

***Message from the President***

Welcome to Emporia State University and the 2009 - 2010 academic year. Whether you are new to ESU or a returning student, our faculty and staff are eager to work with you and provide you with the individualized attention recognized as one of ESU's hallmarks of excellence. Whether it concerns academic advising, instructional activities, or out-of-classroom experiences, we are prepared to partner in your academic journey.



I encourage you to take this time in your life to explore opportunities and meet people from different backgrounds and experiences. Investigate new topics and issues, consider participation in our international program by visiting another country, or seek an area and volunteer your special skill. In all aspects of your experiences at Emporia State University, make your educational journey the most exciting by becoming involved in your academic programs, campus events and community activities. If you qualify, look at our Honors Program. It can truly significantly expand your educational experience. With over 140 student organizations, there is surely something that can pique your interest.

Please use this handbook to locate basic information about services and organizations available, as well as university policies and regulations that might apply to students. This is a great vehicle to keep your daily activities and assignments organized.

I wish you great success as you begin or continue your journey with Emporia State University, and make available all services and support that ESU can offer in accompanying you on your path to graduation.

A handwritten signature in black ink that reads "Michael R. Lane". The signature is written in a cursive, flowing style.

Dr. Michael R. Lane  
President

***Message from the Assistant Vice President for Student Life***

I am pleased to welcome you to the 2009-2010 academic year. Your education and personal development as students, leaders, and citizens are central to the mission of the Division of Student Life and Emporia State University. The Student Life professionals at ESU are dedicated individuals who are excited to have the opportunity to work with you as you grow and develop, ultimately achieving your greatest educational goal: graduation!



A wide range of resources is offered to assist you as you progress through your college experience. This handbook lists many of those resources; however, the greatest resource of all is our people. One of the best pieces of advice I can offer to new and returning students is to make an effort to get to know your faculty, your Resident Assistant, your SWARM mentor, or any other member of the University community. Building relationships and connections will help in creating a solid foundation as a university student. If you are not sure where to go, come to my office at 205 Plumb Hall, or call 341-5267, or e-mail me at <lhobson@emporia.edu>. The Division of Student Life staff and I look forward to getting to know you and working with you to achieve your goals of a great education and graduation.

I wish you success in the 2009-2010 academic year.

Lynn M. Hobson

***Welcome, Hornets!***

On behalf of the Associated Student Government (ASG), we are excited to welcome you to the 2009-2010 academic year at Emporia State University! We hope that you enjoy your experience and are able to find and continue your passions by becoming involved with one of over 140 Recognized Student Organizations (RSO); and if you don't find one you like, we'll assist you in creating it! Experience, dedication, determination and a wide variety of student backgrounds culminate to serve you in ASG by expressing and advocating for you both here on campus and throughout the state.

You may reach members of ASG in the Center for Student Involvement (CSI) office located on the Memorial Union Mainstreet, by phone at 341-5481, or e-mail at <asgpres@emporia.edu>. We welcome any comments, suggestions, concerns or questions you may have. We wish you the best of luck and success in your academics and student involvement here at Emporia State!

In Hornet Spirit,

Jonathan D. Krueger  
President  
Associated Student Government

***University Mission Statement***

Emporia State University is a comprehensive Regents university primarily serving residents of Kansas by providing leadership in quality instruction, related scholarship, and service. A student-centered institution, its central mission is to develop lifelong learning skills, impart society's cultural heritage, and educate and prepare for both the professions and advanced study. Faculty, staff, and students interact in a collegial atmosphere that fosters freedom of inquiry and expression.

The university provides undergraduate educational opportunities designed to meet the broad goals of basic skill development and general education, as well as the more specific goals of a variety of programs in arts and sciences, business, education, and library and information management. Graduate programs serve needs and provide leadership within the region, the state and the Great Plains area. The University offers programs of national distinction in Education and in Library and Information Management and offers the Ph.D. in Library and Information Management. Primary undergraduate and graduate programs include:

Its arts and sciences programs and offerings at the baccalaureate and graduate levels provide a solid foundation for further learning, preparation for the many avenues of employment to which the basic disciplines lead, and the advanced knowledge necessary to enable professionals, including teachers, to move ahead in their fields and accept increased responsibilities and challenges.

Its business programs emphasize undergraduate and master's level professional instruction to meet the diverse needs of business, industry, and the schools, while contributing to both the personal and the professional development of students.

Its educational programs at the graduate and undergraduate levels have the necessary breadth and depth to prepare professionals for elementary schools, secondary schools, colleges, universities, and other human-service settings and to foster continuing educational opportunities which promote excellence in education.

Its library and information management programs, the only ones in Kansas, are designed for the preparation and continuing education of professionals for positions in library and information centers in industrial, governmental, educational, and community settings through its certification, Master of Library Science and Ph.D. programs. Its regional program offers courses and the MLS degree in neighboring states. (3-18-93 Board of Regents)

**PURPOSE**

Teaching

To provide quality instruction and delivery in the areas of general education, the undergraduate major and the various graduate programs.

To provide a variety of traditional and innovative instructional strategies and delivery systems supported by Emporia State University's nationally recognized advising and assessment programs.

## *ESU*

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### Scholarship

To foster faculty research and creative activities in order to ensure the vitality of the campus community and enhance its instructional programs.

### Service

To support educational advancement and professional leadership, foster economic development and public service, and provide cultural enrichment activities for the region and the state.

