

**DEPARTMENT OF EDUCATION
WASHBURN UNIVERSITY**



**UNDERGRADUATE
STUDENT
HANDBOOK**

July, 2017

**Department of Education
Washburn University**

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Preface

The policies and procedures found in this handbook are intended to guide the conduct of programs in the Department of Education. Nothing contained herein is intended to contradict the authority of Federal and State bodies, the Regents of the University, the Central Administration of the University, and the College of Arts and Sciences.

Department Mission

Mission

Consistent with the mission of the University and the College of Arts and Sciences, the Department of Education is committed to preparing educators to work in rural, suburban, and urban settings, and to educating leaders and professional specialty practitioners for leadership roles in schools and other community settings. It is our goal to ensure that all pre-service and in-service educators are provided with numerous clinical and field-based experiences, are knowledgeable of curricula and pedagogy, receive accurate advising, and are provided with the educational supports necessary to be successful and reflective practitioners. Academic Catalog, page 8 link describes the mission and core values of the University:

<http://www.washburn.edu/academics/academic-catalog/files/2016-2017-undergraduate-catalog.pdf>

Role

The Department of Education emphasizes pre-service and in-service teacher education. The professional programs in teacher education meet the standards of, and are approved by, the Kansas State Department of Education, the North Central Association, the Council for the Accreditation of Educator Preparation (CAEP), and various professional and learned societies. The basic mission of the Department is to prepare undergraduate and graduate students for careers in education and, as such, emphasis is placed on quality, creative teaching, reflective decision making, and well-delineated field experiences.

The Department faculty consistently demonstrates a willingness and desire to promote innovative teaching methods, to offer new areas of study for emerging needs, and to revise curricula as existing programs are strengthened. The Department of Education relies extensively on field-based learning such as various teaching practicums and student teaching. The faculty cultivates relationships with undergraduate and graduate students and encourages professional relationships with area school districts, institutions, and industries. In addition to a dedication to excellence in teaching, the faculty is committed to community service, university service, and scholarly activity in a wide variety of academic areas.

Student Learning Outcomes

Washburn University professional education students, upon graduation, are expected to:

- demonstrate content knowledge and pedagogical skills.
- demonstrate the ability to plan and implement instruction including the use of technology.
- demonstrate the ability to understand, respect, and interact with persons from cultures,

backgrounds, and/or belief systems other than their own, where teaching and learning are equitable and relevant to all students including students with exceptionalities.

- demonstrate that they can use assessment information for planning and decision making.
- demonstrate that they have had a positive impact on P-12 student learning.

Conceptual Framework

The philosophy and Conceptual Framework of the Department of Education focuses on developing teachers and administrators who are Reflective Educators. The definition of reflection and the Dimensions of Reflective Practice are found on the following Department of Education link:

<http://www.washburn.edu/academics/college-schools/arts-sciences/departments/education/reflective-educator.html>

Undergraduate Programs and Requirements

Teacher education is the study of human maturation and learning from birth through adulthood. It is that field of professional study dedicated to the individual as a student, to the methods and materials of effective teaching, and to the problems and complexities of the schools. To that end, the Department of Education offers undergraduate programs in Early Childhood Education, Special Education, Elementary Education, Middle Level Education in English, History, and Mathematics, Secondary Education in Biology, Chemistry, English, History, Mathematics, and in P-12 Education (Art, Music, Modern Languages, and Physical Education). The underlying goal is to create reflective educators through the educational levels and content areas most prevalent in the schools.

Undergraduate Program Website: <http://www.washburn.edu/academics/college-schools/arts-sciences/departments/education/programs/undergraduate/index.html>

Undergraduate Requirements Website: <http://www.washburn.edu/academics/college-schools/arts-sciences/departments/education/admissions/undergrad-requirements.html>

Early Childhood Degree and Emphasis Plans

<http://www.washburn.edu/academics/college-schools/arts-sciences/departments/education/advising/aa-early-childhood-info.html>

The Associate of Art degree in Early Childhood Education is a non-licensing program of study; however students may also complete the Certificate of Child Development (CDA).

