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WASHBURN INSTITUTE OF TECHNOLOGY

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Welcome

We are glad you have chosen to attend Washburn Institute of Technology. This catalog provides lots of important information, including descriptions and requirements for the 40+ certificates offered on our campus. In addition, our admission, enrollment, and graduation processes are explained to help you navigate your path to success. We are ready and eager to help you meet your goals!

In 2015, Washburn University celebrated 150 years committed to our vision and mission as a student-centered, teaching-focused institution. At Washburn Institute of Technology, we are proud of our outstanding teachers and staff who will support you as you prepare for your career and perhaps continue to complete your baccalaureate and advanced degrees. They have shown their dedication to your success even as they navigated the difficulties of the Covid-19 pandemic, and they will continue to grow and adapt with you as the world crafts a new kind of normal.

This is an exciting journey, so make sure you are familiar with the important deadlines listed in this catalog. We recognize that “life happens along the way” when one starts a long-term goal, so I encourage you to seek help, take part in all that Washburn has to offer, and enjoy the journey. Best wishes for a successful year!

Jerry B. Farley, Ph.D.
President

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There has never been a more exciting time to do *College Your Way* at Washburn Institute of Technology. With more than 40+ technical certificates and Associate of Applied Science (AAS) degrees; Adult Basic Education (ESL/GED)” and non-credit customized training we have a pathway toward your career aspirations.

The faculty and staff are industry experts and are dedicated to the multifaceted mission of delivering the highest quality in career and technical education, with a strategic approach emphasizing innovation, student success, and business and community collaboration.

Our unique affiliation with Washburn University allows for seamless transition to advanced degrees and creates a rich environment for our students. As a Washburn student you have access to student organizations, pre-professional clubs, dining services, health and

counseling services, membership to the Student Recreation & Wellness Center, and so much more.

Washburn Tech is here to assist you in doing *College Your Way*, and I hope you will take full advantage of all that this remarkable college has to offer.

Go Bods!

Dr. Mike Strohschein
Dean
Washburn Institute of Technology

General Information

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Mission and Vision Statement

Mission Statement

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

Vision of Washburn Institute of Technology

Washburn Institute of Technology 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. It is our intention to place the Right student, in the Right program, for the Right reason.

Core Values

Core Values of Washburn Institute of Technology

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 Institute of Technology:

- Integrity: acting in an honest, fair, and ethical manner creating a culture of trust evident in all Washburn Institute of Technology activities and decision making.

- Excellence: serving our scholarly community by delivering consistently high-quality programs, teaching, service, and scholarship.
- Inclusion: cultivating an inclusive learning, living, and working community, facilitating the success of all people, and supporting all individuals.
- Accountability: being held responsible for academic, programmatic, and fiscal integrity and value while prudently managing the resources entrusted to Washburn University Institute of Technology.
- 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 Washburn University Institute of Technology 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.

History of Washburn Institute of Technology

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

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

The boards of education in the unified school districts of Kaw Valley, North Jackson, Holton, Mayetta, Valley Falls, Jefferson County North, Jefferson West, Oskaloosa, McLouth, Perry, Seaman, Silver Lake, Santa Fe Trail, Auburn-Washburn, Shawnee Heights, Burlingame, and Topeka took the opportunity to cooperatively provide technical education by establishing Kaw Area Technical School in Topeka, Kansas. In July 2008, Kaw Area Technical School affiliated with Washburn University of Topeka. As a result of this affiliation the name of the institution was changed to Washburn Institute of Technology, also known as Washburn Tech.

Equal Education and Employment Opportunity

Washburn Tech is committed to a policy of equal educational and employment opportunity without regard to race, color, religion, age, national origin, ancestry, disability, sex, marital or parental status, or sexual orientation/gender identity. Each unit within Washburn Tech is charged with conducting its practices in conformity with these principles.

Equal educational opportunity includes, but is not limited to, admissions, recruitment, extracurricular programs and activities, counseling and testing, financial aid, health services, and employment.

Equal employment opportunity includes, but is not limited to, recruitment, hiring, assignment of duties, promotion determinations, compensation, benefits, training, and termination. Positive action shall be taken to

assure the full realization of equal opportunity for all employees of Washburn Tech.

Responsibility for monitoring and implementation of this policy is delegated to the Equal Opportunity Director; however, all employees will share in the specific activities necessary to achieve these goals.

Equal Opportunity Director
Morgan Hall, Room 200K
Washburn University
Phone: 785-670-1509
Email: eodirector@washburn.edu

Open Meetings and Records

Washburn Tech is a public institution of higher education. As a public institution, the meetings of its governing board are open to the public under the provisions of the Kansas Open Meetings Act (K.S.A. 75-4317 et seq) and the records of Washburn Tech are subject to inspection as provided under the Kansas Open Records Act (K.S.A. 45-215 et seq).

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:

Michelle White-Godinet, Equal Opportunity Director
Washburn University
1700 SW College Ave.
Topeka, KS 66621
785-670-1509, eodirector@washburn.edu

Gender Neutral Restrooms on Campus

At Washburn Tech, we work to provide a welcoming, supportive community for all students, faculty and staff. The following restrooms are identified as “Family Restrooms.” That means, that if you have a family member such as a child or individual who needs assistance, these are available to you. Those are also considered gender neutral.

Location:

- AC-017
- AW-116
- C-101
- C110A
- C-119A
- C-203
- D-110
- D-105D

- H-103
- K-103

Harassment Policies

Bullying

Bullying and Cyberbullying. Bullying and cyberbullying are repeated and/or severe aggressive behaviors that the student knew or should have known would intimidate, intentionally harm or control another person physically or emotionally, and are not protected by freedom of expression. Bullying is disruptive to the educational process, and is not acceptable behavior at Washburn Tech.

Racial Harassment

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Title VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination, and shall not be tolerated. Racial harassment may result from verbal or physical conduct or written/graphic material that is racially motivated, and which:

- affords a student different treatment, solely on the basis of race, color or national origin, in a manner which interferes with or limits the ability of the student to participate in or benefit from the services, activities or programs of the school,
- is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile academic environment or is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with a student's academic performance or ability to participate in or benefit from the services, activities or programs of the school.

Harassment

2.1.1 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.

2.1.2 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.

2.1.3 Unwelcome sexual advances, request 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.

2.1.4 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 Hall, Room 200K. Phone: 785-670-1509. Email: eodirector@washburn.edu (eodirector@washburn.edu) or online at www.washburn.edu/equal-opportunity (<http://www.washburn.edu/equal-opportunity/>).

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.

3.2.1 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.

3.2.3 Complaints. Complaints of harassment (as defined in this section) are to be made to the: Equal Opportunity Director Morgan Hall, Room 200K Washburn University

Phone: 785-670-1509

Email: eodirector@washburn.edu or online at www.washburn.edu/equal-opportunity/.

Complaints must be filed within 180 days of the latest alleged incident.

3.3 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.

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

Curriculum Approval

Curriculum at Washburn Tech is designed to prepare students for the work place. The curriculum approval process starts with curriculum that is developed by qualified instructors in consultation with industry experts. New curriculum and substantive curriculum changes are approved by each program’s advisory board made up of local and regional employers. The curriculum is next approved by the Curriculum Committee. The process is managed and overseen by the chief academic officer, the Associate Dean for Instruction. New programs are approved by the Washburn University Board of Regents and then reviewed and approved by the Kansas Postsecondary Technical Education Authority and the Kansas Board of Regents.

Curriculum changes that are approved by the Curriculum Committee are entered into the Kansas Board of Regents’ data base for each program. Current syllabi for each program are available on the website. Washburn Tech has participated fully in the state program alignment process and offers aligned curricula in those programs that have completed that process.

Assessment of Student Learning

The assessment of student learning is an integral part of the teaching and learning process and Washburn Tech strives to create a culture of assessment surrounding all of the curricular and co-curricular activities in which students participate. Valid and reliable assessment is important for three reasons:

- To improve student learning
- To provide accountability to stakeholders, such as students, parents, legislators, accrediting agencies, and the public
- To assist in the process of accreditation, both of Washburn Tech and of individual programs

In order to foster this culture of assessment, Washburn Tech has created an institution-wide assessment committee. The mission of the Washburn Tech Assessment Committee is to aid the Washburn Tech community’s assessment efforts to ensure that student learning is a responsibility shared by the entire community. The committee will support the collection, analysis and dissemination of the evidence of student learning to make certain that changes in student learning goals and outcomes are based on evidence. The mission of the Assessment Committee is to assist Washburn Tech in providing evidence that the mission of Washburn Tech delivers innovative educational and training opportunities for individuals to strengthen the communities we serve.

To help the Washburn Tech Assessment Committee satisfy its mission, the following are shared expectations:

- Every program has student learning goals.
 - Each goal is supported by competencies which are measurable.
- Evidence is consistently collected and accessible to appropriate constituents.
- Evidence is regularly analyzed i.e. the program has an established schedule for review of evidence.
- The program has an appropriate mechanism to institute changes which are suggested by the evidence.

Students share the responsibility for the evaluation of student learning by completing assessment activities which provide the data required for reliable analysis of the curricular activities.

Washburn Institute of Technology Accreditation

Programs at Washburn Institute of Technology are included in the accreditation for University, which is accredited by:

The Higher Learning Commission of the North Central Association:
Higher Learning Commission (<https://www.hlcommission.org/>)
230 South LaSalle Street, Suite 7-500
Chicago, IL 60604

Program Accreditation

Individual programs accredited by national organizations:

- Auto Collision - ICAR
- Auto Service Technology – NATEF
- Building Technology - NCCER
- Cabinet/Millwork - NCCER
- Commercial & Heavy Construction - NCCER
- Practical Nursing –KSBN
- Surgical Technology – CAAHEP

Campus and Facilities

Campus Locations

Washburn Institute of Technology has three campuses in Topeka:

- Huntoon Campus: 5724 SW Huntoon St., Topeka, KS
- Washburn Tech East: 2014 SE Washington St., Topeka, KS
- Cosmetology: 109 SW 29th St., Topeka, KS

Cafe

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

No food is allowed in classrooms or laboratory areas without instructor approval.

Library

Each technical program/each classroom maintains a resource library of materials pertinent to that program. Both print and electronic resources are available. Washburn Tech students have access to the Mabee Library

and the Law Library on the Washburn University campus at 1700 College Avenue.

Student Privileges on Washburn University Campus

Secondary students may use the Washburn Mabee Library and receive discounts at many Topeka area businesses by presenting their Washburn Institute of Technology ID.

Post-secondary students with Washburn Tech ID cards may use the iCard to access the facilities at the Student Recreation and Wellness Center, to attend University Theatre productions and Sporting Events, to receive medical services at the University Health Center, to enjoy discounts at the University Bookstore, and to access all services at the Mabee Library and the Law Library.

Bus Passes

High school and post-secondary students with Washburn Tech ID cards may use the Topeka Public Bus system free of charge.

Admission, Registration and Enrollment

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Transfer of Credits

Admission and Enrollment

Admission

The Admissions staff along with Advisors in the Student Services Office at Washburn Tech offer many services for applicants and current students. An established application process makes for seamless transition from enrollment to admission. Easy access to technical education is possible due to August and January start dates for many programs and courses.

Full-time admission counselors are available to assist applicants through the application and enrollment processes. They are skilled in providing professional assistance to both traditional and non-traditional students. Of the current, approximately 1,350 students, almost half are adult

students re-entering the classroom environment. Washburn Tech Career Navigators/Advisors also monitor and support our students as they progress through their programs of study. Admitted students in need of accommodations are welcome and staff are available to provide assistance.

Enrollment Process

Applicants who wish to apply for admission to Washburn Tech need to have the abilities necessary to benefit from instruction in a particular occupational field. Prospective students are required to take an ACCUPLACER Admissions Test and pass with the necessary scores, for their desired technical program before they are eligible to enroll. Applicants may only enroll in one technical program at a time. Exceptions to this may be considered upon special request to Student Services.

Applicants who have alternative tests scores such as ACT, ASSET, SAT, TABE, and WorkKeys, or Bachelors or Associates degrees should consult with a recruiter or advisor to determine if they are qualified for their chosen technical program. Students must be enrolled no later than the beginning of the 3rd day of class any exception must go through the Associate Director of Tech Admissions.

High School Enrollment Procedures

Enrollment is open to qualified students who are currently enrolled in high school as junior and seniors. High school students who wish to enroll in a technical program at Washburn Tech must follow the procedures listed below.

1. Take the Admissions Test either at Washburn Tech or their home high school (when available).
2. Complete an online application (<https://washburn.elluciancrmrecruit.com/ApplyTechAdmissions/Account/Login/?ReturnUrl=%2fApplyTechAdmissions>).
3. Discuss scores and program of interest with an Admissions Counselor.
4. Submit an in-progress official high school transcript.
5. Enroll during designated enrollment periods. Most program registration is done on a first come, first served basis. Many programs have limited enrollment capacity and/or are competitive programs. Admissions Counselors can provide program specific information.

Post-Secondary Enrollment Procedures

Post-secondary students who wish to enroll in a technical program must follow the procedures listed below:

1. Register to take the Admission Test. A nonrefundable testing fee is required and payable through the Business Office. All individuals must register at least 24 hours prior to the desired testing date. Exceptions to this may be considered upon special request to Student Services. Applicants who have alternative tests scores such as ACT, ASSET, SAT, TABE, and WorkKeys, or Bachelors or Associates degrees should consult with a recruiter or advisor to determine if they are qualified for their chosen technical program.
2. Complete an online application (<https://washburn.elluciancrmrecruit.com/ApplyTechAdmissions/Account/Login/?ReturnUrl=%2fApplyTechAdmissions>).
3. Submit an official high school transcript or GED transcript, and official transcripts from any post- secondary institutions attended.

4. Discuss scores and program of interest with an Admissions Counselor.
5. Enroll during designated enrollment periods. A \$50.00 enrollment fee is required at the time of registration to reserve placement in desired program. Program registration is done on a first come, first served basis. Many programs have limited enrollment capacity and/or are competitive programs. Admissions Counselors can provide program-specific information.

Probationary Enrollment

For Fall semester, probationary enrollment may be offered starting July 1. For Spring semester, probationary enrollment begins December 1. Washburn Tech recognizes that some students may benefit from technical training but cannot successfully pass the entrance exam at the level required for the technical training they desire. To be admitted on a probationary basis, prospective students must take the entrance test, re-test at least once, and score no more than one level below the required entrance standards in one of the assessments required. If a student does not successfully complete a program that he/she entered on probation, he/she may not be admitted to a subsequent program on probation. Some programs do not allow probationary admission.

Adding and Withdrawing Classes

Adding and withdrawing from classes during a term will impact a student's credit hour completion for Satisfactory Academic Progress (SAP) for purposes of financial aid. Course withdrawals after the 2nd day of the semester through the withdrawal deadline will reflect a "W" (withdrawal) on the student transcript.

Transfer of Credits

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

Challenge/Test Out Policy

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

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

- The student should request a challenge/test-out request form from their Career Navigator/Advisor. This challenge/test-out request form must be completed by the following dates of each term:

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

Prior Learning Assessment

Washburn Tech is committed to providing credit for prior learning in accordance with the guidelines approved by the Kansas Board of Regents.

Credit Granted for Military Service

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

Audit Policy

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

achieve the required score and meet the technical standards associated with the program).

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

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

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

Re-enrollment Procedures

Same Program

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

Program Change

Students who want to withdraw from one program and enroll in another program at Washburn Tech the following semester must meet with their Career Navigator/Advisor. Students must meet the Admissions requirements for the program in which they want to enroll.

