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INTRODUCTION

Welcome to Washington State University Tri-Cities.

The formal WSU Faculty Manual and its revisions by the Board of Regents is your official guide to policies and procedures, and its provisions are conditions of employment. The Faculty Manual should be consulted and followed where applicable in resolving questions regarding your appointment. You may access the Faculty Manual in your departmental office or at the following website: http://facsen.wsu.edu/faculty_manual.

This WSU Tri-Cities handbook, on the other hand, provides brief answers to commonly asked questions and summarizes important procedures and policies that come to bear in your role.

Academic Unit Contacts
No handbook can cover every situation or issue that might arise, so we encourage you to draw on our knowledgeable staff, faculty, and administration. The support staff in your area can help with issues of procedure, and your Academic Director is an especially good resource for questions that involve curricular goals and interpretation of University policy.

The contacts for each academic unit are listed below. See APPENDIX A for the WSU Tri-Cities Quick Phone List.

Office of Academic Affairs
Vice Chancellor: James R. Pratt 372-7212
Executive Assistant: Karina Barajas 372-7208

Arts & Sciences
Assistant Vice Chancellor: W. Michael Mays 372-7380
Principal Assistant: Joanne Baker 372-7217

Professional Programs
Assistant Vice Chancellor: Elizabeth Nagel 372-7398
Principal Assistant: Melanie Casciato 372-7360

Nursing
Director: Phyllis Morris 372-7196
Office Assistant: Rhonda Bushmaker 372-7180
CAMPUS ORGANIZATION AND OVERVIEW

Office of the Chancellor
James R. Pratt, Interim Chancellor
Executive Assistant: Karla Shelton
East 231 • 372-7258
chancellor@tricity.wsu.edu
www.tricity.wsu.edu/chancellor
www.tricity.wsu.edu/chancellor/pdfs/wsutcorgchart.pdf

The Chancellor of WSU Tri-Cities oversees the day-to-day business of the campus, including Academic Affairs, Finance & Administration, and Advancement & Regional Development. See APPENDIX B for the current organizational chart

History and Overview
WSU Tri-Cities plays a key role in Washington State University’s long and rich tradition of service and commitment to South Central Washington. The University’s presence in the region dates back to the early 1900s when Cooperative Extension Offices were established and continued with the opening of the Research and Extension Center in Prosser in 1919.

In 1946, Washington State University, along with the University of Washington and Oregon State University, began offering graduate-level engineering programs in Richland as the General Electric School of Nuclear Science and Engineering. In 1958, the name was changed to the Joint Center for Graduate Study and later, in 1985, to the Tri-Cities University Center, when Central Washington University and Eastern Washington University joined with the original member institutions to form a consortium of five universities.

In 1989, based on the recommendation from the Higher Education Coordinating Board, the Washington State Legislature dissolved the consortium and assigned WSU as the sole, publicly funded provider of upper-division and graduate education in the Tri-Cities, thus creating WSU Tri-Cities. The campus was established to provide higher education to place-bound adults in Benton, Franklin, and Walla Walla counties and to contribute to the economic and cultural development of the three-county region.

When WSU Tri-Cities officially opened on July 1, 1989, there were six full-time faculty, 100 part-time faculty, 800 part-time students, 25 staff, an 84-acre campus, and one 40,000-square foot building. Now there are approximately 1,500 full- and part-time students, more than 80 full-time faculty, nearly 300 part-time faculty, more than 100 staff, and four buildings with a combined area of 257,000 square feet. The campus has now grown to 195 acres, with an additional 300 acres of undeveloped land located about five miles west of campus.
The curriculum at WSU Tri-Cities has evolved from primarily graduate-level engineering and science programs for Hanford employees to a mix of baccalaureate and graduate programs in agriculture, business, education, engineering, liberal arts, nursing, and sciences. Seventy percent of today’s student body is enrolled in bachelor degree programs and 30 percent in graduate programs. More than 75 percent of the students are majoring in education, business, liberal arts, and nursing. The remaining enrollment is in engineering, sciences, and agriculture.

The campus currently offers 18 undergraduate and 13 graduate degree programs, plus six doctoral degree programs coordinated with WSU Pullman. With strong support from the community, WSU Tri-Cities added freshman and sophomore courses in fall 2007 to become a full four-year public university, thus extending the WSU land-grant mission of providing affordable, accessible higher education. See APPENDIX C for the campus vision and mission statement.

**SUPPORT UNITS**

**Computer Center**  
Steve Fry, Manager  
CIC 225 • 372-7334  
tchelp@tricity.wsu.edu  
www.tricity.wsu.edu/ctc/index.html

Computing resources and network access are provided to support the University's goals of instruction, research, and extension. Any use of WSU computing and network resources must be in accordance with current federal, state and university regulations. Willful misuse of any computing resources can result in termination of access privileges, disciplinary actions, and/or civil and criminal penalties.

**WSU Network**  
To apply for a WSU Network ID go to:  
webutil.wsu.edu/apps/myNetworkProfileHelp/aboutmyNid.aspx. For help, contact the WSU Help Desk at helpdesk@wsu.edu or 509-335-0522. Tri-Cities Help Desk: 372-7367.

Once you have a WSU Network Account you will be given a WSU e-mail in the form of <your network id@wsu.edu>. To forward the mail sent to your WSU Tri-Cities e-mail account, go to “zzusis” and follow the link to “my profile.” You may use this e-mail account with your students to keep course correspondence separate from work or personal e-mail. To check your WSU e-mail, go to http://webmail.tricity.wsu.edu.
WSU Tri-Cities Network Account
To apply for a WSU Tri-Cities Network Account: www.tricity.wsu.edu/ctc/netacct.htm. For help, contact the WSU Tri-Cities Help Desk tchelp@tricity.wsu.edu or 372-7334

Zzusis
You will access your class lists and submit grades through zzusis by login using your Network ID and password at zzusis.wsu.edu.

FERPA training is required prior to accessing student records. The training can be accessed through the Registrar’s RONet website using your Network ID and password at https://www.ronet.wsu.edu/Main/Apps/FerpaTest.asp.

For help, contact the Campus Registrar at 372-7351 or at registrar@tricity.wsu.edu.

Personal use of e-mail and internet
Washington State University has a policy that allows occasional but limited \textit{(de minimis)} personal use of e-mail and internet if:

- The use is not specifically prohibited (see BPPM 20.37); and
- There is no cost to the state; and
- The use of resources does not interfere with official duties; and
- The use does not compromise the security or integrity of University information or software.

The WSU policy conforms to state laws and Executive Ethics Board guidance. Please take a moment to review the material from the Ethics Board (see \textbf{APPENDIX D}). If you have been involved in e-mail and/or internet use that is in violation of University policy or State law you should stop immediately.

Media Services/Audio-Visual Services
Aaron Brumbaugh, Manager
West 120 ● 372-7284
brumbau@tricity.wsu.edu
media@tricity.wsu.edu
https://lms.wsu.edu/

WSU Tri-Cities uses Angel, a Web-based course management system. You can set up an Angel orientation session so you can learn how to load your class materials into the system prior to the start of the semester. The orientation takes 30 minutes, or you can view the online tutorials at http://angel.wsu.edu/Angel_TriCities_help.asp. Students appreciate having their
course materials, assignments and other resources easily available via Angel. It also saves a lot of photocopying as the course materials are available to the students as needed.

All WSU Tri-Cities classrooms are equipped with either overhead transparency projectors or document cameras for displaying materials. Each classroom also has a TV/VCR unit, computer and a ceiling-mounted digital data projector. Additional equipment, including slide projectors, film projectors, or video cameras are available at no charge with at least 24-hour notice and are subject to availability. Fill out the request form at http://www.tricity.wsu.edu/media/.

Consolidated Information Center (CIC)/Max E. Benitz Memorial Library
Annanaomi Sams, Director
CIC 201 AC ● 509-372-7430
annanaomi_sams@tricity.wsu.edu
www.wsulibs.wsu.edu

The Library on the Tri-Cities campus is part of the larger system of WSU Libraries. Together with the Pullman campus, the regional campus libraries in Spokane and Vancouver, and the Energy Library in Olympia, you have more than 2 million book volumes and 30,000 periodical subscriptions to support your teaching and research programs. Additional resources - another 28 million items - are available to you through our participation in Summit, a consortium of thirty-five libraries in Washington and Oregon. The WSU Libraries provide you with more than 28,000 full-text digital resources, including current journals, books, documents, and databases.

To place course materials on reserve, to check out books and reserve resources and to access many of the full-text online resources from your computer, you will need to have your name, WSU identification and pin number available. If you have any questions about eligibility and access to these resources, call 372-7440.

To request that new resources be purchased and added to the Benitz Library collection, call 372-7428.

The Library is co-located in the Consolidated Information Center with the Hanford Technical Library (HTL). The latter is operated by the Pacific Northwest National Laboratory for the Lab and select Hanford site contractors. Many of the HTL resources are available for your use: books and publicly available reports can be checked out and full-text, online resources are available to you from the computers located in the Library itself.

Advancement and Regional Development
www.tricity.wsu.edu/development/

The role of the Office of Advancement and Regional Development is to build positive community awareness of the campus, its programs and events; to support student recruitment; and to develop and maintain relationships with individuals, alumni, businesses, and organizations to generate resources for students and campus initiatives.

These outreach and external relations functions include fundraising, marketing, communications, promotions, graphic design, public events, and government relations. The department, which includes Development, Alumni Relations, and Marketing and Communications, is directed by Sharon B. Holden.

The WSU Foundation is represented by a WSU Tri-Cities Development team that works with faculty, staff, and the community to solicit and develop gifts, grants, bequests and estate gifts, endowments and in-kind contributions — and to recognize those who support our campus. The team also can assist faculty in finding speakers for classes, connecting students with community businesses for special projects and internships, and building alumni relations. Faculty are encouraged to assist in fundraising activities in the community.

Sharon Holden, Director
Advancement and Regional Development
East 235 ● 372-7264
sbholden@tricity.wsu.edu

Eadie Balint, Coordinator
Development, Events, and Alumni Relations
East 239 ● 372-7210
ebalint@tricity.wsu.edu

Anneke Rachinski, Program Assistant
Office of Advancement and Regional Development
East 235 ● 372-7264
anneke.rachinski@tricity.wsu.edu

Marketing and Communications
www.tricity.wsu.edu/marketing

The Marketing and Communications Department shares news and information about WSU Tri-Cities research, class projects, events, donations, professional achievements, unique student
accomplishments, etc. This team writes and distributes all of the press releases for WSU Tri-Cities; designs and maintains the web site; places paid advertising in print, broadcast, and online; updates social media for the campus; assists reporters who are searching for local experts; designs and produces marketing materials and merchandise for recruitment and fund-raising; takes photos of campus life; and more.

Academic colleges, departments, and programs are encouraged to share details of their news, send web site updates, and to access this design expertise to ensure our campus shines!