A.A. in Early Childhood Education.

Another option is the Early Childhood Unified emphasis. Candidates who graduate with a Bachelor of Education Degree will meet the requirements for an elementary K-6 teaching license as well as a license to teach children with exceptionalities from birth to grade 3.

Elementary Degree Plans

<http://www.washburn.edu/academics/college-schools/arts-sciences/departments/education/advising/aa-early-childhood-info.html>

[sciences/departments/education/programs/undergraduate/elementary.html#](http://www.washburn.edu/academics/college-schools/arts-sciences/departments/education/programs/undergraduate/elementary.html#)

The Bachelor of Education degree is available in Elementary Education (K-6). Students completing this degree will also be required to meet the requirements for a second licensure area in:

B.Ed. in Elementary Education K-6 with add-on licensure

- (a) Early Childhood Unified (Birth-3rd)
- (b) English/Language Arts (5-8)
- (c) History (5-8)
- (d) Mathematics (5-8)
- (e) High Incidence Special Education (K-6) – eligible for provisional status
- (f) ESOL (P-12)

P-12 and Secondary Level Degree Plans

<http://www.washburn.edu/academics/college-schools/arts-sciences/departments/education/programs/undergraduate/secondary.html>

Secondary teaching degree programs are jointly offered by the Department of Education and the specific academic departments of the University (e.g., English, Math, History, etc.).

B.A. or B.S. in Secondary Teaching Specialty

- (a) Biology (BA or BS)
- (b) Chemistry
- (c) English
- (d) History & Government
- (e) Mathematics

B.Ed., B.F.A., B.A. & B.M. PreK-12

- (a) Physical Education (B.Ed.)
- (b) Art (B.F.A.)
- (c) Modern Foreign Language – French, German & Spanish (B.A.)
- (d) Music – General (B.M.)

*High Incidence Special Education and ESOL Emphasis Available

Teacher Licensure

These programs are available for individuals who have a bachelor's degree and are interested in pursuing requirements for a teaching license and not an additional degree.

<http://www.washburn.edu/academics/college-schools/arts-sciences/departments/education/programs/undergraduate/teacher-licensure.html>

Elementary K-6

Elementary K-6 only

Elementary K-6 with second license in Early Childhood Unified (Birth-grade 3)

Elementary K-6 with second license in Middle School English Language Arts (grade 5-8)

Elementary K-6 with second license in Middle School History Comprehensive (grade 5-8)

Elementary K-6 with second license in Middle School Math (5-8)

Elementary K-6 with High Incidence Special Education (K-6) – provisional status

Elementary K-6 with second license in ESOL (P-12)

Secondary 6-12

Biology

Chemistry

English
History
Math High Incidence
*Special Education and ESOL Emphasis Available

P-12

Art
Modern Languages
 French
 German
 Spanish
Music
Physical Education
*Special Education and ESOL Emphasis Available

Enrollment Information

Teacher Education students will participate in on-line registration as per Washburn University policies. Students must meet with their assigned faculty advisors during the advising session of each semester. Only during the advising meeting with the assigned faculty advisor will the student receive his/her current PIN registration number.

Declaration of Major

Each K-6 elementary student in the Department of Education is required to declare a major. Elementary students should contact the Licensure Officer by appointment to complete this process. If students decide to change their major(s) or their emphases, they must schedule another meeting to make this change. All other students (Secondary 6-12 or P-12) should contact the department chairs where they are pursuing their majors to complete this process.

Overrides

In some instances students may not be able to enroll in courses because of time conflicts, lack of prerequisites, admission status or several other factors. It is possible for faculty to process an override, when appropriate, so that students can enroll in a specific course. Students who need an override must contact the instructor of the course and provide the reason(s) why an override is needed.

Degree Audits

Degree audits can be processed on-line at any time by students or faculty through the My Washburn web site (Student Academics). Audits are specific to each degree or licensure program and what is required.