### General

To create a collegial atmosphere that fosters freedom of inquiry and expression, increases awareness of cultural diversity, provides broad learning opportunities, encourages flexibility and innovation, and fosters student development in and out of class.

To encourage life-long learning.

To impact society's cultural heritage.

To provide leadership in selected areas of distinction.

To provide a student-centered approach with attention to the needs of persons with special needs and disabilities.

### ***Affirmation of Values Statement***

Emporia State University is an equal opportunity institution of higher education where individuals of diverse backgrounds and beliefs come to learn and work together professionally and respectfully. As a university, we seek to create and uphold high intellectual standards within a learning community, to make those intellectual standards accessible to all who engage in the learning process, and to foster a curiosity about life and society that will lead to informed and involved citizenship in all of its forms. Learning requires critical thinking about the production of knowledge and the various beliefs that people may hold, as well as opportunities to test and actively engage with new ideas. As an institution of higher education in a pluralistic society, Emporia State University is committed to helping students, faculty, staff, and administrators acquire those skills necessary to enable them to think critically, to question intelligently, and to analyze complex and diverse ideas in order to become thoughtful, educated world citizens.

**ESU has a commitment to a positive, quality environment that nurtures academic and personal excellence in learning and teaching.**

Students, faculty, staff, and administrators share a responsibility for sustaining an environment that is conducive to learning, teaching, and personal growth. ESU sets high intellectual standards, offers stimulating and challenging courses, and provides quality activities and interactions within the university community.

**ESU has a commitment to recognize the value of diversity and the respect for individual ideas, opinions, and experiences.**

Students, faculty, staff, and administrators provide opportunities within and outside the classroom that foster contact with and respect for diverse groups of people and increased appreciation for pluralistic ideas and experiences. We value and welcome the benefits of diversity. Therefore, we expect and demand that the worth and dignity of all people be recognized without regard to any classification that might preclude a person from consideration as an individual.

**ESU has a commitment to academic and personal integrity.**

Students, faculty, staff, and administrators set the highest standards of personal integrity and thus will not resort to cheating, plagiarism, and/or the use of unauthorized materials. In addition, the University strives to foster an environment of objectivity, fairness, and impartiality.

**ESU has a commitment to open expression of ideas.**

In any institution of higher learning it is inevitable that people will hold a multitude of perspectives on a wide range of issues. Discussions at Emporia State University occur in a challenging, but physically safe, non-threatening environment without fear of retribution. Students, faculty, staff, and administrators value and strive to engage in constructive listening, principled dialogue, and respectful disagreement in all forms of communication.

**ESU has a commitment to collegial and shared governance.**

Students, faculty, staff, and administrators work together in a collegial manner to solve problems to benefit the university community in accordance with governance structure, policy, and procedures. This principle of collegial and shared governance requires mutual respect and civility, but does not exclude beneficial and constructive criticism. The principles of collegiality are also manifested concretely in a commitment to mutual respect for the purpose of strengthening all academic programs and collective endeavors. This commitment is essential as we mentor and support all our colleagues in their individual and collective endeavors of teaching, learning, scholarly activity, and service.

***Student Life Values Statement***

The Division of Student Life at Emporia State University values an environment that fosters integrity, trust and honesty, while accepting students for their uniqueness. A community that provides opportunities for creative thinking, growth, and collaboration is supported through caring and nurturing dialogue.

