charge (see II. T.) and will result in additional disciplinary proceedings under this Code.

4. Fines
   a. Fines will depend on the severity of the violation, previous offenses, degree of involvement, and the circumstances.
   b. A fine imposed by the Director of Residential Living or Residence Halls Judicial Board shall not exceed $50 per violation. A fine imposed by the Associate Vice President for Student Life or University Judicial Board shall not exceed $100 per violation. Fines for WIT students shall not exceed $75 per violation.
   c. The fine shall be paid within 30 days from the time it was imposed (and upon the completion of the appeals process, if applicable).
   d. Other payment arrangements must be agreed to by the Director of Residential Living, Associate Vice President for Student Life or Associate Dean of Student Services at WIT.
   e. Failure to pay the fine as specified will result in an additional charge (see II. T.) and will result in additional disciplinary proceedings under this Code.

5. Computer Usage Restrictions
   a. A student found in violation of computer usage policies can be restricted from certain campus computing privileges for a time to be set by the hearing officer(s).

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

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

8. Disciplinary Probation
   a. A formal sanction specifying the conditions under which an individual may continue to be a student at the University, including limitation of specified activities, movement, or presence on campus; or eligibility to receive University-funded scholarships.
   b. The conditions, including duration, will be specified by the hearing officer(s).
   c. Limitations may include the following:
      1. Ineligibility to hold an office in any student organization recognized by the University;
2. Ineligibility to represent the University in any public performance, sporting event, intramural event, committee assignment;
3. Ineligibility to receive a University-sponsored scholarship when the length of the suspension is greater than one semester;
4. Additional restrictions or conditions may also be imposed, depending on the nature and seriousness of the misconduct.

9. **Dismissal from the Residence Halls**
   a. The student is required to move out of the residence halls.
   b. The hearing officer(s) shall state the terms of the dismissal as well as the length of time this dismissal will remain in effect.
   c. In most cases, the student will also be restricted from the halls for the time of dismissal.

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

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

E. **Interim Suspension and Proceedings**

The Associate Vice President for Student Life or Associate Dean of Student Services at WIT may suspend any student from the University pending investigation, action or prosecution of charges of an alleged conduct violation if the Associate Vice President for Student Life or the Associate Dean of Student Services has reason to believe that the student's physical or emotional safety and well-being, the safety and well-being of the other University community members or the protection of University property requires such suspension. If it is found necessary to exercise the authority to suspend a student on an interim basis, the Associate Vice President for Student Life or the Associate Dean of Student Services at WIT shall:
1. Provide the student a written notice of intent of the interim suspension to take effect immediately.
2. Inform the student of the alleged misconduct and violations(s).
3. Provide the student a written explanation in support of the charge(s).
4. Provide written notice of the time and place of the discipline hearing, which shall be within the guidelines as specified in Section III.B.
5. If a student has been instructed by the Associate Vice President for Student Life or Associate Dean of Student Services at WIT to appear for the hearing and then fails to attend at the time designated, the Associate Vice President for Student Life, Associate Dean of Student Services at WIT or Board may suspend the student from the University and shall send written notice of suspension to the student at his/her last address of record on file with the University.
6. During the period of interim suspension, the student shall not enter the campus or the University other than to meet with the Associate Vice President for Student Life or the Associate Dean of Student Services at WIT. However, the Associate VP/Associate Dean may grant the student special permission for the express purpose of meeting with faculty, staff or students in preparation for his/her hearing.

Students who have been suspended on an interim basis and whose suspension upon hearing or appeal is found to have been unwarranted shall be provided full opportunity to re-establish their academic and student standing to the extent possible within the abilities of the University, including the opportunity to take examinations, make up class assignments or otherwise complete course offerings missed by reason of the suspension.

F. Appeals Procedures

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

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

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

IV. STUDENT CONDUCT RECORDS
Student discipline information shall be maintained in a conduct file in the name of the accused student. A student’s disciplinary records under this Student Conduct Code shall be retained for the latter of five (5) years from the date of the last sanction or the date of the student’s graduation. Student conduct records may be retained for longer periods of time or permanently if the student was suspended, dismissed or expelled.

V. STANDARDS OF CONDUCT FOR STUDENT ORGANIZATIONS
Student organizations at Washburn University are expected to conduct their activities in accordance with the behavioral standards that the University has for all members of the University community. Students cannot expect that organizations as collective entities will be excused for behavior that would not be tolerated of individual students.

A. Any student organization shall be subject to disciplinary action based on inappropriate behavior as outlined in Section II of the Code as well as the following:
   1. Advocating, inciting or participating in any material interference or physical disruption of the University.
   2. Entering or attempting to enter into contractual obligations that will require the use of a University agency account without prior authorization by the University Business Office. Organizations are prohibited from entering into any contractual obligation for the University.
   3. Directly or indirectly utilizing University resources in support of any candidate for public office. Exceptions and conditions are described in the Facilities Use Policy for the University and separate policies for the Law School, Petro Center and Memorial Union.
   4. Directly or indirectly utilizing University facilities, services, or funds for the express benefit of external affiliates.

B. Investigation and hearing procedures of alleged violations. 1. A complaint alleging violation of the “Standards of Conduct for Student Organizations” may be filed by any student, faculty member or staff member. Complaints should be directed to the Associate Vice President for Student Life or Associate Dean of Student Services at WIT in writing.
   2. Upon receipt of a complaint, the Associate VP/Associate Dean shall follow the procedures specified in the Student Conduct Code.
3. In the implementation of these procedures, the president of the organization shall serve as the representative to receive notification and to appear as required for hearings.

4. In applying the sanctions listed in the Student Conduct Code, “loss of registered status for a period of time” shall be substituted for the sanction of “suspension.”

5. The Associate VP’s/Associate Dean’s/Board’s sanction may be appealed by the president of the organization. The Appeals Board will consider the case as outlined in Section III. F. The president will, again, serve as the representative of the organization before the Appeals Board, if requested.

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

ACADEMIC IMPROPRIETY POLICY

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

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

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

All academic improprieties, whether irregularities or dishonesties, require appropriate academic action by the faculty member in whose course the impropriety takes place. Academic action is defined below. Academic dishonesties require, in addition, appropriate disciplinary action by the Associate Vice President for Student Life.

I. Academic Irregularities

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

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

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

a. During an examination, test, or quiz:

(i) Failure or refusal to follow the instructor’s instructions concerning seating arrangements of rearrangements during the examination, test, or quiz period.

(ii) Failure or refusal to follow the instructor’s instructions concerning the distribution of the examination, test or quiz.

(ii) Failure or refusal to stop working on the examination, test or quiz at the end of the examination, test, or quiz period.

(iii) Communicating in any way, shape, or form with any person other than the course instructor.

(iv) Looking at or in the direction of another person’s examination, test, or answer sheet.

(v) Looking at or manipulating books, notebooks, papers, notes, cards, etc., that are not part of the examination, test, or quiz material.

(vi) Looking at or manipulating any written or symbolized material that is not part of the examination, test, or quiz materials.

(vii) Looking at or manipulating radios, tape or cassette players, calculators, or other devices not required or authorized for use during the examination, test, or quiz.

b. On all external assignments for course credit (including term papers, research papers, take-home examinations or tests, exercises, independent lab work, etc.):

(i) Failure to turn in the assignment on the day and time it is due.

(ii) Failure to acknowledge the incorporation of another person’s work into one’s own, including the failure to improperly identify, as such, material that is being paraphrased or quoted.