Changes to Enrollment Status

Any individual who enrolls in a program of study for consecutive semesters will be expected to meet the Graduation Plan in place at the time they enrolled. All programs of study consist of courses that are taught in a sequential manner; some courses are offered only once during the school year. Because of this, changes regarding part-time or full-time status need to be discussed with a Program Navigator/Advisor.

Institutional refunds are calculated, according to the published schedule for **all** students who attend Washburn Tech and reduce the number of hours enrolled. The refund schedule applies to each course from which a student withdraws. Withdrawal from a course and enrollment in another course are treated as two separate transactions.

Continuing Student Enrollment

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

Application for Graduation

Students planning to complete a technical certificate must file an Application for Graduation form with the Student Records Administrator to initiate a graduation audit. This graduation audit will be completed early in the semester in which the student plans to graduate. The form should be filed in October for the fall semester and in March for the spring semester. A student is not a candidate for graduation until the application is on file. Students who do not meet the requirements for graduation in the semester specified on the Application for Graduation form must file

another application for the subsequent semester in which they plan to graduate. Forms are available online and in the Student Services Office.

Degree Conferment

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

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

Washburn University Transition

The Washburn University School of Applied Studies, in conjunction with Washburn Tech, offers coursework at a reduced tuition rate that leads to the completion of an associate of arts or associate of science degree for qualifying programs. This opportunity requires coursework at both Washburn Tech and Washburn University. Students who plan to pursue a baccalaureate degree are encouraged to take advantage of this option. For information contact the Transition Director at Washburn Tech or the Washburn University School of Applied Studies at 785-670-2114.

Associate Degree Affiliations

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

Notice to Applicants

You are hereby notified that in the event your application for admission to state approved technical education courses or programs is denied by Washburn Tech, you may appeal to the Dean of Washburn Tech within thirty (30) days from the date of receiving the decision.

Student Services

- Campus Advocate (p. 10)
- Counseling Services, Washburn University (p. 10)
- Support Services for Students with Disabilities (p. 10)
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Campus Advocate

The campus advocate is a person who is trained to provide support to Washburn Institute of Technology students, staff, and faculty. Services provided by the advocate are free of cost and confidential and available Monday through Friday from 7:30 am – 4:30 pm. For more information call the campus advocate at 785-670-3364. Services provided by the campus advocate include:

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

Counseling Services, Washburn University

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

Support Services for Students with Disabilities

The Campus Advocate works with students with documented disabilities to provide equal access to Washburn Tech programs and to coordinate entrance and exit testing for all students.

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

The Campus Advocate is responsible for assisting students with disabilities in arranging accommodations and for helping to identify 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. Accommodations, based on individual needs, may include such services as test readers and/or scribes, extended time for test taking, adaptive computer technology, or alternate media materials. Requests for accommodations should be submitted at least two months before services may begin; however, if you identify a need for an accommodation at any point during a semester, please contact the Campus Advocate immediately. Students may contact the Campus Advocate directly by phone at 785-670-3364 or voluntarily identify themselves to the instructor for a referral.

Washburn Tech does not offer a specialized curriculum for students with disabilities. All academic, technical and conduct program standards must be met. Modifications or accommodations cannot fundamentally alter the essential nature of the program.

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

Equal Opportunity Director
Morgan Hall, Room 200K
Washburn University
Phone: (785) 670-1509
eodirector@washburn.edu or online at www.washburn.edu/equal-opportunity (<https://www.washburn.edu/equal-opportunity/>)

Confidentiality

All documentation submitted to Washburn University Institute of Technology is kept confidential, and is used solely to determine the applicant's eligibility for accommodations. Instructors/relevant Washburn University Institute of Technology staff are also instructed to treat as confidential all information they received relative to the student's disability and accommodations.

Contact Details:

Campus Advocate
Washburn Institute of Technology
Building A, Room AC117

5724 SW Huntoon Street
Topeka, KS 66604
785-670-3364

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

Advising

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

Bookstore

The Washburn Tech bookstore is located in the west wing of the Administration building and is a satellite of the Washburn University Bookstore (Ichabod Shop) on the University campus. Students can purchase textbooks, supplies, apparel and snacks at the bookstore. Books can also be pre-ordered on the website: <http://washburn.edu/current-students/bookstore.html>

Washburn University Sporting Events

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

Information Technology Services

The Washburn Information Technology Services (ITS) Department provides computing, networking, video, wireless Internet access, and voice services at Washburn University Institute of Technology. Students may receive assistance with user accounts, e-mail, wireless connectivity, and other services by calling 785- 670-3000 or visiting ITS staff.

Students admitted to Washburn Tech are given access to Washburn University's Web portal, MyWashburn (my.washburn.edu (<http://my.washburn.edu>)). Tools available in MyWashburn include campus announcements, e-mail, Washburn University class registration (for students enrolled in coursework at Washburn University), and connection to online classes or materials related to coursework. MyWashburn may be accessed from any Internet connection, on or off campus. Students can receive support for online courses from the Online Education staff by sending e-mail to online-ed-support@washburn.edu.

On campus, students may connect to the Internet and computing resources using equipment in computer labs or via wireless using a personal laptop or other device near one of the many wireless access points.

Career Services

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

Washburn Tech Student Services staff facilitates workshops that prepare students for employment. Workshop topics include, but are not limited to job search techniques, resume writing, and interview preparation.

Each spring, Washburn Tech hosts a Job Fair to introduce students to employment opportunities.

In addition, employers inform Washburn Tech of job openings on a regular basis. This information is shared with students a number of ways:

- Posted on the www.witjobs.net (<http://www.witjobs.net>) web-site.
- Distributed to related program instructors to share with students.
- Sent electronically to students.

Veterans

To apply and establish entitlement for Veterans Administration (VA) educational benefit programs, the applicant should contact the Financial Aid Office at Washburn Tech, Building A, Suite AC117. Program eligibility generally ceases ten years (15 years under the Post 9/11 GI Bill®) from the date of the veteran's release from active duty.

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

Military Deployment Withdrawal

Students who are called to active duty and must withdraw from classes as a result should contact the Student Services Office and Financial Aid Office.

Health Services

As an affiliate of Washburn University, Washburn Tech post-secondary students may utilize the services of the Washburn University Student Health Service on the main campus. This service exists to enhance the learning and development of students and staff, through provision of prompt whole- patient-centered medical care, with a strong emphasis on education, prevention, affordability and patient advocacy. Student Health Services is located in 170 Morgan Hall, on the Washburn University Campus. Medical care, including physical exams, care of acute injuries and illness, immunizations and lab tests, and referral to outside providers as needed, is available to all enrolled students. Three nurse practitioners and a registered nurse are available for health care and counseling.

A low-cost health insurance program is available to all postsecondary students enrolled in six or more credit hours per semester. Literature regarding student insurance options is available in the Student Services Office. Students should be aware that many of the technical programs work with potentially dangerous equipment and that while students will be taught how to work safely around the equipment before they use it, accidents may still happen. For this reason, it is recommended that all students purchase health insurance.

Student Recreation and Wellness Center

Washburn Tech postsecondary students may utilize the Student Recreation and Wellness Center located on the Washburn University main campus. The 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 formal, intramural, group exercise, climbing, and wellness opportunities.

Student Organizations

SkillsUSA

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

National Technical Honor Society

The National Technical Honor Society recognizes and honors Washburn Tech students for outstanding academic and personal achievements. The National Technical Honor Society promotes the qualities of honesty, service, leadership, and career development.

Washburn Tech students are nominated for The National Technical Honor Society by the instructors or may self-nominate. They must be in the last semester of their program. Students are evaluated on the basis of their academic and attendance records, community involvement, character and financial accountability. Final selection into The National Technical Honor Society is made by a committee of instructors and an administrator.

Student Activities Council

Washburn Tech students can volunteer to serve on the Student Activities Council. Students meet to plan activities and offer suggestion to improve the campus and the learning environment. The students learn leadership, teamwork, and social skills.

Washburn Tech Care Closet

Mission Statement

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

Belief Statements

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

Guidelines for Providing Assistance

The Washburn Tech Care Closet has a limited budget. Funds devoted to one person must be limited. Ways in which the Washburn Institute of Technology Care Closet may be able to assist include, but are not limited to, food donations, transportation assistance, personal hygiene, counseling and referral to community agencies for additional services. Referrals for assistance may be made by students or staff to the Campus

Advocate or Assistant Dean and Director of Student Services located in the Student Services Office, Building A, Suite AC 117.

Adult Education Center

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

The AO-K program is also offered through the Adult Education Center. Individuals who want to work toward their GED and to acquire technical training at the same time can do so through the AO-K program. The tuition costs for the Technical classes are paid by the Kansas Board of Regents. The student only pays the \$30 student materials fee and the cost of taking each of four tests to earn the GED. Learn more at <https://www.washburntech.edu/admissions/adult-education.html>.

Vehicles and Parking Policies on Campus

(Policies Apply to Bicycles As Well)

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

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

Washburn police officers provide emergency "jump starts" and "lock-outs."

The provisions of the City of Topeka traffic codes and state traffic statutes, Chapter 8 of the Kansas Statutes Annotated, are applicable to the operation and condition of motor vehicles operated on the University campus except as may be otherwise provided in these regulations by the Washburn University board of Regents. Persons operating or parking a vehicle on campus shall be fully responsible for that vehicle and its contents. Washburn University Institute of Technology has no responsibility for vehicles or protection of any vehicles or their contents while on campus. An enrolled student shall be held responsible for violations by vehicles registered to him/her through the State Motor Vehicle Department regardless of the operator at the time of the violation.

Accessible Parking

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

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

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

Designated Parking

The Washburn Tech campuses have open parking except where specifically designated.

General Vehicle Operations

Parking Over-length Vehicle

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

Overnight Camping or Sleeping

Parking for camping or overnight sleeping in vehicles is prohibited.

Prohibited Parking Practices

The following acts are prohibited and Washburn Institute of Technology tickets may be issued for such infractions:

1. Double parking or blocking streets;
2. Parking on sidewalks or grass; Parking in service or restricted areas;
3. Parking across drive entrances or sidewalk crossings;
4. Parking outside marked spaces;
5. Parking in fire hydrant zone;
6. Parking over-length vehicle without permit;
7. Parking in a space for which the vehicle is not permitted;

Any other parking violation(s) as defined by city code or State statutes.

Vehicle Removal

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

A fee of \$25.00 shall be charged for all Washburn Tech tickets issued for parking violations (except for accessible parking violations.) Such fees are due and payable to the Washburn Tech Cashier (Building A, Room AW137) during business hours. Fees are due within five (5) business days following the date the ticket was issued.

If the fees are not paid, a late payment fee of \$10.00 shall be assessed on the sixth day following the date of issuance of the ticket. Students, instructors, and staff are all subject to these fee and late fees.

Failure to Pay

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

Hearings

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

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

Visitors to Campus

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

Students

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

Vehicles and Pedestrians

Vehicles shall yield to all pedestrians.

Vehicle Speed Limits

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

Accidents, Reporting of

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

Emergency Preparation

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

iAlert

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

Campus Tobacco Policy

The word "tobacco" is all-inclusive and refers to smoking, smokeless tobacco and electronic devices that simulate smoking. The use of tobacco products on Washburn Tech property is limited to the designated areas. The areas are designated by a green barrel with bright orange painted rings; the guidelines related to tobacco use are posted on or adjacent to the barrels. Smoking is permitted within 6-8 feet of the barrel. The use of tobacco products is prohibited except in the designated areas.

Inspection of Property and Equipment

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

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

Falsification of Documents

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

Off-Campus Conduct

Off-campus conduct affects a substantial University interest. A substantial University interest is defined to include:

- Any situation where it appears that the student's conduct may present a danger or threat to the health or safety of themselves or others; and/or
- Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or
- Any situation that is detrimental to the educational mission and/or interests of Washburn University;

There is no time limit on reporting violations of the *Student Conduct Code*; however, the longer someone waits to report an offense, the harder it becomes for University officials to obtain information and witness statements and to make determinations regarding alleged violations.

Though anonymous complaints are permitted, doing so may limit Washburn University's ability to investigate and respond to a complaint. Those who are aware of misconduct are encouraged to report it as quickly as possible to the Office of Student Life (785-670-2100) and/or to the Washburn University Police Department (785-670-1153).

A responding student facing an alleged violation of the *Student Conduct Code* will not cause an investigation to be terminated by withdrawing from the University. A responding student who does withdraw will still be given the same notice and opportunity to participate in the investigation as though he/she were still a student at Washburn.

University email is Washburn University's primary means of communication with students. Students are responsible for all communication delivered to their University email address.

Violations of the Law

Alleged violations of federal, state and local laws may be investigated and addressed under the *Student Conduct Code*. When an offense occurs, over which Washburn University has jurisdiction, Washburn University's conduct process will usually go forward notwithstanding any criminal complaint that may arise from the same incident. Washburn University reserves the right to exercise its authority of interim suspension upon notification that a student is facing criminal investigation and/or complaint (additional grounds for interim suspension are outlined below, on p. 17-18). Interim suspensions are imposed until a hearing can be held, typically within two weeks.

Within that time, the suspended student may request an immediate hearing from the Associate Vice President for Student Life to show cause why the interim suspension should be lifted. This hearing may resolve the allegation, or may be held to determine if the interim suspension should be continued. The interim suspension may be continued if a danger to the community is posed and Washburn University is delayed or prevented from conducting its own investigation and resolving the allegation. In such cases, the University will only delay its hearing until such time as it can conduct an internal investigation or obtain sufficient information independently or from law enforcement upon which to proceed.

Standards of Conduct - Student Code of Conduct

Standards of Conduct

Washburn students are responsible for knowing the information, policies and procedures outlined in the Student Code of Conduct. Washburn University reserves the right to make changes to this code

as necessary and once those changes are posted online, they are in effect. Students are encouraged to check online www.washburn.edu/knowthecode (https://www.washburn.edu/student-life/services/files/Student_Conduct_Code.pdf) for the updated versions of all policies and procedures.

Tuition, Fees, and Financial Aid

- Tuition and Fees (p. 15)
- Withdrawal and Refund Policy (p. 15)
- Institutional Refund Policy (p. 15)
- Federal Financial Aid (p. 16)
- Satisfactory Academic Progress (p. 18)

Tuition and Fees

1. Tuition rates and fees are reviewed and approved by the Washburn University Board of Regents annually. The tuition rate and materials and technology fee rate for the 2022-23 academic year is \$152.00 per credit hour, and \$27.00 per credit hour, respectively.
2. All courses and technical programs have related fees. There are 5 main fee categories:
3. Enrollment – a one time fee that secures a student’s enrollment in a program.
4. Transcript – a fee charged for the preparation of a transcript when requested by a student.
5. Materials and Technology – a per credit hour fee that offsets the cost of maintaining a modern technical campus.
6. Course specific fees – fees associated with a specific course, which includes the cost of supplies, materials, and certifications.

All fee information is available in the Student Services Office.

Financial Obligations

Tuition and fees are established by the Washburn University Board of Regents and are subject to change. Once a student has enrolled in classes, he or she is liable for tuition and fee charges unless the student withdraws from all classes during the 100% refund period. For students who have received financial aid, withdrawal from a program could result in that student owing a balance. Students considering withdrawing from a program need to be sure that the financial implications are clearly understood before withdrawing.