Melissa O’Neil Perdue, Manager Marketing and Communications East 241 ● 372-7319 moneil@tricity.wsu.edu

Heather Willoughby, Graphics Designer East 220 ● 372-7318 hwilloughby@tricity.wsu.edu

Kari Tutwiler, Communications Coordinator East 220 ● 372-7323 marketing@tricity.wsu.edu

Vacant, Web & Graphics Assistant East 220 marketing@tricity.wsu.edu

The Bookie
Trudy Freese, Manager East 243 ● 375-1084 bkstricitywsu@bncollege.com wsubookie.bncollege.com

The Bookie at WSU Tri-Cities is located in the East Building. It is a branch of the student-owned Bookie in Pullman and is operated by Barnes & Noble Collegiate. Hours are 10 a.m. to 6 p.m. Monday through Thursday, and 9 a.m. to 5 p.m. Friday. Summer hours are 10 a.m. to 5 p.m., Monday through Friday.

The Bookie provides the following services:
- New and used textbooks for courses being taught at WSU Tri-Cities. All adopted textbooks are discounted 10 percent off the list price
- Textbook rentals
• E-Books and Nook Study
• Books written by WSU Tri-Cities instructors stocked upon request
• Special orders
• School supplies, snacks, and Cougar Cheeses
• Books for special lectures (please make arrangements in advance)
• Ten percent discount off WSU gift and souvenir items for WSU Tri-Cities faculty and staff (discount does not apply to electronics, Cougar Cheeses, or cards)
• Shipping of packages at UPS charges plus a $6.95 handling fee (cannot ship Cougar Cheeses)

Copy Center-Mail Room
Dee Hermsen and Andrea Thornburg
West 127 ● 372-7273
copyctr@tricity.wsu.edu
www.tricity.wsu.edu/copycenter/

Photocopying
You will receive an authorization code for photocopying. This number will allow you to use any copy machine on campus, including in the CIC Library. You can arrange with the Copy Center to make copies for you from a hard copy or e-mailed attachment. Please allow adequate time; copy requests will be done in order received. This may require 24 hours for completion.

Packets/Handbooks/Class Notes
Please provide the Copy Center with copy-ready originals and sufficient lead time for completion of the packets. If you are planning on distributing multiple handouts to the class, please have the handouts made into a Course Reader available for purchase at the Copy Center. This may require copyright clearance.

Copyright Permission Requests
Washington State University policy on complying with copyright law can be found at the website: publishing.wsu.edu/copyright.html.
All WSU faculty are expected to be in compliance with this policy.

Fair Use of copyrighted materials must meet these criteria:

• Copying the original materials strictly and solely for educational purposes;
• Only copying a very limited portion of the entire work;
• Not making any monetary profit from copying the materials or otherwise conducting any commercial activity directly from copying or distributing copies; and
• The use of the material is in no way any attempt to substitute or eliminate purchasing textbooks, journals, magazines or any other published print media by students in class(es).

For questions on Fair Use of copyrighted materials for educational purpose (under title 17 U.S. Code, Section 107) and for all permissions requests please contact the Copy Center.

Mail Services
The Copy Center serves as the collection and distribution center for the all-campus courier and U.S. mail. Courier mail is collected up to 3:00 pm for the daily outgoing shipment and should arrive in Pullman the next day and within two days to other regional campuses. The Copy Center does not provide personal mail services and does not sell stamps, although stamped envelopes weighing less than 13 ounces with a return address may be put in the slot for daily pick up by the U.S. Postal Service.

Reserve a Campus Vehicle
Contact the Copy Center to reserve a campus vehicle for travel pertaining to WSU Tri-Cities business. Reservations may only be made weekdays during hours the Copy Center is open. Currently the campus has three vehicles available for University-related business for faculty, staff, and authorized student use. Reservations are made on a first-come, first-served basis. Arrangements for key pickup and drop-off will be made at the time of the reservation. We follow the Safety Policies and Procedures Manual, Motor Vehicle Safety S35.10.1., which can be found in its entirety at www.wsu.edu/manuals_forms/PDF/SPPM/S35-10.pdf.

Before return of a motor pool vehicle, it must be refueled and cleared of personal belongings and trash. Each motor pool vehicle must be returned with a full tank of gas. A gas card (including the PIN number) is located in the glove compartment to be used to refuel the State vehicles. Turn in state vehicle gas receipts to the Copy Center. It is important that you return the vehicle and keys at the time stated on your reservation. If you are returning a vehicle after business hours, there is a key drop box located by the doorway to W121, the hallway behind shipping/receiving and the Copy Center.

State vehicles are for official use only and should not be used for personal business or side trips or taken home and left in a driveway to return when convenient.

Report all damage, needed maintenance and/or repairs on the paperwork provided when the car is checked out. There is an emergency kit in each vehicle. If you are involved in any type of accident with the State vehicle there is information located in the glove compartment as to each step to follow.
FOOD SERVICES

Crimson Café
James Kinner
Consolidated Information Center (CIC) ● 783-0128
james@cgcatering.com
www.tricity.wsu.edu/admission/student-life/dining.html

The Crimson Café is operated by Country Gentleman Restaurant and Catering, which holds the food service contract for WSU Tri-Cities. This locally owned business also has a restaurant in Kennewick, cafeterias at Columbia Basin College and the Pacific Northwest National Laboratory, and an established catering service.

The food service contract includes an exclusive catering component. All food service using University funds — from cookie trays to sit-down meals — either needs to be provided by Country Gentleman or have approval from Country Gentleman to purchase outside food. This catering contract also applies to any outside organizations that hold events at WSU Tri-Cities.

To place an order for catering, fill out this form. If you have questions regarding the exclusive catering, please contact Doria Monter-Rogers in the WSU Tri-Cities purchasing office at 372-7201 or monter@tricity.wsu.edu.

Vending machines located throughout the campus also provide limited food and beverage options, as does The Bookie in the East Building.

COURSE-SPECIFIC ISSUES

Campus Registrar
Nancy Roe, Campus Registrar
West 201 ● 372-7351
registrar@tricity.wsu.edu

Academic Calendar
See APPENDIX E for the 2012-2013 Academic Calendar
Class Lists
To print your class list, log onto the zzuis site at [http://portal.wsu.edu](http://portal.wsu.edu). Enter your Network ID and password. Once logged on, select Main Menu, Curriculum Management, Class Roster, Class Roster
- Acad inst = WSUNV; Term = 2127; Subj Area and Class #, click Search
- If wish to see students on the wait listed, choose “waiting” in drop down box
- To notify students in class by email, under class enrollment list, check select all (make sure this is the enrolled list of students and not the wait list), then select Notify Selected Students. This brings up the email that you may create for the entire class.

Attendance
Instructors shall not permit a student to attend a class more than three times as a visitor without an official enrollment notice. Students who have not attended class and laboratory meetings during the first week of the semester may be dropped from the course by the department. (Students should not assume that they have been dropped without verification from the department or Registrar’s Office). Students with extenuating circumstances that prevent their attendance during the first week should notify the Office of Student Affairs. Student Affairs will notify instructors of the absence and the reason for it. Valid reasons for missing classes do not relieve the student of making up the work missed. Please refer to Academic Regulations 71-73, [http://www.registrar.wsu.edu/Registrar/Apps/AcadRegs.ASPX](http://www.registrar.wsu.edu/Registrar/Apps/AcadRegs.ASPX), for a full description of the University policy on attendance.

Any student who is required to participate in off-campus, university-sponsored activities such as field trips, musical performances, judging teams, intercollegiate athletic events, etc. should obtain an official Class Absence Request form from the faculty or staff member supervising the off-campus activity.

Course Syllabus
The syllabus is typically distributed the first day of class and often contains a week-by-week calendar of reading assignments, due dates for papers and other assignments, and examination dates. It is prudent to give students as much practical information as possible in the syllabus to avoid misunderstanding about the course and your expectations. The class syllabus should address topics such as:
- Course description, purpose and goals
- Required and suggested text books
- Readings/assignments
- Methods of evaluation, examination policy, grading policy
- Class participation requirements and attendance policy
- Office hours and location, phone number, e-mail, and mailbox location
Academic Integrity Statement
Academic dishonesty, including all forms of cheating, plagiarism, and fabrication, is prohibited. Knowingly facilitating academic dishonesty is also prohibited. The expectation of the University is that all students will accept these standards and conduct themselves as responsible members of the academic community. These standards should be interpreted by students as general notice of prohibited conduct. They should be read broadly and are not designed to define misconduct in exhaustive forms. Faculty and their departments have jurisdiction over academic matters and may take academic action against students for any form of academic dishonesty discovered in their courses.

Disability Services Reasonable Accommodations Statement
Reasonable accommodations are available for students who have a documented disability. Classroom accommodation forms are available through the Disability Services Office. All accommodations for disabilities must be approved through the Disability Services Coordinator.

If you have a student who approaches you about a disability, even if it’s temporary, refer them to the Disability Services Coordinator, Cherish Tijerina Pearson, West Building, room 269J, at 372-7352 or ctijerina@tricity.wsu.edu as soon as possible.

Campus Safety Statement
Should there be a need to evacuate the building (e.g., fire alarm or some other critical event), students should meet the instructor at the blue light pole in the WEST or CIC Parking lot [use the parking lot for the building in which your class is located]. A more comprehensive explanation of the campus safety plan is available at www.tricity.wsu.edu/safetyplan. An emergency alert system is available and you can sign up for it at tricity.alert.wsu.edu

Exams
The final examination week spans five days, the Monday through Friday immediately following the 15th week of the semester.

Closed Week (or “dead week”): No examinations or quizzes (other than laboratory examinations, make-up examinations and make-up quizzes) may be given during the last week of instruction. For further details about examination policies in your area, contact the Academic Director.
Exams and return assignments can be left in the administrative offices in each of the academic areas. The students will need a form of identification to pick up their own documents. No other documents will be released. Please inform the students of the exact dates that their return documents will be available. Documents will be destroyed after two weeks if the students have not picked them up.

**Grading Policy**

WSU uses letter grades and the 4.0 maximum grading scale. The grade A is the highest possible grade, and grades below D are considered failing. Plus or minus (-) symbols are used to indicate grades that fall above or below the letter grades; but grades of A+ and D- are not used.

For purposes of calculating grade points and averages, the plus (+) is equal to 0.3 and the minus (-) is equal to 0.7 (e.g., a grade of B+ is equivalent to 3.3. and A- is 3.7). See Academic Regulations 90.-104.

Grades are submitted through the zzusis site at [http://portal.wsu.edu](http://portal.wsu.edu).

Mid-semester grades are issued to all undergraduate students based on the following policy:

88. MIDTERM GRADE SUBMITTAL. Midterm grades will be submitted for students enrolled in undergraduate courses by 5:00 p.m. on the Wednesday of the eighth week of the fall and spring semesters.

For courses that are letter graded, midterm grades may reflect the full range of letter grades (A-F) or may use the C or F grade only. The instructor’s syllabus will specify which type of midterm grade will be given to assess progress. For midterm grades, C and F are defined as follows: A C midterm grade is given to any student who is making satisfactory progress. An F midterm grade is given to any student whose progress is not acceptable and who needs to discuss his/her progress with the instructor.

The assessment should not be interpreted as a formal grade, but rather as an indication of the student’s progress to date.

Midterm grades are advisory and do not appear on the student’s permanent record, the WSU transcript.

**Grade Changes**

If six grades or fewer need changing, submit a Supplemental Grade Form (available from the Registrar’s Office) for each student. Please retain yellow copy for your records.
If more than six grades need to be changed, send a memo on department letterhead that includes the course and section number, year and term, each student’s name, ID#, previous grade given, and correct grade. Grade changes must be signed by the chair of your department before the Registrar’s Office will accept them.