(iii) Failure to document properly all works consulted, paraphrased, or quoted.

(iv) Submitting the same work for more than one course, unless authorized to do so by the instructors of all the courses in question.
(v) Submitting work previously submitted by another student in an earlier semester, provided that the instructor has retained a copy of the original submission.

(vi) Submitting under one’s name a research or term paper bought through the mail from “paper mills,” provided that the instructor has a copy of the original work.

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

2. Academic Dishonesties

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

a. Cheating on examinations, tests, or quizzes.

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

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

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

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

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

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

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

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

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

D. Academic Action

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

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

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

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

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

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

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

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

7. Giving the student an F for the course.

This list of examples is not meant to be all-inclusive, but is presented for giving guidance relative to appropriate academic action.

E. Procedures and Appeals for Academic Actions

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

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

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

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

Disciplinary action necessitated by academically dishonest behavior is imposed either by the Associate Vice President for Student Life or by the Appeals Board. It is not imposed by the instructor in whose course the dishonest behavior took place.

The procedures and appeals for disciplinary actions are covered in the University’s Student Conduct Code.

CAMPUS SECURITY POLICY & PROCEDURES

www.washburn.edu/right-to-know

www.washburn.edu/police

ALCOHOL AND DRUG POLICY


Information about alcohol and substance abuse can be found online at http://www.washburn.edu/right-to-know.

The sale, distribution, and/or possession of alcoholic beverages is prohibited on campus except as approved by the Washburn University Board of Regents. (On occasion, state law does permit the University to designate "non-classroom instruction" areas where alcohol liquor may be consumed.) The policy for selling, serving, and consumption of alcoholic liquor and cereal malt beverages on University property is set forth in Washburn University Policies, Regulations, and Procedures Manual, Section A. 8. www.washburn.edu/wuprpm/index.html. It shall be arranged through University dining services.

ANNUAL CAMUS SECURITY REPORT (CLERY ACT)


The Report is found online: http://www.washburn.edu/securityreport.

A paper copy of the Report can be obtained upon request at the Washburn University Police Department, Morgan 156.

Other crime statistics are also found online: http://www.washburn.edu/parents-family/health-safety/police/required-reporting/index.html
University Police Department

Law enforcement authority for the University’s campus rests with the University Police Department and the City of Topeka Police Department. The University employs 15 full-time and 7 part-time police officers certified by the State of Kansas. The Washburn Police and the Topeka Police Departments have joint jurisdiction on campus, and both agencies can take crime reports and investigate accidents occurring on campus, including motor vehicle accidents. The Washburn Police Department maintains a 24-hour, 365-day watch over the University facilities. The 24-hour police dispatcher can be contacted by phone at 670-1153 (or campus extension 1153.) **Campus Police Authority/Services:**

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

Residential Living

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

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

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

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

Counseling Services

Counselors will conduct assessments and will make referrals to other agencies, if necessary. When making referrals, the counseling staff will request a report of the agency’s substance abuse evaluation for a referred student.

Health Services

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

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

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

POLICY ON SEX OFFENSES

Washburn University prohibits sexual discrimination in education. Sexual harassment of students is a form of sexual discrimination and is a violation of Title IX of the Education Amendments of 1972. All individuals must be allowed to pursue their activities at the University free from sexual harassment, unwanted sexual advances and sexual violence. Such conduct will not be tolerated, and the University is committed to addressing complaints of sexual discrimination.

Sexual Harassment Policy (including definitions):

It is the policy of Washburn University to have staff and services in place to assist students in reducing the risk of sex offenses by providing various programs for students to raise awareness of rape, acquaintance rape and other sex offenses as well as to take such disciplinary action as is appropriate under University policies to sanction the offender. Information concerning services and programs may be obtained in the Counseling Services Office, Henderson 111. This applies to all students, regardless of sexual orientation or gender identity, and applies even if the alleged offender is a third-party (e.g., employee, non-student).

Definition of Sexual Assault: any nonconsensual sexual act as proscribed by Federal or State law, including when the victim lacks the capacity to consent.

Procedure – When a Sex Offense is Alleged:

The University will take immediate and appropriate steps to investigate, and if a hostile environment is discovered, take prompt and effective steps to end the sexual violence, eliminate the hostile environment, prevent its recurrence, and remedy effects.

Victims of an alleged sex offense:

1) Decide whether to file a criminal complaint with University Police or the Topeka Police Department. University Police will:
   a. respond to reports of sex offenses occurring on campus;
   b. secure the crime scene until the arrival of the investigating officer;
   c. investigate the crime in its entirety; refer findings to prosecutor;
   d. notify the victim’s family or friends, upon victim’s request;
   e. provide information about counseling services and other resources;
   f. notify the Title IX Coordinator who will investigate the alleged offense.

The Title IX Coordinator is responsible for determining if an alleged sex offense violated the University’s sexual discrimination policy. He or she will investigate a complaint, recommend sanctions and take steps to eliminate the sexual harassment, prevent its recurrence, and address its effects.
For more information, see www.washburn.edu/statements-disclosures/harassment/index.html.

2) Take steps to preserve evidence! Go to the emergency room, do not shower, keep any clothes or other items from the offense, and don’t allow anyone into the area where the offense happened.

3) Consider assistance from on- and off-campus resources (listed below). This is available even if no report is filed.

4) The University, whenever possible, will accommodate a student in making changes in academic and/or living situations in University-controlled housing following an alleged sexual offense, if requested. These accommodations can be made immediately following an alleged offense, during the investigation, and after a finding of sexual offenses. They can also include changes to alleged offender’s living arrangements or course schedule.

5) Obtain a judicial no-contact, restraining, or protective order, if desired.

Confidentiality – All information will be kept securely and privately and only shared with individuals responsible for handling investigations (e.g., Title IX Coordinator or University Police).

If a victim requests his or her name not be revealed to the accused or that the University not investigate, the University’s ability to fully respond will be limited. If such a request is made, the Title IX Coordinator will evaluate whether the request can be honored while still providing a safe and nondiscriminatory environment for all students. If the University can honor the request, it will still take reasonable steps to respond by offering support, increased security, education programs, etc.

For persons who have knowledge of an alleged sex offense:

1) Report the incident to the University Police and to the Title IX Coordinator.

2) If you are a required reporter, explain to the alleged victim, if present, that you are obligated to report all relevant details to the Title IX Coordinator, who can assist with support and safety measures during and after an investigation, whether or not a complaint is made.

3) Offer the victim information about on- and off-campus resources, including Counseling Services on campus where students can speak confidentially about the incident, as well as possible changes in academic or living situations; health services locations to preserve evidence, treat injuries, or other health needs; and contact information for reporting the incident.

4) Inform the victim that any retaliation for reporting an incident is strictly prohibited.