Payments

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

Payments may be made using cash, checks, Visa, Master Card, Discover, American Express, or money orders. There is a 3rd party payment plan option for students that wish to spread the cost of the program over the semester. Students must enroll by the published due date in order to enroll in the plan. Payment plans are only for current semester charges.

There will be a service charge for all returned items and a late fee for all missed payment plan payments.

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

Delinquent Accounts / Late Fees

Unpaid balances will be subject to additional fees in the form of late charges and may incur collection fees should a collection agency be needed to recover the balance. To avoid late fees, accounts must be paid in full each semester by the published due date. Additionally, a Business Office hold will be placed on the student account; this hold will prevent the release of transcripts and diplomas as well as prevent enrollment in subsequent terms on either Washburn Institute of Technology or the Washburn University campus.

Withdrawal and Refund Policy

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

Withdrawals (Official)

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

Administrative Withdrawal

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

- Student fails to provide documentation required for full admission status.
- Student fails to meet Washburn Tech’s standards for Satisfactory Academic Progress;
- Student is absent five consecutive days without notification. The last day of absence will be used as the withdrawal date.

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

Students are not relieved of their financial obligations to Washburn Tech when an administrative withdrawal is processed.

All charges that are unpaid by students at the time of the administrative withdrawal are due upon notice of the withdrawal. Credits are applied, and, if applicable, refunds are issued in accordance with Washburn Tech’s published refund policy.

Institutional Refund Policy

Percentage of Tuition to be refunded for a full-semester length course:

If . . .	Percentage Refunded
withdraws within first 2 days of class	100%
withdraws days 3-5 of classes	80%
If withdraws days 6-10 of classes	60%
If withdraws days 11-15 classes	40%
If withdraws day 16 or after	no refund

The first day a class is scheduled to meet constitutes the beginning of the course when calculating tuition refunds.

The Institutional Refund Policy determines the amount of institutional charges the student has incurred at the time of withdrawal. This calculation is automatically performed for both official and unofficial withdrawals. A request from the student is not required.

Please see Washburn Tech Student Handbook for additional information on refunds.

Refunds may take up to 45 days to process.

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

Institutional Charges, Non-refundable (examples)

Item(s)/Description	Reason Cannot Be Returned
Uniforms, smocks, chef coats, work shirts	Sanitary/Health
Safety glasses, ear plugs, face shields	Sanitary/Health
Personal Protective Equipment (PPE)	Sanitary/Health
Gloves, respirators	Sanitary/Health
Shop supplies, lab materials/ supplies fee	Consumable Item
Online Training - Access Codes or Vouchers	Consumable Item
CDX fee for Auto students online access	Consumable Item
Certification Fees – Includes codes or vouchers	Consumable Item
Cosmetology Kits	Consumable Item
Practical Nursing Kits	Consumable Item
Practical Nursing ATI access fee	Consumable Item
Patches/Name Tags	Consumable Item
Culinary Arts Knife Sets	Consumable Item
Simulation "Sim" Lab fees	Student Specific/Consumable Item
Membership Fees	Student Specific/Consumable Item
Liability Insurance	Student Specific/Consumable Item

Institutional Charges, Refundable

Item(s)/Description	Reason Cannot Be Returned
Tuition	N/A
Materials / Technology Fee	N/A
Tool Usage (Tool Rental) Fee	N/A

Return of Title IV Funds - Financial Aid Recipients Only

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

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

Military Refund Policy

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

Medical Withdrawal

Students who are unable to continue their course of study for medical reasons can withdraw from their program and will be refunded tuition based on the above stated policies and refund deadlines.

Refund Due to Death of Student

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

Federal Financial Aid

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

A student is eligible to apply for assistance from the federal financial aid programs if he or she meets the following criteria:

- Is a U.S. citizen or an eligible non-citizen.
- Has a high school diploma or its recognized equivalent.
- Maintains satisfactory progress in his/her course of study.

Files a Statement of Educational Purpose, a Statement of Selective Service Registration Status and a Certification Statement on Refunds and Defaults with the school.

A student is **not** eligible for federal financial assistance if he or she:

- Is enrolled as a secondary student;
- Is in default on a student loan or owes a refund on a Pell Grant;

- Has borrowed in excess of the annual or aggregate loan limits in the Federal Student Loan program.
- Reaches the “lifetime Pell eligibility limit”

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

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

Federal PELL Grant

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

Eligibility is determined by using the following factors:

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

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

Federal Work Study (FWS)

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

Direct Loan Program (DL)

The three types of loans available under the DL program are Subsidized, Unsubsidized, and Parent loans for undergraduate students (PLUS).

The Subsidized and Unsubsidized loan programs are available to both dependent and independent students. Eligibility for the Subsidized Stafford loan is based on financial need while eligibility for the unsubsidized loan is not based on financial need. If a student’s financial need is not great enough, he/she may not be eligible for the entire amount of the Subsidized Stafford loan. In this situation the amount not received in the Subsidized Stafford loan may be received in the Unsubsidized Stafford loan program.

The maximum amount a dependent student can borrow per academic year (1 program) is \$5,500, no more than \$3,500 from the subsidized loan program. If a parent applies for a PLUS loan on behalf of their dependent student and is denied, the student may apply for an additional \$4,000 from the unsubsidized program. The maximum amount an independent student can borrow per academic year (1 program) is \$9,500, no more than \$3,500 from the subsidized loan program. Under the Subsidized loan program, the government pays the interest due until the student enters repayment, six months after ceasing at least half-time enrollment. Under the Unsubsidized loan program, the student is responsible for interest that accrues from the date of the first disbursement.

Federal PLUS Loans are available to parents and/or step-parents, with a good credit history, to help pay for the education of a dependent

undergraduate student who is enrolled at least half-time. Parents may borrow up to the total cost of attendance less any student aid received.

Loan funds are disbursed in two equal amounts. Funds are disbursed 30 days after the beginning of each semester for first-time borrowers and applied to charges on the student’s account. If a student is enrolled in only one semester per academic year, the second half of the loan disbursement is available after completing the first half of the semester.

Repayment

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

Origination Fee

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

Subsidized and Unsubsidized – 1.066%

PLUS – 4.276%

Credit Balances – refund checks

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

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

Scholarships

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

Scholarship opportunities can be found on the Washburn Tech webpage and in the Student Services Office at Washburn Tech. Status updates are also added to the Washburn Tech Facebook page as new opportunities become available.

Other Sources of Financial Assistance

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

Satisfactory Academic Progress (SAP)

Please see the section of this Academic Catalog titled “Satisfactory Academic Progress” for complete information on Washburn Tech’s SAP policy

Satisfactory Academic Progress

Federal Guidelines

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

Washburn Institute of Technology reviews the following items at the end of each semester for all students who received federal financial aid:

1. Qualitative Measure: Cumulative Grade Point Average: 2.0 (required for all students)
2. Program Pace:
All financial aid recipients must maintain pace of completion of 67% or greater. A student's pace is calculated as cumulative credit hours successfully completed divided by cumulative credit hours attempted/number of enrolled credit hours. (Successfully completed is defined as a "C" or better). For example, if a student enrolls in, and attempts, 24 credit hours and successfully completes/earns, 20 credit hours, pace is 83% (20/24) and the student would meet the pace requirement. On the other hand, if a student enrolls in, and attempts, 24 credit hours and successfully completes/earns, 15 credit hours, pace is 63% (15/24) and the student would not have met pace.
3. Maximum Time Frame for Program Completion:
The maximum number of credit hours for which a student is eligible to receive financial aid cannot exceed 150% of the published length of the program. For example, if the published length of an academic program is 48 credit hours, the maximum number of credit hours must not exceed 72 credit hours, $48 \times 1.5 = 72$. Students are required to meet with an advisor to discuss an academic completion plan if and when they reach 100% and have not met graduation requirements.

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

Financial Aid Suspension/Cancellation: Students who falls below any of the SAP standards at the end of a warning semester, or at the end of any future semester, the student is placed on financial aid suspension and not eligible for financial aid unless a student completes the appeal process and is approved to be placed on probation.

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

Adding and Withdrawing Classes

Courses in which students receive a grade of incomplete "I", withdrawn "W", or failing "F", are not considered as completed hours for SAP purposes. However, an incomplete that becomes a satisfactory grade is counted in the cumulative GPA and as hours completed for SAP standards. Incompletes must be completed within the time frame approved by the instructor and the Assistant Dean & Director of Student Services.

Repeating Courses

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

Credit/No Credit Options

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

Transferring Credits

Credits transferred to Washburn Tech from a previous institution are included when determining SAP.

Changing Programs

All grades earned at Washburn Tech are included in the SAP calculation. This is true even if a student changes programs.

Appeal Process

Appeals are accepted through the end of the 5th day of the subsequent semester.

Before students may appeal for reinstatement of financial aid eligibility, a Free Application for Federal Student Aid (FAFSA) must be on file for the semester funds are being requested.

Students who wish to appeal for reinstatement of enrollment must provide a written appeal to the Washburn Tech Financial Aid Office. Appeal forms are available in the Student Services Office. Written appeals must be supported with appropriate documentation. The SAP Appeal Committee reviews all appeals. The student will be notified in writing of the decision within ten days of receiving the appeal. This decision is final. If the appeal is approved financial aid may be reinstated.

Students who appeal because the maximum number of credit hours attempted was reached are required to meet with an advisor to review and revise their academic completion plan. The plan describes how the student intends to complete the program on a course-by-course or semester-by-semester basis.

However, reviewing the academic completion plan does not automatically reinstate financial aid eligibility. Students are required to follow the academic completion plan for each remaining semester to reach the graduation requirements successfully.

Return of Title IV Funds – Withdrawal from Classes

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

The Institutional Refund Policy determines the amount of institutional charges the student incurred at the time of withdrawal. This calculation is automatically performed for both official and unofficial withdrawals. A request from the student is not required. The Return of Title IV policy

determines the amount of federal funding the institution and/or the student may retain. During the first 60% of the semester, a student “earns” aid in direct proportion to the length of time he or she attended class. A student who withdraws after the 60% point may retain 100% of the federal disbursements.

If a refund of federal financial aid is due, the student must generally pay a portion of the refund. If the refund is to the student loan program, the student repays the refund in accordance to the terms outlined on the Master Promissory Note (MPN). If the refund is to the Pell Grant program, the student must return the funds to the U.S. Department of Education or make satisfactory repayment arrangements with the U.S. Department of Education. For the student to remain eligible for future financial aid, this must be done within 45 days of receiving notification from Washburn Tech.

Other Academic Programs

- Continuing Education (p. 19)
- Summer Session (p. 19)
- Business and Industry Customized Training (p. 19)

Continuing Education

Continuing Education coordinates and supports programs designed to increase student and community access to “learning for a lifetime.” These include training sessions for both on- and off-campus, summer sessions, professional development programs, and business and industry training.

Continuing Education courses are offered during days, evening and weekend hours. Students enrolling in these courses can continue their education, improve occupational knowledge and skills, study for personal enrichment, or pursue technical interests.

In addition to offering a broad range of courses which may lead to certificates, Washburn Institute of Technology recognizes the responsibility to develop other instructional programs in areas where community needs are identified and Washburn Institute of Technology has resources to respond to those needs including noncredit programs offered by Continuing Education.

Continuing Education course listings and schedules are available online at www.washburntech.edu/main/continuing-education/courses.html (<https://www.washburntech.edu/business-community/continuing-education.html>). The webpage is interactive and includes course descriptions and other information.

Continuing Education also offers custom training sessions to companies or groups requiring the same type of training (for example upgrading from Microsoft Office 2013 to 2016). This training is often offered at a significant price saving to the individuals or companies.

Washburn Institute of Technology Continuing Education Department has partnered with Ed2Go Corporation for online training at an affordable price. If you would prefer to attend an online training session go to <http://www.ed2go.com/washburn/> and make your selection.

Summer Session

As Washburn University Institute of Technology continues to broaden the scope of its educational activities, the technical training needs of an increasing number of students extends into the summer months. The

Washburn Institute of Technology Summer Session includes day and evening classes, special summer institutes, and online courses.

Business and Industry Customized Training

The Washburn Institute of Technology, Business and Industry area’s main focus is to build relationships with established and new local businesses and industry as well as with potential business and industry clients, creating workable training solutions to meet their production or employees’ needs. This is accomplished by working together to develop an inventory of training programs to meet each company’s training requirements. These training programs have the ability to be modified to meet the numerous changes in today’s fast-paced technologies, using each company’s current resources. Tech’s Business and Industry area strives to create a training schedule in a manner designed to keep costs down and time away from the employee’s work duties to a minimum. The Business and Industry area also works with various government agencies, pursuing avenues to ensure the continued growth of our workforce and designed to aid initiatives to attract new businesses to our region. The Business and Industry area strives to be a consistent and reliable force in the growth, development and improvement of the workforce through collaboration with businesses, industry and government agencies.

Academic Policies

- Attendance, Absences and Tardiness (p. 19)
- Adding, Withdrawing, and Changes to Classes (p. 20)
- Academic Standing (p. 21)
- Prerequisite Courses (p. 21)
- Graduation Requirements (p. 22)
- Test Out Policy (p. 22)
- Credit Hour Definition (p. 22)
- Grades and Grading (p. 22)
- Grade Dispute (p. 22)
- Grievance Procedure (p. 22)
- Authorized Academic Load (p. 23)
- Administrative Withdrawal (p. 23)
- Transcripts (p. 23)
- Family Educational Rights and Privacy Act (FERPA) (p. 23)

Attendance, Absences and Tardiness

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

For high school students, if your home high school is closed for weather reasons, you are excused from attending classes at Washburn Tech.

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

An instructor, after due notice to the student, may request withdrawal of the student from a program because of nonattendance through the same date as the last day a student may withdraw for a program. This would **not** absolve the student of financial responsibility for tuition/fees for the program.

Adding, Withdrawing, and Changes to Classes

Adding Classes

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

Incompletes

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

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

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

Withdrawals - Individual Course and Term

Students seeking to withdraw from a course or courses must contact their Career Navigator/Advisor. The withdrawal is not official until process by registrar staff.

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

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

The deadline for withdrawing from the semester is Friday of the 12th week of the semester. After that deadline, the student may not withdraw and the instructor will report the grade earned by the student at the end of the semester.

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

Repeating Courses

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

Credit/No Credit Options

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

Transferring Credits

Credits transferred to Washburn Tech from a previous institution that are accepted and meet Washburn Tech graduation requirements are included when determining Academic Standing and Financial Aid SAP.

Students who wish to transfer credits to Washburn Tech from another institution should notify the Student Records Administrator in the registrar area of the Student Services Office of the request. Acceptance of credits earned at the previous institution is based upon many factors including the previous coursework; the duration and attendance of course work taken, competencies attained, and other criteria. When credit for previous course work is granted, the academic record of such work is included in determining SAP at Washburn Tech. Decisions regarding the acceptance of transfer credits rests with the Assistant Dean for Instruction.

Credit Granted for Military Service

(See Admission, Registration and Enrollment Section)

Changing Programs

Upon Admission into Washburn Tech, a student is enrolled into one technical education program. If the student wishes to change programs prior to completing a program, the student must write a letter to the Assistant Dean and Director of Student Services (include student's full name, WIN number, and current program) explaining why the student wants to change programs and identifying the new program.

- If the student is in good academic standing, and if there is a seat available in the new program, the Assistant Dean may approve the program change.
- If the student is not in good academic standing, the assistant dean may deny the program change.
- If there is no space available in the new program, the assistant dean may approve the program change for a future semester.