**Administration**

<b>Title</b>	<b>Name</b>	<b>Location</b>	<b>Extension</b>
President	Michael R. Lane	202 "O" Plumb Hall	5551
Provost and Vice President for Academic Affairs and Student Life	Teresa Mehring	202A Plumb Hall	5171
Vice President for Administration & Fiscal Affairs	Raymond A. Hauke	202F Plumb Hall	5173
Associate Provost for Enrollment Management and Vice President for Strategic Partnerships	James E. Williams	202 Plumb Hall	5254
Associate Vice President for Technology and Computing Services	Michael Erickson	003 Butcher Center	5297
Associate Vice President for Fiscal Affairs	Diana Kuhlmann	210 Plumb Hall	5304
Assistant Vice President for International Education	James F. Harter	Memorial Union Lower Level	5374
Assistant Vice President for Student Life	Lynn M. Hobson	205 Plumb Hall	5267
Executive Director, University Advancement and President, ESU Foundation	Judith Heasley	Sauder Alumni Center	5440
General Counsel	Tracy Greene	202N Plumb Hall	5255
Affirmative Action Officer	Judy Anderson	211 Plumb Hall	5379
Controller	Mary Mingenback	105 Plumb Hall	5413
Internal Auditor	John Dougherty	211D Plumb Hall	5741
Registrar	Elaine Henrie	108 Plumb Hall	5211
Dean, College of Liberal Arts & Sciences	Steven F. Brown	104 Roosevelt Hall	5278
Dean, Graduate Studies	Gerrit Bleeker	313 Plumb Hall	5403
Dean, School of Business	H. Joseph Wen	202 Cremer Hall	5274
Dean, School of Library & Information Management	Gwendolyn Alexander	320A White Library	5203
Dean, The Teachers College	J. Phillip Bennett	211 Visser Hall	5367
Dean, University Libraries & Archives	Joyce Davis	221 White Library	5208
Director, Admission	Laura Eddy	106 Plumb Hall	5465
Director, Alumni Relations	Peter Brodie	Sauder Alumni Center	5440
Director, Assessment	Anthony L. Ambrosio	023 Morse Complex	5099
Director, Athletics	Kent L. Weiser	218 PE Building	5350
Director, Athletic Marketing	Tim Callahan	217 PE Building	5026
Director, Bands	Gary Ziek	121 Beach Hall	5604
Director, Budget	Diana Kuhlmann	210 Plumb Hall	5304
Director, Building Services Utilities & Systems Maintenance	Bill Hartman	211 Stormont Center	5331
Director, Business Student Advising Center	Larry Falcetto	207 Cremer Hall	5523
Director, Career Services	June Coleman-Hull	433 South Morse Hall	5407
Director, Center for Early Childhood Education	Keely Persinger	108 Butcher Center	5290
Director, Competency Testing Program	(see Director, Assessment)		
Director, Disability Services	Shanti Ramcharan	211 South Morse Hall	6637
Director, Economic Education	Robert Catlett	178 Science Hall	5678
Director, Facilities (University)	Mark Runge	211 Stormont Center	5331
Director, Financial Aid	Elaine Henrie	103 Plumb Hall	5457
Director, Freshman Composition	Rachelle Smith	404K Plumb Hall	5560
Director, Great Plains Studies Center	Jim Hoy	407 White Library	5574
Director, Honors Program	William Clamurro	434 South Morse Hall	5899
Director, Human Resources	Judy Anderson	211 Plumb Hall	5379
Executive Director, Jones Institute for Educational Excellence	Larry Clark	116 Earl Center	5372
Assistant Director, Distance Education	Jan Farwell	315 Plumb Hall	5385
Director, Marketing	Brad Goebel	005 Plumb Hall	5454
Director, MBA	William Barnes	208 Cremer Hall	5456
Director, Memorial Union	David Hendricks	Memorial Union Second Floor	5901
Associate Director, Programming and Community Service	Blythe Eddy	105 Memorial Union	5481
Assistant Director, Business Operations	Gregory P. Larson	Memorial Union First Floor	5859
Assistant Director, Greek Life	Jason Bosch	105 Memorial Union	5481
Assistant Director, Leadership Development	Mary Shivley	105 Memorial Union	5481
Assistant Director, Scheduling & Operations	Edward Franks	Memorial Union Second Floor	5861
Director, Multicultural Affairs	Barbara Baker	105 Memorial Union	5481
Director, National Teachers Hall of Fame	Jenny Harder	114 Visser Hall	5660
Director, Police and Safety	Chris Hoover	Police & Safety Building	5337
Manager, Printing Services	Tony Hall	150 Cremer Hall	5396
Director, Professional Education Services	K. Sue Peterson	208 Visser Hall	5447

**Administration**

<b>Title</b>	<b>Name</b>	<b>Location</b>	<b>Extension</b>
Director, Public Relations	Marjorie Werly	005 Plumb Hall	5454
Director, Recreation Services	JoLanna Kord	109 Recreation Center	5944
Director, Residential Life	Cass Coughlin	308 South Morse Hall	5264
Director, Science & Mathematics Education Center	Linda Landis	177 Science Hall	5636
Director, Small Business Development	Lisa Brumbaugh	1320 C of E Drive	5308
Director, Sports Information	Don Weast	113 PE Building	5526
Director, Student Advising Center	Robert Goltra	206 Plumb Hall	5421
Director, Student Wellness	Jaqueline Schmidt	Memorial Union West Side	5223
Assistant Director, Counseling Center	Sally Crawford-Fowler	211 South Morse Hall	5221
Assistant Director, Health Services	Mary McDaniel	Memorial Union West Side	5223
Director, Theatre	Jim Bartruff	201G King Hall	5256
Director, TRiO Programs	Trudi Benjamin	323 South Morse Hall	5097
Senior Institutional Researcher	Neal Luo	109A Visser Hall	6839
Coordinator, Drug & Alcohol Training Program	Donna Drake	211 South Morse Hall	5221
Coordinator, General Education	Gary Wyatt	104 Roosevelt Hall	5278
Coordinator, Media Relations	David Sparks	005 Plumb Hall	5454
Interim Chair, Accounting & Information Systems	Alexis Downs	102 Cremer Hall	5346
Interim Chair, Art	Cynthia Patton	011 King Hall	5246
Interim Chair, Biological Sciences	Brent Thomas	174 Science Hall	5311
Chair, Business Administration & Education	Jack Sterrett	421 Cremer Hall	5345
Chair, Communication & Theatre	Stephen Catt	201 King Hall	5256
Interim Chair, Special Education & School Counseling	Jean Morrow	252 Earl Center	5220
Chair, Early Childhood/Elementary Teacher Education	Jean Morrow	205 Visser Hall	5750
Interim Chair, English & Modern Languages and Journalism	Marie Miller	404L Plumb Hall	5216
Chair, Health Physical Education & Recreation	Kathy Ermler	218 PE Building	5926
Chair, Instructional Design & Technology	Marc Childress	328 Visser Hall	5829
Chair, Mathematics, Computer Science and Economics	Larry Scott	141 Science Hall	5281
Interim Chair, Music	Allan Comstock	105 Beach Hall	5432
Chair, Nursing	Judith Calhoun	1127 Chestnut	343-6800 Ext. 5640
Chair, Physical Sciences	DeWayne Backhus	133 Science Hall	5330
Interim Chair, Psychology, Art Therapy, Rehabilitation, & Mental Health Counseling	Brian Schrader	327 Visser Hall	5317
Chair, School Leadership/Middle & Secondary Teacher Education	Jerry Will	209 Visser Hall	5776
Chair, Social Sciences	Ellen Hansen	411 Plumb Hall	5462
Chair, Sociology, Anthropology, and Crime & Delinquency Studies	Nathaniel Terrell	112 Butcher Center	5321

As of 07/27/09

## ***ESU***

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### ***Alma Mater***

Words by Tom Isern  
Music by Joseph Ott

Shall we exalt our University  
    True to our forebears and posterity?  
Our finest efforts we shall yield  
    In classroom, concert, lab and field-  
And cheers for ESU  
    And cheers for ESU.

