**Sample syllabus language**

In the text below, the link to the weapons policy directs to the KU weapons policy, which went into effect on July 1, 2017.

***Common preamble for ALL course-specific wording***

Individuals who choose to carry concealed handguns **are solely responsible to do so in a safe and secure manner in strict conformity with** [**state and federal laws**](http://concealedcarry.ku.edu/information) **and** [**KU weapons policy**](http://policy.ku.edu/university-kansas-policy-weapons-including-firearms-effective-july-1-2017)**.** Safety measures outlined in the KU weapons policy specify that a concealed handgun:

* Must be under the constant control of the carrier.
* Must be out of view, concealed either on the body of the carrier, or backpack, purse, or bag that remains under the constant control of the carrier.
* Must be in a holster that covers the trigger area and secures any external hammer in an un-cocked position
* Must have the safety on, and have no round in the chamber.

(Add the appropriate suggested language, below, that pertains to the course type or situation)

***Course specific wording***

**Lab classes**

This course takes place in spaces that will require students to leave belongings such as backpacks and purses away and unattended for the duration of class time. Students who choose to carry a concealed handgun in a purse, backpack, or bag must review and plan each day accordingly, and are responsible for making alternate arrangements as necessary. The university does not provide appropriate secured storage for concealed handguns.

Individuals who violate the KU weapons policy may be asked to leave campus with the weapon and may face disciplinary action under the appropriate university code of conduct.

**Tests and quizzes**

Instructors are allowed by Kansas Board of Regents policy, to require backpacks, purses and other bags be placed (LOCATION) during exams and quizzes, and as such those items will not be under the constant control of the individual. Students who choose to carry a concealed handgun in a purse, backpack, or bag must review and plan each day accordingly, and are responsible for making alternate arrangements as necessary.  The university does not provide appropriate secured storage for concealed handguns.

Individuals who violate the KU weapons policy may be asked to leave campus with the weapon and may face disciplinary action under the appropriate university code of conduct.

**Workshops and design-build facilities**

Coursework in the shops and in some design-build courses takes place in spaces that will require students to leave belongings such as backpacks and purses away and unattended. Several course-related activities require use of power tools and equipment that may catch on loose-fitting clothing. Activities also require physical movements that may reveal the presence of a concealed handgun. Students who choose to carry a concealed handgun must review and plan each day accordingly, and if they cannot adequately conceal a handgun on their body, are responsible for making alternate arrangements as necessary before arriving to the workspace. The university does not provide appropriate secured storage for concealed handguns.

Individuals who violate the KU weapons policy may be asked to leave campus with the weapon and may face disciplinary action under the appropriate university code of conduct.

**Performance classes / athletic training / recreation classes**

This course requires interactive movement, clothing changes, and/or physical contact with others that may reveal the presence of a concealed handgun. Students who choose to carry a concealed handgun must review and plan each day accordingly and transfer their handgun to a secured device in their vehicle or their residence before arriving to class. The university does not provide appropriate secured storage for concealed handguns or any other weapons.

Individuals who violate the KU weapons policy may be asked to leave campus with the weapon and may face disciplinary action under the appropriate university code of conduct.

**Interactive and shared-spaces course**

This course involves moving around the classroom to view and discuss the work of classmates on a daily basis. This process requires students to leave belongings such as backpacks and purses away and unattended for significant portions of class time. In addition, other students may occupy chairs and tables used by classmates. Students who choose to carry a concealed handgun in a purse, backpack, or bag must review their schedule and plan each day accordingly, and are responsible for making alternate arrangements as necessary. The university does not provide appropriate secured storage for concealed handguns.

Individuals who violate the KU weapons policy may be asked to leave campus with the weapon and may face disciplinary action under the appropriate university code of conduct.

**Field Trips A (unattended backpacks)**

This activity will require students to leave belongings such as backpacks and purses away and unattended for prolonged periods. Students who choose to carry a concealed handgun in a purse, backpack, or bag must review and plan each day accordingly, and are responsible for making alternate arrangements as necessary. Many field trip locations do not provide appropriate secured storage for handguns. Activities may also include strenuous physical movement that may reveal the presence of a concealed handgun. Plan accordingly prior to beginning this activity. The university does not provide appropriate secured storage for handguns.

Individuals who violate the KU weapons policy may face disciplinary action under the appropriate university code of conduct, including dismissal from the course.

**Field Trips B (visit to restricted areas, unattended backpacks)**

This activity will require students to visit areas where a variety of self-defense weapons may be legally restricted. Students will also be expected to leave belongings such as backpacks and purses away and unattended for prolonged periods. Activities may also include strenuous physical movement that may reveal the presence of a concealed handgun. Students who choose to carry a concealed handgun or other means of self-defense should plan accordingly prior to beginning this activity. The university does not provide appropriate secured storage for concealed handguns or any other weapons.

Individuals who violate the KU weapons policy may face disciplinary action under the appropriate university code of conduct, including dismissal from the course.

**Field Trips C (unattended backpacks, out-of-state travel)**

In addition to traveling out of state, this activity will require students to leave belongings such as backpacks and purses away and unattended for prolonged periods. Students who choose to carry a concealed handgun are responsible for knowing and following all related laws and restrictions of the ultimate destination as well as points in between. Students who choose to carry a concealed handgun in a purse, backpack, or bag must review and plan each day accordingly, and are responsible for making alternate arrangements as necessary. Many field trip locations do not provide appropriate secured storage for handguns. Activities may also include strenuous physical movement that may reveal the presence of a concealed handgun. Plan accordingly prior to beginning this activity. The university does not provide appropriate secured storage for handguns.

Individuals who violate the KU weapons policy may face disciplinary action under the appropriate university code of conduct, including dismissal from the course.

**Signage**

**Ambler Rec Center (and other studio or workshop lockers)**

The recreation center lockers are not approved secured storage for handguns. Individuals who choose to carry a concealed handgun must plan their day accordingly and transfer their handgun to an approved secure storage device in their vehicle or their residence before arriving for recreational activities.

**Need something different?**

For help drafting wording to apply to a course scenario not already reflected here, please contact Jill Hummels, 785-864-6577, in the Office of the Provost.