Options for Assistance for Victims of Alleged Sexual Offense:

The following are not required to report any information to the Title IX Coordinator without a victim’s permission, so the victim can speak to someone with complete confidentiality:

- Washburn Counseling Services (counselors) (free)
The following are not required to report a victim’s name and information (unless victim agrees) to the Title IX Coordinator, but will report general information, such as nature, date, time and general location, so they can offer **some confidentiality**:

-  Washburn Health Services
-  YWCA Center for Safety and Empowerment
-  Topeka area hospitals and clinics

**Options for Assistance for Victims of Alleged Sexual Offense:**

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<tr>
<th><strong>WASHBURN UNIVERSITY:</strong></th>
<th><strong>TOPEKA:</strong></th>
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<tr>
<td>Student Health and Counseling Services 670-1470</td>
<td>YWCA Center for Safety &amp; Empowerment</td>
</tr>
<tr>
<td>University Police Department 670-1153</td>
<td>Sexual Assault Service</td>
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<tr>
<td></td>
<td>Emergency: 234-3300</td>
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<tr>
<td></td>
<td>Information: 354-7927 or 888-822-2983</td>
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<td>Kansas Domestic Violence &amp; Sexual</td>
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<tr>
<td>Office of Student Life 670-2100</td>
<td>Assault Hotline 888-363-2287</td>
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<td>Kansas Children Service League Parent Help Hotline 800-332-6378</td>
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<td>Topeka Police Department</td>
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<td>Emergency: 911</td>
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<tr>
<td>Residential Living 670-1065</td>
<td>St. Francis Hospital and Medical Center 295-8090</td>
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<tr>
<td>Student Activities &amp; Greek Life 670-1723</td>
<td>Stormont-Vail Regional Medical Center 354-6100</td>
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<td>Valeo Behavior Health Care 24-hour</td>
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<td></td>
<td>Crisis Line: 234-3300</td>
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<td>Veterans Affairs Medical Center 350-3111</td>
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Programs Available
- Rape/sexual assault awareness workshops provided by the YWCA Center for Safety and Empowerment
- Rape/sexual assault awareness campus/classroom guest lectures/programs sponsored by Washburn University

Resources Available through Washburn University’s Counseling Services
- Counseling referral services
- Literature
- www.washburn.edu/counseling

Disciplinary Proceedings:
The Title IX Coordinator will investigate all complaints of sexual harassment. The complaint procedure is found earlier in this Handbook, is posted at various locations on campus bulletin boards, and also on our website:
The investigation will be impartial and prompt, using the preponderance of the evidence standard to review the case. This means the investigator will determine if it is more likely than not that the policy was violated. Both the alleged offender and the alleged victim will have the opportunity to present witnesses and other evidence; have an advisor present throughout the investigation; and have the right to appeal the finding and sanctions. The parties will be notified in writing of the outcome of the investigation. Possible sanctions are listed in the Student Conduct Code and range from written reprimand to expulsion. See the Conduct Code, IILD. for all possible sanctions.

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

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

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

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

College and university campuses, like any busy neighborhood, are not exempt from crime. BUT, students, faculty and staff can make this special community a safe place to live, learn and work by taking common-sense precautions, being alert, and looking out for others.
**Safety Tips - Home and Residence Hall**

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

**Telephone Tips**

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

**Computer Tips**

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

**Safety While Driving**

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

**If Someone Tries to Assault You**

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

**Off-Campus Living**

Apartment complexes, townhouse/condominium communities and other multi-family dwellings pose unique security problems. Because of the temporary nature of many residents of rent/lease property, you need to make an extra effort to be aware of your surroundings. All the good crime prevention tips taught to participants in Neighborhood Watch also apply to those living in apartment communities.
Often apartment complexes have problems with auto thefts and burglaries. There are several measures that you can take to prevent this from happening to you:

- Always lock your vehicle. Do not leave valuables in sight.
- Always remove your key from the vehicle, and never hide a key. The thief knows all the places to look.
- Consider an alarm for luxury or expensive vehicles, and park as close to your apartment/dwelling as possible.

**Good Security Habits**

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

**Protecting Yourself from Crime**

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

1. Know your environment:
   - Help phone locations.
   - Poorly lighted areas.
   - “Trouble” areas.

2. Have safe, unpredictable habits:
   - Walk in groups.
   - Keep your doors and windows locked.
   - Keep all of your belongings in a safe location.

3. Know what to do if something does happen:
   - University Police number (1153).
   - Topeka Police number (911).
   - Attend seminars and classes dealing with prevention and self-defense tips.

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

**If a Crime Does Occur Off Campus**

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

Policies listed in this Handbook were current at the time of printing. For updated versions, please see websites listed.
VIOLENCE AGAINST WOMEN ACT
To comply with amendments passed in the 2014 Violence Against Women Act, Washburn University prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking, as defined below. The University will follow its current procedures for complaints of such offenses as found in the Student Conduct Code, EEO Complaint procedure and the Washburn University Policies, Regulations and Procedures Manual.

Definitions
Domestic Violence: Felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated under the domestic or family violence laws of the jurisdiction or by any other person against a victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction. Dating Partner: Any person who is or has been in a social relationship of a romantic or intimate nature with another person, and where the existence of such a relationship shall be determined based on a consideration of:
1. The length of the relationship
2. The type of relationship
3. The frequency of interaction between the persons involved in the relationship

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the length of the relationship, the type of the relationship and the frequency of interaction between the persons involved in the relationship.

Sexual Assault: Any nonconsensual sexual act as proscribed by Federal or State law, including when the victim lacks the capacity to consent.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to: fear for his/her safety or the safety of others or to suffer substantial emotional distress.
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**2015 AUGUST**

**SUNDAY**

- 4pm Kick Off Mass & BBQ @ Catholic Campus Center
- 6pm Sundaes on Sunday
- 7pm Comedy Event: Dakaboom

**MONDAY**

- Law Classes Begin (Entering Law Students)
- 3:30 First-Year Class Photo
- 4pm Convocation
- 5pm Campus Picnic
- 5:30pm WU Fest

**TUESDAY**

- 7pm Perfect Party & Paint U Dance Party

- Law Classes Begin (Returning Law Students)
- 5:30 SOS/Homecoming Meeting
- 7pm Shaving Cream Wiffle Ball @ practice softball field

**THIS MONTH’S GOALS, PROJECTS, IDEAS**

- Fall course material available in Ichabod Shop.
<table>
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<th>WEDNESDAY</th>
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<tr>
<td>• Course material pick up begins @ Vogel room</td>
<td>• Residential Halls open</td>
<td>• 8:30am WU Run</td>
<td>• Classes Begin</td>
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<td>• 6pm Playfair</td>
<td>• 9am Mabee Meet &amp; Greet</td>
<td>• 10am Personalized Campus Tours</td>
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<td>• 7:30pm Rock the Rec</td>
<td>• 11am Scorch on the Porch</td>
<td>• 7pm Casino Night</td>
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<tr>
<td>• WU Review begins weekly publication.</td>
<td>• Last day to enroll in class without instructor's permission.</td>
<td>• Last day to enroll to change from audit to graded.</td>
<td>• 9:30am Honors Program Fall Retreat</td>
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<td>26</td>
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<tr>
<td>• 11am CAB Free Ice Cream @ Memorial Union</td>
<td>• 7pm Sorority Recruitment Informational Session</td>
<td>• Last day for 100% tuition refund.</td>
<td>• Last day to enroll without late fee.</td>
</tr>
<tr>
<td>• 7pm Walk Through Mass &amp; Waffle Bar @ Catholic Campus Center</td>
<td>• 7pm Stations of the Cross &amp; Grilled Chees Bar @ Catholic Campus Center</td>
<td>• Last day to enroll without late fee.</td>
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**NOTES**

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Better be wise by the misfortunes of others than by your own.

AESOP

- Course material pick up begins @ Vogel room
Are you trying to juggle school, work and a social life? Use your planner to help manage your time effectively!