Shall we remember in our future years  
    Bold shouts of victory or sentimental tears?  
Then shall the memories abound  
    We made these hallowed halls resound-  
With cheers for ESU  
    With cheers for ESU.

### **Fight On Emporia!**

Alfred Thompson, BME '34

Fight on, Emporia, for the right, Emporia!  
    Unfold your black and gold,  
Hold your banner high.  
    Rah! Rah! Rah!  
Sing to Emporia, Alma Mater dear.  
    Might with right will always win the fight--  
To victory, Emporia!

### ***Mascot***

Athletic teams at Emporia State University have been known as the "Hornets" since the early 1930s. "Corky," a somewhat humanized hornet, was created by Paul Edwards, then a freshman art student and cheerleader.

Corky has been a lasting tradition at ESU. ESU's mascot has undergone several changes through the years; however, Corky retains what Edwards calls that "determined, but happy" look on its face.

### ***School Colors***

Black and Gold

***Silent Joe***

The bell tower adjacent to the football stadium is known as "Silent Joe." The bell, which weighs approximately 1,400 pounds, was cast in 1855 and hung in the KSN administration building from 1880 until Plumb Hall replaced that building in 1917.

When the former administration building was razed, the bell was kept in storage until the present bell tower was completed in August 1939.

Plans were made for the bell to be rung only after a school victory. The 1939 Hornet football squad was expected to be a "superteam." Some optimists speculated the bell would be worn out halfway through the season, according to the 1940 *Sunflower*.

After the first two games that season, the contrary became apparent; thereafter, the bell was known as "Silent Joe." The name "Joe" was chosen because it was a common label for male students then.

***The Bulletin***

*The Bulletin* is the student newspaper and the primary source of the university community news. It is published once a week during the fall and spring semesters. The newspaper is distributed free in all campus buildings.

Supported by student fees and advertising, *The Bulletin* is written and operated by student staff members. The newspaper provides practical experience to students who are interested in journalism, advertising, photography, and computer graphics. Applications are welcome.

*The Bulletin* is located on the third floor of the Memorial Union. The telephone number is 341-5201, and the website is <[www.esubulletin.com](http://www.esubulletin.com)>.

***Sunflower***

The university yearbook, the *Sunflower*, is published each spring as a chronicle of the year's events and activities. It is funded by student fees and is distributed during finals week of the spring semester. Students who choose to be included in the yearbook are photographed at no charge during the fall semester.

*Sunflower* staff members obtain experience in writing, editing, photography, layout, and graphics. Student positions are paid per hour, while the two editor positions are paid on salary. Members are selected in the spring for the following academic year. Volunteers are welcome. The *Sunflower* is located on the third floor of the Memorial Union. The telephone number is 341-5327.

## ***ESU***

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### ***The University***

Cutting-edge teacher preparation and information management programs, a powerhouse debate squad, innovative uses of classroom technology, and competitive NCAA Division II athletics are what you'll find at Emporia State University. Located at the crossroads of the state's major interchanges, ESU allows easy access to Kansas' three largest cities minus the crime, traffic, and pollution. A safe, comfortable campus, numerous opportunities for student involvement, and nurturing faculty committed to student success have helped propel ESU students into high-paying jobs and the national spotlight.

ESU was established as Kansas State Normal School by an enabling act passed by the Kansas Legislature in March 1863. The school's first graduating class in 1867 consisted of two women, Ellen Plumb and Mary Jane Watson. The University was known as Kansas State Teachers College from 1923 to 1974, when it became Emporia Kansas State College. The college has been known as Emporia State University since 1977. ESU is governed by the Kansas Board of Regents.

### ***National Teachers Hall of Fame***

The National Teachers Hall of Fame was founded by university and community officials in 1989 as a tribute to our nation's most important profession - teaching. The Hall of Fame is committed to drawing the public's attention to exceptional teachers and the teaching profession through a museum and a recognition program that honors five of the nation's most outstanding PreK-12 educators each year.

Located in Visser Hall, Room 115, the Hall of Fame is open Monday through Friday from 8 a.m. to 5 p.m., and closed on holidays.

Individuals may learn more by visiting the Hall of Fame website, <[www.nthf.org](http://www.nthf.org)>, or by phone at 341-5660.

### ***Recycling***

Students who wish to recycle newspapers, magazines, corrugated cardboard, phone books, and/or computer paper may take it to ***Hornet Recycling***. The entrance door is located on the north end of Cremer Hall across from the Butcher Education Center. The hours are 8:00 am to 4:30 pm, Monday through Friday.

The University Libraries and Archives has multiple locations for recycling. A container for aluminum cans is located inside the front doors of the W. A. White Library. In the lobby area of White Library, and on the 1<sup>st</sup> and 4<sup>th</sup> floors, there are bins for paper and glass/plastic bottles. On the 2<sup>nd</sup> floor there are paper recycling bins.

Bins for aluminum cans, glass and plastic bottle are located on Mainstreet of the Memorial Union.

Bins for plastic bottles and aluminum cans are located by the front door of the HPER Building. Newspaper and magazines bins are in the front office in HPER. Paper bins are located in classrooms and offices.