- If the new program involves a selection process (i.e. in healthcare programs) the student must go through the required processes to be accepted into that program.

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

Academic Standing

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

Washburn Tech Academic Probation and Reinstatement Policy

Good Standing:

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

Academic Probation:

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

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

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

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

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

Academic Suspension:

Students who remain on Academic Probation after one term and are failing to make satisfactory progress toward a certificate can face Academic Suspension. A student with a current status of Academic Probation who does not have a semester 2.0 GPA or a cumulative 2.0 GPA may be placed on Academic Suspension.

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

Students placed on suspension may be subject to the following:

- Academic Suspension requires that a student sit out for at least a semester.*

*The summer session does not count as a full semester.

Students who face Academic Suspension may complete an appeal for reinstatement form through the Student Services Office. The Academic Probation and Reinstatement committee will review the appeal and the Assistant Dean & Director of Student Services will notify students as to the results of the appeal.

Appeal for Reconsideration of Suspension:

- Students whose GPA falls below that level may request reconsideration if there were extenuating circumstances beyond their control which prevented them from attaining the required academic standards.
- If any appeals for reconsideration of suspension are received, a meeting of the Academic Probation and Reinstatement committee will be convened to hear those appeals.
 - In order to appeal a suspension, the student must complete an Appeal for Reconsideration of Academic Suspension form two (2) weeks prior to the beginning of the semester/session in which the student wants to enroll.
 - The student will need to have a plan for how they will succeed academically going forward.
- The student is strongly encouraged to contact the Student Services Office to talk with an advisor PRIOR to submitting an Appeal for Reconsideration of Academic Suspension form.
- After a student has come off of Academic Suspension, they will remain on Academic Probation until their cumulative GPA reaches a 2.0 or higher.
- After a student has been suspended and reinstated multiple times, automatic reinstatement after sitting out a semester is no longer an option. Instead, a student must have an interview with the Academic Probation and Reinstatement committee.

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

Prerequisite Courses

Prerequisite Courses

A prerequisite is generally a course or other requirement that a student must complete prior to enrolling in the next course within the program. Prerequisites are used at most educational levels to measure a student's comprehension and preparedness in the discipline. The term "Gatekeeper" is sometimes used interchangeably with prerequisites; however, the term is more commonly used when referencing the successful completion of a developmental course prior to enrolling in the first non-developmental course that counts toward the degree program.

A student who fails a course prerequisite will need to complete the failed course before progressing to the next course in the program. The student can continue to take courses in the program only if:

- the courses do not require the failed prerequisite,
- the student receives approval from the failed course instructor, and
- the student receives approval from the Associate Dean of Technical Instruction.

A student who is removed from the program may apply for re-entry in the program or a different program with a written request to the Assistant/ Associate Dean & Director of Student Services, a detailed justification for re-entry, and strategies and goals for success.

Graduation Requirements

Students seeking to graduate from a technical education program, a student must be in good academic standing (maintain a 2.0 grade point average). Washburn Tech conducts two graduation ceremonies per year: one in December and one in May.

Test Out Policy

(See Admission, Registration and Enrollment Section (p. 8))

Credit Hour Definition

The Kansas Board of Regents has defined the term “credit hour” for lecture, lab, and other types of instruction as follows:

- LECTURE class - Each institution shall record one semester hour of credit for any student attending a lecture class, if the student has made satisfactory progress in the class and that class consists of at least 750 minutes of class instruction, plus time allocated for a final exam.
- LAB class - Each institution shall record one semester hour of credit for any student attending a lab class, if the student has made satisfactory progress in the class and that class consists of at least 1125 minutes of class instruction, plus time allocated for a final exam.
- OJT, CLINICAL, INTERNSHIP experience - Each institution shall record one semester hour of credit for any student attending on-the-job training, clinical, or internship experiences, if the student has made satisfactory progress in the class and that class consists of at least 2700 minutes of class instruction, plus time allocated for a final exam.
- DISTANCE LEARNING – The number of semester hours of credit recorded for each distance education course shall be assigned by the institution that provided the course, based on the amount of time needed to achieve the course competencies in a face-to-face format.

(Authorized by K.S.A. 72-7514, 74-32,140, and K.S.A. 2014 Supp. 74-32,141; implementing K.S.A. 2014 Supp. 71-601, K.S.A. 71-801, 74-32,140, and K.S.A. 2014 Supp. 74-32,141; effective Oct. 29, 2004; amended April 10, 2015)

Grades and Grading

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

Grade	Description
A	Excellent
B	Well Above Average
C	Average

CR	Credit Only (Practical Nursing and Surgical Technology Clinical Only)
D	Below Average
F	Failure
I	Incomplete
NC	No Credit (Practical Nursing and Surgical Technology Clinical Only)
W	Withdrawn

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

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

- 25% = Final Project
- 20% = Lab Project
- 20% = Quizzes
- 20% = Assignments
- 15% = Attendance/Participation

Students doing unsatisfactory work or failing will be notified by the instructor and a progress report will be completed. Instructors and/or Washburn Tech advisors will meet with those students to assist them in making adjustments to the school/technical program or in changing their vocational objective. Each program establishes its own grading scale and guidelines regarding satisfactory progress within the program.

Grade Dispute

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

Grievance Procedure

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

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

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

Authorized Academic Load

The maximum number of credit hours permitted for technical students is 26 credit hours per semester. Students who are taking courses on both the University campus and the technical campus are limited to 20 credit hours. Correspondence, extension, online, and evening courses taken concurrently are counted as a part of the total load. For summer sessions, the maximum number of hours permitted on the technical campus is 12. Superior students may petition the Assistant Dean for Instruction permission to enroll in more credits hours in a given semester. Superior students are students with a GPA greater than 3.0.

Washburn Tech students enroll into programs, which consist of a series of block-scheduled courses. Students may be part-time or full-time, and attend part-day or full-day. The academic load varies based on this enrollment status.

1.a. Part-day students may carry an academic load of 1-17 credit hours per semester, while full-day students may carry an academic load of 18-26 credit hours per semester, depending on their program of study.

1.b. Exceptions to this policy will only be granted by the Dean of the college. To obtain an exception, the student must submit a request in writing to the Dean (include student's full name, WIN number, and name of program) at least four weeks prior to the beginning of the next semester, so that a decision can be made prior to the first day of the semester.

Administrative Withdrawal

(See Tuition, Fees and Financial Aid Section (p. 15))

Transcripts

A transcript is an official copy of a student's permanent academic record. Official transcripts are available from the Washburn Tech Student Services Office. Each transcript costs \$5.00. A Transcript Request form must be completed and the fee must be paid in advance. A transcript request will not be processed for students who have financial or other obligations to Washburn Tech. Because a transcript contains confidential information, it cannot be released to anyone without the written request from the student. Any individual acting on behalf of the student with regard to requesting a transcript must have written authorization from the student and will be required to show photo identification. Students who are pursuing their education at Washburn University do not need to request a transcript as the information is available through the Student Information System shared by both campuses.

Transcripts may be requested in person upon showing some form of photo identification at Washburn Tech' Student Services Office. Any transcript mailed, or faxed to, or picked up by the student will be marked "Issued to Student."

The Transcript Request form may be obtained by printing it after accessing the Washburn Tech website: <https://washburntech.edu/admissions/registrar.html>. The Transcript Request form may be returned to the Washburn Tech Student Services Office by mail, fax, or in person.

Current students may view their academic records via the web through their my.washburn.edu (<http://my.washburn.edu>) account.

Family Educational Rights and Privacy Act (FERPA)

Policy, Procedure, and Records

Washburn University maintains various student records to document academic work and to record interactions with University staff and officials. The Family Educational Rights and Privacy Act of 1974 (FERPA) was enacted to protect each student's right to privacy and to provide each student the right to inspect and review his/her education records. This Act is also commonly known as the Buckley Amendment. A notice of this policy is published each semester/term in the Registration Information Guide and by email each semester to all students. For purposes of FERPA, "student" is defined as an individual who is or has been in attendance at Washburn University. At the University, an individual is considered "in attendance" on the day classes begin of the term a student is first enrolled.

Directory Information

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), the University may release to the general public certain information about the student which has been identified by the institution as directory information. The following items are considered directory information at Washburn University: 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, 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.

Students may "opt out" of the disclosure of directory information by completing a form in the Student One-Stop (SOS). If a student "opts out", the University will not disclose directory information without the student's written consent. The "opt out" will remain in effect until the student submits a written revocation.

Types, Custodians and Locations of Education Records

With the exception of Directory Information as described above, student records are considered to be confidential. Only the custodians of the records, their designee, or their director/dean/vice president to whom that person reports has the authority to release the record. The following is a list of the types of records that the University maintains, their custodians, and their locations.

1. (Official) Academic Records: University Registrar, Morgan Hall 102B
2. Academic Records: Deans of Schools/College and/or Departmental Offices, Specific Locations listed in the Campus Directory

3. Academic Impropriety Records: Vice President for Academic Affairs Office, Bradbury Thompson Alumni Center 200
4. Admissions Records: Director of Admissions, Morgan Hall 100
5. Business Records: Bursar, Morgan Hall 103B
6. Career Services: Coordinator of Career Services, Morgan Hall 105H
7. Testing and Placement Records: Center for Student Success and Retention, Mabee Library 201
8. Financial Aid Records: Director of Financial Aid, Morgan Hall 103K
9. International Student Records: Office of International Programs, International House
10. Medical Records: Director of Student Health Services, Morgan Hall 140
11. Residence Hall Records: Director of Residential Living, Living Learning Center
12. Student Disciplinary Records: Student Life Office, Morgan Hall 240D
Traffic and Security Records: Chief of Police, Morgan Hall 135
13. Veteran Records: University Diversity and Inclusion, Morgan Hall 105

Student Access to Education Records

Students may inspect, review and/or receive copies of their education records upon written request to the appropriate record custodian with the exceptions noted below. The written request submitted to the record custodian or appropriate University staff should identify as precisely as possible the record or records he or she wishes to inspect. The record custodian or appropriate University staff must comply within a reasonable period of time, not to exceed 45 days from the receipt of the request. Copies of records accessible to the student will be provided at the student's expense. The charge to the student for any such records is 25 cents per page.

When a record contains information about more than one student, the student may inspect and review only the records which relate to him or her. If any question arises as to the identity of the requesting student, the student shall be asked to provide photo identification.

Washburn University reserves the right to refuse to permit a student to inspect or have access to the following records:

1. The financial statement of the student's parents.
2. Letters and statements of recommendation for which the student has waived his or her right of access, or which were placed in file before January 1, 1975.
3. Records connected with an application to attend Washburn University or a component unit of Washburn University if that application was denied.
4. Medical and counseling records. These records may be released, however, to other medical or psychological professionals at the written request of the student; and may be inspected by the patient at the discretion of the professional staff.
5. Law enforcement records.
6. Private notes of staff, faculty, and administrators.
7. Official transcripts of credit earned at other institutions which have been presented for admission or evaluation of credit and have become a part of the student's permanent record are not reissued or copies duplicated. Transcripts from other institutions, including the high school transcript and test scores, should be obtained from the original institution.
8. When a student is delinquent in a financial account to the University, has incomplete admission credentials, or about whom official disciplinary action has not been resolved, the appropriate university official may request that the student's record not be released. The effect of this action is that grade reports, transcripts, and diplomas/certificates are not released. In addition to these documents not being released, registration and enrollment at Washburn in subsequent semesters is not permitted.

Disclosure of Education Records or Personally Identifiable Information

The University will obtain written consent from the student before disclosing records or personally identifiable information from education records of the student, except in the cases of:

1. Directory Information, unless a student "opts out," as defined and explained above.
2. School officials who have a legitimate educational interest in the records. A school official is:
 - a. A person employed by the University in an administrative, supervisory, academic or research or support staff position.
 - b. A person employed by or under contract to the University to perform a special task, such as an attorney or auditor.
 - c. A student serving on an official committee, such as disciplinary or grievance committee.
 - d. A student employed by the university (through financial aid or departmental/administrative office) who assists another school official in performing his or her tasks.
 - e. A person serving on the Board of Regents.
3. A school official has a legitimate educational interest if the need to review an education record is in order to fulfill his or her professional responsibilities for the University.
4. Officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled as long as the disclosure is for purposes related to the student's enrollment or transfer.
5. Authorized representatives of the Comptroller General of the U.S., Attorney General of the U.S., the Federal Secretary of Education, or state or local education authorities in connection with an audit of federal or state-supported education programs or with the enforcement of or compliance with federal legal requirements relating to those programs.
6. Financial aid personnel in connection with a student's application for or receipt of financial aid as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
7. Organizations conducting certain studies for or on behalf of the University.
8. Accrediting organizations to carry out their functions.
9. Parents of an eligible student who claim the student as a dependent for income tax purposes.
10. Authorities to comply with a judicial order or a lawfully issued subpoena.
11. Appropriate parties in a health or safety emergency if necessary to protect the health or safety of the student or other individuals.
12. The final results of any disciplinary proceeding conducted by the University to the alleged victim of a crime of violence or non-forcible sex offense.
13. To the student him-or herself.

14. To a court in the context of a lawsuit between a student and the institution.
15. To parents of a student under 21 of a drug or alcohol violation.
16. The final results of a disciplinary proceeding against a student whom the University has determined violated an institutional policy of an alleged crime of violence or non-forcible sex offense.
17. Information about sex offenders or other individuals required to register.
18. University Police Personnel shall have access to student class schedules in an emergency situation.
 - a. University Police Personnel will attempt to verify the identity of the person requesting information and the emergency situation. The class schedule will not be released to the requesting individual but a police officer will attempt to contact the student directly.
 - b. A record of each disclosure request must be made and maintained. The record should include the name and address of the requestor, date and time of request, and the nature of the emergency situation. These records of requests are considered part of the student's educational record.

Notice to Third Parties

The University must inform the parties to whom a student's education record or personally identifiable information is given that they are not permitted to disclose that information to another person (third party) without the written consent of the student and that the information is to be used only for the purpose(s) intended. Persons who receive a student's education record or personally identifiable information about the student may disclose such information to other persons only if the name of the additional persons and the legitimate interest of such persons is provided as a part of the original request.

Maintaining Education Records and Records of Requests and Disclosures

Each office that maintains education records shall adopt its own policy with regard to destruction of education records. No education record, however, may be destroyed if there is an outstanding request to inspect and review the record. Also, the record of requests for the disclosures of the education record and any explanation that are a part of the record must be maintained for as long as the education record to which it pertains is maintained.

Washburn University officials responsible for the various types of records will maintain a record of all requests for disclosure of information from a student's education records. The record will indicate the name of the party making the request, any additional party to whom it may be redisclosed, and the legitimate interest the party had in requesting or obtaining the information. The record of request is open to inspection of the student.

Records of requests and disclosures may not be maintained or may be maintained for only a limited time for:

1. requests made by the student him/herself;
2. requests for which the student has given written consent;
3. requests made by school officials with legitimate education interests;
4. requests for directory information; or
5. disclosures to comply with a judicial order or lawfully issued subpoena.

Student's Right to Challenge Information Contained in Education Records

Students have the right to challenge the content of an education record that they believe inaccurate, misleading, or in violation of their privacy rights. No hearing under this policy shall be granted for challenging the underlying basis for a grade; however, the accuracy of its recording could be challenged. Following are procedures for challenging the content of education records:

A student must ask the appropriate school official to change or modify the record by identifying the part of the record they want changed and specify why the information is inappropriate.