**WEEKLY GOALS**

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**THURSDAY**  AUG 13

- Residential Halls open
- 6pm Playfair
- 7:30pm Rock the Rec

**FRIDAY**  AUG 14

- 8:30am WU Run
- 9am Mabee Meet & Greet
- 11am Scorch on the Porch
- 7:30pm Traditions Night
- 8:30 Movie on the Big Screen

**SATURDAY**  AUG 15

- Classes Begin
- 10am Personalized Campus Tours
- 7pm Casino Night

Non Nobis Solum
If you have only one smile in you, give it to the people you love.

MAYA ANGELOU

- Law Classes Begin (Entering Law Students)
- 3:30 First-Year Class Photo
- 4pm Convocation
- 5pm Campus Picnic
- 5:30pm WU Fest

- 8pm Kappa Sigma: Late Night Breakfast

- 7pm Perfect Party & Paint U Dance Party

- WU Review begins weekly publication.
What do you want to accomplish this year? Set your school, career and life goals. Then, break them down into easily achievable steps.

### WEEKLY GOALS

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**SUCCESS TIP**

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**WEEKLY GOALS**

- Last day to enroll in class without instructor’s permission.
- Last day to enroll to change from audit to graded.
- Leadership Institute Fall Orientation
- Last day for full refund of course material w/ receipt.
Friendship is a single soul dwelling in two bodies.

ARISTOTLE

- Law Classes Begin (Returning Law Students)
- 5:30 SOS/Homecoming Meeting
- 7pm Ice cream social @ Catholic Campus Center

- 5:30 SOS/Homecoming Meeting
- 7pm Shaving Cream Wiffle Ball @ practice softball field

- 11am CAB Free Ice Cream @ Memorial Union
- 7pm Walk Through Mass & Waffle Bar @ Catholic Campus Center
Personal and interpersonal skills can always be improved. Decide what you need to work on and set a character goal this year.

**WEEKLY GOALS**

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**THURSDAY**

- 7pm Sorority Recruitment Informational Session
- 7pm Stations of the Cross & Grilled Chees Bar @ Catholic Campus Center

**FRIDAY**

- Last day for 100% tuition refund.
- Last day to enroll without late fee.

**SATURDAY**

- 9:30am Honors Program Fall Retreat

*Non Nobis Solum*
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**2015 | SEPTEMBER**

**THIS MONTH’S GOALS, PROJECTS, IDEAS**

**SUNDA Y MONDA Y TUESDA Y**

**2015 | SEPTEMBER**

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- **6**
  - 1pm WSOC vs Southwest Minnesota State

- **7**
  - No classes (Labor Day)

- **8**
  - Labor Day

- **13**
  - 9am Sorority Recruitment
  - 5pm Sorority Recruitment Bid Day

- **14**
  - 10am Resume Roadshow @ Memorial Union

- **15**
  - Bench Press Rep Off @ SRWC
  - LCE Launch event
  - Hispanic Heritage Month Begins

- **20**
  - 1pm WSOC vs Nebraska Kearney

- **21**
  - Kappa Sigma Military Heroes Week Begins

- **22**
  - 7pm VB @ ESU

- **27**
  - 1pm WSOC @ Central Missouri
  - Family Day
<table>
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<th>WEDNESDAY</th>
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| **2**     | • 6pm WSOC vs Minot State  
• 7pm FB @ Lindenwood  
• 7pm Sorority Recruitment Informational Session | **3**  
• 10am Activities, Majors, & Study Abroad Fair | **4**  
• 1pm VB vs S.D.  
• 6:30pm VB vs Augustana College  
• Last day to change from graded or A/Pass/fail to audit.  
• Last day to enroll.  
• Last day for 40% tuition refund. | **5**  
• 11:30am VB vs Black Hills State  
• 3:30pm VB vs Drury  
• Criminal Justice Association Car Wash |
| **9**     | • 7pm WSOC @ Rockhurst University | **10**  
• 6pm FB vs Nebraska Kearney  
• 5pm IFC Chili Feed  
• 8:30pm Sorority Recruitment Orientation | **11**  
• 6pm WSOC vs ESU  
• 7pm VB vs Harding  
• 1pm VB vs Southern Nazarene  
• 6pm Sorority Recruitment  
• Last day to receive 20% tuition refund | **12**  
• 11:30am VB vs Colorado State Pueblo  
• 4:30pm VB vs Western State Colorado  
• 9am Sorority Recruitment |
| **16**    | • 6pm WSOC vs Newman  
• Bench Press Rep Off @ SRWC  
• 6:30pm Loteria (Mexican Bingo) @ Blair Room  
• 10am Career & Graduate School Fair @ Lee Arena | **17**  
• 11am VB @ Arkansas Tech  
• 6pm WSOC vs ESU  
• 7pm VB vs Harding  
• Bench Press Rep Off @ SRWC | **18**  
• Last day to chang from graded or A/Pass/fail to audit.  
• Last day to enroll.  
• Last day for 40% tuition refund. | **19**  
• 1pm VB vs Southern Nazarene  
• 2pm FB @ Pittsburg State |
| **23**    | • 11pm Keep Calm & Maraca On | **24**  
• 7pm Washburn Lecture Series @ White Concert Hall | **25**  
• 6pm WSOC @ Lindenwood  
• 7pm VB vs Nebraska Kearney | **26**  
• 1pm Family Day FB vs Missouri Southern  
• (TBA) VB vs FHSU  
• Family Day |
| **30**    | • 5pm Build Your Own Burrito | **27**  
• Last day to receive 20% tuition refund.  
• Last day to enroll.  
• Last day for 40% tuition refund. | **28**  
• Last day to receive 20% tuition refund.  
• Last day to enroll.  
• Last day for 40% tuition refund. | **29**  
• Last day to receive 20% tuition refund.  
• Last day to enroll.  
• Last day for 40% tuition refund. |
Imagination does not become great until human beings, given the courage and strength, use it to create.

MARIA MONTESSORI

• 10am Activities, Majors, & Study Abroad Fair
Don’t just think about your goals, write them down. Writing down your goals exponentially increases your chances of completing them.

**WEEKLY GOALS**

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**THURSDAY**

- 6pm WSOC vs Minot State
- 7pm FB @ Lindenwood
- 7pm Sorority Recruitment Informational Session

**FRIDAY**

- 1pm VB vs S.D.
- 6:30pm VB vs Augustana College
- Last day to change from graded or A/Pass/fail to audit.
- Last day to enroll.
- Last day for 40% tuition refund.
- Last day to file application for degree for Fall graduates.

**SATURDAY**

- 11:30am VB vs Black Hills State
- 3:30pm VB vs Drury
- Criminal Justice Association Car Wash

*Non Nobis Solum*
Learn from yesterday, live for today, hope for tomorrow.
The important thing is not to stop questioning.

ALBERT EINSTEIN

- 7pm WSOC @ Rockhurst University
- No classes (Labor Day)
**WEEKLY GOALS**

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**THURSDAY**

- 6pm FB vs Nebraska Kearney
- 5pm IFC Chili Feed
- 8:30pm Sorority Recruitment Orientation

**FRIDAY**

- 11:30am VB vs Adams State
- 7pm VB @ University of Colorado
- 6pm Sorority Recruitment
- Last day to receive 20% tuition refund

**SUNDAY**

- 11:30am VB @ Colorado State Pueblo
- 4:30 VB vs Western State Colorado
- 9am Sorority Recruitment

*Non Nobis Solum*
• 10am Resume Roadshow @ Memorial Union

• Bench Press Rep Off @ SRWC
• LCE Launch event
• Hispanic Heritage Month Begins

• 6pm WSOC vs Newman
• Bench Press Rep Off @ SRWC
• 6:30pm Loteria (Mexican Bingo) @ Blair Room
• 10am Career & Graduate School Fair @ Lee Arena
What are the most important things to you? Does your life reflect that? Do you spend your time and energy on those priorities?