Admission to Professional Education Programs

(Admission Requirements Effective August 1, 2014)

Degree Seeking Candidates: Elementary K-6, Secondary 6-12, and P-12

- I. Declaration of Major:

Elementary K-6: After declaring a major, a faculty member in the Department of Education will be assigned to advise students regarding general education and professional education requirements.

Secondary (6-12) and P-12 Majors: Students will have an advisor from the major department who will advise regarding degree requirements. If students have any questions about their advising, they should contact the University Teacher Education Committee (UTEC) member in their respective departments:

Ms. L. Miller	Art
Dr. Emry	Biology
Dr. Angel	Chemistry
Dr. Wade	English
Dr. O'Brian	Foreign Language
Dr. Goossen	History
Dr. Sharp	Math
Dr. Hunt	Music
Dr. T. Dirks	Physical Education

II. Online application for admission to the **“Professional Teacher Education Program:**

Admission application deadlines: Feb. 1, June 1, & November 1

Requirements:

1. 30 hours of coursework completed; including ED 150, ED 225, and ED 285
2. Completion of the Praxis® **Core** Academic Skills Test for Educators with minimum scores of: Writing – 162, Reading – 156, and Math – 150 (FEE REQUIRED), **or** a composite score of 24 or higher on the ACT **or** a score of 1665 or better on the SAT. If within one point of acquiring the required minimum score on one section of the exam, may complete a petition to be considered for admission.
3. Overall GPA of 2.75
4. Grades of C or better in Education and University requirements
5. Completion of the online application form
6. Completion of a Professional Conduct Dispositions form (in addition to the form completed in ED 150)
7. University/Professional Reference form

See the Washburn Department of Education website for more complete information.

Questions and/or Right of Appeal: If students have questions regarding the requirements for admission or the status of their applications for admission, they should consult with their assigned faculty advisors, the Licensure Officer in the Department of Education Office, or the Department of Education Chairperson. Department and University policies assure that students have the right to appeal any decision that may affect their academic status and to correct any error of record that may inadvertently occur. Informal appeals may be made directly to the Chairperson of the Department of Education. Formal appeals should be made in writing and submitted to the Chairperson of the Department of Education.

Licensure Only Candidates:

Elementary K-6, Secondary 6-12, and P-12

Teacher Education students with a BA or BS from an accredited institution must meet the following admissions requirements:

I. Declaration of Teacher Licensure Form

Elementary K-6: A faculty member in the Department of Education will be assigned to advise students regarding general education and professional education requirements.

Secondary (6-12) and P-12 Majors: Students will have an advisor from the major department who will advise regarding degree requirements. If students have any questions about their advising, they should contact the University Teacher Education Committee (UTEC) member in their respective departments:

Ms. L. Miller	Art
Dr. Emry	Biology
Dr. Angel	Chemistry
Dr. Wade	English
Dr. O'Brian	Foreign Language
Dr. Goossen	History
Dr. Sharp	Math
Dr. Hunt	Music
Dr. T. Dirks	Physical Education

II. Online application for admission to the “**Professional Teacher Education Programs**”

Deadlines: February 1, June 1 and November, 1

Requirements include:

1. Completion of a baccalaureate degree.
2. Completion of ED150, ED 225, and ED 285.
3. Completion of the Praxis® **Core** Academic Skills Test for Educators with minimum scores of: Writing – 162, Reading – 156, and Math – 150 (FEE REQUIRED) **or** a composite score of 24 or higher on the ACT **or** a score of 1665 or better on the SAT. If within one point of acquiring the required minimum score on one section of the exam, may complete a petition to be considered for admission.
4. Overall GPA of 2.75
5. Grades of C or better in Education and University requirements
6. Completion of the online application form
7. Completion of a Professional Conduct Dispositions form (in addition to the form completed in ED 150)
8. University/Professional Reference form

See the Washburn Department of Education website for more complete information.