After researching the request, the Washburn University official may comply with the request and make the changes wanted in a reasonable time. If the school official decides not to comply, the student will be notified in writing of the decision and advised of his/her right to a hearing to challenge the information believed to be inappropriate.

All requests for a formal hearing by the student shall be directed to the appropriate Area Head and shall contain a concise written statement of the specific facts constituting the student's claim.

The **hearing will be conducted by a hearing officer** who is a University staff member but who does not have a direct interest in the outcome of the challenge and who shall be appointed by the appropriate Area Head or his/her designee. The hearing shall be held within a reasonable time of receipt of the student's request and the student shall be notified reasonably in advance by the hearing officer of the date, place and time of the hearing.

At the hearing, the student shall be afforded a full and fair opportunity to present evidence relevant to his/her claim and may, at his or her expense, receive assistance from any individuals of his/her choice.

The hearing officer shall make a written recommendation to the appropriate Area Head with written findings of facts concerning the student's request within ten working days of the hearing. The appropriate Area Head or his/her designee shall notify the student in writing of the decision within an additional fourteen working days of receipt of the hearing officer's report. The decision must include a summary of the evidence and the reasons for the decisions.

If the appropriate Area Head is adverse to the student's request, the student will be notified that he/she has a right to place in the record a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision.

The statement will be maintained as a part of the student's education records as long as the contested portion is maintained. If Washburn University discloses the contested portion of the record, it must also disclose the student's summary statement.

If the student's challenge to the content of a given record is successful, the University shall amend the education record accordingly and so inform the student in writing.

Complaints

A student who believes the University has not complied with federal law or regulations should check first with the office involved or the Area Head to which it reports. If the student wishes to file a complaint with the

federal government concerning the University's failure to comply with the Privacy Act, he/she may send a written complaint to:

The Family Policy Compliance Office
400 Maryland Avenue, S.W.
Washington, D.C. 20202

Questions

Questions regarding FERPA may be directed to:

The University Registrar
102 Morgan Hall
785-670-1074

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Certificate Programs

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Advanced Systems Technology (Industrial Machine Mechanic)

The Advanced Systems Technology program prepares individuals to apply technical knowledge and skills to repair and maintain industrial machinery and equipment such as pumps, electric motors, conveyor systems, production machinery, robotics and automation. Instruction includes electrical theory, wiring, motor controls, 3-Phase/Single Phase/DC motors, programmable logic controllers (PLC), hydraulics and pneumatics, mechanical systems, welding, machining, and robotics. Students also learn to read various types of schematic drawings. This program will offer students preparation to test for the industry-recognized credentials listed below.

Program Information

- Required Math Score: Level 6*
- Required Reading Score: Level 5

- Program Start (semesters): August; January
- Financial Aid available (for post-secondary students only): Yes
- Veteran Benefits Eligible (for post-secondary students only): Yes
- Industry-recognized credentials: OSHA-10 General Industry

*May enroll with a 5 in math, but will need to take an extra math course.

Certificate Requirements

Code	Title	Hours
MAT 102	Technical Math II	3
IND 104	Basic Electricity I	3
IND 105	OSHA - 10 Hr Gen Industry Cert	1
IND 112	Fluid Power I	3
IND 116	Lathe/Mill/Grind for I.M.	3
IND 127	Mechanical Systems	3
IND 146	Industrial Welding Basics	3
IND 147	Mechanical Systems Reliability	3
IND 152	Electrical Control Systems I	3
IND 204	Electrical Control Systems II	3
IND 207	Fluid Power II	2
IND 213	Advanced ECS	3
IND 217	Indust Prog Logic Controllers	3
IND 223	Commercial & Industrial Wiring	3
IND 247	Industrial Process Control	3
IND 252	Robotics I	3
IND 256	Robotics II	3
Total Hours		48

Automotive Collision & Refinishing Technology

The Automotive Collision & Refinishing Technology Program provides highly-qualified employees for entry-level positions in all areas of the profession. Students will learn to use modern hand and power tools, equipment, and computer-estimating software as well as handle collision repair tasks. This program will offer students preparation to test for the industry-recognized credentials listed below.

Program Information

- Required Math Score: Level 4
- Required Reading Score: Level 4
- Program Start (semesters): August
- Financial Aid available (for post-secondary students only): Yes
- Veteran Benefits Eligible (for post-secondary students only): Yes
- Industry-recognized credentials: I-CAR Pro Level 1 Non-Structural; I-CAR Pro Level 1 Refinish; OSHA-10

Certificate Requirements

Code	Title	Hours
CLR 121	Non-Structural A&D Repair 1	4
CLR 126	Non-Structural A&D Repair 2	4
CLR 131	Structural A&D Repair 1	2
CLR 132	Structural A&D Repair 2	2
CLR 141	Paint & Refinishing 1	3

CLR 142	Paint & Refinishing 2	3
CLR 151	Mechanical & Electrical	3
CLR 152	Intro to Est & Diagnostic Scan	2
CLR 162	Workplace Skills	1
CLR 221	Non-Structural A&D Repair 3	4
CLR 226	Non-Structural A&D Repair 4	5
CLR 241	Adv. Estimating & Blueprinting	2
CLR 242	Advanced Cutting & Welding	2
CLR 246	Paint & Refinishing 3	3
CLR 248	Paint & Refinishing 4	4
CLR 253	Mechanical & Electrical 2	3
CLR 256	Pulse Technology Welding	2
CLR 262	Plastic Repair Technology	2
IND 105	OSHA - 10 Hr Gen Industry Cert	1
Total Hours		52

Automotive Technology

The Automotive Technology program offers students a well-equipped modern facility with a fleet of late-model vehicles. Content includes the major systems on domestic, European, and Asian vehicles. Completion of the program prepares students for entry level positions as automotive technicians. The program is certified by the National Technicians Education Foundation (NATEF), an affiliate of the National Institute for Automotive Service Excellence (ASE). NATEF certification signifies that the program meets uniform national standards for instructional facilities, equipment, staff credentials, and curriculum. This program will offer students preparation to test for the industry-recognized credentials listed below.

Program Information

- Required Math Score: Level 4
- Required Reading Score: Level 4
- Program Start (semesters): August; January
- Financial Aid available (for post-secondary students only): Yes
- Veteran Benefits Eligible (for post-secondary students only): Yes
- Industry-recognized credentials: ASE Brakes; ASE Engine Performance; ASE Electrical/Electronic Systems; ASE Suspension & Steering; ASE Automatic Transmission/Transaxle; ASE Manual Drive Trains; ASE Engine Repair; ASE Heating & Air Conditioning

Certificate Requirements

Code	Title	Hours
AUT 111	Engine Overhaul	3
AUT 130	Manual Transmission I	2
AUT 140	Suspension and Steering I	3
AUT 145	Suspension and Steering II	3
AUT 150	Brakes I	3
AUT 155	Brakes II	4
AUT 161	Electrical I	3
AUT 162	Electricity/Electronics I	2
AUT 165	Engine Mechanical Diagnosis	2
AUT 170	Heating - Air Conditioning I	2
AUT 181	Engine Performance I	3
AUT 182	Engine Performance II	3

AUT 205	Auto Transmission/Transaxle I	2
AUT 215	Auto Transmission/Transaxle II	2
AUT 230	Manual Transmission II	2
AUT 260	Electricity/Electronics II	6
AUT 270	Heating - Air Conditioning II	2
AUT 281	Engine Performance III	5
Total Hours		52

Business Bookkeeping & Accounting

The Business Bookkeeping & Accounting program prepares students to obtain employment as an entry level accounting/payroll clerk. Instruction includes introduction to accounting, payroll accounting, QuickBooks Desktop, basic business and office management skills. Professional standards and ethics in business are stressed as well as extensive training in Microsoft Office applications. Written and oral communication skills, including grammar, are emphasized as well as workplace skills. This program will offer students preparation to test for the industry-recognized credentials listed below.

Program Information

- Required Math Score: Level 4
- Required Reading Score: Level 5
- Program Start (semesters): August; January
- Financial Aid available (for post-secondary students only): Yes
- Veteran Benefits Eligible (for post-secondary students only): Yes
- Industry-recognized credentials: Microsoft Excel Associate ; Microsoft Word Associate; Microsoft Access Associate; QuickBooks Desktop

Course Offerings

Certificate Requirements

Code	Title	Hours
BAT 117	Intro to Acct & Acct Software	4
BAT 122	Business Communications	4
BAT 130	Word Processing	4
BAT 140	Document Processing	4
BAT 172	Spreadsheet Management	4
BAT 180	Human Relations	4
BAT 200	Business Law	4
BAT 212	Professional Skills & Ethics	4
BAT 215	Database Management	4
BAT 220	Intro Business & Office Mgmt	4
BAT 252	Payroll Accounting	4
BAT 265	Advanced Accounting Software	4
Total Hours		48

Cabinet/Millwork

The Cabinetmaking/Millwork program provides the student with the knowledge and skills necessary to plan and complete cabinetry, furniture and millwork. Students learn to work with prints, specifications and shop drawings, power tools, and equipment in design, layout, and construction of projects. Emphasis is placed on selecting proper materials, determining the best procedures, manufacturing parts to

specification, and assembling and finishing. This program will offer students preparation to test for the industry-recognized credentials listed below.

Program Information

- Required Math Score: Level 4
- Required Reading Score: Level 4
- Program Start (semesters): August
- Financial Aid available (for post-secondary students only): Yes
- Veteran Benefits Eligible (for post-secondary students only): Yes
- Industry-recognized credentials: NCCER Core; OSHA

Certificate Requirements

Code	Title	Hours
CHC 105	Introductory Craft Skills	3
IND 109	OSHA - 30 Hour Const Ind Cert	2
CBM 115	Design, Layout & Safety	6
CBM 130	Workplace Skills I	1
CBM 135	Print Reading	1
CBM 145	Cabinetry Materials & Products	6
CBM 150	Millwork	5
CBM 205	Machining Processes	6
CBM 215	Finishing Techniques	6
CBM 235	Methods of Construction	6
CBM 237	Crew Leadership	1
CBM 245	Cabinet Installation	5
Total Hours		48

Carpentry

The Carpentry Program provides an introduction to blueprint reading, applied math, rigging and safety, site preparation, concrete, masonry, plumbing, HVAC, sheet metal, commercial carpentry, electrical, drywall, and demolition. This program will offer students preparation to test for the industry-recognized credentials listed below.

Program Information

- Required Math Score: Level 4
- Required Reading Score: Level 4
- Program Start (semesters): August; January
- Financial Aid available (for post-secondary students only): Yes
- Veteran Benefits Eligible (for post-secondary students only): Yes
- Industry-recognized credentials: NCCER Core; NCCER Carpentry 1; OSHA-30 Construction Industry

Certificate Requirements

Code	Title	Hours
CHC 105	Introductory Craft Skills	3
IND 109	OSHA - 30 Hour Const Ind Cert	2
MAT 101	Technical Math I	3
BDT 119	Carpentry Basics	4
BDT 122	Floors, Walls & Ceiling Frames	4
BDT 127	Windows, Doors & Stairs	3
BDT 137	Roof Framing	3

BDT 142	Masonry	3
or BDT 217	Construction Electricity	

Total Hours 25

Certified Production Technology

The Certified Production Technology program was developed in collaboration with the Manufacturing Skills Standards Council (MSSC) to prepare students for positions in modern high technology industries at the production level. The program focuses on safety, quality, manufacturing processes, and industrial maintenance. This program will offer students preparation to test for the industry-recognized credentials listed below.

Program Information

- Required Math Score: Level 4
- Required Reading Score: Level 4
- Program Start (semesters): August, January
- Financial Aid available (for post-secondary students only): No
- Veteran Benefits Eligible (for post-secondary students only): Yes
- Industry-recognized credentials: MSSC CPT; OSHA-10

Certificate Requirements

Code	Title	Hours
CPT 101	Safety in Manufacturing Prod	3
CPT 102	Quality Practice & Measurement	3
CPT 103	Manufacturing Proc & Produc	3
CPT 104	Maintenance Training	3
IND 105	OSHA - 10 Hr Gen Industry Cert	1
CLT 250	Forklift Operation	1
Total Hours		14

Climate and Energy Control Technologies (Heating, Ventilation, and Air Conditioning [HVAC])

The Climate and Energy Control Technology (HVAC) program presents technical training to students in the areas of electricity, heating, residential air conditioning, refrigeration, sheet metal fabrication, direct digital controls (DDC) & commercial HVAC applications. This program provides students with industry credentialing in the areas of refrigerant handling safety, tool usage and basic commercial HVAC. Foundational skills and principles learned in this program prepare students to work in the commercial and residential HVAC market place. This program will offer students preparation to test for the industry-recognized credentials listed below.

Program Information

- Required Math Score: Level 5
- Required Reading Score: Level 5
- Program Start (semesters): August
- Financial Aid available (for post-secondary students only): Yes
- Veteran Benefits Eligible (for post-secondary students only): Yes

- Industry-recognized credentials: ICE Core + Residential; EPA 608; OSHA

Certificate Requirements

Code	Title	Hours
CEC 105	Workplace Skills	1
CEC 110	Safety Orientation/OSHA 10	1
CEC 115	Electrical Fundamentals	4
CEC 118	Electrical Fundamentals II	2
CEC 120	Heating System Fundamentals	3
CEC 123	Adv Electrical Theory for HVAC	3
CEC 126	Advanced Heating Systems	3
CEC 135	Sheet Metal Fabrication I	3
CEC 205	HVAC Fundamentals	4
CEC 207	Heating System Installation	3
CEC 210	EPA 608	1
CEC 215	Intro Mechanical Refrigeration	4
CEC 225	Heat Pumps	3
CEC 230	Commercial HVAC	4
CEC 235	Commercial HVAC Lab	4
Total Hours		43

Commercial & Heavy Construction

The Commercial and Heavy Construction Program introduces the basic skills used in commercial and heavy construction fields. Courses are a combination of lecture, lab, and the opportunity for worksite experience utilizing skills with equipment acquired from the courses. Math and reading are embedded in the curriculum. At the completion of the program, students are eligible to be NCCER Certified Craft Technicians. Class A CDL is an optional certification. This program will offer students preparation to test for the industry-recognized credentials listed below.

Program Information

- Required Math Score: Level 4
- Required Reading Score: Level 4
- Program Start (semesters): August
- Financial Aid available (for post-secondary students only): Yes
- Veteran Benefits Eligible (for post-secondary students only): Yes
- Industry-recognized credentials: NCCER Core; NCCER Heavy Equipment Level 1; NCCER Heavy Equipment Level 2; KS CDL; NCCER Site Layout Level 1; NCCER Site Layout Level 2; NCCER Heavy Highway Construction; NCCER Pipe Layer Level 1; Confined Space Safety; OSHA

Certificate Requirements

Code	Title	Hours
CHC 105	Introductory Craft Skills	3
CHC 110	Field Safety & Orientation	2
CHC 120	Site Layout I	1
CHC 122	Site Layout II	4
CHC 130	Safety Certifications	2
CHC 140	Heavy Highway I	6
CHC 150	Heavy Equipment I	5
CHC 180	Pipe Laying I	6

CHC 195	Class A CDL	1
CHC 250	Heavy Equipment II	7
CHC 255	Heavy Equipment II Application	6
Total Hours		43

Cosmetology

The Cosmetology program provides students with the necessary knowledge and skills to work in the field of cosmetology. The program includes classroom and clinical instruction and 1,500 contact hours required by the Kansas Board of Cosmetology (KBOC). In addition to learning marketing and salon customer service skills, students will learn how to artistically integrate haircutting and hairstyling for all clientele types, manage hair color and permanent waving, and apply facials and skin care. This program will offer students preparation to test for the industry-recognized credentials listed below.