**Student Course Evaluations**
Evaluations are filled out by the students during the last two weeks of each semester. Some departments have the students fill out the evaluations online. Please check on your department’s preferred process.

**Guest Lectures**
Guest lecturers may occasionally be invited to discuss specific material in their field of expertise. The University does not compensate guest lecturers. Although judicious use of outside speakers can be a useful tool in teaching your class, we recommend that you not make excessive use of speakers. Check with your Academic Director for departmental guidelines.

**Canceling Classes**
Canceling courses is discouraged, but if you must do so, follow the procedure. If you know in advance, you may want to consider inviting a guest lecturer.

*If you know in advance that you will need to cancel a class:*
Contact the Academic Director and/or the area support staff and let him/her know which date you are canceling class and which date you have chosen for the make-up session. Ask the support staff to arrange a room for your proposed make-up class meeting. Provide students with the date of the canceled class and the make-up meeting time and location, orally and in writing.

*If you are canceling and cannot give students advance notice*
Contact the area support staff and let him/her know that you are canceling class. Depending on the circumstances, he/she will notify students by phone and/or by posted signs. If the decision is weather related, he/she will follow inclement weather procedures (below). At the next class meeting, poll students regarding convenient make-up dates and times. Contact the support staff to arrange a room for your make-up session.

**STUDENT CONDUCT**

**Office of Student Conduct**
Carol Wilkerson, Interim Director of Student Affairs
West 269 ● 372-7139
carol.wilkerson@tricity.wsu.edu
WSU expects all students to behave in a manner consistent with its high standards of scholarship and conduct. Students are expected to uphold and be accountable for these standards both on and off campus and acknowledge the university's authority to take disciplinary action. The purpose of these standards and processes is to educate students and protect the welfare of the community.

Behavior that violates the WSU Student Code of Conduct, including plagiarism and academic dishonesty, should be reported to Carol Wilkerson, The complete Code of Conduct is available online at conduct.wsu.edu. See APPENDIX F for the Standards of Conduct.

**STUDENT SUCCESS PROGRAMS AND CENTERS**

**Undergraduate Advising and Learning Center**  
Linda Miller, Associate Director, Student Academic Services  
Consolidation Information Center (CIC) 202 • 372-7399  
advising@tricity.wsu.edu  
www.tricity.wsu.edu/ualc

The Undergraduate Advising and Learning Center provides academic advising, free group tutoring on a drop-in basis, and learning support services for undergraduate students. Undergraduate advising is co-located with the Career Development Center in the Consolidated Information Center (CIC) 202 suite and provides academic advising for all undergraduate degrees offered at WSU Tri-Cities. The Learning Center is located on the second floor of the library in the CIC building adjacent to the Writing Center and houses tutoring for lower-level math, science, and core courses.

**Career Development Center**  
LoAnn Ayers, Director  
Consolidated Information Center (CIC), Room #202 • 372-7600  
careers@tricity.wsu.edu  
www.tricity.wsu.edu/careers/  
www.facebook.com/wsutccareers  
twitter.com/CougCareers

The Career Development Center provides comprehensive services and information resources that enable students to take active responsibility for their career decision and job search and equips students for making career plans by facilitating awareness of their work related strengths, interests, and values. Staff prepares students for finding internships and employment
by enhancing their job search skills. They also foster relationships with the employer community to provide students with opportunities to develop professional skills, integrate academic learning into work requirements, and find jobs.

**Career Exploration**
Staff assist students in assessing their strengths, interests, and career expectations to help identify academic majors and career development strategies to achieve their career goals. Staff also assist students in identifying career options and then creating job search strategies to enhance their ability to obtain a job in their desired field after graduation.

**Internships and Volunteer Opportunities**
Volunteer opportunities and internships are an excellent way to check out a career, to build students’ resumes, and to develop a professional network to support getting the job they want after graduation.

**Student Employment**
The Career Development Center helps students find part-time and full-time employment opportunities before and after graduation.

**Disability Services Offices**
Cherish Tijerina Pearson, Coordinator
West 269 • 372-7352
Washington Relay Service: 1-800-833-6388
cctijerina@tricity.wsu.edu
www.tricity.wsu.edu/disability/

Our mission is to coordinate services to employer students with disabilities to participate and excel in every aspect of academic and campus life at WSU Tri-Cities.

**Accommodations Requirements**
To receive accommodations, students must submit documentation of a disability or limiting condition. Complete documentation establishes the individual as a person with specific functional limitations and provides a rationale for reasonable accommodations. If you are coming to WSU Tri-Cities directly from high school, please contact the WSU Tri-Cities Disability Services Coordinator confirm that you have up-to-date disability documentation prior to arriving at WSU Tri-Cities.

- For students with cognitive disabilities (learning disabilities, ADD/ADHD, etc.) assessments and documentation dated within the past *three years* is preferred.
- For students with most psychological and medical conditions, documentation dated within the past *6 months* is very helpful.
We will work with you on a case-by-case basis to examine whatever documentation you have, of course.

**Individual Education Plan (IEP) and 504 plans**

Individual Education Plan (IEP) and 504 plans differ significantly from the accommodations and services that can be provided at the post-secondary level. Colleges and Universities do not provide testing and assessment free of charge. Parents and students are encouraged to educate themselves about this and other differences. One excellent source of information is the U.S. Office of Civil Rights’ Transition Guide.

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**Diversity Council**

Tim Baker, Chair
CIC 125N • 372-7277
diversity@tricity.wsu.edu
www.tricity.wsu.edu/diversity

The vision of the WSU Tri-Cities Diversity Council is to transform the WSU Tri-Cities community so that we achieve and value unity through diversity.

The purpose of the Diversity Council is to advance an inclusive climate of diversity in which differences among people are promoted, respected and valued.

The Diversity Council supports a diverse climate through initiatives designed to empower students, staff, and faculty to act in socially just ways and to create, facilitate, embrace, and maintain a culture of diversity on the WSU Tri-Cities campus. These initiatives include facilitating training programs, supporting curriculum revisions to include issues of diversity, and being present at events and on committees.

We demonstrate a commitment to diversity through the recruitment and retention of a diverse student body, staff, and faculty.

We promote the value of diversity by initiating and maintaining a reciprocal dialog between the Council, faculty, staff, students, administration, and the community around issues and concerns related to diversity.

**Definition of Diversity**

Diversity is defined as differences among people with respect to age, class, ethnicity, gender, physical and mental ability, race, sexual orientation, spiritual practice and other human differences.
Education Abroad
West 269F • 509-372-7139
edabroad@tricity.wsu.edu
www.tricity.wsu.edu/education_abroad

Washington State University offers more than 1,200 Education Abroad programs in 70 countries around the world. A program abroad has the potential to be a life-changing experience. The Education Abroad Liaison can help students integrate their study abroad program into their WSU degree plans.

Student Counseling Services
Aphrodite Beidler, Counselor
372-7143
abeidler@tricity.wsu.edu
www.tricity.wsu.edu/counseling

Short-term mental health care for current WSU Tri-Cities students is available on campus from Aphrodite Beidler, LMHC. There is no fee for services, and strict confidentiality is maintained in accordance with the legal and ethical guidelines. We offer services in an atmosphere that is welcoming and comfortable for all students.

We offer the following services:
• Initial Assessment
• Individual Counseling
• Crisis Counseling Services
• Conjoint Counseling
• Consultation

TRiO Student Support Services
Beth Smith, Director
East 203 • 372-7157
triostudentsupport@tricity.wsu.edu
www.tricity.wsu.edu/triostudentsupport

TRiO Student Support Services provides services for talented student and determined to finish college, low-income, first-generation students, and/or students who have a documented disability. Services include:
• Individualized success plans
• Academic advising
• One-on-one tutoring appointments
Veterans Resource Center
West 203 • 509-372-7364
veterans@tricity.wsu.edu
www.tricity.wsu.edu/va

The Veterans Resource Center houses, both the benefits certifying office and the Vet CORP representative. The office provides a one-stop shop for student veterans seeking information about educational and community benefits. It is also the mission of the Veterans Affairs outreach center to provide networking opportunities with student and community organizations to new and continuing students.

The Veterans Affairs outreach center is a great resource for all student veterans, whether they are veteran transitioning into college and civilian life for the first time, or perhaps a veteran who has just graduated and is seeking employment in today’s work force.

Veteran Friendly Listener
The Veteran Friendly Listener (VFL) program is a network of faculty and staff who have volunteered to support WSU Tri-Cities student veterans. Each VFL is open to speak with any veteran, veteran dependent or family member.

As students, veterans can feel disconnected from the campus community because they have had such a different life experience than many other students, faculty, and staff. With this program veterans have a network of faculty and staff who are familiar with the veteran experience and are safe resources for veteran students to seek out for information and conversation on topics related to academics, post-graduation planning, transitions, pastimes, and their veteran student experience.

Writing Center
Simon Aebersold, Acting Director
CIC, Second Floor • 372-7342
The WSU Tri-Cities Writing Center is dedicated to supporting student writers at all skill levels and from across the disciplines as they navigate the writing process (from prewriting and researching, to drafting and revising). The Center is a positive learning environment where students composing in any medium or genre (including research papers, resumes, proposals, creative narratives, lab reports, DTC assignments, etc.) can find resources and meet with our peer writing consultants in personalized, one-on-one, 30-minute appointments. Through collaborative revision, we not only help students (to) improve a given assignment, but also to meet university and course expectations by developing and refining effective writing skills. Writing Center consultants are also trained to assist students with digital and technological aspects of their assignments (including effective document layout and design, successful use of graphics, images, and other visual rhetoric,) and how to solve common computer-related problems. By doing this, we believe that we support the success of our students, faculty, and university community.

All Writing Center services are free to students, and consultations are available by appointment or walk-in. The Writing Center is closed during the first week and the last half of finals week of every semester. The Writing Center is open Monday through Thursday, 10 a.m. to 5 p.m. and Friday 10 a.m. to 2 p.m. It is recommended that students come prepared with a copy of their assignment and specific questions or issues to address.

HUMAN RESOURCE SERVICES AND BUSINESS SERVICES

Human Resource Services and Employee Benefits
Debra McCormick
East 242 • 372-7302
debra.mccormick@tricity.wsu.edu
www.tricity.wsu.edu/humanresources
HRS Pullman: www.hrs.wsu.edu

The Human Resource Services (HRS) office is designed to assist individuals with their employment needs. Our office hours are Monday through Friday, 8 a.m. to 5 p.m.

Please note that all WSU employees are required to take sexual harassment training once every five years. As a new employee you will be required to complete training regarding prevention of discrimination and sexual harassment within six months of your date of hire. Information regarding this training is available at the following web site: http://hrs.wsu.edu/dshp.
See **APPENDIX H**: Policy on Prohibiting Discrimination and Sexual Harassment, and **APPENDIX I**: Faculty-Student and Supervisor-Subordinate Relationships.

**Business Services Office**  
Stephanie Brock, Manager  
East 263 ● 372-7267  
sabrock@tricity.wsu.edu  
www.tricity.wsu.edu/businessoffice

The primary goal of the office is to process the business documents of the campus and assist departments, units, and other offices in performing their administrative functions.