**WEEKLY GOALS**

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**Academic**
- 1pm VB vs Southern Nazene
- 2pm FB @ Pittsburg State

**Personal**
- Bench Press Rep Off @ SRWC
- 11am VB @ Arkansas Tech
- 6pm WSOC vs ESU
- 7pm VB vs Harding

**Non Nobis Solum**
The less you talk, the more you're listened to.

ABIGAIL VAN BUREN

• Kappa Sigma Military Heroes Week Begins

• 7pm VB @ ESU

• 11pm Keep Calm & Maraca On
Where do you want to be in five or ten years? What can you do today, to make sure you reach that point?

**WEIGHTED GOALS**

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**THURSDAY** SEP 24

- 7pm Washburn Lecture Series @ White Concert Hall

**FRIDAY** SEP 25

- 6pm WSOC @ Lindenwood
- 7pm VB vs Nebraska Keaney

**SATURDAY** SEP 26

- 1pm Family Day FB vs Missouri Southern
- (TBA) VB vs FHSU
- Family Day

*Non Nobis Solum*
The meaning I picked, the one that changed my life:
Overcome fear, behold wonder.
RICHARD BACH

• 5pm Build Your Own Burrito
Non Nobis Solum

Higher education can open a myriad of doors. Make your education a priority. When you feel discouraged, think long-term!

SUCCESS TIP

WEEKLY GOALS

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THURSDAY

- 6pm WSOC vs Central Oklahoma
- 7pm VB @ Southwest Baptist

FRIDAY

- 1pm VB @ Missouri Southern
- 3pm VB vs Arkansas Monticello
- 7pm FB @ FHSU
- Fall Break (no classes)

SATURDAY

105
### THIS MONTH’S GOALS, PROJECTS, IDEAS

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| • 1pm WSOC vs NE State  
• Fall Break(no classes) | • Fall Break(no classes)  
• Fall Break(no classes) | • 7pm VB vs ESU  
• Fall Break(no classes) |
| 11     | 12     | 13      |
| • 1pm WSOC vs NW Missouri | | |
| 18     | 19     | 20      |
| | • Homecoming Ball  
<p>| 25     | 26     | 27      |
| • 1pm WSOC @ Nebraska Kearney | | |</p>
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<td>7pm VB @ Southwest Baptist</td>
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<tr>
<td>No WU Review, Fall Break</td>
<td>6pm WSOC vs Missouri Western</td>
<td>1pm (Hall of Fame) FB vs Central Missouri</td>
<td>1pm (Hall of Fame) FB vs Central Missouri</td>
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<tr>
<td>Classes Resume</td>
<td>7pm VB @ Nebraska Kearney</td>
<td>2pm VB @ FHSU</td>
<td>2pm VB @ FHSU</td>
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<td>iRead Lecture - John Lewis</td>
<td>7pm WSOC @ Missouri Southern, Alpha Phi Cardiac Care Cookout</td>
<td>7pm VB vs Northwest Missouri</td>
<td>2pm FB @ Missouri Western</td>
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<tr>
<td>12pm Health Care Career Fair @ Washburn Room</td>
<td>3pm HALO World Cup</td>
<td>3pm VB vs Missouri Western</td>
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<td>(TBA) WSOC @ SW Baptist</td>
<td>(TBA) Homecoming FB vs Central Oklahoma</td>
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<td>Strong Bod @ SRWC</td>
<td>Strong Bod @ SRWC, WU Chef, Yell Like Hell @ Lee Arena</td>
<td>6pm WSOC @ FHSU</td>
<td>2pm FB @ ESU</td>
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<td>11am Scorch on the Porch</td>
<td>Open Mic Night @ Mabee</td>
<td>7pm VB @ vs Pittsburg State</td>
<td>6pm Homecoming VB vs Central Oklahoma</td>
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<td>7pm VB @ NW Missouri</td>
<td>7pm VB @ ESU</td>
<td>2pm FB @ ESU</td>
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<td>Last day to change from graded to A/Pass/Fail.</td>
<td>6pm VB @ Missouri Western</td>
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NOTES

- No WU Review, Fall Break
- Classes Resume
- MUHARRAM
- HALLOWEEN
If you don’t like something, change it. If you can’t change it, change your attitude.

MAYA ANGELOU

- Fall Break (no classes)

- 7pm VB vs ESU
  - Fall Break (no classes)

- No WU Review, Fall Break
  - Classes Resume
### Success Tip

*Non Nobis Solum*

> Whichever job you choose will involve some writing, reading, and mathematics. Don’t neglect the basics!

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#### Weekly Goals

- **Thursday, Oct 8**
  - 1pm (Hall of Fame) Fb vs Central Missouri
  - 2pm VB @ FHSU

- **Friday, Oct 9**
  - 6pm WSOC vs Missouri Western
  - 7pm VB @ Nebraska Kearney

- **Saturday, Oct 10**
  - 1pm (Hall of Fame) Fb vs Central Missouri
  - 2pm VB @ FHSU

*109*
Great acts are made up of small deeds.

LAO-TZU
Remember that your skills, abilities, and personal qualities are unlike anyone else's.

**WEEKLY GOALS**

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**THURSDAY**

- 7pm WSOC @ Missouri Southern
- Alpha Phi Cardiac Care Cookout

**FRIDAY**

- 7pm VB vs Northwest Missouri
- 3pm HALO World Cup

**SATURDAY**

- 2pm FB @ Missouri Western
- 3pm VB vs Missouri Western
- (TBA)WSOC @ SW Baptist

Non Nobis Solum
• Strong Bod @ SRWC
• 11am Scorch on the Porch
• Open Mic Night @ Mabee

It isn’t where you came from, its where you’re going that counts.
ELLA FITZGERALD
Don’t spend all your time studying! Employers look for both academic and interpersonal skills and experience.

### WEEKLY GOALS

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**THURSDAY 22 OCT**

- Strong Bod @ SRWC
- WU Chef
- Yell Like Hell @ Lee Arena

**FRIDAY 23 OCT**

- 6pm WSOC @ FHSU
- 7pm VB @ vs Pittsburg State

**SATURDAY 24 OCT**

- (TBA) Homecoming FB vs Central Oklahoma
- 6pm Homecoming VB vs Central Oklahoma

*Non Nobis Solum*
Always be a first-rate version of yourself.

AUDREY HEPBURN
**WEEKLY GOALS**

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**THURSDAY OCT 29**

- 7pm VB @ NW Missouri
- 7pm WSOC @ ESU
- Last day to change from graded to A/Pass/Fail.
- Last day to withdraw

**FRIDAY OCT 30**

- 2pm FB @ ESU
- 6pm VB @ Missouri Western
- CAN Emporia

**SATURDAY OCT 31**

- HALLOWEEN

*Non Nobis Solum*
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<td>• 1pm WSOC vs FHSU</td>
<td>• Advanced Registration opens for Spring.</td>
<td>• 7pm Sex Ed Bootcamp - Healthy Relationships @ Washburn A/B</td>
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<td>• Diwali</td>
<td>• 11:45am Veterans Day Ceremony @ Vietnam Memorial</td>
<td>• 7pm VB @ Pittsburg State</td>
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<td>• Thanksgiving Day at Memorial Union</td>
<td>• 7pm CAB: Grocery Bingo @ BTC</td>
<td>• Open Registration begins for Spring</td>
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<td>• (TBA) WBB @ Nova State</td>
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</table>
• Advanced Registration opens for Spring.
• Spring pre-order open for course material.