Several computer labs have recycling bins for computer paper.

**SO YOU NEED ANSWERS TO...**

**Questions About...**

Absences from class (1-2 days)	Call or e-mail instructor		
Absences from class (3 days or more)	Student Life	205 Plumb Hall	5267
Academic Advising/changing advisors	Academic Advisor		
Academic Standards and Policies	University Catalog Departmental Office Dean of School Vice President for Academic Affairs	202A Plumb Hall	5171
Activities, Student	Center for Student Involvement	MU Mainstreet	5481
Adding/Dropping a class	Registration Office SAC Office	108 Plumb Hall 206 Plumb Hall	5211 5421
Address Change	Registration Office	108 Plumb Hall	5211
Admissions	Admissions Office	106 Plumb Hall	5465
Alcohol Policy	ADAP Office	211 South Morse Hall	5211
Automated Teller Machine (ATM)	Memorial Union	By Information Center	
Books, school supplies, ESU apparel	Memorial Union Bookstore	Memorial Union	5214
Campus Tours	Admissions Office	106 Plumb Hall	5465
Career Services	Career Services	433 South Morse Hall	5407
Catalogs (University)	Registration Office	108 Plumb Hall	5211
Check Cashing	Information Service Center Cashing Services	Memorial Union 104 Plumb Hall	5291 5135
Counseling	Counseling Center	211 South Morse Hall	5221
Degree Check	Degree Analysis	108H Plumb Hall	5150
Disabilities, Physical	Disabilities Services Office	211 South Morse Hall	6637
Discrimination	Student Life	205 Plumb Hall	5267
Distance Education	Distance Education Office	315 Plumb Hall	5385
Employment (Student) homeijb.htm	Hire-A-Hornet	<a href="http://www.emporia.edu/career/">http://www.emporia.edu/career/</a>	
	Job Board	Memorial Union North Concourse	
Family Housing	Residential Life	308 South Morse Hall	5264
Financial Aid	Financial Aid Office	103 Plumb Hall	5457
Fraternity Information	Center for Student Involvement	MU Mainstreet	5481
Grade Changes	Class Instructor		
Graduation Information	Degree Analysis Office	108H Plumb Hall	5150
Health	Student Health Services	Memorial Union	5223
Honors Program	Dr. William Clamurro	434 Southeast Morse Hall	5899
Identification Cards, Lost	I.D. Center	Memorial Union	5859
International Student Advising	International Education	Lower Level, MU	5374
Intramural Sports	Recreation Services	Recreation Center	5944
Judicial Affairs	Center for Student Involvement	MU Mainstreet	5481
Legal Counsel, Student	Center for Student Involvement	MU Mainstreet	5481
Loans (short-term)	Student Loan Office Student Life	103 "O" Plumb Hall 205 Plumb Hall	5286 5267

***SO YOU NEED ANSWERS TO...***

Lost and Found	ESU Police and Safety	NE Corner Welch Stadium	5337
Multicultural Affairs	Center for Student Involvement	MU Mainstreet	5481
Newspaper, Submit ads/articles	Student Publication Office Memorial Union, 3rd Floor	Borman Room	5202
Non-Traditional Students	Center for Student Involvement	MU Mainstreet	5481
Notary Public	Human Resources	211 Plumb Hall	5379
Parking Regulations/Permits	ESU Police and Safety	NE Corner Welch Stadium	5337
Photocopying	ESU Printing Services White Library Memorial Union	150 Cremer Hall	5396 5205 5291
Post Office	Information Service Center	Memorial Union	5291
Prescriptions	Student Health Services/Pharmacy	Memorial Union	5867
Rape/Domestic Violence	SOS ESU Police and Safety Counseling Services	1-800-825-1295 NE Corner Welch Stadium 211 South Morse Hall	5337 5221
Residency Requirements	Registration Office	108 Plumb Hall	5211
Résumé	Career Services	433 Southeast Morse Hall	5407
Schedule Events on Campus	Conference Scheduling Office	Memorial Union	5443
Scholarships	Financial Aid	103 Plumb Hall	5457
Sexual Harassment	Human Resources Student Life	211 Plumb Hall 205 Plumb Hall	5379 5267
Sorority Information	Center for Student Involvement	MU Mainstreet	5481
Student Government	Center for Student Involvement	MU Mainstreet	5481
Study Skills Mathematics Reading Writing	Mathematics Computer Lab Reading Center Writing Center	190C Brighton Lecture Hall 222 Visser Hall 304 Plumb Hall	5342 5495 5380
Student Organizations	Center for Student Involvement	MU Mainstreet	5481
Technology	Technology/Computing Services	008 Butcher Center	5555
Testing	Assessment Center	023 Abigail Morse Hall	5103
Tickets, UAC Events Off-campus tickets	Information Service Center	Memorial Union	5291
Tickets, Athletics Events	I.D. Center	Memorial Union	5859
Tutoring Assistance Accounting Chemistry Foreign Languages Physics Student Support Services	Accounting Lab Dr. Art Landis English/Modern Languages/Journalism Dr. Jorge Ballester Project Challenge	316 Cremer Hall 221E Science Hall 212 Roosevelt Hall 027 Science Hall 323 South Morse Hall	5086 5992 5424 5971 5097
UPS	Memorial Union Bookstore	Memorial Union	5214
Veterans Benefits	Veterans Educational Service	205 Plumb Hall	5267
Voter Registration	Office of Disability Services	211 South Morse Hall	6637
Withdrawal from University	Registration Office	108 Plumb Hall	5211
Yearbooks	Student Publication Office	Memorial Union	5202

***Alcohol & Drug Abuse Prevention (ADAP) Office***

The ADAP (Alcohol & Drug Abuse Prevention) office offers resources, education and consultations to students, faculty and staff regarding alcohol and other drug use and misuse. ADAP promotes healthy lifestyle choices that support academic success and enhance the campus learning environment. Visit our website: <[www.emporia.edu/adap](http://www.emporia.edu/adap)>.