Program Information

- Required Math Score: Level 4
- Required Reading Score: Level 4
- Program Start (semesters): August; January
- Financial Aid available (for post-secondary students only): Yes
- Veteran Benefits Eligible (for post-secondary students only): Yes
- Industry-recognized credentials: KS Cosmetology License

Certificate Requirements

Code	Title	Hours
	Scientific Concepts ¹	5
	Physical Services ²	14
	Design Services ³	12
	Chemical Services ⁴	14
	Business Practices/Student Specific Needs ⁵	4
	State Law ⁶	2
Total Hours		51

¹ COS 131 - COS 135

² COS 141 - COS 147

³ COS 151 - COS 157

⁴ COS 161 - COS 167

⁵ COS 221 - COS 224

⁶ COS 231 - COS 232

⁷ make-up hours, if needed, for KBOC, after all coursework has been completed

0-22 contact hrs needed = no charge

23-45 contact hrs needed = 1 cr hr charge

46-68 contact hrs needed = 2 cr hr charge

69-91 contact hrs needed = 3 cr hr charge

Culinary Arts

The Culinary Arts program prepares students to serve under the supervision of chefs and other culinary professionals. Instruction includes culinary math, food safety and sanitation, use and care of equipment, food preparation, and cooking skills. Students will develop other essential skills including baking, purchasing, menu planning, introduction to restaurant supervision and management, and the exploration of international cuisines. Upon graduation students will have

the skills and confidence to be a productive member of any restaurant team. This program will offer students preparation to test for the industry-recognized credentials listed below.

Program Information

- Required Math Score: Level 4
- Required Reading Score: Level 4
- Program Start (semesters): August
- Financial Aid available (for post-secondary students only): Yes
- Veteran Benefits Eligible (for post-secondary students only): Yes
- Industry-recognized credentials: NRAE ServSafe Manager; OSHA

Certificate Requirements

Code	Title	Hours
CUA 100	Culinary Math	4
CUA 110	Sanitation/Safety	3
CUA 120	Basic Cooking Principles	5
CUA 130	Food Prep I	6
CUA 135	Food Prep II	6
CUA 210	Basic Management Skills	3
CUA 215	Food Prep III	5
CUA 220	Workplace Skills	1
CUA 230	Food Prep IV	3
CUA 235	International Cuisine	4
CUA 240	Baking Principles I	4
CUA 245	Baking Principles II	4
Total Hours		48

Diesel Technology

The Diesel Technology program prepares individuals to apply technical knowledge and skills to repair, service, and maintain diesel powered equipment. Instruction includes both theory and hands-on activities in safety, repair, and maintenance of several types of diesel equipment, as well as tune-up and overhauling, transmissions, and differentials. Specific hands-on experience will be provided on Case, Caterpillar, Cummins, Fuller, Allison, Arvin Meritor, and Rockwell Eaton equipment. This program will offer students preparation to test for the industry-recognized credentials listed below.

Program Information

- Required Math Score: Level 4
- Required Reading Score: Level 4
- Program Start (semesters): August; January
- Financial Aid available (for post-secondary students only): Yes
- Veteran Benefits Eligible (for post-secondary students only): Yes
- Industry-recognized credentials: ASE Brakes; ASE Diesel Engines; ASE Electrical/Electronic Systems; ASE Suspension & Steering; OSHA

Certificate Requirements

Code	Title	Hours
IND 105	OSHA - 10 Hr Gen Industry Cert	1
DEM 111	Shop Skills & Safety Fundament	1
DEM 113	Electrical/Electronic Systems	5

DEM 116	Workplace Skills	1
DEM 123	Hydraulics	5
DEM 134	Scanner Diagnostics	1
DEM 138	Suspension and Steering	3
DEM 143	Brakes	3
DEM 148	Advncd Electrl/Electrnc Systms	5
DEM 221	Drive Trains	3
DEM 231	Diesel Engines I	5
DEM 241	Advanced Diesel Engines	5
DEM 248	Drive Trains II	3
DEM 250	Engine Performance	2
DEM 268	Aux Power Units/Refrigeration	2
DEM 274	Diesel Preventative Maintenanc	3

Total Hours 48

Early Childhood Professional

The Early Childhood Professional program is designed to provide training in the processes and principles of growth and development of children from infancy through six years of age. Emphasis is placed on social, emotional, physical, and cognitive development, as well as support services relating to children. Upon completion of the program, students have opportunities for employment as teachers in early learning child care centers and family child care home sites and as teacher's aides/ paraprofessionals in state institutions.

Program Information

- Required Math Score: Level 4
- Required Reading Score: Level 4
- Program Start (semesters): August
- Financial Aid available (for post-secondary students only): Yes
- Veteran Benefits Eligible (for post-secondary students only): Yes
- Industry-recognized credentials: N/A

Certificate Requirements

Code	Title	Hours
CCC 115	Child Care Curriculum Planning	2
CCC 125	Guidance & Discipline/Family	2
CCC 130	Regs Safety Abuse	2
CCC 140	Collection File I	1
CCC 150	Child Care Lab I	5
CCC 215	Intro Early Child	2
CCC 225	Child Care Program Development	2
CCC 230	Inf/Toddler/Exceptional Child	2
CCC 240	Collection File II	1
CCC 250	Child Care Lab II	5

Total Hours 24

Electrical Technology

The Electrical Technology program prepares individuals to apply technical knowledge and skills for employment in electrical construction and maintenance. Instructional areas include safety, electrical theory, blueprint reading, wiring, electrical construction, residential and commercial electricity, and National Electrical Code. This program will

offer students preparation to test for the industry-recognized credentials listed below.

Program Information

- Required Math Score: Level 6
- Required Reading Score: Level 5
- Program Start (semesters): August
- Financial Aid available (for post-secondary students only): Yes
- Veteran Benefits Eligible (for post-secondary students only): Yes
- Industry-recognized credentials: NCCER Core; NCCER Electrical Level 1; KS Journeyman Exam; OSHA

Certificate Requirements

Code	Title	Hours
CHC 105	Introductory Craft Skills	3
IND 109	OSHA - 30 Hour Const Ind Cert	2
ELE 120	National Electrical Code I	4
ELE 125	AC/DC Circuits I	4
ELE 132	Print Reading	2
ELE 135	Commercial Wiring	4
ELE 137	International Residential Code	3
ELE 140	Residential Wiring I	4
ELE 142	National Electrical Code II	4

Total Hours 30

Emergency Medical Technology

The Emergency Medical Technology (EMT) program is designed to provide instruction to individuals desiring to provide medical care at the Emergency Medical Technician level, a vital link in the healthcare team chain. Participants will have the opportunity to gain special skills, knowledge, and teamwork concepts necessary for gaining certification and practicing as an EMT in the State of Kansas. This program will offer students preparation to test for the industry-recognized credentials listed below.

Program Information

- Required Math Score: Level 5
- Required Reading Score: Level 5
- Program Start (semesters): August; January; Summer
- Financial Aid available (for post-secondary students only): No
- Veteran Benefits Eligible (for post-secondary students only): Yes
- Industry-recognized credentials: KS EMT Certification; National Registry Exam EMT Certification; CPR

Certificate Requirements

Code	Title	Hours
EMS 110	EMT: Foundations of EMT	3
EMS 120	EMT: Asmt, Trauma & Med Mgmt	3
EMS 130	EMT:EMS Oper. & Practical Exam	3

Total Hours 9

Engineering Drafting & Design

The Engineering Drafting & Design program provides related and hands-on experience in the proper use of drafting tools and equipment; preparing drawings and reproductions; and developing skills, knowledge, and techniques for use in a variety of areas in the profession. Related theory and technical instruction includes the study of applied algebra, geometry, and trigonometry, as well as scientific and physical principles of numerous construction and manufacturing materials and techniques. Students will learn the fundamentals of computer-aided drafting (CAD), emphasizing the use of computer hardware and software in processing and retrieving drawing and data files. This program will offer students preparation to test for the industry-recognized credentials listed below.

Program Information

- Required Math Score: Level 5
- Required Reading Score: Level 4
- Program Start (semesters): August
- Financial Aid available (for post-secondary students only): Yes
- Veteran Benefits Eligible (for post-secondary students only): Yes
- Industry-recognized credentials: AutoCAD User Certification

Certificate Requirements

Code	Title	Hours
TED 108	Introduction to Drafting	3
TED 115	Technical Math	3
TED 128	Computer Aided Drafting I	3
TED 135	CAD II	3
TED 138	Machine Design	4
TED 145	Computer Aided Drafting III	4
TED 148	Industrial Design	4
TED 208	Architectural Design I	3
TED 215	Architectural Design II	3
TED 228	Civil Design I	3
TED 235	Civil Design II	3
TED 238	Structural Design	3
TED 245	Workplace Skills	3
TED 248	Manufact. Design & 3D Printing	3
TED 255	Presentation&Special Projects	3
Total Hours		48

Foundations of Healthcare

The Foundations of Healthcare program is designed for high school students who want to enter the field of nursing. This program meets state guidelines for the Kansas Nurse Aide and the Kansas Home Health Aide certification testing through the Kansas Department of Aging and Disability Services. This program will offer students preparation to test for the industry-recognized credentials listed below.

Program Information

- Required Math Score: Level 4
- Required Reading Score: Level 4
- Program Start (semesters): August; January
- Financial Aid available (for post-secondary students only): No

- Veteran Benefits Eligible (for post-secondary students only): No
- Industry-recognized credentials: CNA; CPR

Certificate Requirements

Code	Title	Hours
HCT 105	First Aid & CPR	1
HCT 108	Health Occupations I	4
HCT 126	Medical Terminology	3
HCT 128	Nurse Aide	5
Total Hours		13

Foundations of Phlebotomy

The Foundations of Phlebotomy program is designed for high school students who want to enter the field of phlebotomy or other healthcare fields.

Students must be 18 years of age and must pass a national exam upon completion of the program to be eligible for certification. This program will offer students preparation to test for the industry-recognized credentials listed below.

This program will offer students preparation to test for the industry-recognized credentials listed below.

Program Information

- Required Math Score: Level 4
- Required Reading Score: Level 4
- Program Start (semesters): August; January
- Financial Aid available (for post-secondary students only): No
- Veteran Benefits Eligible (for post-secondary students only): No

Industry-recognized credentials: American Medical Technologies
Phlebotomy Technician

Certificate Requirements

Code	Title	Hours
HCT 105	First Aid & CPR	1
HCT 108	Health Occupations I	4
HCT 126	Medical Terminology	3
HCT 160	Fundamentals of Phlebotomy	2
HCT 164	Phlebotomy Lab	2
HCT 166	Phlebotomy Clinical Practicum	2
Total Hours		14

Graphics Technology

The Graphics Technology program is designed to prepare students for the graphics industry. Students will study the basics of imaging software through tutorials, projects and internship opportunities. Printing basics will be learned through study of basic print components and how they apply to graphics technology. Students are instructed on how graphics and print work together to provide entry-level skills for employment in the graphics industry. This program will offer students preparation to test for the industry-recognized credentials listed below.

Program Information

- Required Math Score: Level 4
- Required Reading Score: Level 4
- Program Start (semesters): August; January
- Financial Aid available (for post-secondary students only): Yes
- Veteran Benefits Eligible (for post-secondary students only): Yes
- Industry-recognized credentials: Adobe Certified Associate – Illustrator; Adobe Certified Associate - InDesign; Adobe Certified Associate - Photoshop

Certificate Requirements

Code	Title	Hours
GRP 110	Graphic Design I	4
GRP 121	Color Composition	4
GRP 133	Page Layout	4
GRP 141	Graphic Design II	4
GRP 143	Typography	2
GRP 148	Vector Based Graphics	3
GRP 163	Digital Printing	3
GRP 233	Graphic Design III	5
GRP 241	Paper & Bindery	3
GRP 244	Raster Based Graphics	4
GRP 248	Graphic Design IV	5
GRP 254	Production Graphics	4
GRP 258	Portfolio Preparation	3
Total Hours		48

Heavy Diesel Construction Technology

The Heavy Diesel Construction program prepares individuals to apply technical knowledge and skills to the general maintenance, repair, and overhaul of heavy construction equipment, along with the academic skills to be a valuable employee. Instruction includes foundational courses in theory and hands-on skills practice in safety standards, power trains, diesel engines, and welding.

Specialized courses for diesel construction include instruction in inspection, maintenance, and repair of tracks, wheels, brakes, operating controls, pneumatic and hydraulic systems, electrical circuitry, engines and techniques of welding and brazing. Machines and equipment in the lab include Case wheel loader, loader backhoe, and skid steers. Tier 4 and 3 Fiat engines plus engine cut-aways are provided for skills practice with tear-down, operations and diagnostics. Students are given the option to serve an internship with area dealers and may qualify for company sponsorship for their second term. This program will offer students preparation to test for the industry-recognized credentials listed below.

Program Information

- Required Math Score: Level 4
- Required Reading Score: Level 4
- Program Start (semesters): August; January
- Financial Aid available (for post-secondary students only): Yes
- Veteran Benefits Eligible (for post-secondary students only): Yes

- Industry-recognized credentials: ASE Brakes; ASE Diesel Engines; ASE Electrical/Electronic Systems; ASE Suspension & Steering; OSHA

Certificate Requirements

Code	Title	Hours
IND 105	OSHA - 10 Hr Gen Industry Cert	1
DEM 111	Shop Skills & Safety Fundament	1
DEM 113	Electrical/Electronic Systems	5
DEM 116	Workplace Skills	1
DEM 123	Hydraulics	5
DEM 142	Welding for Diesel	3
DEM 144	Brakes for Construction	2
DEM 150	EST Diagnostics	1
DEM 204	Advanced Machine Electrical	4
DEM 221	Drive Trains	3
DEM 224	Advanced Hydraulic Systems	3
DEM 231	Diesel Engines I	5
DEM 241	Advanced Diesel Engines	5
DEM 244	Heavy Equipment Operation	2
DEM 250	Engine Performance	2
DEM 252	Power Trains for Construction	3
DEM 268	Aux Power Units/Refrigeration	2
DEM 274	Diesel Preventative Maintenanc	3
Total Hours		51

Industrial Production Technology

The Certified Production Technology program prepares students for employment in manufacturing and production jobs that apply technical knowledge and skills to maintain inventory control, care for inventory, and minor repairs on current and automated systems and equipment. The program focuses on safety, quality, manufacturing processes, and industrial maintenance. This program will offer students preparation to test for industry-recognized credentials listed below.

Program Information

- Required Math Score: Level 5
- Required Reading Score: Level 5
- Program Start (semesters) August
- Financial Aid available (for post-secondary students only): Yes
- Veteran Benefits Eligible (for post-secondary students only): Yes
- Industry-recognized credentials: MSSC CPT; OSHA-10

Certificate Requirements

Code	Title	Hours
CPT 101	Safety in Manufacturing Prod	3
CPT 102	Quality Practice & Measurement	3
CPT 103	Manufacturing Proc & Produc	3
CPT 104	Maintenance Training	3
IND 105	OSHA - 10 Hr Gen Industry Cert	1
CLT 250	Forklift Operation	1
GEN 102	Workplace Skills	2
IND 104	Basic Electricity I	3

MAT 102	Technical Math II	3
IND 112	Fluid Power I	3
IND 127	Mechanical Systems	3
IND 207	Fluid Power II	2
Total Hours		30

Information System Technology

The Information System Technology program prepares students to be computer service and network technicians for small office/home office networks and provides the foundation for enterprise level computer network technicians. Students will install and configure desktop computers, desktop operating systems, Novell NetWare, Microsoft Server, and Linus network operating systems. Students will learn to set up and configure routers, switches, wireless access points, and wireless bridges.