File an Application for Admission to the Professional Teacher Education Program

Review of Applications: Application materials may be submitted for review three times a year:

February 1, June 1, and November 1. All application materials must be submitted by the application date. Upon review of application materials, the Undergraduate Programs Committee will either recommend or deny admission to the Professional Teacher Education Program. Students will be notified regarding their admissions status. Students not admitted will have to resubmit an application for a subsequent admissions review.

Questions and/or Right of Appeal: If students have questions regarding the requirements for admission or the status of their applications for admission, they should consult with their assigned faculty advisors, the Licensure Officer in the Department of Education Office, or the Department of Education Chairperson. Department and University policies assure that students have the right to appeal any decision that may affect their academic status and to correct any error of record that may inadvertently occur. Informal appeals may be made directly to the Chairperson of the Department of Education. Formal appeals should be made in writing and submitted to the Chairperson of the Department of Education.

Scholarships

Education scholarship information and application can be found at:

<http://www.washburn.edu/academics/college-schools/arts-sciences/departments/education/resources/scholarships.html>

Deadline for these scholarships is February 1.

Student Teaching Policies and Application Procedures

Prerequisites and Application Deadline

To assure that all students receive appropriate consideration for student teaching, the application and deadline for the submission of completed student teaching applications is located on the following Department of Education link: <http://reflective-educator.wikispaces.com/>

To be eligible for student teaching, students must:

- have filed a Student Teaching Application by deadline (as described above);
- have completed ALL professional education courses with a grade of C or better prior to the student teaching semester;
- have completed ALL content area teaching specialty courses with a grade of C or better prior to the student teaching semester;
- have completed ALL general education courses prior to student teaching;
- have a cumulative professional education GPA of 2.75 or better, a specialty GPA of 2.75 or better, and an OVERALL GPA of 2.50;
- be approved by the Washburn Department of Education.
- submit updates of a KBI Background check and current TB test results by assigned dates.

Advising

Elementary Education students are assigned advisors who are faculty in the Department of Education. Secondary and P-12 students are assigned an Academic Advisor in their major department. Students seeking advice in professional education should contact the Department of

Education chairperson or the Licensure Officer.

The Faculty Advisor

The Faculty Advisor in the Department of Education is expected to assist students to make valid academic and occupational choices among the several program and licensure options which Washburn University is authorized to offer. Success in the performance of this role depends on (a) providing the student with accurate information about the choices which are available, (b) assisting the student to accept personal responsibility for his/her choices, (c) keeping appropriate records of the progress the student is making toward selected goals, and (d) providing adequate opportunities for students to meet for advising.

Student Responsibility

The advisor is not expected to assume either personal or legal responsibility for the choices students' make regarding their academic progress. As stated earlier, the advisor is responsible for providing information that is as accurate as possible; however, it is the student's responsibility to know and understand his/her academic program requirements and how to meet those requirements in a timely manner. Specific academic resources include:

1. Academic Catalog
2. Semester Course Schedule
3. Online degree Audit
4. Department web-site for academic program information
5. Department of Education Student Handbook

Disclosure of Education Records (FERPA)

Student information is protected by the Family Educational Rights and Privacy Act (FERPA). The Department will obtain written consent from the student before disclosing records or personally identifiable information from education records. Exceptions to this process are listed in the Academic Catalog, page 71: <http://www.washburn.edu/academics/academic-catalog/index.html>
Student Record Information Release Form (see Appendix)

Undergraduate Programs Committee

The Undergraduate Programs Committee will meet three times a year to consider the applicants for admission to the Professional Education Program.

The Undergraduate Programs Committee will review and determine the following:

(1) Admission

Pending successful completion of requirements for admission, applicants who fulfill all requirements and demonstrate potential for teaching will be admitted to the Professional Education Program.

(2) Denial of Admission

Applicants who do not or will not fulfill the requirements and/or do not demonstrate potential for teaching will not be admitted to the Professional Education Program.

(3) Special Consideration

- a. Permission to take an upper division class.