***Career Services***

Career Services is committed to preparing ESU students for future employment through self-assessment, career exploration, internships, and personal and professional development.

Career Counseling

Many students do not know their major when they begin college. To help explore options, professional career counselors are available to talk with students one-on-one about career goals and decisions. We also offer a 2 credit hour course, "Constructing Your Career," each semester. This course involves in-depth self-assessment of interests, values, and personality, as well as extensive major and career exploration.

Part-time Employment

Many students work while attending ESU. Career Services provides assistance to students seeking part-time jobs through the Career Services website at <<http://www.emporia.edu/careerservices>>. Career Services partners with the business community to promote student employment within the local community.

Internships

Students are encouraged to pursue an internship in their major. Internships provide students with an opportunity to gain direct, hands-on experience in their field. The majority of internships are paid, and many of them also offer academic credit towards a student's degree.

Professional Development

Career Services offers a series of Professional Development Workshops. Topics include choosing a major, writing a résumé, interviewing skills, dressing for success, getting into graduate school, finding an internship, and professional ethics.

Résumé Database and Credentials Files

Career Services maintains an electronic résumé database, Hire-A-Hornet, for students and employers. Students may register online, submit their résumé, and sign up for on-campus interviews. Many corporations, agencies, and school districts come to ESU to recruit new employees. Registering with Career Services provides a tremendous number of employment options for students.

Career Services works with both school districts and students to facilitate employment in education. Education majors can maintain a Credentials File in Career Services. These files are sent to hundreds of school districts throughout Kansas and the United States.

## ***SERVICES***

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### Résumé Review Service

Students who are registered with Career Services and have written a draft version of their résumé can e-mail it or drop it off at Career Services for a professional review. A staff member will review it and offer helpful suggestions and comments. E-mail your résumé to <resumereview@emporia.edu>.

### Events

Each semester, Career Services offers a variety of events for students, including career fairs, professional etiquette dinners, dress-for-success style shows, and other activities designed for students making the transition from school to work. A complete list of events can be found on our website.

For more information, please call 341-5407, or go to 433 South Morse Hall. Visit the Career Services website at <www.emporia.edu/careerservices>.

### ***Community Counseling Services***

Community Counseling Services (CCS) provides affordable counseling for individuals, couples, families, and groups in a professional, quiet, and confidential setting for residents of Emporia and surrounding communities. Services are provided by advanced graduate students in training under the supervision of experienced faculty with counseling, research, and supervisory expertise. Community Counseling Services (CCS) is housed in The Earl Center at 1601 State Street in Emporia, KS. The CCS office is located on the upper level, room 236, of The Earl Center. If you have any questions about Community Counseling Services, or if you would like to set up an appointment, please call 620-341-5799, or check out our website at <http://www.emporia.edu/teach/ccs>.

### ***Disability Services***

The Office of Disability Services coordinates accommodations for students with documented disabilities at Emporia State. Students must register with the office to receive accommodations. Students with disabilities who do not require accommodation may choose to register with the office in order to be informed of scholarships, employment opportunities, and disability-related events. The office provides information and referrals to promote successful transitions to college and to work. We encourage students to plan ahead to facilitate the timely provision of accommodations.

The Office of Disability Services also serves as the voter registration site on campus. Voter registration forms are available in the office in English and Spanish.

The Office of Disability Services located in 211 South Morse Hall can be reached by phone 620-341-6637, tty 620-341-6646, or e-mail <disabser@emporia.edu>.

***ESU Center for Early Childhood Education***

The ESU Center for Early Childhood Education (CECE) provides quality early childhood education and care for children ages 12 months (and walking) through school age for ESU students, faculty, and staff, as well as the Emporia community.

For more information regarding the school and its early childhood program, visit our website <<http://cece.emporia.edu>>. You can contact the director, Keely Persinger, at the following numbers:

Phone: 341-5290  
Fax: 341-6290  
E-mail: [kpersing@emporia.edu](mailto:kpersing@emporia.edu)

The CECE is located in the south wing of the Butcher Education Center.

***ESU Police and Safety***

ESU police officers have the same authority and responsibilities as all commissioned police officers. All officers are certified and have attended the Kansas Law Enforcement Training Center for the same length of time as sheriff's officers or city police officers.

Each person in the campus community is urged to immediately report any suspicious or criminal activities to the university police at 341-5337. The Police and Safety Department is located near the northeast side of Welch Stadium.

In addition to maintaining a safe campus, the officers assist students, faculty, and staff with the following services:

**Courtesy First Aid Service** - When students, faculty, or staff are injured or become seriously ill on-campus, phone 911 and request ambulance service. Then, immediately call 341-5337 and report the incident to Police and Safety to notify them of action taken. All officers have taken first aid training and will transport individuals with minor injuries. Telephone calls for first aid should be made to 341-5337.