• 7pm Sex Ed Bootcamp - Healthy Relationships @ Washburn A/B

Don’t learn to do, but learn in doing.
SAMUEL BUTLER
Most professors welcome questions. Be an active learner; don’t be afraid to ask about things that are unclear.

WEEKLY GOALS

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THURSDAY

- 7pm MBB @ OU(Exhibition)
- 7pm VB vs Lindenwood

FRIDAY

- 1pm FB @ NE State
- 3pm VB vs Central Missouri

SATURDAY

Non Nobis Solum
It is more important to know where you are going than to get there quickly.

MABEL NEWCOMBER

• 11:45am Veterans Day Ceremony @ Vietnam Memorial
• 9am Mock Interview Day @ Memorial Union
Volunteering is a good way to have fun, and to support a cause you believe in. It also looks great on a resume!

**Academic** | **Personal**
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**THURSDAY NOV 12**

- 7pm CAB: Grocery Bingo @ BTC
- Open Registration begins for Spring
- C29

**FRIDAY NOV 13**

- 7pm VB @ Pittsburg State

**SATURDAY NOV 14**

- 1pm FB vs NW Missouri
- 2pm VB @ Central Oklahoma
• Deadline to sign up for Thanksgiving break housing.
• 7pm MBB vs Tabor

• WU’s Most Fit @ SRWC

• Last WU Review for Fall semester.
• 7pm WBB vs Newman
• WU’s Most Fit @ SRWC

What you think of yourself is much more important than what others think of you.
- SENECA
Travel is one of the greatest learning experiences you can have. Consider studying abroad for at least one semester.

WEEKLY GOALS

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**THURSDAY**
- WU’s Most Fit @ SRWC
- Criminal Justice Taco Feed

**FRIDAY**
- 7pm MBB @ Rockhurst
- (TBA) WBB @ Drury

*Non Nobis Solum*
If you don’t care, why should they?

JACQUELYNNE REAVES

• WBB @ Nebraska Omaha
• 7pm MBB vs Peru State

• Thanksgiving Student Recess
Exercising and eating healthy foods will keep both your body and your mind fit!

WEEKLY GOALS

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THANKSGIVING DAY

• Thanksgiving Student Recess

THURSDAY

(Not specified)

FRIDAY

• (TBA)WBB @ Nova State
• Thanksgiving Student Recess

SATURDAY

• 7pm MBB vs Saint Mary
• Thanksgiving Student Recess

Non Nobis Solum
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<th>Sunday</th>
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|        |        | • CAB: Cram Jam: Hana Pastel  
<p>|        |        | • Success Week |
| 6      | 7      | 8       |
|        |        | <strong>Hanukkah</strong> |
| 13     | 14     | 15      |
| 20     | 21     | 22      |
| 27     | 28     | 29      |</p>
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| • WBB @ FHSU  
• 7:30 MBB @ FHSU  
• Success Week | • Success Week | • Deadline to sign up for Winter Break Housing.  
• Success Week | • TBA WBB @ Nebraska Kearney  
• TBA MBB @ Nebraska Kearney  
• Finals Begin  
• QUEST |
| 9         | 10       | 11     | 12       |
|           |          | • 6pm Residential Halls close  
• End of Semester |          |
| 16        | 17       | 18     | 19       |
| • Rental Return Deadline  
• TBA WBB @ Pittsburg State  
• 7:30 MBB @ Pittsburg State | | | |
| 23        | 24       | 25     | 26       |
| 30        | 31       |        |          |
|           |          |        |          |
| CHRISTMAS EVE | CHRISTMAS | KIWANZAA | |

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DECEMBER

127
• Classes resume
• Success Week

• CAB: Cram Jam: Hana Pastel
• Success Week

• WBB @ FHSU
• 7:30 MBB @ FHSU
• Success Week

Whatever is worth doing at all is worth doing well.

LORD CHESTERFIELD
Don’t let trivial, yet urgent, things take you away from doing something important.
Stay focused on your true priorities!

WEEKLY GOALS

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THURSDAY

• Success Week

FRIDAY

• Deadline to sign up for Winter Break Housing.
• Success Week

SATURDAY

• TBA WBB @ Nebraska Kearney
• TBA MBB @ Nebraska Kearney
• Finals Begin
• QUEST

Non Nobis Solum
Turn your face to the sunshine and all shadows fall behind.

HELEN KELLER
**WEEKLY GOALS**

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**THURSDAY DEC 10**

• 6pm Residential Halls close
• End of Semester

**FRIDAY DEC 11**

• 5pm WBB vs SW Baptist
• 7pm MBB vs SW Baptist

**SATURDAY DEC 12**

**SUCCESS TIP**

*A smile will get you a lot further in life than a frown. Try it this week; you’ll brighten other lives as well as your own!*

*Non Nobis Solum*
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<td>• 7:30 MBB @ Pittsburg State</td>
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Everything has beauty, but not everyone sees it.

CONFUCIUS
Learn how to write a good cover letter. It’s often the first thing an employer sees. First impressions do matter.

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**THURSDAY DEC 17**

**FRIDAY DEC 18**

- WBB @ Missouri Southern
- MBB @ Missouri Southern

**SATURDAY DEC 19**

* Non Nobis Solum
Let me listen to me and not to them.
GERTRUDE STEIN
Just because your pizza has all five food groups, doesn’t make it healthy to eat every day. Eating properly is worth the effort.

### WEEKLY GOALS

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**THURSDAY**

**CHRISTMAS EVE**

- Date: DEC 24

**FRIDAY**

**CHRISTMAS**

- Date: DEC 25

**SATURDAY**

**KWANZAA**

- Date: DEC 26

*Non Nobis Solum*
Life is a succession of lessons which must be lived to be understood.
RALPH WALDO EMERSON
**WEEKLY GOALS**

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**NEW YEAR’S EVE**

**THURSDAY**

**FRIDAY**

**SATURDAY**

• 5pm WBB vs Lindenwood
• 7pm MBB vs Lindenwood

**SUCCESS TIP**

Take notes as you read your course books. You’ll remember the information better if you read it and write it.

*Non Nobis Solum*
THIS MONTH’S GOALS, PROJECTS, IDEAS

SUNDAY | MONDAY | TUESDAY

3
4
• Spring course material available.
• 5:30pm WBB vs Lincoln
• 7:30 MBB vs Lincoln

5

10
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12

17
18  MARTIN LUTHER KING JR. DAY

19
• Classes Resume

24
25
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**NOTES**

- 5:30pm WBB vs Missouri Western
- 7:30pm MBB vs Missouri Western
- Course material pick up begins @ Vogel room
- 9am Residential Halls open
- 9pm WBB vs Lindenwood
- 7pm MBB vs Lindenwood
- 5pm WBB vs NW Missouri
- 7pm MBB vs NW Missouri
- Last day for full refund of course material w/ receipt.
- Last day to enroll in class without instructor's permission.
- 5pm WBB vs ESU
- 7pm MBB vs ESU
- TBA WBB @ Central Missouri
- 7:30pm MBB @ NE State
- TBA MBB @ NE State
- TBA WBB @ Central Oklahoma
- TBA MBB @ Central Oklahoma
- Leadership Institute Spring Orientation
- Last day to enroll without late fee.
Yesterday is not ours to recover, but tomorrow is ours to win or lose.