If a student is not admitted he/she may request to take one upper division professional education course (ED 300, ED 305, ED 385/472) with the consent of the academic advisor within the Department of Education and permission of the course instructor.

b. **Special Admission**

Students who are seeking admission into the Professional Teacher Education Program and who have passed two CORE tests and are within two points of the required cut score of the third CORE test will be presented before the Undergraduate Program Committee for admittance by special consideration.

Other Policies and Procedures

Progression Through the Program

Once admitted to teacher education, candidates must maintain at least a grade of 'C' in all professional education courses and maintain an overall GPA of 2.75 or better in all courses attempted. Candidates who earn a grade lower than a 'C' must make arrangements to repeat the course(s) in question. The department chairperson will maintain a file of candidates who have grades lower than a "C" in all professional education courses and this information will be used to determine if candidates should be allowed to advance in the program. Candidates are required to have a GPA of 2.50 or better to be admitted to student teaching and have a cumulative professional education GPA of 2.75 or better. Candidates are also expected to maintain a professional conduct and dispositions associated with the profession.

Professional Conduct Dispositions Policy

CAEP, Council for the Accreditation of Educator Preparation, formerly NCATE:

Dispositions are “the values, commitments, and professional ethics that influence behaviors toward students, families, colleagues, and communities and affect student learning, motivation and development as well as the educator’s own professional growth. Dispositions are guided by beliefs and attitudes related to values such as caring, fairness, honesty, responsibility, and social justice. For example they might include a belief that all students can learn, a vision of high and challenging standards, or a commitment to a safe and supportive learning environment” (NCATE, 2000).

Dispositions to be assessed: Professional Conduct Dispositions Form

Dispositions Alignment with Assessment System

Disposition assessments will be aligned with the department’s assessment system. Student dispositions will be assessed:

At admissions - One recommendation is required from a professor or advisor outside of the Washburn Department of Education or from a past employer. The Professional Dispositions Form, which reflects the dispositions policies, will be used for this reference. The Director of Student Field Experiences will look at the recommendation form to ensure that any concerns reflected on them are received by the Undergraduate Admissions Committee. This information will be presented at the admissions meetings to be considered along with GPA, TB tests, etc.

For acceptance to student teaching semester:

Following the methods course(s) - One representative from each department (elementary, P-12, and each secondary department) will have the responsibility of overseeing that a Dispositions Evaluation Form is filled out by at least one professor/instructor and one field person (i.e. a mentor teacher), though other professors/instructors may have input on the report. The compiled scores and comments will be used when making decisions about acceptance for student teaching.

Following student teaching - The cooperating teacher and university supervisor will each complete one or more Dispositions Evaluation Form, which reflects the dispositional policies of a teacher candidate, depending on the time frame of the student teaching placement. Teacher candidates required to complete two 8-week placements will be evaluated for dispositions by a cooperating teacher and university supervisor at the end of each placement. Teacher candidates required to complete one 16 week placement will be evaluated for dispositions by a cooperating teacher and university supervisor at mid-term and at the end of the student teaching semester. The compiled scores and comments will be used when making decisions about successful completion of the student teaching field experience(s).

Unsatisfactory Scores and Consequences - An unsatisfactory mean score below 4 or a score below 3 in a particular area on rubrics used at departmental assessment points may result in one or more of the following actions:

1. departmental correspondence to the student stating the unsatisfactory area and possible consequences
2. referral of the issue to the Professional Dispositions Committee
3. non-admission to the Department of Education, non-acceptance to student teaching, or not allowing graduation from the program
4. required repetition of the unsatisfactory experience (i.e. EPIC, a methods block, or student teaching)

Disposition Conduct Forms

If a faculty member has a concern about the professional conduct/disposition of a student, the faculty member will first discuss the issue with the student. If the matter is not resolved and the behavior continues, the faculty member may choose to complete a Dispositions Conduct Form (See Appendix). Disposition conduct forms will be placed in the student's file in the Education Department Office. Students are required to sign the forms as evidence that the dispositional information was shared with them; however, they should be informed that the form was placed in their file and that they have the right to rebut the form by contacting the Professional Dispositions Committee. When contacted, the Professional Dispositions Committee will schedule a meeting with the student to conference about the rebuttal.