Services provided include:
- Processing all administrative documents related to the fiscal and personnel activities of the campus. This includes monitoring documents to assure accuracy and compliance with established policies and procedures.
- Reviewing existing fiscal and personnel procedures and services, recommending, developing, and implementing new procedures where warranted.
- Assisting and advising directors and unit heads, faculty and staff on federal, state, and institutional policies and procedures relating to personnel, purchasing, travel, payroll, accounting, and grant and contract administration and other fiscal areas.
- Interfacing with the Controller's Office, Budget Office, Purchasing Office, Travel Office, University Receivables, Payroll, Grants and Research Development and various other offices on the Pullman campus.

The WSU Tri-Cities forms and processes are located on the Business Services website at. Contact information and areas of responsibility are also available on the website.

**Accounts Payable**  
Steve Konzek, Fiscal Specialist  
East 262 ● 372-7379  
skonzek@tricity.wsu.edu  
www.tricity.wsu.edu/businessoffice

Accounts payable is responsible for processing invoices for payment. Invoices should be submitted with the purchase order number and budget coding.

**Campus Cashier**  
Kathy Harper, Fiscal Specialist  
East 254 ● 372-7498  
kharper@tricity.wsu.edu
The campus cashier is responsible for cash advances, petty cash, all cash handling and various other duties related to the functions of the Business Services Office (IRIs, invoice vouchers, etc.). Any checks received are to immediately be turned in to the Campus Cashier.

**Grants**
Tanu Bedi, Grants Specialist
East 262 ● 372-7210
tanu.bedi@tricity.wsu.edu
www.tricity.wsu.edu/businessoffice

Grant submission guidelines and the process flowchart along with other grant forms and instructions are available on the Business Services website. Inform Tanu that you will be, or are considering, submitting a grant proposal as soon as you find a grant opportunity for which you are interested in applying.

**Payroll**
Sophie Valdez, Payroll Coordinator
East 248 ● 372-7260
valdez@tricity.wsu.edu
www.tricity.wsu.edu/businessoffice

Employees are paid semi-monthly, on the 10th and 25th of each month. If those dates fall on a Saturday, payroll is Friday. If the regular payday is on a Sunday, the pay is transmitted on Monday. You will receive a Monthly Leave Report (there may be exceptions during summer session) from your department, which you should complete and endorse at the end of each month and return to the area support staff for submission to payroll. Your Academic Director must sign your leave report by the fifth day of the following month (e.g., the August leave report should be completed and signed by Sept. 5).

**Purchasing**
Doria Monter-Rogers, Campus Buyer
East 264 ● 372-7201
monter@tricity.wsu.edu
www.tricity.wsu.edu/businessoffice

There are a variety of methods available for purchasing including Purchase Orders, P-card (Visa purchasing card), and IRIs (internal WSU purchases). For general information on purchasing you should first check with your department contact. They can guide you regarding the best method for your purchase. Most departments do their own general office supply ordering using
a purchasing card. All requests for purchased goods/services processed by the Business Office must be submitted on an RFP. The RFP must include the budget number and be signed by the appropriate PI or department administrator.

**Purchase Orders**
Using a purchase order (K order) begins with the completion of a *Request for Purchase* (RFP) form. This type of purchasing is for allowable purchases below $10,000.00. The K order is prepared and given to the Vendor to complete the order. When the invoice is received it should be properly coded with a budget number and turned in to Accounts Payable in the Business Services Office.

**Purchases over $10,000.00**
Purchases over $10,000.00 must be processed through WSU Tri-Cities Purchasing using a *Request to Purchase* form (RFP). These orders are then forwarded to Purchasing Services in Pullman on a Departmental Requisition. You must allow at least two months for processing. Some orders may be purchased through a State Contract. If a state contract exists, a quote from the vendor must be submitted with the RFP. If a State Contract does not exist items are put out to bid. Orders requiring a bid are posted on the WEBS (Washington Electronic Bidding System). Minimum required product specifications must be provided with the RFP. If only one vendor can provide a specific item you are requesting, a vendor’s price quote and a sole source justification must be provided with the RFP detailing why only that vendor is acceptable.

**Interdepartmental Requisition and Invoice (IRI)**
IRIs are used to secure services from other University departments (i.e. business cards, computer site licenses). If you are purchasing services from a University department, complete the RFP form and specify the purchase/service is from another University department.

**Food Purchases (meals or refreshments)**
The purchase of food for meetings/events is subject to state and University regulations. Sponsored accounts (grants) may have additional restrictions regarding the purchase of food for meetings. WSU Tri-Cities has an exclusive contract with Country Gentleman. All campus events/meetings must either use Country Gentleman or receive permission from Country Gentleman to use any other vendor (First Right of Refusal). Please check with your department contact or WSU Tri-Cities Purchasing regarding the restrictions on food/meal/refreshment purchases. A Request to Serve Food form must be completed to obtain prior approval to serve meals or light refreshments. In addition, a list of participants may be required depending on the type of event.

**Contracts**
Contracts require one to two months of lead time, depending on the nature of the contract. If a contract is needed, work with WSU Tri-Cities Purchasing. The Vice Chancellor for Finance and Administration is the only person on campus who is authorized to sign contracts.

**Travel**
Michele Hitzroth, Travel Specialist
East 262 ● at 372-7270
hitzroth@tricity.wsu.edu
www.tricity.wsu.edu/businessoffice

Travel requests must be approved prior to travel. You must complete the *Travel Request Form* and obtain your Academic Director’s approval signature. This form should be forwarded to the Business Services Travel Office in East Building 262. When you return, you will then complete the *Travel Expense Voucher* (TEV form) attaching original receipts and documentation related to your trip.

**CAMPUS SAFETY**

Lori Selby, Vice Chancellor for Finance & Administration
East 227 ● 372-7261
lselby@tricity.wsu.edu
www.tricity.wsu.edu/safetyplan
http://tricity.alert.wsu.edu

Craig Root, Environmental Health & Safety Coordinator
BSEL 134 ● 372-7163
croot@tricity.wsu.edu

Scott Tomren, Industrial Hygienist II/Emergency Response Coordinator
BSEL 134 ● 372-7163
Scott.tomren@tricity.wsu.edu

Washington State University Tri-Cities is committed to maintaining the safety of the students, faculty, staff, and visitors to the campus. As part of this commitment this Campus Safety Plan contains a comprehensive listing of policies, procedures, statistics and information relating to campus safety, emergency management and the health and welfare of the campus community. Many WSU units collaborate to address campus safety issues and needs through their programs. Together, these programs comprise the plan for maintaining a safe campus for all. Sign up to receive campus emergency notifications at [http://tricity.alert.wsu.edu](http://tricity.alert.wsu.edu).
Emergency Warning

Upon confirmation of a significant emergency or dangerous situation involving an immediate threat to the health and safety of students or employees occurring on the campus, WSU Tri-Cities will determine and employ communication methods appropriate to the situation to notify the affected university community immediately and without delay. Taking into account the safety of the community, WSU Tri-Cities will determine the content of the notification and initiate the appropriate elements of the emergency notification system unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate the emergency.

If the Emergency Management Officer or any Campus Security Authority receives and confirms information that there is a significant emergency or dangerous situation occurring on campus that is determined to pose an immediate threat to the health or safety of WSU Tri-Cities students and employees, an Emergency Warning will be issued without delay.

The Emergency Warning may be issued through the college e-mail system, mass notification system (Everbridge); zzsis to students, faculty, staff; available social media such as Facebook and Twitter; and local news media. The warning or announcement may also be issued through campus-wide electronic bulletin on the University home page at www.tricity.wsu.edu and the WSU Tri-Cities Alerts web site at www.tricity.wsu.edu/alerts, providing the university community with more immediate notification. In such instances, a copy of the notice may also be placed on bulletin boards or doors around campus.

Anyone with information that might warrant an Emergency Notification Warning should report the circumstances to the Emergency Management Office by phone (509) 372-7261. In any case of emergency, 9-1-1 should be called first.

Emergency Response

Each faculty member at WSU Tri-Cities needs to be familiar with the Campus Emergency Response Plan. Plan review sessions are offered each semester. Faculty and staff members are required to review the plan, but do not need to attend each semester.

- In the event of an emergency, call 911
- If there’s a fire, pull the nearest fire alarm and exit the building promptly
- If you hear a fire alarm, exit the building immediately
- Review evacuation routes in your area. They are posted inside the door of each classroom
- Determine if there are any special evacuation needs for your students
- Identify the staging areas to your students (the blue emergency call station in the main parking lot for East, West and BSEL; and the blue emergency call station in the CIC parking lot for CIC)
- Remind the students to stay in that area until the evacuation is released.
- Do not use the elevators during a fire or an alarm
- Instructors are required to have a class roster to account for their students at the staging area
- Remind students to take their belongings with them
- Direct the class in a calm, confident manner. Instructors should be the last one out of the classrooms
- Close the classroom doors

Emergency call stations (blue light/pole) are located in the main and CIC parking lots and also along the sidewalk between the West Building and the CIC. When activated, the call station contacts the University’s emergency dispatch center.

**Crime and Fire Statistics and the Jeanne Clery Act**
Washington State University maintains records of crime statistics for the last three academic years in accordance with the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" (originally the Crime Awareness and Campus Security Act of 1990). It is a federal law that requires institutions of higher education in the United States to disclose campus security information including crime statistics for the campus and surrounding areas; maintenance of a daily crime log; and, providing timely notification and warnings of certain types of crimes in the university community. WSU Tri-Cities Annual Security Report - Clery Act is available at [http://www.tricity.wsu.edu/safetyplan/pdf/wsutcannualreport1010.pdf](http://www.tricity.wsu.edu/safetyplan/pdf/wsutcannualreport1010.pdf)

For more information on the Jeanne Clery Act, go to: [http://www.securityoncampus.org/](http://www.securityoncampus.org/).

**Timely Warnings**
Per the Clery Act, timely warnings must be issued for the following crimes, if (1) the crime is reported to campus security authorities, (2) the crime is determined to pose a serious or continuing threat to WSU students and employees, and (3) the crime occurred on campus, in or on non-campus buildings or property owned by WSU, or on public property that is within the campus or immediately adjacent to campus:
- Sex offenses (includes forcible sex offenses and non-forcible sex offenses)
- Robbery
- Aggravated assault
- Burglary
- Arson
- Motor vehicle theft
- Arrests or referrals for disciplinary action for liquor law violations, drug law violations, and illegal weapons possession
- Hate crimes, including the following listed below, if such crime manifests evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, gender, gender identity, ethnicity, or disability:
Any crime listed above, as defined by the Clery Act,
- Crimes of larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property, or
- Any other crime involving bodily injury.

A timely warning may be issued for any other crime or incident as deemed necessary or appropriate.

Authority and Jurisdiction of the Public Safety Department
The WSU Tri-Cities Emergency Management Office reports to the Vice Chancellor for Finance and Administration. This office serves as the Public Safety Department for campus emergencies that are not 9-1-1 (e.g. potential to cause physical harm or life threatening) types of incidents.

The Emergency Management Office is responsible for a limited range of safety services to the Tri-Cities campus community. Employees are not commissioned officers and do not have authority to arrest individuals. Services include, but are not limited to quarterly Safety Committee Meetings to ensure that safety issues on campus are being addressed on a continual basis, enforcement of University policies and procedures, keeping a record of accident reports on campus, and coordinating with the Richland Police Department on any incidents that are of a criminal nature.