SAMUEL JOHNSON

- Spring course material available.
- 5:30pm WBB vs Lincoln
- 7:30 MBB vs Lincoln
**SUCCESS TIP**

*Your success depends on you! Take control of your life and don’t blame your failures on others. Make your life what you want it to be.*

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**WEEKLY GOALS**

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**THURSDAY**

- 7:30pm MBB @ NE State
- TBA WBB @ NE State

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**FRIDAY**

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**SATURDAY**

- TBA MBB @ Central Oklahoma
- TBA WBB @ Central Oklahoma

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*Non Nobis Solum*
<table>
<thead>
<tr>
<th>MONDAY</th>
<th>JAN</th>
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- 5:30pm WBB vs Missouri Western
- 7:30pm MBB vs Missouri Western

<table>
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<tr>
<th>TUESDAY</th>
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<th>WEDNESDAY</th>
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- Life’s like a play; it’s not the length, but the excellence of the acting that matters.
  - SENECA

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</table>

- 5:30pm WBB vs Missouri Western
- 7:30pm MBB vs Missouri Western

- 10 JAN SUNDAY

PREMIER

142
Your education is now in your own hands. You get to decide what to study, and whether or not to put in the effort to succeed.

### WEEKLY GOALS

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**THURSDAY**  
**JAN 14**

- Course material pick up begins @ Vogel room
- 9am Residential Halls open

---

**FRIDAY**  
**JAN 15**

- 5pm WBB vs NW Missouri
- 7pm MBB vs NW Missouri

---

**SATURDAY**  
**JAN 16**

- Non Nobis Solum
The greatest gift is not being afraid to question.

RUBY DEE

- First edition of WU Review for Spring semester.

- Classes Resume
Go to class or sleep? Finish your assignment or go to a party? Study early or cram? Pass or fail? It’s your choice.

**WEEKLY GOALS**

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**SUCCESS TIP**

**Academic Personal WEEKLY GOALS**

- 5pm WBB vs ESU
- 7pm MBB vs ESU

- Last day for full refund of course material with receipt.
- Last day to enroll in class without instructor’s permission.
You see things; and you say “Why?” But I dream things that never were; and I say “Why not?”

GEORGE BERNARD SHAW
Laughter is an essential ingredient of a healthy life! Take time to enjoy the less serious side of college, or make the serious side funny!

**WEEKLY GOALS**

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**THURSDAY JAN 28**

- • TBA WBB @ SW Baptist
- • TBA MBB @ SW Baptist
- • Last day to enroll without late fee.

**SATURDAY JAN 30**

- • TBA WBB @ SW Baptist
- • TBA MBB @ SW Baptist
- • Leadership Institute Spring Orientation

*Non Nobis Solum*
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<th>SUNDAY</th>
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<td>VALENTINE’S DAY</td>
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<td>• 10am Resumer Roadshow @ Memorial Union</td>
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<td>• Deadline to sign up for Spring Break Housing.</td>
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<td>WEDNESDAY</td>
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<td>• 5:30pm WBB vs Pittsburg State</td>
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<td>• Last day to enroll.</td>
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<td>• 7:30pm MBB vs Pittsburg State</td>
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<td>• Last day to submit application for Degree for Spring Graduates.</td>
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<td>ASH WEDNESDAY</td>
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<td>• 5:30pm WBB vs Central Missouri</td>
<td>• Fitness Games @ SRWC</td>
<td>• Leadership Institute Scholarship Interview Day</td>
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<tr>
<td>• 7:30 MBB vs Central Missouri</td>
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<td>• Last day to receive 20% tuition refund.</td>
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<td>• Fitness Games @ SRWC</td>
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<tr>
<td>10am Spring Career Fair @ Lee Arena</td>
<td>5:30 WBB vs NE State</td>
<td>5:30 MBB vs NE State</td>
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<td>5:30 WBB vs NE State</td>
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<td>• TBA WBB @ Missouri Western</td>
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<td>• 7:30 MBB @ Missouri State</td>
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NOTES

- Last day to enroll.
- Last day to submit application for Degree for Spring Graduates.
- Fitness Games @ SRWC
- Leadership Institute Scholarship Interview Day
- Last day to receive 20% tuition refund.
- 10pm WBB vs Central Oklahoma
- 7pm MBB vs Central Oklahoma
- TBA WBB @ ESU
- TBA MBB @ ESU
How wonderful it is that nobody need wait a single moment before starting to improve the world.

ANNE FRANK

- 5:30pm WBB vs Pittsburg State
- 7:30pm MBB vs Pittsburg State
- Criminal Justice Association Chili Cook off
Non Nobis Solum

Keep in touch with old friends; don’t let distance or different career paths keep you apart. Good friends are hard to find.

**SUCCESS TIP**

**WEEKLY GOALS**

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</table>

**THURSDAY**

- Last day to enroll.
- Last day to submit application for Degree for Spring Graduates.

**FRIDAY**

- 5pm WBB vs Missouri Southern
- 7pm MBB vs Missouri Southern

**SATURDAY**
### Monday, February 8th

- Alpha Phi’s Cardiac Care Week
- Last day to receive 40% tuition refund.

### Tuesday, February 9th

- Fitness Games @ SRWC

### Wednesday, February 10th

- 5:30pm WBB vs Central Missouri
- 7:30 MBB vs Central Missouri
- Fitness Games @ SRWC

---

Vision is the art of seeing things invisible.

JONATHAN SWIFT
Get out of your comfort zone and try something new and exciting! Have you explored everything your campus and community have to offer?

WEEKLY GOALS

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**THURSDAY**

- Fitness Games @ SRWC

**FRIDAY**

- Lincoln's Birthday
- Leadership Institute Scholarship Interview Day
- Last day to receive 20% tuition refund.
- Priority Deadline for Washburn University Academic Scholarships and Federal Campus-Based Financial Aid.

**SATURDAY**

- TBA WBB @ Lindenwood
- TBA MBB @ Lindenwood
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Details</th>
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<tr>
<td>15 FEB</td>
<td>10am Resumer Roadshow @ Memorial Union</td>
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<tr>
<td>16 FEB</td>
<td>10am Spring Career Fair @ Lee Arena</td>
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<td>5:30 WBB vs NE State</td>
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<td>7:30 MBB vs NE State</td>
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*You get in life what you have the courage to ask for.*

_Oprah Winfrey_
**Non Nobis Solum**

**SUCCESS TIP**

Consider this: You won’t have to reach your second childhood, if you don’t leave your first. Never get too mature to play!

**WEEKLY GOALS**

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**THURSDAY**

- 5pm WBB vs Central Oklahoma
- 7pm MBB vs Central Oklahoma

**FRIDAY**

**SATURDAY**
Everyone has a gift for something, even if it is the gift of being a good friend.

MARIAN ANDERSON

- TBA WBB @ Missouri Wester
- 7:30 MBB @ Missouri State
**Non Nobis Solum**

Don’t conform! Individuality is what makes the world an interesting place. Life would be boring if we were all the same!