This program will offer students preparation to test for the industry-recognized credentials listed below.

Program Information

- Required Math Score: Level 5
- Required Reading Score: Level 5
- Program Start (semesters): August
- Financial Aid available (for post-secondary students only): Yes
- Veteran Benefits Eligible (for post-secondary students only): Yes
- Industry-recognized credentials: CompTIA A+; CompTIA Network+; CompTIA Security+; Microsoft 365 Modern Desktop (MD-100); Cisco Certified Network Associate (CCNA)

Program Requirements

Code	Title	Hours
CRN 126	PC Hardware Fundamentals	4
CRN 136	PC Software Fundamentals	4
CRN 146	Fund of Computer Networking	4
CRN 156	Network Operating Systems I	4
CRN 166	Network Operating Systems II	4
or CRN 176	Desktop Operating Systems	
CRN 186	Network Security Fundamentals	4
CRN 221	Intro to Enterprise Networking	2
CRN 226	Intro Enterprise Netwrking Lab	3
CRN 231	Routing & Switching Essentials	2
CRN 236	Routing/Switching Essntls Lab	3
CRN 240	Workplace Skills I	2
CRN 241	Scaling Networks	2
CRN 246	Scaling Networks Lab	3
CRN 251	Connecting Networks	2
CRN 256	Connecting Networks Lab	3
CRN 265	Workplace Skills II	2
Total Hours		48

Machine Tool Technology

The Machine Tool Technology program prepares individuals to apply technical knowledge and skills to plan, manufacture, assemble, test, and repair parts, mechanisms, and machines. Instruction includes technical information in blueprint reading, sketching, angles, tapers, gearing, and

precision measuring; it also includes training in the operation of machine tools: engine lathes, milling machines, surface grinders, drill presses, computerized numerical control milling machines, and computerized numerical control lathes. This program will offer students preparation to test for the industry-recognized credentials listed below.

Program Information

- Required Math Score: Level 4
- Required Reading Score: Level 4
- Program Start (semesters): August
- Financial Aid available (for post-secondary students only): Yes
- Veteran Benefits Eligible (for post-secondary students only): Yes
- Industry-recognized credentials: OSHA; National Institute for Metalworking Skills (NIMS)

Certificate Requirements

Code	Title	Hours
MTT 106	Safety (OSHA 10)	1
MTT 112	Print Reading	3
MTT 114	Machining I	3
MTT 115	Print Reading/Math II	1
MTT 116	Machine Tool Processes	1
MTT 118	Lathe/Mill/Grind I	4
MTT 123	Machining II	3
MTT 124	Lathe/Mill/Grind II	5
MTT 131	Quality Control & Inspection	1
MTT 151	Workplace Ethics	2
MTT 210	Print Reading/Math III	1
MTT 218	Metallurgy	1
MTT 219	Lathe/Mill/Grind III	6
MTT 221	Bench Work	1
MTT 232	Bench/Saw/Drill	3
MTT 238	Print Reading/Math IV	2
MTT 241	CNC Operations	3
MTT 244	Lathe/Mill/Grind IV	6
MTT 250	Workplace Skills II	1
Total Hours		48

Machine Tool Technology Fast Track

The Machine Tool Technology Fast Track program is an accelerated program and introduces individuals to basic technical knowledge and skills needed to plan, manufacture, assemble, test, and repair parts, mechanisms, and machines. Instruction includes an introduction into technical blueprint reading, sketching, angles, tapers, gearing, and precision measuring. It also includes basic training in the operation of machine tools: engine lathes, milling machines, surface grinders, drill presses, computerized numerical control milling machines, and computerized numerical control lathes. This program will offer students preparation to test for the industry-recognized credentials listed below.

Program Information

- Required Math Score: Level 4
- Required Reading Score: Level 4
- Program Start (semesters): August; January; Summer

- Financial Aid available (for post-secondary students only): Yes
- Veteran Benefits Eligible (for post-secondary students only): Yes
- Industry-recognized credentials: OSHA; National Institute for Metalworking Skills (NIMS)

Certificate Requirements

Code	Title	Hours
MTT 106	Safety (OSHA 10)	1
MTT 112	Print Reading	3
MTT 114	Machining I	3
MTT 116	Machine Tool Processes	1
MTT 118	Lathe/Mill/Grind I	4
MTT 123	Machining II	3
MTT 131	Quality Control & Inspection	1
MTT 151	Workplace Ethics	2
MTT 218	Metallurgy	1
MTT 221	Bench Work	1
MTT 241	CNC Operations	3
Total Hours		23

Phlebotomy

The Phlebotomy program is a one-semester program that provides training in venipuncture, sterile technique, patient safety, and documentation through didactic instruction, lab skills and a clinical experience. Students must be 18 years of age and must pass a national exam upon completion of the program to be eligible for certification. This program will offer students preparation to test for the industry-recognized credentials listed below.

Program Information

- Required Math Score: Level 4
- Required Reading Score: Level 4
- Program Start (semesters): August; January; Summer
- Financial Aid available (for post-secondary students only): No
- Veteran Benefits Eligible (for post-secondary students only): Yes
- Industry-recognized credentials: American Medical Technologies Phlebotomy Technician

Course Offerings

Certificate Requirements

Code	Title	Hours
HCT 105	First Aid & CPR	1
HCT 126	Medical Terminology	3
HCT 160	Fundamentals of Phlebotomy	2
HCT 164	Phlebotomy Lab	2
HCT 166	Phlebotomy Clinical Practicum	2
Total Hours		10

Plumbing Technology

The Plumbing Technology program prepares students for the plumbing field by applying technical knowledge and skills to lay out, assemble, install, and maintain piping fixtures and systems for steam, natural gas, oil, hot water, heating, cooling, drainage, lubricating, sprinkling, and

industrial processing systems in home and business environments. Includes instruction in source determination, water distribution, waste removal, pressure adjustment, basic physics, technical mathematics, blueprint reading, pipe installation, pumps, welding and soldering, plumbing inspection, and applicable codes and standards. This program will offer students preparation to test for the industry-recognized credentials listed below.

Program Information

- Required Math Score: Level 4
- Required Reading Score: Level 4
- Program Start (semesters): August
- Financial Aid available (for post-secondary students only): Yes
- Veteran Benefits Eligible (for post-secondary students only): Yes
- Industry-recognized credentials: OSHA 10; NCCER Plumbing Level I

Code	Title	Hours
GEN 102	Workplace Skills	
IND 105	OSHA - 10 Hr Gen Industry Cert	
MAT 101	Technical Math I	
IND 104	Basic Electricity I	
PLU 101	Intro to Plumbing Technology	
PLU 103	Plumbing Systems I	
PLU 107	Plumbing Installation	
PLU 109	Plumbing Systems and Codes	
PLU 113	Plumbing Water Sys & Distrib.	
PLU 200	Plumbing Internship	
Total Hours		27

Practical Nursing

The Practical Nursing program is designed to provide graduates with the knowledge, skills, attitudes, and abilities needed to practice safely and effectively as an entry level practical nurse and eligibility to take the NCLEX-PN licensure exam.

Entrance requirements include:

- a current Kansas Nurse Aide certification or the equivalent;
- an approved Anatomy and Physiology course of 6 credit hours, including lab from an accredited college within the last 5 years with a grade of "C" or better; and
- approved courses of Nutrition and Human Development, 3 credit hours each from an accredited college with a "C" or better

Anatomy & Physiology, Nutrition, and Human Development classes are available at Washburn Tech. Other recommended prior course work to enhance a student's success and ability to articulate include: Psychology, Biology, Pharmacology, English, and Algebra. Taking a Medication Aide course (CMA) helps to prepare applicants for nursing school. Work experience in the health field is highly recommended.

This program will offer students preparation to test for the industry-recognized credentials listed below.

Program Information

- Required Math Score: Level 5
- Required Reading Score: Level 6
- TEAS Test: Minimum score of 55
- Program Start (semesters): August; January; Summer (Prerequisites)
- Financial Aid available (for post-secondary students only): Yes
- Veteran Benefits Eligible (for post-secondary students only): Yes
- Industry-recognized credentials: Licensed Practical Nurse

Certificate Requirements

Code	Title	Hours
Prerequisite Courses		
HCT 134	Human Growth & Development	3
HCT 136	Human Anatomy & Physiology	4
HCT 137	Human Anatomy & Physiology Lab	2
HCT 141	Nutrition	3
Total Hours		12

Code	Title	Hours
Required Courses		
PNS 101	Foundations of Nursing	4
PNS 115	Foundation of Nursing Clinical	2
PNS 121	Strategies for Success	2
PNS 145	KSPN Fund of Pharm&Safe Med Ad	2
PNS 152	KSPN Nursing Care of Adults I	5
PNS 155	KSPN Nursing Care Ad I Clinic	2
PNS 212	KSPN Nursing Care of Adults II	5
PNS 215	KSPN Nursing Care Ad II Clinic	3
PNS 221	Maternal Child Nursing	2
PNS 226	Maternal Child Nrs Clinical	1
PNS 232	KSPN Care of Aging Adults	2
PNS 235	KSPN Mental Health Nursing	2
PNS 242	KSPN Leadership, Roles & Issues	2
PNS 245	NCLEX-PN	1
Total Hours		35

Sterile Processing

The Sterile Processing program introduces the primary responsibilities of a central sterile technician and includes practical applications of learned concepts and procedures. Topics include preparation, storage, distribution of instruments, supplies and equipment, quality assurance and inventory management. Upon completion, students should be able to apply the principles of sterilization/disinfection in the workplace, as well as the principles of distribution of instruments/supplies. This program will offer students preparation to test for the industry-recognized credentials listed below.

Program Information

- Required Math Score: Level 5
- Required Reading Score: Level 5
- Program Start (semesters): August
- Financial Aid available (for post-secondary students only): Yes
- Veteran Benefits Eligible (for post-secondary students only): Yes

- Industry-recognized credentials: CPR; Certified Registered Central Services Technician (CRCST)

The Sterile Processing program introduces the primary responsibilities of a central sterile technician and includes practical applications of learned concepts and procedures. Topics include preparation, storage, distribution of instruments, supplies and equipment, quality assurance and inventory management. Upon completion, students should be able to apply the principles of sterilization/disinfection in the workplace, as well as the principles of distribution of instruments/supplies. This program will offer students preparation to test for the industry-recognized credentials listed below.

Program Information

- Required Math Score: Level 5
- Required Reading Score: Level 5
- Program Start (semesters): August
- Financial Aid available (for post-secondary students only): Yes
- Veteran Benefits Eligible (for post-secondary students only): Yes
- Industry-recognized credentials: CPR; Certified Registered Central Services Technician (CRCST)

Code	Title	Hours
MAT 100	Technical Math	2
GEN 102	Workplace Skills	2
HCT 105	First Aid & CPR	1
HCT 108	Health Occupations I	4
HCT 126	Medical Terminology	3
SUR 105	Introduction to Surgical Tech	4
SUR 106	Sterile Processing	4
SUR 107	Sterile Processing Clinical I	3
SUR 108	Sterile Processing Clinical II	3
SUR 208	CRCST Exam Review	1
Total Hours		27

Surgical Technology

The Associate of Science (AS) degree in Surgical Technology transitioned to the Associate of Applied Sciences (AAS) degree in 2022-2023. The AAS degree is offered through Washburn Institute of Technology.

The Surgical Technology, Associate of Science degree prepares students to learn the basic skills necessary to become an integral member of the surgical team. Surgical technologists maintain the operating room by selecting and opening supplies, assembling equipment for surgical procedures and by providing the necessary sterile items to the surgeon in an efficient manner.

The Surgical Technology program is an Associate of Science Degree earned collaboratively through Washburn University and Washburn Institute of Technology. Upon satisfactory completion of Washburn University's Requirements and the Core Requirements of the Surgical Technology Program at Washburn Institute of Technology, students will earn an Associate of Science degree and be eligible to test for the industry-recognized Certified Surgical Technology exam.

Prospective students must have a high school diploma or GED and be 18 years of age.

Prerequisites for program admission include a grade of “C” or better in an approved Anatomy and Physiology course with lab (six credit hours or more) from an HLC-accredited college within the past five years and current CPR certification.

Program Information

- Required Math Score: Level 5
- Required Reading Score: Level 6
- Program Start (semesters): August
- Financial Aid available (for post-secondary students only): Yes
- Veteran Benefits Eligible (for post-secondary students only): Yes
- Industry-recognized credentials: Certified Surgical Technologist

Certificate Requirements

Code	Title	Hours
Prerequisite Courses		
HCT 136	Human Anatomy & Physiology	4
HCT 137	Human Anatomy & Physiology Lab	2
Total Hours		6

Code	Title	Hours
University Requirements		
EN 101	First Year Writing	3
MA 112	Contemporary College Mathematics	3
or MA 116	College Algebra	
WU 101	The Washburn Experience	3
Total Hours		9

Code	Title	Hours
Required Courses		
SUR 105	Introduction to Surgical Tech	4
SUR 115	Microbiology	3
SUR 125	Surgical Medical Terminology	3
SUR 135	Principles & Practics of ST	5
SUR 145	Principles & Practices ST Lab	3
SUR 155	Surgical Procedures I	4
SUR 175	Clinical I	3
SUR 245	Surgical Procedures II	5
SUR 250	Surgical Pharmacology	2
SUR 265	Surgical Procedures III	5
SUR 270	Clinical II	4
SUR 285	Clinical III	6
SUR 295	ST Certification Review	1
Total Hours		48

Welding

The Welding program prepares individuals to apply technical knowledge and skills to join or cut metal surfaces. Instruction includes: Shielded Metal Arc Welding (SMAW); Gas Metal Arc Welding (GMAW); Flux Cored Arc Welding (FCAW), and cutting processes. Related technical instruction also includes quality assurance and control, print reading, safety, and workplace skills. This program will offer students preparation to test for the industry-recognized credentials listed below.

Program Information

- Required Math Score: Level 4
- Required Reading Score: Level 4
- Program Start (semesters): August
- Financial Aid available (for post-secondary students only): Yes
- Veteran Benefits Eligible (for post-secondary students only): Yes
- Industry-recognized credentials: AWS 1F; AWS 1G; AWS 2F; OSHA

Certificate Requirements

Code	Title	Hours
WEL 101	Welding Safety/OSHA 10	2
WEL 110	Print Reading/Math I	1
WEL 120	Oxy-Fuel/Cutting Procedures	3
WEL 131	SMAW	3
WEL 135	SMAW I	3
WEL 141	GMAW	3
WEL 145	GMAW Welding	3
WEL 150	Workplace Skills I	2
WEL 160	Oxy-Fuel Welding	4
WEL 210	Print Reading/Math II	2
WEL 220	FCAW Welding	5
WEL 230	SMAW II	5
WEL 242	GMAW - Aluminum	5
WEL 246	GTAW	3
WEL 250	Workplace Skills II	2
WEL 267	GTAW I	2
Total Hours		48

Welding Fabrication

The Welding Fabrication program continues with print reading and applying knowledge of Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), Gas Tungsten Arc Welding (GTAW), and various metal cutting processes. During the course, students will incorporate fabricating various projects while utilizing various tools and equipment used in the industry to better prepare the student for a career in the fabrication industry.