Campus emergencies that are not 9-1-1 related such as water leaks may be reported by calling the campus emergency number of 372-7234 or 2-7234 from a campus phone. This phone line is answered 24 hours a day, 7 days a week. **All criminal activity should be reported through calling 9-1-1.**

A security company provides additional security for the WSU Tri-Cities campus Monday through Friday from 5 p.m. to 10 p.m. during the academic year (mid-August through mid-May). The security guard on duty follows the same instructions above when reporting campus emergencies.

The Richland Police Department has the responsibility to enforce applicable city, county, state and federal criminal laws at WSU Tri-Cities. The Department's Police Officers investigate all reports of criminal activity that occur within the jurisdiction of the WSU Tri-Cities campus property.

Access to Campus Facilities
Buildings are open to the public when academic classes are in session. After hours, buildings are secured and only persons assigned exterior door keys are allowed to enter or remain. Campus generally is closed on Sundays and on major holidays.
For directions to and a map of the campus, please visit our campus map web page at [http://www.tricity.wsu.edu/admission/contact/campusmap.html](http://www.tricity.wsu.edu/admission/contact/campusmap.html)

**Severe Weather/Emergency Closure**

The University does not close except under the most adverse conditions. When classes are canceled and students will be absent, faculty members are excused from reporting to the campus. Administrators, exempt, and classified personnel are expected to work their normal hours unless otherwise notified.

Inclement weather, or any emergency that forces a declaration of limited closure or suspended operations, may occur at any time during the day or evening, and may affect all or part of the instructional day. If an emergency occurs during the night, the Chancellor or her designee will make one of the following decisions by 6 a.m.:

- Proceed with classes as usual.
- Postpone opening for one or more hours.
- Cancel classes with offices remaining open to the public, excusing the faculty but with other employees reporting to work.
- Cancel classes and close offices to the public, with faculty excused and all other employees reporting to work.
- Suspend operations in all or any portion of the University.

If the decision is to proceed with classes as usual, no notification will be given. If one of the other options is selected, the Chancellor will notify key staff. The news media will be notified and the closure status will be posted on [www.tricity.wsu.edu](http://www.tricity.wsu.edu).

If the option selected is to delay opening, the schedule will begin at the hour stated in the media and on the WSU Tri-Cities Web site, and the classes scheduled prior to the late opening time will not meet on that day. If the emergency occurs after classes are in session, the Chancellor may elect one of the options outlined previously.

Public announcements are made only for the closure or delay of classes. Such announcements are sent to local radio and television stations for immediate broadcast and to the Tri-City Herald to be posted on [www.tricityherald.com](http://www.tricityherald.com).

Non-teaching employees shall report to work unless advised differently. If an announcement is intended for specific groups of employees, it will be so stated. If employees need assistance during closure of classes, they should call their supervisors.

**Environmental Health and Safety**
The university has various resources to address EH&S matters. They include:

- Executive Policy Manual [http://public.wsu.edu/~forms/manuals.html](http://public.wsu.edu/~forms/manuals.html)
- Environmental Health & Safety Department in Pullman [http://ehs.wsu.edu/](http://ehs.wsu.edu/)
- Office of Research Assurances [http://www.ora.wsu.edu/](http://www.ora.wsu.edu/)
- WSU Tri-Cities EH&S office 509-372-7163

The WSUTC EH&S Office can assist with employee safety and health; workplace safety and health; environmental matters; training; job safety analysis; accident prevention and investigation; waste minimization; sustainability; food safety; and in many other areas.

A New Employee Orientation Training is available online at [http://www.tricity.wsu.edu/safetyplan/quiz](http://www.tricity.wsu.edu/safetyplan/quiz) in the left side bar menu. A Safety Orientation/Emergency Response Assessment follows the training to document the training. All other health and safety training, no matter how brief, must be documented in writing and be in an employee’s file.

University faculty, staff, and students are to promptly report all accidental injuries and work-related illnesses to immediate supervisors for evaluation and possible investigation. Supervisors of University departments coordinating the use of University facilities or University-sponsored activities are responsible for reporting all accidental injuries incurred by individuals who are not employed by WSU. Complete detailed Incident Reporting procedures are available in WSU Safety Policy and Procedure Manual 2.24 [http://www.wsu.edu/manuals_forms/HTML/SPPM/2_General_Workplace_Safety/2.24_Reporti ng_Accidental_Injuries_and_Work-Related_Illnesses.htm](http://www.wsu.edu/manuals_forms/HTML/SPPM/2_General_Workplace_Safety/2.24_Reporting_Accidental_Injuries_and_Work-Related_Illnesses.htm)

Outside agency resources related to workplace and employee safety and health include:

APPENDIX A

WSU TRI-CITIES QUICK PHONE LIST (area code 509)
http://www.tricity.wsu.edu/directory

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Admissions</td>
<td>372-7250</td>
</tr>
<tr>
<td>Admissions Credentials</td>
<td>372-7312</td>
</tr>
<tr>
<td>Advising Center</td>
<td>372-7399</td>
</tr>
<tr>
<td>Alumni Information</td>
<td>509-335-2586</td>
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<tr>
<td>(or 5-2586 from a campus phone)</td>
<td></td>
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<tr>
<td><strong>Ambulance</strong></td>
<td><strong>911</strong></td>
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<tr>
<td>Associated Students of WSU Tri-Cities</td>
<td>372-7128 (president)</td>
</tr>
<tr>
<td></td>
<td>372-7127 (vice president)</td>
</tr>
<tr>
<td>Athletic Tickets (Pullman)</td>
<td>372-7300 or 1-800-GOCOUGS</td>
</tr>
<tr>
<td>Bookstore (Bookie)</td>
<td>375-1084</td>
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<tr>
<td>Business, degree programs</td>
<td>372-7360</td>
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<tr>
<td>Business Services</td>
<td>372-7267</td>
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<tr>
<td>Campus Emergency (after hours)</td>
<td>372-7234</td>
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<tr>
<td>Career Development Center</td>
<td>372-7600</td>
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<tr>
<td>Cashier’s Office</td>
<td>372-7498</td>
</tr>
<tr>
<td>Center for Bioproducts &amp; Bioenergy</td>
<td>372-7683</td>
</tr>
<tr>
<td>Chancellor’s Office</td>
<td>372-7258</td>
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<tr>
<td>Childcare Reimbursement (student)</td>
<td>372-7228</td>
</tr>
<tr>
<td>Computer Center/Help Desk</td>
<td>372-7334</td>
</tr>
<tr>
<td>Copy Center/Mail Room</td>
<td>372-7273</td>
</tr>
<tr>
<td>Counseling Services</td>
<td>372-7153</td>
</tr>
<tr>
<td>Custodial Services</td>
<td>372-7243</td>
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<tr>
<td>Development/Donations</td>
<td>372-7264</td>
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<tr>
<td>Disability Services Offices</td>
<td>372-7352</td>
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<tr>
<td>Education, degree programs</td>
<td>372-7396</td>
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<tr>
<td><strong>Emergency</strong></td>
<td><strong>911</strong></td>
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<tr>
<td>Engineering, degree programs</td>
<td>372-7171</td>
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<tr>
<td>Enrollment Services</td>
<td>372-7351</td>
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<tr>
<td>Exhibition Center (Art Gallery)</td>
<td>372-7185</td>
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<tr>
<td>Facilities</td>
<td>372-7607</td>
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<tr>
<td>Financial Aid</td>
<td>372-7228</td>
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<tr>
<td>Fitness Club Reimbursement (student)</td>
<td>372-7352</td>
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GEAR UP 372-7231
Graduate School Services 372-7247
Human Resource Services 372-7302
Information Technology/Help Desk) 372-7334
Insurance (student) 372-7228
Internships 372-7600
Liberal Arts, degree programs 372-7217
Library 372-7430
MESA 372-7301
Crimson Café 375-1053
Marketing & Communications 372-7319
Media Services 372-7203
Ombudsman (Pullman) 509-335-1195
(or 5-1195 from a campus phone)
Reinstatement 372-7399
Registered Student Organizations (RSO’s) 372-7300
Registrar Services 372-7351
Room Reservation 372-7243
Scholarships 372-7228
Sciences, degree programs 372-7217
Student Accounts 372-7498
Student Affairs 372-7139
Student Conduct 372-7139
Student Employment 372-7600
Student Involvement 372-7300
Transcripts 372-7498
TRiO Student Support Services 372-7157
Veterans Affairs Center 372-7364
Vice Chancellor for Academic Affairs 372-7208
Vice Chancellor for Finance & Administration 372-7253
Work Study 372-7297
Writing Center 372-7342
Writing Portfolio 372-7217
APPENDIX B

Organizational Chart
www.tricity.wsu.edu/chancellor/admin.html

APPENDIX C

Campus Vision Statement
http://www.tricity.wsu.edu/vision/

VISION
WSU Tri-Cities will be a culturally diverse destination campus with signature programs in the sciences and engineering that provide students with real-world opportunities supported by vibrant research and industry partnerships.

REALIZING THE VISION BY 2020
» Grow to serve 5,000 students, of which 80 percent will be undergraduates and 20 percent will be pursuing graduate degrees.
» Secure status as the state’s only four-year public Hispanic Serving Institution and serve as a destination campus for students in the Mid-Columbia region who choose to attend college while living close to home.
» Expand science and engineering programs focused on bioproducts and sustainable energy, wine science, and K-12 STEM education to result in signature programs with global impact and reputation.
» Develop facilities and services that support the engagement of students and the campus community in activities, sports, lectures, cultural events and performances.
APPENDIX D

Executive Ethics Board Guidance on E-Mail and Internet Use FAQs
http://www.ethics.wa.gov/

The Executive Ethics Board has adopted Frequently Asked Question to help state employees comply with the Executive Ethics Act, RCW 42.52. The following excerpts provide answers to some of the most frequently asked questions about e-mail and internet use. You can find all of the Frequently Asked Questions and answers at http://ethics.wa.gov.

Use of State Resources

1. Can I use the Internet on a de minimis basis to check my state retirement account or Deferred Compensation accounts and transfer funds to various stock or bond fund accounts?
   Answer: Yes. The retirement account as well as the Deferred Compensation package are part of your benefits as a state employee. Accessing them occasionally will not violate the Ethics in Public Service Act.

2. As a section 4 employee working for a regulatory agency, can I accept and keep promotional items from vendors I contract with at a trade show if I am there as part of my job?
   Answer: You may keep promotional items of nominal value, even if from a vendor with whom you contract.

3. What are some examples of an unsolicited promotional item of nominal value that a section 4 employee can accept from a vendor?
   Answer: Items such as pens, note pads, refrigerator magnets and the like.

4. Can I sell items from my kid’s charitable organization such as Girl Scout cookies and/or school fundraisers that sell candy or magazines in the workplace?
   Answer: You may be able to, if it falls within “organizational effectiveness.” That means that the agency head has approved the activity and acknowledges that it relates to an agency’s mission and encompasses activities that enhance or augment the agency’s ability to perform its mission. The Board recognizes that state agencies may allow employees to participate in activities that are not official state duties but promote organizational effectiveness by supporting a collegial work environment.