**Escort Service** - Any student, faculty member or staff member, on- or off-campus, may call the university police for an escort if he or she feels endangered in any way. On campus, the escort service may take the form of the officer walking with the person to his/her destination. The officers must be on state property as much as possible and may not leave to provide a taxi service. However, if a student off-campus feels threatened and has no other means of transportation, and a taxi service has indicated an extended wait, the individual may call the university police and request an escort.

**Vehicle Problems** - The officers will assist those on campus who have minor vehicle problems. They will also assist in opening locked doors. Police vehicles are equipped to assist in jump starts on campus. For more serious problems, the officers will see that proper help is called.

**Emergency Messages Delivered** - Since the ESU Police and Safety Office is open 24 hours a day year-round, the department will deliver emergency messages to students. Families of students should be informed of this service in case an emergency develops. The telephone number is 341-5337.

## ***SERVICES***

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### ***The Gender Program***

The Gender Program is administratively housed within the Counseling Center. With the establishment of an Advisory Committee on Gender Issues, which includes representatives from across campus, it is our hope to continue the work of providing ESU students, both women and men, opportunities for enriching their lives and relationships, and reducing violence. Additional information may be found at our website <<http://www.emporia.edu/thegenderprogram>>.

### ***Memorial Union***

The Memorial Union is the community center for all members of the university: students, faculty, administration, alumni, and guests. The Union is a vital part of both the educational and social life of our university. The Memorial Union, a non-profit organization, was the first student union facility constructed west of the Mississippi River. The Union stands as a memorial to all students who served their country in a time of war. It is one of the largest single employers of students on the ESU campus.

The **Conference/Scheduling Center** coordinates the scheduling of Memorial Union space, the university's public performance facilities, and other non-classroom areas for all non-academic activities, including club meetings, fundraisers, special presentations, and speakers. Organizations interested in scheduling facilities for non-academic activities should make requests by calling 341-5443 as far in advance as possible.

The **Union Facilities Department** is responsible for the preservation and development of the internal and external Memorial Union building. Responsibilities include building renovations, meeting room set-ups, conference facilitation, maintenance, and housekeeping.

**Dining Services** offers three eating areas in the Union. The **Lakeview Cafeteria** offers homemade pizza, fast food grill selections, deli and salad bars, plus fresh entrees along with full beverage service and a variety of desserts. The cafeteria is open to all students, faculty, staff, and the public seven days a week.

A more formal atmosphere is provided in the **Skyline Dining Room**. The self-service buffet line, featuring lunch on weekdays, offers a wide variety of salads, vegetables, entrees, and desserts from which to choose.

The **Hornet Express** is located on the first floor of the Union. It is a grab-and-go venue that offers wraps, sandwiches, ice cream smoothies, candy, chips, and a variety of beverages. The Hornet Express is open weekdays from 7 a.m. - 7 p.m.

The **Catering Department** provides a full range of catering services from donuts and coffee to full banquet meals. Arrangements for catering are made initially in the Conference/Scheduling Office.

The **Memorial Union Bookstore** is located on the main level in the east wing of the building. The spacious, modern store stocks required books and materials for ESU students and faculty, as well as a wide selection of art supplies, magazines, general reading books, souvenirs, sportswear, greeting cards, and much more. Textbook reservations and United Parcel Service (UPS) are also available through the bookstore for the convenience of the students, faculty, and staff.

## SERVICES

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The **Information Service Center** is prominently located just inside the east entrance of the Memorial Union, adjacent to the Memorial Union Bookstore and the Conference/Scheduling Office. The friendly staff will assist you in adjusting to your new environment.

For your convenience, the center provides these services: postal money orders, FAX service, lost and found, and check cashing. The center is open Monday through Saturday. Its staff is pleased to serve as the "Center of the ESU Campus."

**The Memorial Union Ticket Outlet**, a service of the Information Service Center, offers discounted tickets for Worlds of Fun, Silver Dollar City, and the Kansas City Renaissance Festival. Also, tickets for university-sponsored events are conveniently available, many at a student discount.

A **U.S. Postal Sub-station** is located at the Information Service Center, where you may buy stamps and drop mail. The Sub-station provides approximately 90% of the services of the downtown Post Office.

The **University I.D. Office and Athletic Ticketing Office**, located on the Mainstreet of the Union, issues the Hornet Card - the official university identification card. The Hornet Card accesses products and services in the library, student health center, bookstore, dining areas, vending machines, and athletic and cultural events. Tickets to all athletic and theatre events are dispensed through this office. ESU students may pick up their game tickets in the office prior to each home football game. The I.D. Office is open Monday through Friday, 8 a.m. to 5 p.m.

Three distinct accounts are tied to one I.D. **Hornet Bucks** offers students, faculty, and staff discounts through on-campus vendors, which may be used in the Memorial Union Bookstore, the Lakeview Cafeteria, the Skyline Room, The Hornet Express and Health Services to make purchases. Both the bookstore and food service offer a 10% discount when using these funds. Textbooks and software are exempt from the discount. Funds may be added to Hornet Bucks in the University I.D. Office. The initial deposit is a minimum of \$25. All funds are secure if the card is lost and then subsequently reported to the I.D. Office at 341-5859.

An **off-campus debit and ATM** account may be set up with the bank located on Mainstreet of the Memorial Union.

The **Memorial Union Computer Lab** is located on the lower level of the Union next to the mailroom. The lab is open to all ESU students, faculty, and staff. The computer lab is equipped with 16 Windows workstations. Printing is available on a laser printer; however, you must supply your own paper. There is currently no cost for printing. Paper and supplies can be purchased in the Memorial Union Bookstore. Software available includes: Microsoft Office (Word, Excel, PowerPoint, Access), Internet Explorer, Diet Analysis, and virus protection.