### WEEKLY GOALS

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<td>• Fitness Triathlon @ SRWC</td>
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<td>• Spring Break</td>
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<td>20 <strong>PALM SUNDAY</strong></td>
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<td>• Spring Break</td>
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<td>27 <strong>EASTER</strong></td>
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<td>• 9:30am Grad Fair @ Washburn A</td>
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<td>WEDNESDAY</td>
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<tr>
<td>• 11am Wellness Fair @ Washburn Room</td>
<td>• 6pm Who's Who Reception</td>
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<td>•</td>
<td>• Kansas Correctional Association Bake Sale</td>
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<td>• 3pm Egg Hunt</td>
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<td>•</td>
<td>• Leadership Challenge Event Begins</td>
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**NOTES**

- ST. PATRICK’S DAY
- GOOD FRIDAY
Act the way you’d like to be and soon you’ll be the way you act

GEORGE CRANE

- Deadline to sign up for Spring Break Housing.

- 11am Wellness Fair @ Washburn Room
Non Nobis Solum

### Weekly Goals

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**Thursday, Mar 3**

- 6pm Who’s Who Reception

**Friday, Mar 4**

**Saturday, Mar 5**
It’s faith in something and enthusiasm for something that makes a life worth living.

OLIVER WENDELL HOLMES
Take time to chase rainbows, watch sunsets, and smell flowers. Your work will wait for you; rainbows and sunsets won’t.

SUCCESS TIP

Academic Personal

• Fitness Triathlon @ SRWC
Always laugh when you can, it is cheap medicine.

LORD BYRON
Only mistakes you don’t learn from are truly mistakes. Consider the lesson, forgive yourself, and move on!

ST. PATRICK’S DAY

• Spring Break

WEEKLY GOALS

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THURSDAY

• Spring Break

FRIDAY

• Spring Break

SATURDAY

• Spring Break

Non Nobis Solum
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**20** SUNDAY MAR

**21** MONDAY MAR

- Classes resume

**22** TUESDAY MAR

**23** WEDNESDAY MAR

*Do not wait for leaders. Do it alone, person to person.*

MOTHER TERESA
Listen carefully. Ask questions. Think things through. You need to understand all sides of an issue to make an informed decision.

**SUCCESS TIP**

**GOOD FRIDAY**

- Kansas Correctional Association Bake Sale

**SATURDAY**

- 3pm Egg Hunt

**WEEKLY GOALS**

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• 9:30am Grad Fair @ Washburn A
• 6:30pm Honors Program Spring Banquet

28
MONDAY
MAR

29
TUESDAY
MAR

30
WEDNESDAY
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Dream more than others think practical. Expect more than others think possible.
HOWARD SCHULTZ
Look at issues critically and think for yourself; don’t let your family, friends, or teachers do it for you!

SUCCESS TIP

Non Nobis Solum

WEEKLY GOALS

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THURSDAY
MAR 31

• Leadership Challenge Event Begins

FRIDAY
APR 1

• Last day to change from graded to A/Pass/Fail.
• Last day to withdraw.

SATURDAY
APR 2
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<td>• Advanced Registration opens for Summer/Fall.</td>
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<td>• National Student Employment Week</td>
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<td>• Greek Week</td>
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<td>• Greek Awards Banquet</td>
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<td>• Last day to withdraw.</td>
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<td>• Open Registration opens for Summer/Fall.</td>
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<td>• Theater Department Banquet</td>
<td>• APEIRON</td>
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**NOTES**

- Last day to change from graded to A/Pass/Fail.
- Last day to withdraw.
I am always busy, which is perhaps the chief reason why I am always well.

ELIZABETH Cady Stanton

• Advanced Registration opens for Summer/Fall.
SUCCESS TIP

Take responsibility for your actions. Owning up to your mistakes makes a bigger impression than not making mistakes at all!

**WEEKLY GOALS**

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**THURSDAY APR 7**

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**FRIDAY APR 8**

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**SATURDAY APR 9**

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Let the world know you as you are, not as you think you should be.
FANNY BRICE

• 6pm Soar Awards
When your character speaks for you, what does it say? Being self-aware is the first step toward improvement.

WEEKLY GOALS

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• Open Registration opens for Summer/Fall.

Non Nobis Solum
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Be a friend to yourself! You have to live with yourself for the rest of your life! Besides, if you like yourself, others will too!

WEEKLY GOALS

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• Greek Week

THURSDAY APR 21

PASSOVER

• Greek Week

FRIDAY APR 22

SATURDAY APR 23

Non Nobis Solum 177
"Every exit is an entry somewhere else."

TOM STOPPARD

- Greek Awards Banquet
Studying frequently for short periods of time is better than studying once for a long time. Plan ahead!

WEEKLY GOALS

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THURSDAY
APR 28

- Theater Department Banquet

FRIDAY
APR 29

- APEIRON

SATURDAY
APR 30

Non Nobis Solum
### 2016 | MAY

#### THIS MONTH'S GOALS, PROJECTS, IDEAS

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**MEMORIAL DAY**
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Our greatest glory consists not in never falling, but in rising every time we fall.

OLIVER GOLDSMITH
Form a study group. It's often more productive to work or study with others, especially as a final review or a reinforcement to personal studying.

**WEEKLY GOALS**

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- **THURSDAY**
  - Success Week

- **FRIDAY**
  - Success Week

- **SATURDAY**
  - Finals Begin
Inspiration usually comes during work, rather than before it.

MADELEINE L’ENGLE
**WEEKLY GOALS**

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**THURSDAY**

- 6pm Residential Halls Close.
- End of Semester

**FRIDAY**

- Commencement
- School of Law Commencement

**SATURDAY**

Non Nobis Solum
The voyage of discovery is not in seeking new landscapes but in having new eyes.

MARCEL PROUST
Coffee may be the lifeblood of students, but you can’t survive on caffeine alone. Sleep is not your enemy, it’s your friend.

**SUCCESS TIP**

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**Personal**

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**Non Nobis Solum**

187
Think wrongly, if you please, but in all cases think for yourself.

DORIS LESSING
We don’t always need to solve the problem; sometimes we just need to change our outlook and the problem disappears.

**Academic** | **Personal**
---|---

**THURSDAY**

**FRIDAY**

**SATURDAY**

*Non Nobis Solum*
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No great discovery was ever made without a bold guess.

ISAAC NEWTON
**WEEKLY GOALS**

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**SUCCESS TIP**

Balance is essential in life. Keep your body, mind, and spirit healthy. Do you exercise, sleep, laugh, and relax enough?

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**Academic Personal WEEKLY GOALS**

**THURSDAY JUN 2**

- Academic: 
- Personal: 

**FRIDAY JUN 3**

- Academic: 
- Personal: 

**SATURDAY JUN 4**

- Academic: 
- Personal: 

*Non Nobis Solum*
Better be wise by the misfortunes of others than by your own.

AESOP
Are you trying to juggle school, work and a social life? Use your planner to help manage your time effectively!

**WEEKLY GOALS**

| Academic | | Personal | |
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**SATURDAY**

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If you have only one smile in you, give it to the people you love.

MAYA ANGELOU

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**SUCCESS TIP**

Academic

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**EID AL-FITR**

**NOTES**

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**JUL**

199
# Class Schedule

## DAY / PERIOD PLANNER

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- Jock’s Nitch Sporting Goods
- Kansas Avenue Market
- Salvation Army Thrift Store
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Salon and Tattoo
- Great Clips
- Island Tan
- Skin Art Creations
- Sunshine Tan
- Sun-Tana
- Supercuts

Food and Drink
- Bobo’s Drive-In
- Burger Stand
- CiCi’s Pizza
- Cold Stone Creamery
- Grace’s Liquor Store
- Hazel Hill Chocolate
- Hu-Hot
- Ice & Olive’s Café
- Lazio’s Coffee Bar and Roasterie
- Papa John’s
- Pizagel
- PT’s Coffee House
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- The Break Room
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