5. Can state employees use their computers to listen to internet radio while at work?
   Answer: No. To use the internet radio takes up a bandwidth, and goes beyond a de minimis use.
6. **What is the real bottom line when it comes to personal use of state resources?**
   Answer: So long as the use is brief, infrequent, of little or no cost to the state, is not disruptive, does not support a private business and does not support or oppose candidates or ballot issues, the Board has said that a “de minimis” use of state resources would not violate the ethics law.

7. **What does “occasional,” “brief” and “infrequent” really mean?**
   Answer: While these terms have not been formally defined, staff has interpreted them to mean just that: the use is no more than once a day and lasts a few minutes, so long as there is no disruption to your work or to the work of others.

8. **I won a door prize at a conference I attended. Can I keep it?**
   Answer: That depends. Assuming that the door prize was offered to all attendees, then if your attendance at the conference was paid by your agency, the prize belongs to the agency. If you paid your own way to the conference, then you may keep the prize.

9. **Why is it not okay to engage in fund raising activities for people and organizations who really need help?**
   Answer: The Ethics in Public Service act prohibits using state resources for private gain. While agency heads may deem soliciting for a specific charity is “organizational effectiveness,” it is not possible to support all of our own pet charities.

10. **What are we supposed to do with thank you gifts given to our office by someone who really appreciated our effort?**
    Answer: State agencies aren’t regulated by the gift statute, so if the gift was truly given to the agency, the ethics law does not apply. However, if the gift was given to an individual, that person may or may not be able to keep it depending on the relationship to the giver (ie: a section 4 relationship.)

11. **What should I do if I see someone violate the law?**
    Answer: There are several things you can do. First, you can confront the employee and let them know that they are violating the law. You can also notify the employee’s supervisor and let them deal with the situation. You can file a complaint with the state auditor under the Whistleblower Act, and finally, you can file a complaint with the Executive Ethics Board.

12. **Can I reimburse my agency for personal Internet/cell services on my Blackberry?**
    Answer: Using your Blackberry for personal reasons beyond the de minimis standard is not acceptable. Reimbursement is a mitigating factor, but does not cure the violation.

13. **Employees within an agency are holding an election poll – the person closest wins a pot of money on election day. Is this okay?**
Answer: No! Gambling in state offices is illegal.

14. **Can I look at personal email on a break?**
   Answer: Many agencies block private email sites from access on a state computer. If your agency does not block access, check with them for any policy they may have.

15. **Can I use the internet for personal reasons on a break or lunchtime?**
   Answer: See the de minimis usage.

16. **May I use the government rate offered by hotels in I am not traveling on business?**
   Answer: If the rate is offered to all government employees, whether or not they are on official business, then yes. If the hotel requires you to be on official business, then you cannot accept the government rate. To do so would be to use your official position to secure a special privilege.

17. **As a section 4 employee, can I keep flowers from a customer given to me because of a death or sickness in the family?**
   Answer: You may keep the flowers only if you can establish that you and the customer had a friendship outside of work.

18. **The Red Cross holds a safety fair in our building and as part of their display sells first aid kits. Does this violate the Ethics Law?**
   Answer: Not necessarily. If other organizations want to come in and hold a similar event, the agency must allow them to do so. Otherwise, a special privilege has been given to the Red Cross.
APPENDIX E

Academic Calendar
http://catalog.wsu.edu/General/AcademicCalendar/

Fall 2012
August 20  First Day of Instruction
September 3  Labor Day – All University holiday
November 12  Veterans Day – All University holiday
November 19 – 23  Thanksgiving Vacation (M – F)
December 3 – December 7  Closed Week (M – F )
December 10 – 14  Final Examination Week (M – F)
December 18  Final grades due, 5 p.m.

Spring 2013
January 7  First Day of Instruction
January 21  Martin Luther King, Jr. Day – All University holiday
February 18  President’s Day – Class Holiday
March 11 – 15  Spring Vacation (M – F)
April 22 – 26  Closed Week (M – F)
April 29 – May 3  Final Examination Week (M – F)
May 7  Final grades due, 5 p.m.
May 10  Commencement

Summer Session 2013
May 6  Early Session begins
May 27  Memorial Day holiday
June 3  Eight-Week Session begins
June 17  Late Six-Week Session begins
July 4  Independence Day – All University Holiday
July 26  Summer Session ends
July 30  Final grades due, 5 p.m.

Fall 2013
August 19  First Day of Instruction
September 2  Labor Day – All University holiday
November 11  Veterans Day – All University holiday
November 25 – 29  Thanksgiving Vacation (M – F)
December 2 – December 6  Closed Week (M – F )
December 9 – December 13  Final Examination Week (M – F)
December 17  Final grades due, 5 p.m.
APPENDIX F

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

http://www.registrar.wsu.edu/Registrar/Apps/FERPA.ASPX

Federal law requires Washington State University (WSU) to annually notify current students of their rights under the Family Educational Rights and Privacy Act (FERPA). Under FERPA, a student has the right to:

1. Inspect and review his or her education records. "Education records" means those records that are directly related to a student and are maintained by WSU or by a party acting for WSU. Students should submit a written request to the Registrar's Office identifying the record that they wish to inspect. The Registrar's Office will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar's Office, the student's request will be forwarded to the correct WSU official.

2. Request the amendment of the contents of an education record that the student considers to be inaccurate, misleading, or otherwise in violation the student's privacy or other rights. A student should notify (in writing) the WSU official responsible for the record, clearly identifying the part of the record they want changed, and specifying why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student within a reasonable time of the decision and advise the student of his or her right to a hearing regarding the challenged record. Additional information about hearing procedures will be provided to the student at that time.

3. Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Education records may be disclosed to school officials with a legitimate educational interest. A school official is a person employed by WSU in an administrative, supervisory, academic or research, or support staff position (including health staff and WSU police); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee (such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks). A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her educational responsibilities. WSU may disclose a student's education records to other institutions if the student seeks or intends to enroll in the other institution and the institution has requested the records. Information from a student's education records may be released to appropriate persons in connection with a health or safety emergency.
4. File with the Department of Education a complaint concerning alleged failures by Washington State University to comply with the requirements of FERPA. Complaints should be addressed to the Family Policy Compliance Office, U.S. Department of Education, 400 Independence Avenue, SW, Washington, DC 20202-4605.

DIRECTORY INFORMATION
Washington State University may release directory information contained in a student's education records. "Directory Information" means information contained in an education record that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information includes the following: name (including any former name), local and permanent addresses, telephone numbers, email addresses, major and minor fields of study, participation in officially recognized sports, weight and height of members of athletic teams, dates of attendance, enrollment status (e.g., undergraduate, graduate; full-time or part-time), grade level, status as graduate assistant and assignment, degrees, certificates, and awards received, including the President's Honor Roll, and the most recent previous educational institution attended by the student. Students may request that WSU not release directory information by indicating "restrict address" on WSU's ZZUsis Portal's address update screen, or by filing a written request with the Registrar's Office by the tenth day of the academic semester.

NOTE: If a student files a directory restriction at WSU, his or her name, address, phone number and email address will not be published in the campus directory. In addition, WSU will not release the student's name in any WSU press releases, including President's Honor Roll notification to hometown newspapers. For more information on directory restrictions, please contact the Registrar's Office, West 201.

Additional Resources on FERPA. The Department of Education has provided some useful information for schools, students and parents regarding privacy laws and school safety. Also, additional information for parents regarding FERPA may be found at the Department of Education web site: http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html.
APPENDIX G

Standards of Conduct for Students
http://conduct.wsu.edu/default.asp?PageID=338

WAC 504-26-001 Preamble.
Washington State University, a community dedicated to the advancement of knowledge, expects all students to behave in a manner consistent with its high standards of scholarship and conduct. Students are expected to uphold and be accountable for these standards both on and off campus and acknowledge the university’s authority to take disciplinary action. The purpose of these standards and processes is to educate students and protect the welfare of the community.

WAC 504-26-005 Good Standing.
The award of a degree is conditioned upon the student's good standing in the university and satisfaction of all university graduation requirements. "Good standing" means the student has resolved any unpaid fees or acts of academic or behavioral misconduct and complied with all sanctions imposed as a result of any misconduct. The university shall deny award of a degree if the student is dismissed from the university based on his or her misconduct. (See also rule 45 in the university general catalog.)

WAC 504-26-010 Definitions.
(1) The term "accused student" means any student accused of violating the standards of conduct for students (this chapter).

(2) The term "appellate board" means any person or persons authorized by the vice-president for student affairs to consider an appeal from a university conduct board's determination as to whether a student has violated the standards of conduct for students or from the sanctions imposed by the student conduct officer.

(3) The term "cheating" includes, but is not limited to:

(a) Use of unauthorized materials in taking quizzes, tests, or examinations, or giving or receiving unauthorized assistance by any means, including talking, copying information from another student, using electronic devices, or taking an examination for another student.

(b) Use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments.

(c) Acquisition or possession of tests or other academic material belonging to a member of the university faculty or staff when acquired without the permission of the university faculty or staff member.
(d) Fabrication, which is the intentional invention or counterfeiting of information in the course of an academic activity. Fabrication includes, but is not limited to:

(i) Counterfeiting data, research results, information, or procedures with inadequate foundation in fact;

(ii) Counterfeiting a record of internship or practicum experiences;

(iii) Submitting a false excuse for absence or tardiness or a false explanation for failing to complete a class requirement or scheduled examination at the appointed date and time.

(e) Engaging in any behavior for the purpose of gaining an unfair advantage specifically prohibited by a faculty member in the course syllabus or class discussion.

(f) Scientific misconduct. Falsification, fabrication, plagiarism, or other forms of dishonesty in scientific and scholarly research are prohibited. Complaints and inquiries involving cases of scientific misconduct are managed according to the university’s policy for responding to allegations of scientific misconduct. A finding of scientific misconduct is subject to sanctions by the office of student standards and accountability. The policy for responding to allegations of scientific misconduct may be reviewed by contacting the vice-president for research.

(g) Unauthorized collaboration on assignments.

(h) Intentionally obtaining unauthorized knowledge of examination materials.

(i) Plagiarism. Presenting the information, ideas, or phrasing of another person as the student's own work without proper acknowledgment of the source. This includes submitting a commercially prepared paper or research project or submitting for academic credit any work done by someone else. The term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or academic materials.

(j) Unauthorized multiple submission of the same work.

(k) Sabotage of others' work.

(l) Tampering with or falsifying records.

(4) The term "complainant" means any person who submits a charge alleging that a student violated the standards of conduct for students.
(5) The term "faculty member" for purposes of this chapter, means any person hired by the university to conduct classroom or teaching activities or who is otherwise considered by the university to be a member of its faculty.

(6) The term "gender identity" means having or being perceived as having a gender identity, self-image, appearance, behavior, or expression, whether or not that gender identity, self-image, appearance, behavior, or expression is different from that traditionally associated with the sex assigned to the person at birth.

(7) The term "may" is used in the permissive sense.

(8) The term "member of the university community" includes any person who is a student, faculty member, university official, or any other person employed by the university. A person's status in a particular situation is determined by the vice-president for student affairs.

(9) The term "organization" means any number of persons who have complied with the formal requirements for university recognition.

(10) The term "policy" means the written regulations of the university as found in, but not limited to, the standards of conduct for students, residence life handbook, the university web page and computer use policy, and graduate/undergraduate catalogs.

(11) The term "shall" is used in the imperative sense.