Program Information

- Required Math Score: Level 4
- Required Reading Score: Level 4
- Program Start (semesters): August; January
- Financial Aid available (for post-secondary students only): Yes
- Veteran Benefits Eligible (for post-secondary students only): Yes
- Industry-recognized credentials: N/A

Program Requirements

Code	Title	Hours
WEL 101	Welding Safety/OSHA 10	2
WEL 110	Print Reading/Math I	1
WEL 120	Oxy-Fuel/Cutting Procedures	3
WEL 131	SMAW	3
WEL 135	SMAW I	3

WEL 141	GMAW	3
WEL 145	GMAW Welding	3
WEL 170	Fabrication Measuring & Layout	3
WEL 180	Blueprint & Estimation	3
WEL 190	CNC Cutting & Brake Processes	3
WEL 195	CAD Systems & Drafting	3
WEL 221	FCAW	3
WEL 246	GTAW	3
WEL 270	Fabrication Equip/Procedures	3
WEL 280	Rigging Lifting & Handling	3
WEL 290	Fixturing Fit & Pre-Assembly	3
WEL 295	Job Completion & Inspection	3

Total Hours **48**

Welding Fast Track

The Fast Track Welding program prepares students, in an accelerated format, in: Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), an introduction to Gas Tungsten Arc Welding (GTAW), and cutting processes. Related technical instruction also includes quality assurance and control, print reading, safety, and workplace skills. This program will offer students preparation to test for the industry-recognized credentials listed below.

Program Information

- Required Math Score: Level 4
- Required Reading Score: Level 4
- Program Start (semesters): August; January; Summer
- Financial Aid available (for post-secondary students only): Yes
- Veteran Benefits Eligible (for post-secondary students only): Yes
- Industry-recognized credentials: AWS 1F; AWS 1G; OSHA

Certificate Requirements

Code	Title	Hours
WEL 101	Welding Safety/OSHA 10	2
WEL 110	Print Reading/Math I	1
WEL 120	Oxy-Fuel/Cutting Procedures	3
WEL 131	SMAW	3
WEL 135	SMAW I	3
WEL 141	GMAW	3
WEL 145	GMAW Welding	3
WEL 221	FCAW	3
WEL 246	GTAW	3
Total Hours		24

Program Affiliations with Washburn University

Affiliation with Washburn University

The School of Applied Studies in conjunction with Washburn University Institute of Technology, offers coursework, at a reduced rate, that leads to the completion of an associate degree, either an associate of science or associate of arts. This opportunity requires coursework at both Washburn University Institute of Technology and Washburn University.

For information contact an advisor at Washburn University Institute of Technology or the Washburn University School of Applied Studies at 785-670-1282.

Program	Certificate	Associate of Science or Arts Degree (AS/AA) Offered at Washburn University	Associate of Arts or Associate of Science
Advanced Systems Technology (Industrial Machine Mechanic)	48- credits	Industrial Technology (AS)	75- credits ¹
Automotive Collision & Repair	51- credits	Industrial Technology (AS)	78- credits ¹
Automotive Service Technician	52- credits	Industrial Technology (AS)	79-credits ¹
Business Bookkeeping and Accounting	48-credits	Office Administration (AA)	75-credits ¹
Cabinet and Millwork	48-credits	Industrial Technology (AS)	75-credits ¹
Climate & Energy Control Technology (HVAC)	43-credits	Industrial Technology (AS)	71-credits ¹
Commercial & Heavy Construction	43-credits	Industrial Technology (AS)	70-credits ¹
Culinary	48-Credits	Culinary Arts (AA)	75-credits ¹
Diesel Technology	49-credits	Industrial Technology (AS)	75-credits ¹
Early Childhood Professional	24-credits	Human Services (AA)	60-credits
Graphics Technology	48-credits	Design Technology (AA)	75-credits ¹
Heavy Diesel Construction Technology	52-credits	Industrial Technology (AS)	79-credits
Information System Technology	48-Credits	Industrial Technology (AS)	75- Credits
Legal Office Professional	48-credits	Office Administration (AA), Legal Studies (AA)	75-credits ¹ , 87-credits ¹
Machine Tool	48-credits	Industrial Technology (AS)	75-credits ¹
Medical Office Specialist	48-credits	Office Administration (AA)	75-credits ¹
Surgical Technology	53-credits	Surgical Technology (AS)	83-credits ¹

Engineering Drafting and Design	48-credits	Design Technology (AS)	75-credits ¹
Welding	48-credits	Industrial Technology (AS)	75-credits ¹

¹ May be 3 fewer credits if eligible for waiver of WU 101 The Washburn Experience at Washburn University

Eligibility/Requirements:

1. Students must be concurrently enrolled in 12 credit hours at Washburn Tech or have completed one of the above approved programs to be eligible for the transfer of credit and tuition reduction.
2. Check with School of Applied Students (SAS) advisors to determine the academic catalog that defines your graduation requirements. Students must start at WU within 6 years of the Washburn Tech certificate date & complete WU associate degree requirements within 6 years of the WU start date.
3. Some WU courses may have prerequisites or require placement scores.
4. 15 credit hours of the required courses must be taken at Washburn to complete Residency requirements.
5. The WU Admission application is online at: www.washburn.edu (<http://www.washburn.edu/>). Enrollment is coordinated through the School of Applied Studies, Benton Hall room 306, (785) 670-2114.

Additional Course Descriptions

General Technical Education

Anatomy & Physiology

Technical Mathematics

MAT 101 Technical Math I (3)

This course will enable the student to gain confidence with the use of basic math, measurements, and signed numbers. The concepts learned in this course will build problem solving skills that are critical in the workplace. These concepts develop a solid foundation for success in the use of technology.

MAT 102 Technical Math II (3)

This course is a continuation of Technical Mathematics I. The concepts learned in this course will build on problem solving skills using geometry, algebraic expressions and techniques for solving equations. These concepts develop a solid foundation for success in the use of technology.

Technical Courses Offered in Multiple Programs

Business Bookkeeping and Accounting

BAT 113 Intro Acct and Acct Software (4)

This course develops a foundation for accounting skills and assists students attain an understanding of accounting concepts and the importance of accounting for funds in a business. Students get an introduction to the accounting equation, journal entries, t-accounts, Trial Balances, Financial Statements, adjusting entries, closing entries, and financial statement analysis. Students also use a comprehensive, hands-on training manual for QuickBooks Desktop to learn computer accounting practices through sample companies.

BAT 122 Business Communications (4)

A successful and productive member of any office team will write business correspondence, electronic mail and business documents using the correct grammar, style and content. This course is designed to ensure students will have the knowledge to produce effective business communications in written form.

BAT 130 Word Processing (4)

Students will use Microsoft Office Word software to create and edit basic-to-advanced documents, including tables and charts. This is an instructor-guided lab course.

BAT 140 Document Processing (4)

This course continues the development of basic typing skills and emphasizes the formatting of various kinds of business correspondence, reports, tables, electronic forms, and desktop publishing projects from arranged, unarranged, and rough-draft sources.

BAT 172 Spreadsheet Management (4)

This course is designed to familiarize the student with various basic and advanced spreadsheet functions. These include creating and maintaining spreadsheets, displaying information, adding and changing formulas, applying formatting, creating charts and tables, inserting graphics, and customizing the appearance and functions of spreadsheets.

BAT 180 Human Relations (4)

This course is designed for students to learn skills to compete in an increasingly competitive work environment. Skills stressed will be the production of documents and resources needed to obtain employment. Issues addressed will include appropriate communication, conflict resolution, teamwork, accountability, and business ethics.

BAT 200 Business Law (4)

This course provides a basic knowledge of the law and regulations to anyone contemplating a successful career in business. Students will attain knowledge of the nature, concepts and function of the law and the changes technology has brought within the legal system and business law.

BAT 215 Database Management (4)

This course covers basic database management skills including creating, maintaining, and editing records, files, and tables and creating queries, forms, and reports. In addition, skills such as modifying database objects, creating advanced types of tables, calculating fields, and importing and exporting data from other software are covered.

Business Bookkeeping and Accounting

BAT 113 Intro Acct and Acct Software (4)

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BAT 180 Human Relations (4)

This course is designed for students to learn skills to compete in an increasingly competitive work environment. Skills stressed will be the production of documents and resources needed to obtain employment. Issues addressed will include appropriate communication, conflict resolution, teamwork, accountability, and business ethics.

BAT 212 Professional Skills & Ethics (4)

Business leaders in our society are faced with daily decisions, involving ethical decisions and professional comporment. Students will learn the basics of negotiation, conflict resolution, and trust building in the office and with clients. Students will demonstrate awareness and effective application of professional skills including teamwork, productivity, and employee retention and client relations. This course introduces students to important elements of moral theory as well as main topics in business ethics, and examines business ethics through case studies.

BAT 215 Database Management (4)

This course covers basic database management skills including creating, maintaining, and editing records, files, and tables and creating queries, forms, and reports. In addition, skills such as modifying database objects, creating advanced types of tables, calculating fields, and importing and exporting data from other software are covered.

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This course continues the development of basic typing skills and emphasizes the formatting of various kinds of business correspondence, reports, tables, electronic forms, and desktop publishing projects from arranged, unarranged, and rough-draft sources.

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BAT 200 Business Law (4)

This course provides a basic knowledge of the law and regulations to anyone contemplating a successful career in business. Students will attain knowledge of the nature, concepts and function of the law and the changes technology has brought within the legal system and business law.

BAT 130 Word Processing (4)

Students will use Microsoft Office Word software to create and edit basic-to-advanced documents, including tables and charts. This is an instructor-guided lab course.

BAT 265 Advanced Accounting Software (4)

This course is a comprehensive survey of QuickBooks Desktop that culminates with sitting for the QuickBooks Desktop certification exam. Prerequisites: BAT117

BAT 220 Intro Business & Office Mgmt (4)

This course will offer the advanced student knowledge and skills used in business offices, accounting departments and professional firms. The student will learn the necessary skills to manage employees and materials as an office manager. Additionally, the student will become well versed in basic business principals, economic systems, management and organization and management information systems. Additionally, the student will understand business ethics and the importance of good business ethics. Students will gain a general understanding of human resources, marketing, product life cycle, finance and investment.

Commercial & Heavy Construction**CHC 105 Introductory Craft Skills (3)**

This course introduces the student to basic safety, construction math, hand and power tools of the trade, basic blueprint reading, communication skills, and basic employability skills. Math and reading will be embedded in the curriculum. Introductory Craft Skills is required for all students entering the Carpentry program. The intent of this course is to introduce the students to the construction trades. It is very important for every student to learn the proper way to conduct themselves while in the shop or on-the-job site. This course will cover shop and job site safety, tool safety, personal protective devices, protective railings, proper storage and handling of construction materials, and construction drawings. This course will follow the NCCER modules for: Basic Safety, Introduction to Construction Math, Introduction to Hand Tools, Introduction to Power Tools, Introduction to Blueprints, Basic Rigging, Basic Communication Skills, and Basic Employability Skills.

CHC 195 Class A CDL (1)

This course will provide technical knowledge and skills for the student about various trucks in the 54,000 lb. tag weight and used in construction. Dump trucks will be the primary focus and the student will learn the components of the trucks as well as be instructed on safe operation of the vehicle. Math and reading will be embedded in the program. Pre-and post-trip inspections will be taught along with proper paperwork required in such vehicle. Optional: the student may complete the assessment to obtain the Class A CDL.

Health Care Technology**HCT 105 First Aid & CPR (1)**

This course is an introduction to basic first aid and included CPR certification. The course provides the basic information and skills needed to meet the Amercian Heart Association standards.

HCT 122 Medical Terminology (2)

The course introduces the student to the language of the medical field. Medical prefixes, suffixes, and combining forms are introduced to the student so they may have a thorough knowledge and understanding of what they are reading and writing in the medical field. An emphasis is placed on terms, pathological conditions, and diagnostic terms.

HCT 128 Nurse Aide (5)

This course provides the student with the knowledge and skills necessary to secure employment as a CNA in the workplace through a combination of classroom instruction, nursing lab skill demonstration/practice, and the opportunity to gain instructor supervised experience in a work setting. This program meets state guidelines for the Kansas Nurse Aide certification testing through Kansas Department of Aging and Disability Services.

HCT 141 Nutrition (3)

This introductory course provides a basic knowledge of human nutrition. Students will learn the sources and functions of the various nutrients. They will also explore the interaction of diet, disease, prevention, and treatment. Through the use of computerized nutrition program, students will analyze their diets for nutritional deficiencies and excesses.

Industrial Maintenance (Advanced Systems)**IND 103 OSHA 10-Hr Healthcare (1)**

Safety Orientation/OSHA 10 provides the student with an overview of the OSHA standards relevant to the construction industry. Various topics are presented in a 15-hour format. Among the subjects covered in the course are: an introduction to OSHA, electrical safety, fall protection, and excavation and trenching safety.

IND 105 OSHA - 10 Hr Gen Industry Cert (1)

This course is offered in an online or face-to-face format. For the online course, all course activities are completed through an interactive self-paced website. In the face-to-face format, a variety of classroom and/or lab learning and assessment activities are used to present the material. In both formats students in this course will: explain job/site safety and precautions for job/site hazards; determine the uses of personal protective equipment (PPE); identify the safety equipment and procedures related to safe work practices and environment; identify fire prevention and protection techniques; explore Hazardous Communications (HazCom) including Material Safety Data Sheets (MSDS).

IND 111 OSHA - 30 Hour Const Ind Cert (3)

This course provides an overview of the Occupational Safety and Health Administration Construction Training Topics. This course is intended to provide entry level construction workers a broad awareness on recognizing and preventing hazards on a construction site. This course will also address real world challenges that electrical workers face on a daily bases. It will introduce avoiding oversights that could result in shock and arc flash accidents. The material presented will emphasize the rules specified by the National Fire Protection Association (NFPA) using NFPA 70E standards. After taking this course, students will be able to take the arc flash certification test.

Medical Office Specialist**MOS 250 Medical Terminology (5)**

Designed to give the student a background in basic medical terminology, this course covers prefixes, suffixes, combining forms, and word roots to compose medical terms. The student learns to spell, pronounce, define, and interpret terminology related to body structure, disease, diagnosis, and treatment.

MOS 255 Medical Records Management (4)

This course will acquaint the student with processing, maintaining and filing medical records. Students will also gain hands-on practice in creating, editing and generating medical reports. Emphasis is placed on confidentiality, appropriate documentation, accuracy and comprehension of information within the documents, and will require the use of medical terminology.

MOS 260 Medical Office Procedure (3)

This course provides hands-on practice of front office skills in a medical setting, both on paper and electronically, using medical office software. The student will also practice entry-level diagnosis coding, procedure coding, and medical claims billing.

Welding Technology**WEL 131 SMAW (3)**

Through classroom and/or lab/shop learning and assessment activities, students in this course will describe the shielded metal arc welding (SMAW) process, demonstrate the safe and correct set-up of the SMAW work station, associate SMAW electrode classifications with base metals and joint criteria, demonstrate proper electrode selection and use based on metal types and thicknesses, build pads of weld beads with selected electrodes in the flat position, build pads of weld beads with selected electrodes in the horizontal position, perform basic SMAW welds on selected weld joints, and perform visual inspection of welds.

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