Professional Dispositions Committee Makeup and Responsibilities

The Professional Dispositions Committee (PDC) will deal with issues that are initiated by student behaviors. Grade related issues should be referred to the Department Chair. The PDC will consist of three or more members: one elementary faculty, one University Teacher Education Committee (UTEC) member from a secondary or P-12 program, and one graduate faculty member. The outgoing member will be the alternate committee member. The members will be on a three-year rotation with only one member rotating off at one time. One member should be the Director of Student Field Experiences. One committee member will be assigned as the Supervising Faculty Member for each student who comes before the committee.

In the case of a student complaint or of a student's displeasure with a faculty member's improvement request for them, the student will first speak with the faculty member. If this does not satisfy the situation the student, or if the behavior continues, either the student or the faculty member may request a meeting with the committee. The committee, not including the involved faculty member, will meet with the student, and then, if needed, with the involved faculty member. It will be the PDC's responsibility to: (a) complete the Professional Conduct Report which will be available online, (b) send a letter to the student within a week with its decision, (c) report decisions to involved faculty members, and (d) follow up on any response from the student.

As the result of the Professional Conduct Report, an Action Plan may be developed by the PDC to notify and/or modify student dispositions. Action plans should be developed with the assistance of the student, involved faculty member(s), and at least one PDC member. A conference should be set to inform the student, faculty members(s), and the PDC of the Action Plan and expectations. The Department Chair may be included, if necessary, in development and conference.

If the student feels that the problem is still not resolved, he/she may contact the co-chairs of UTEC, and, if the student is still not satisfied, the Dean of Students. Students will be informed that steps should not be omitted in this process. One possible outcome of these meetings might be lack of advancement for the student if the problem cannot be resolved.

Opportunities and Initiatives

Washburn Transformational Experience

The Washburn Transformational Experience (WTE) provides Washburn University students with the opportunity to do something truly extraordinary. The WTE goes beyond the everyday classroom experience by allowing students to choose and create projects that reflect their interests. Students pursuing a baccalaureate degree have the opportunity to pursue one or more transformational experiences: (1) scholarly or creative activity, (2) community service, (3) leadership, and (4) international education.

Education Travel Abroad WTE

<http://www.washburn.edu/academics/college-schools/arts-sciences/departments/education/study-abroad-programs/index.html>

FACILITIES

Carnegie Education Library is located on the 1st floor of Carnegie Hall. Room 101 Phone: (785) 670-1436

Deay Computer Lab – located on the 1st floor of Carnegie Hall. Room #108

Mabee Library- University Library – The Mabee Library is located in the center of campus between Moore Bowl Stadium and Henderson Learning Resources Center. Phone: (785) 670-1483

APPENDIX

Letter of Acknowledgment

I have reviewed the 2016-17 Washburn University Department of Education Handbook. I understand that I am responsible for the information that is contained in the handbook in terms of procedures, policies, and degree programs. I understand that all education majors are to follow these guidelines in order to successfully complete an education degree or licensure at Washburn University.

Date: _____ / _____ / _____ WIN# _____

Student's Printed Name: _____

Student's Phone Number _____

Student's Signature _____

Year of Catalog for degree audit: _____ Advisor Signature: _____

_____ I have read and understand the *Professional Conduct Dispositions Policy* and the *Student Record Information Release (FERPA)*.

Check Appropriate Degree:

☐ A.A. in Early Childhood

B.Ed. in Elementary Education K-6 with add-on licensure

☐ Early Childhood Unified (Birth – 3rd)

☐ English/Language Arts (5-8)

☐ History (5-8)

☐ Mathematics (5-8)

☐ High Incidence Special Education (K-6)

☐ ESOL (P-12)

B.A. or B.S. in Secondary Teaching Specialty (6 – Grade 12)

☐ Biology

☐ Mathematics

☐ Chemistry

☐ English

☐ History and Government

☐ High Incidence Special Education ☐ ESOL (P-12)

B.Ed., B.F.A, B.A, & B.M. (Prek – Grade 12)

☐ Art (B.F.A.)