(12) The term "student" includes all persons taking courses at the university, either full-time or part-time, pursuing undergraduate, graduate, or professional studies. Persons who withdraw after allegedly violating the standards of conduct for students, who are not officially enrolled for a particular term but who have a continuing relationship with the university (including suspended students) or who have been notified of their acceptance for admission are considered "students" as are persons who are living in university residence halls, although not enrolled in this institution.

(13) The term "student conduct officer" means a university official authorized by the vice-president for student affairs to manage conduct complaints including the imposition of sanctions upon any student(s) found to have violated the standards of conduct for students.

(14) The term "university" means all locations of Washington State University.

(15) The term "university conduct board" means those persons who, collectively, have been authorized by the vice-president for student affairs to determine whether a student has violated the standards of conduct for students and to impose sanctions when a rules violation has been committed.
(16) The term "academic integrity hearing board" means those teaching faculty who, collectively, have been authorized by the university or college to review an instructor’s determination that a student violated university academic integrity policies and whether or not the outcome proposed by the instructor is in keeping with the instructor’s published policies.

(17) The term "university official" includes any person employed by the university, performing assigned administrative or professional responsibilities.

(18) The term "university premises" includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the university (including adjacent streets and sidewalks).

(19) The vice-president for student affairs is that person designated by the university president to be responsible for the administration of the standards of conduct for students.
APPENDIX H

Policy Prohibiting Discrimination and Sexual Harassment
APPENDIX I

Policy on Faculty-Student and Supervisor-Subordinate Relationships
Policy Prohibiting Discrimination and Sexual Harassment

POLICY

Purpose

The strategic plan of Washington State University calls for an "environment of trust and respect in all that we do." Discrimination and sexual harassment destroy mutual respect and a trusting environment. This policy expresses the commitment of WSU to maintaining an environment free from discrimination, including sexual harassment. This policy applies to all students, faculty, staff, or others having an association with the University.

WSU is committed to the principles of free inquiry and free expression. Vigorous discussion and debate are fundamental to the University, and this policy is not intended to stifle teaching methods or freedom of expression. Discrimination and sexual harassment are neither legally protected expressions of speech nor the proper exercise of academic freedom. Sexual harassment and other forms of discrimination compromise the integrity of the University, its tradition of intellectual freedom, and the trust and respect expected in the University community.

Discrimination Prohibited

This policy prohibits discrimination on the basis of race, sex, sexual orientation, gender identity/expression, religion, age, color, creed, national or ethnic origin, physical, mental or sensory disability, marital status, genetic information, and/or status as a veteran. Discriminatory harassment is one form of discrimination. Under this policy, discriminatory harassment is identified as conduct toward a particular individual, individuals, or groups on the basis of a protected status that is sufficiently severe or pervasive that it has the purpose or effect of:

- Creating an intimidating, hostile, or offensive work or educational environment for individuals or groups; or
- Unreasonably interfering with the work, academic performance, living environment, personal security, or participation in any University-sponsored activity of individuals or groups.

Sexual harassment is a form of discrimination. Sexual harassment encompasses unwelcome sexual advances, unwelcome requests for sexual favors or requests for sexual favors in exchange for some benefit, and/or unwelcome verbal or physical conduct of a sexual nature by a male or a female. Sexual harassment occurs when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of any individual's employment or education; or
- Submission to or rejection of such behavior by an individual is used as the basis for employment or educational decisions affecting the individual; or
- A behavior is sufficiently severe and pervasive to interfere with any individual's work or educational performance, or create an intimidating, hostile, or offensive work or educational environment.
Policy Prohibiting Discrimination and Sexual Harassment

Discrimination Prohibited (cont.)

Examples of behaviors that may rise to the level of sexual harassment and, therefore, are prohibited by this policy include but are not limited to the following:

1. Physical assault;

2. Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades, or letters of recommendation;

3. A pattern of behaviors that is unwelcome and severe or pervasive, resulting in unreasonable interference with the work or educational environment or creation of a hostile, intimidating or offensive work or educational environment, and may include but is not limited to the following:
   - Comments of a sexual nature;
   - Sexually explicit statements, questions, jokes, or anecdotes;
   - Unnecessary or undesirable touching, patting, hugging, kissing, or brushing against an individual's body;
   - Remarks of a sexual nature about an individual's clothing, body, or speculations about previous sexual experiences;
   - Persistent, unwanted attempts to change a professional relationship to an amorous relationship;
   - Subtle propositions for sexual activity or direct propositions of a sexual nature; and/or
   - Uninvited letters, e-mails, telephone calls, or other correspondence referring to or depicting sexual activities.

Reporting and Immediate Action

Anyone who believes she or he is a victim of discrimination or sexual harassment should take one or more of the following actions, as appropriate:

- Meet informally with the Ombudsman or a counselor from the WSU Counseling Center to discuss the incident and seek information, guidance, and/or advice on the discrimination and sexual harassment policies of the University and protocols for reporting the incident; and/or

- Report the incident to his/her supervisor, who must report the incident to the Office for Equal Opportunity for consultation and statistical purposes; and/or

- Report the incident to the Office for Equal Opportunity for investigation.
Policy Prohibiting Discrimination and Sexual Harassment

Reporting and Immediate Action (cont.)

A supervisor (e.g., administrator, dean, chair, director, ombudsman, faculty member, graduate teaching or research assistant, or undergraduate student employee with supervisory responsibility) receiving information in his or her capacity as a supervisor describing incidents of discrimination or sexual harassment defined in this policy shall:

- Report the incident to the police if suspicion exists that a crime was committed; and
- Report alleged incidents of discrimination or sexual harassment to the Office for Equal Opportunity for consultation and statistical purposes.

In addition, supervisors receiving information about incidents of discrimination or sexual harassment should either:

- Take action to immediately end the behavior; and/or
- Encourage the reporting individual to consult with the Office for Equal Opportunity and report the incident of discrimination or sexual harassment for possible investigation; and/or
- Report the incident to an immediate supervisor; and/or
- Consult with the Office for Equal Opportunity to report the incident and determine the need for investigation.

Note: Reporting of the incident to the Office for Equal Opportunity does not preclude the supervisor from taking formal or informal action to end the behavior. The supervisor must inform the alleged victim or reporting individual of his or her obligation to report the occurrence of alleged incidents of discrimination and sexual harassment to the Office for Equal Opportunity. In most cases, the supervisor may be required to take action to stop any inappropriate behavior regardless of the reporting to the Office for Equal Opportunity. Please consult the Office of the Attorney General, WSU Division, for advice in this regard.

The Office for Equal Opportunity will conduct prompt and effective investigations of incidents of alleged discrimination and sexual harassment; informing supervisors of the progress in the conduct of investigations; and report the results of the investigations to the supervisors, complainants and complaint respondents. Investigation reports and records will be released only pursuant to lawful public records requests. Complainants may withdraw from participation in the investigation of alleged discrimination or harassment, yet the Office for Equal Opportunity may continue an investigation if the University is legally obligated to complete the investigation.

Office for Equal Opportunity
French Administration, Room 225
Pullman, WA 99164-1022
509-335-8288
http://www.oeo.wsu.edu/
Policy Prohibiting Discrimination and Sexual Harassment

Reporting and Immediate Action (cont.)

University Ombudsman
Wilson Hall, Room 2
Pullman, WA 99164-4002
509-335-1195
http://www.wsu.edu/~ombuds/

Enforcement

The University vigorously enforces this policy. Persons determined to have violated this policy shall be subject to sanctions imposed using the due process protections of applicable University policies and handbooks (e.g., the WSU Faculty Manual, the Administrative Professional Handbook, civil service employees WAC 357-40, applicable collective bargaining agreements, and, for students, the WSU Standards of Conduct for Students, WAC 504-26). The chosen sanction will be proportionate to the severity of the offense considering the totality of the circumstances of the incident (the nature, frequency, intensity, location, context, and duration of the alleged behavior). The chosen sanction will be adequately and appropriately severe to reasonably assure prevention of future offenses. The sanctions that are imposed or other actions taken, will be reported to the complainant and Office for Equal Opportunity by the administrator imposing the sanctions.

Faculty

The type of corrective or disciplinary action imposed on faculty identified in violation of this discrimination and harassment policy will be determined by supervisors in consultation with the Vice Provost for Faculty Affairs. Corrective actions or disciplinary sanctions may include: mandatory training or counseling regarding discrimination including harassment; transfer or reassignment; verbal or written warning; censure; demotion; reduction in salary; withholding of salary increases; denial of professional or retraining leave; withholding of promotion; termination; or summary suspension and dismissal. Established incidents of discrimination and harassment must be explicitly incorporated into faculty annual review, third year review, progress toward tenure review, and tenure and promotion consideration as violating University policy, the Faculty Code of Ethics, and/or as interfering with the teaching, scholarship, or service function of the involved individual or unit.

Staff

The type of corrective or disciplinary action imposed on staff identified in violation of this policy will be determined by supervisors and/or appointing authorities, dependent upon employment class, in consultation with Human Resource Services personnel. Corrective actions or disciplinary sanctions may include: mandatory training or counseling regarding discrimination including harassment; transfer or reassignment; verbal or written warning; reprimand; demotion; reduction in pay; withholding of pay increases; withholding of promotion; suspension; and/or termination of employment. Immediate supervisors will explicitly incorporate established incidents of severe or pervasive discrimination or sexual harassment as defined by this policy into annual performance evaluations.
Policy Prohibiting Discrimination and Sexual Harassment

Students

The type of corrective or disciplinary action imposed on students will be determined by a student conduct officer or the conduct board using the procedures of the Standards of Conduct for Students. Disciplinary action imposed on students may include sanctions set forth in the conduct code, up to and including expulsion.

Retaliation Prohibited

No one shall suffer penalty or retaliation for making or supporting a charge of discrimination or sexual harassment under this policy. Retaliation against any person for bringing forward or participating in the investigation of a complaint under this policy, including creating a hostile work environment, forms independent grounds for taking appropriate disciplinary action. Retaliatory acts shall be reported to the Office for Equal Opportunity.

Retaliation has occurred when a student or an employee suffers a negative action after they make a report of discrimination or sexual harassment, assist someone else with a complaint, or participate in discrimination or sexual harassment prevention activities. For students, negative actions can include being assigned an undeserved poor academic or employment reference or denial of a reference, and/or reduction or negative influence on University employment or financial aid. For employees, negative actions can include demotion, suspension, denial of promotion, poor evaluation, punitive scheduling, unfavorable position reassignment, withholding of deserved support for promotion or tenure, assigning undesirable or inadequate space, punitive work assignments, or dismissal—any adverse employment decision or treatment that would likely dissuade a reasonable worker from making or supporting an allegation of discrimination or sexual harassment.

Malicious or Frivolous Allegations Prohibited

The University will discipline members of the University community who knowingly make false or frivolous allegations of discrimination or sexual harassment. No complaint will be considered malicious or frivolous solely because it cannot be corroborated.

RESOURCES

Other resources may also help in the resolution of reports of discriminatory or sexual harassment behaviors.

Internal, Local, State, and Federal Resources:

Employee Assistance Program
280 Lighty Student Services
509-335-1744
http://www.eap.wsu.edu/

WSU Counseling Services
280 Lighty Student Services
509-335-4511
http://counsel.wsu.edu/

Human Resource Services
French Administration, Room 139
509-335-4521
http://www.hrs.wsu.edu/

Regional Human Resource Services
Spokane: 509-358-7740
Tri-Cities: 509-372-7302
Vancouver: 360-546-9587
Policy Prohibiting Discrimination and Sexual Harassment

Internal, Local, State, and Federal Resources (cont.):

Womens Resource Center
Wilson Hall, Room 8
Pullman, WA 99164-4005
509-335-6849
http://women.wsu.edu/

U.S. Dept. of Education, Office for Civil Rights
Federal Office Building
915 Second Ave Room 3310
Seattle, WA 98174-1099
http://www.ed.gov/ocr/

WSU Police
Public Safety Building
Pullman, WA 99164-7300
509-335-8548
For Emergencies: Dial 911

U.S. Equal Employment Opportunity Commission
Federal Office Building,
909 First Ave Suite 400
Seattle, WA 98104-1061
http://www.eeoc.gov/

Alternatives to Violence of the Palouse, Inc.
(208) 883-HELP or (509) 332-HELP—24 hour crisis line. Collect crisis calls accepted.

Moscow, ID Office
627 N. Van Buren
PO Box 8517
Moscow, ID 83843
208-882-2490; Fax: 208-883-1041
ATVPMoscow@turbonet.com

Pullman, WA Office
1125 NW Nye, Suite A
PO Box 37
Pullman, WA 99163
509-332-0552; Fax: 509-332-3314
Home@atvp.org

Washington State Human Rights Commission

Olympia Headquarters Office
(for complaints from Western Washington and the Olympics, including, Pierce, Thurston, Clark, Lewis, Grays Harbor, and Kitsap Counties)
711 South Capitol Way, #402
PO Box 42490
Olympia, WA 98504-2490

Seattle District Office
(for complaints from Central and North Puget Sound, including King, Snohomish, Skagit, San Juan Islands, and Whatcom Counties)
Melbourne Tower #921
1511 Third Ave.
Seattle, WA 98101-1626

Spokane District Office
(for complaints from Eastern Washington, including Spokane, Whitman, Okanogan, Lincoln, Ferry and Stevens County)
Rock Point Plaza III
1330 North Washington Street
Spokane WA 99201
509-568-3196
INTRODUCTION

Washington State University employees, regardless of position, rank, or professional relationship, may rightfully develop consensual relationships. Washington State University values an environment of inclusion, trust, and respect as beneficial for learning and working. As a matter of sound judgment, faculty, graduate teaching and research assistants, residence hall officers, and other supervisory employees in the University community accept responsibility to avoid any apparent or actual conflict of interest between their professional responsibilities and their personal relationships with students or those whom they supervise, evaluate, or exercise other relationships of power or authority. Romantic and/or sexual relationships between a faculty member and a student, or a supervisor and subordinate, may potentially pose risks to the faculty member, student, supervisor, subordinate, third parties, and unit morale. In such relationships voluntary consent by the student or subordinate is suspect because of the inherently unequal nature of the relationship. A romantic and/or sexual relationship between a faculty member and a student, or a supervisor and subordinate, can lead to a complaint of sexual harassment when the student or subordinate perceives he or she was exploited. In addition, other faculty members, staff members, supervisors, students, or employees may express concerns about undue access or advantage, favoritism, restricted opportunities, or unfavorable treatment as a result of the relationship. These concerns are damaging to the University whether the favoritism is real or perceived. Concerns also arise in cases where the relationship between the faculty member and student, or supervisor and subordinate, remains amicable, as well as in cases that lead to allegations of exploitation. To ensure that the advising, mentoring, evaluation and supervision of students or subordinates is conducted fairly, romantic or sexual relationships between faculty and students, and supervisors and subordinates are prohibited as set forth in this policy. This policy deals only with evaluative and supervisory relationships and not with relationships that fall under the definition of discrimination, sexual harassment, or relationships that may be addressed by the University nepotism policy. (See EP15 and BPPM 60.14.)

POLICY

Faculty or anyone in a supervisory role is prohibited from having supervisory responsibility over a student or subordinate with whom he or she is currently having a romantic and/or sexual relationship. Supervisory responsibility includes any supervisory role perceived as a position of power or authority, and is not limited to instruction, research, academic advising, coaching, service on research and thesis (dissertation) committees, assignment of grades, evaluation and recommendation in an institutional capacity for employment, scholarships, fellowships, or awards. Supervision may occur on or off campus, in curricular, cocurricular, or extracurricular activities. Such supervisory responsibilities are prohibited in the case of a current academic or supervisory role, or if the parties may reasonably anticipate that an evaluative role may exist in the near future.

Relationships between individuals in which neither party is in a position to evaluate or supervise the other party are not within the scope of this policy so long as neither party participates in decisions that may reward or penalize the other and so long as such an evaluative relationship is not reasonably anticipated by the parties.
POLICY (cont.)

Romantic or sexual relationships in which one party is in a position to influence the career of the other, yet the relationship presents no clear or direct evaluative or supervisory conflict, may provide grounds for complaint by third parties when the relationship provides undue access, advantage, or restricts opportunities. Relationships resulting in indirect or inappropriate influence are prohibited. When a supervisory role or position of power and authority is accepted by an individual in an existing consensual relationship with a person who will become subordinate, the roles of the individuals in the supervisory and subordinate positions must be clearly established within the existing administrative structure.

In spite of these warnings, the University recognizes that sometimes such relationships occur. When a romantic and/or sexual relationship occurs or develops between a faculty member and a student, or a supervisor and subordinate, exercising a role in the evaluation or supervision of another individual an inherent conflict of interest arises. The faculty member or supervisor must disclose the relationship to an appropriate supervisor, with faculty or students disclosing the relationship to the appropriate department chair, program director, associate dean, vice-chancellor, or Dean of Students. In each case, the administrative supervisor shall make suitable arrangements for the objective supervision and evaluation of the student or subordinate partner's academic or job performance, and provide for the protection of individual and University interests.

Employees

If a supervisor enters into or engages in a sexual or romantic relationship with a subordinate employee, the supervisor must immediately report the relationship to their appointing authority so that a solution to the conflict of interest may be sought. The means of removing the conflict of interest must be reported to, and approved by the appointing authority within the unit, college, or campus and the appropriate vice president. Alternatives to the conflict of interest may include termination of the consensual relationship or appropriate changes in the supervisory/subordinate work environment.

Faculty

It shall constitute unprofessional conduct for a faculty member to engage in a romantic or sexual relationship with a student, staff member, or faculty member if the faculty member supervises or evaluates (including recommending other employment, advancement, academic or professional progress) the subordinate individual. If such a relationship exists, the supervising faculty shall immediately report the relationship to the department chair, program director, dean or chancellor with the intent of seeking alternative classes, advisors, or supervision. A written plan to resolve the conflict of interest developed by the faculty member, the academic administrator (in most cases, the department chair), and the head of the academic unit (e.g. dean, director, chancellor or equivalent) must be approved by the Office of the Provost. If no alternatives can be identified, the romantic or sexual relationship must be discontinued until the faculty member no longer exercises supervisory responsibility for the student, staff, or faculty member.
Policy on Faculty-Student and Supervisor-Subordinate Relationships

Violations

Sanctions will not ordinarily be imposed when developing romantic and sexual relationships are promptly self-reported and measures are taken to remove the conflict of interest, so long as the relationship is not alleged by one of the parties to be nonconsensual or discriminatory. If the relationship is alleged to be nonconsensual or discriminatory, the matter shall be referred to the Office for Equal Opportunity.

Persons, who have not self-reported and are determined to have violated this policy shall be subject to sanctions imposed using the applicable University policies and handbooks (e.g., the WSU Faculty Manual, the Administrative Professional Handbook, WAC 357-40, applicable collective bargaining agreements, and for students the WSU Standards of Conduct for Students, WAC 504-26). Sanctions for faculty members will be identified in consultation with the Vice Provost for Faculty Affairs. Sanctions for administrative professionals, staff, and other employees will be identified in consultation with the appointing authority and Human Resource Services. Sanctions may include: mandatory training or counseling, transfer or reassignment, verbal or written warning, censure, demotion, reduction in pay, withholding of pay increases, denial of professional or retraining leave, withholding of promotion, suspension, summary suspension, or dismissal.

The chosen sanction will be proportional to the severity of the offense as judged by the totality of the circumstances of the incident (the nature, frequency, intensity, location, context, method of discovery, and duration of the alleged behavior). The chosen sanctions will be adequately severe to reasonably deter and assure prevention of future offenses. The sanctions imposed will be described to the parties involved in the relationship. The violation of policy and the imposed sanctions will also be reported in the annual review and/or tenure and promotional file of the persons violating the policy.

Retaliation Prohibited

No one shall suffer penalty or retaliation, including any actions that may dissuade a reasonable person from making or supporting a charge, for reporting a relationship that violates this policy. Retaliation against any person for bringing forward or participating in the investigation of a complaint under this policy forms independent grounds for taking appropriate disciplinary action.

Retaliation has occurred when a student or an employee suffers a negative action after he or she makes a report of discrimination or sexual harassment, assists someone else with a complaint, or participates in discrimination or sexual harassment prevention activities. For students, negative actions can include being assigned an undeserved low or failing grade on any academic assignment, an undeserved poor academic or employment reference or denial of a reference, and/or reduction or negative influence on University employment or financial aid. For employees, negative actions can include demotion, suspension, denial of promotion, poor evaluation, punitive scheduling, unfavorable position reassignment, withholding of deserved support for promotion or tenure, assigning undesirable or inadequate space, punitive work assignments, or dismissal—any adverse employment decision or treatment that would likely dissuade a reasonable worker from making or supporting an allegation of discrimination or sexual harassment.
Policy on Faculty-Student and Supervisor-Subordinate Relationships

Malicious and Frivolous Allegations Prohibited

The University will discipline members of the University community who knowingly make false allegations of prohibited faculty-student or supervisor-subordinate relationships. No complaint will be considered malicious or frivolous solely because it cannot be corroborated.

RELATED POLICIES

- Policy Prohibiting Discrimination and Sexual Harassment, EP15
- Nepotism, BPPM 60.14

NOTE: Nonconsensual relationships are addressed in the University's sexual harassment policy. Marital and family relationships are addressed in the University's nepotism policy.

ADDITIONAL RESOURCES

Concerns regarding violations of this policy involving faculty or students should be addressed to the Office of the University Ombudsman or Provost.

- University Ombudsman
  Wilson Hall, Room 2
  Pullman, WA 99164-4002
  (509) 335-1195 http://www.wsu.edu/~ombuds/

- Office of the Provost
  French Administration, Room 436
  Pullman, WA 99164-1046
  (509) 335-5581 http://www.provost.wsu.edu/

Concerns regarding violation of this policy involving other employees should be reported to Human Resource Services.

- Human Resource Services
  French Administration, Room 139
  Pullman, WA 99164-1014
  (509) 335-4521 http://www.hrs.wsu.edu/

- Regional Human Resource Services
  Spokane: 509-358-7740
  Tri-Cities: 509-372-7302
  Vancouver: 360-546-9587

- Office for Equal Opportunity
  French Administration Building 225
  Pullman, WA 99164-1022
  509-335-8288 http://www.oeo.wsu.edu/

For resources concerning sexual harassment or other forms of discrimination, please see the Policy Prohibiting Discrimination and Sexual Harassment, EP15.