☐ Modern Foreign Language (B.A.)

☐ Music – General (B.M.)

(French, German, & Spanish)

☐ Physical Education (B.Ed.)

☐ High Incidence Special Education ☐ ESOL (P-12)

Teacher Licensure

- ☐ K-6 only
 - ☐ K-6 with Early Childhood Unified (Birth-3rd)
 - ☐ K-6 with Middle School English/Language Arts (5-8)
 - ☐ K-6 with Middle School History (5-8)
 - ☐ K-6 with Middle School Math (5-8)
 - ☐ K-6 with High Incidence Special Education (K-6)
 - ☐ ESOL (P-12)
 - ☐ 6-12 Biology ☐ 6-12 Chemistry
 - ☐ 6-12 English ☐ 6-12 History
 - ☐ 6-12 Math
 - ☐ P-12 Art
 - ☐ P-12 Modern Languages (French, German, & Spanish)
 - ☐ P-12 Music ☐ P-12 Physical Education
-

IMAGE/ LIKENESS RELEASE

Washburn University wishes to record, photographically, by videotape and/or other media, the sights and sounds of University/departmental programs for use in promotion of the University and its materials including, but not limited to promotional brochures and news releases. Please indicate if you give Washburn University permission to use your likeness and name in promotion of the University and its programs by signing below.

I hereby give permission to Washburn University to videotape, photograph or otherwise record my image and name in connection with the University. I further give consent and authorization to Washburn University to use my likeness and name, in whole or in part, in any forum or publication it deems appropriate for the promotion of the University and its programs, including, but not limited to: newspapers, advertising brochures and promotional materials, DVD, CD, videotape or any other media. I expressly waive and release any rights in the photograph, videotape or other materials in which my likeness may be recorded.

Student's Printed Name _____

Student's Signature _____

Student WIN _____

Washburn University
Family Educational Rights and Privacy Act (FERPA)
Student Record Information Release

Student Name: _____

WIN #: _____

I, the undersigned, hereby authorize Washburn University to release the following educational records and information:

- ☐ **All Educational Records** – Includes, but not is not limited to, grade reports, transcripts, classroom performance/behavior.
- ☐ **Accounting** – Includes tuition and fee balances, financial holds, mailing and billing address, payment plans, accounting statements, collections information and debt information.
- ☐ **Admission** – Includes date of application, program selected, documents received, documents pending, date of admission, admission status and conditions of admission.
- ☐ **Registration** – Includes current enrollment, dates of enrollment activity, enrollment status, residency status, semesters attended and mailing address information.
- ☐ **Academic Records** – Includes courses taken, grades received, GPA, academic progress, honors, transfer credit award and degrees awarded.
- ☐ **Financial Aid** – Includes all general financial aid information.
- ☐ **Other (please be specific)** - - _____

To: _____

I understand that (1) I have the right not to consent to the release of my education records; (2) I have the right to receive a copy of such records upon request; (3) and that this consent shall remain in effect until revoked by me, in writing, and delivered to Washburn University. Any such revocation shall not affect disclosures previously made by Washburn University prior to the receipt of any such written revocation.

Student's signature

Date

THIS INFORMATION IS RELEASED SUBJECT TO THE CONFIDENTIALITY PROVISIONS OF APPROPRIATE STATE AND FEDERAL LAWS AND REGULATIONS, **INCLUDING 20 USC 1232g**, WHICH ALSO PROHIBIT ANY FURTHER DISCLOSURE OF THIS INFORMATION WITHOUT THE SPECIFIC WRITTEN CONSENT OF THE PERSON TO WHOM IT PERTAINS, OR AS OTHERWISE PERMITTED BY SUCH REGULATIONS.

I hereby revoke this authorization for release of information.

Student's signature

Date