As an extension of computing services, the University I.D. Office will check out video projectors at no charge to current students. For more information, call the I. D. Office at 341-5859.

## **SERVICES**

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### ***Multicultural Affairs***

The Multicultural Affairs Office provides students with support and resources to explore and affirm their cultural identities. ESU students also get the opportunity to gain knowledge for becoming an ally on behalf of diversity. Through multicultural programming, student organizations, and leadership opportunities, students get the chance to engage in training that emphasizes social justice skills to successfully navigate cross cultural communications and learn to empower the diverse worldviews and experiences that exist in our society. In addition, the goal of the Multicultural Affairs Office is to promote and enhance academic success for underrepresented students on the ESU campus.

#### **Services We Offer:**

- Group or individual diversity awareness presentations
- Multicultural News (electronic newsletter)
- Academic success workshops, tutoring, and peer mentoring
- Scholarship information
- Multicultural resource library
- Various cultural events and celebrations
- Heritage month celebrations
- Social Justice advocacy and training

The student organizations that are part of the Office of Multicultural Affairs include Black Student Union, Hispanic American Leadership Organization (HALO), Black Women's Network, Harmonious Voices of Praise (HVP), People Respecting Individuality and Diversity in Education (PRIDE), The EDGE (Eagerly Dedicated to Excel and Grow) Mentoring and Tutoring Program, and E-Unit.

#### **Contact Information:**

Director: Barbara Baker, Ed.D.  
Phone: 620-341-5481  
E-Mail: [bbaker3@emporia.edu](mailto:bbaker3@emporia.edu)  
Mailing address: 1200 Commercial, Box 4065, Emporia, KS 66801  
Website: <http://www.emporia.edu/mps>  
Located on Mainstreet of Memorial Union, Center for Student Involvement

### ***Residence Hall Life***

Approximately 1,100 students of all classifications are part of the on-campus living experience in residence halls at Emporia State University. The Morse Complex includes Central, Abigail, South, Southeast, and Northeast Halls. The Towers Complex includes Trusler, Singular, North Tower, and South Tower.

All residence halls offer comfortable rooms for one to four students, as well as study areas, recreational equipment, computer facilities, and other conveniences that create a positive living-learning atmosphere. Special lifestyle areas offer options for different visitation levels. Upper-class areas are also available to better meet the needs of this population. Learning communities include the Honors Community, the International Community, the TRiO community, and the First Year Complex.

Students are encouraged to participate in many hall activities, including Complex governments.

Emporia State University Apartments are university-owned apartments for upper-class and graduate students. Families and single parents are given priority. There are 64 one-bedroom and 32 two-bedroom apartments in the Complex.

For more information, visit the Department of Residential Life located in 308 South Morse Hall, call 341-5264, or e-mail [reslife@emporia.edu](mailto:reslife@emporia.edu).

***Department of Student Wellness***

**Counseling Center**

The Counseling Center offers personal growth, self-exploration, and individual and academic counseling services to ESU students. **Counseling** services are provided to students by a professionally trained staff member. Except in a few cases as prescribed by law, counseling discussions are treated confidentially and referrals for more comprehensive services are arranged when desirable. A case manager is available to provide comprehensive resource and referral guidance.

**Biofeedback** services include techniques for self-awareness and relaxation. Biofeedback can be useful for reducing test anxiety, certain types of headaches, relaxation, and mindful meditation practice.

The **Alcohol & Drug Abuse Prevention (ADAP)** program offers resources, education, and counseling to students, faculty, and staff regarding alcohol and other drug use and misuse. ADAP promotes healthy lifestyle choices that support academic success and enhance the campus learning environment.

The class, "Prime for Life: On Campus Talking About Alcohol," provides eight hours of instruction that meets the requirements for Alcohol Information School required by the courts. Information regarding 12-step support groups and community resources are also available.

Visit the Counseling Center website at: <[www.emporia.edu/counseling](http://www.emporia.edu/counseling)>.

**Location:** 211 South Morse Hall

**Contact:** 1200 Commercial Box 4006  
620-341-5221

**Hours:** Monday through Friday 8 a.m. to 5 p.m. (Closed during winter break)

For after hours or weekend emergencies, please call the Mental Health Center of East Central Kansas emergency number at 343-2211.

## ***SERVICES***

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### **Health Services**

In addition to treatment of illness and minor injury, the Health Service staff emphasizes wellness through education and **outreach**. Services are funded by student fees, so there is no charge for the office visit to see a healthcare provider. There are modest charges for **pharmacy** services and **laboratory** services. Payment is expected at the time of service. We accept cash, check, or your student account can be billed. Insurance billing is done for those who have the student plan available to Kansas Board of Regents students. All others will be provided a receipt that can be filed with private insurance if desired. Visit the website at: <[www.emporia.edu/shc](http://www.emporia.edu/shc)>.

**Location:** West side of the Memorial Union, off Union Square

**Contact:** 1200 Commercial Box 4008  
620-341-5223  
620-341-5045 (Fax)

For after hours or weekend treatment contact Newman Regional Health, 343-6800 or Flint Hills Community Health Center, 342-4864.

For emergency treatment, call 911 (if dialing from a campus phone you must dial 9 first then 911).

### ***Student Health Insurance***

Emporia State University offers health insurance at economical rates to students. The insurance carrier for 2009-2010 is UHCSR (United Healthcare Student Resources), 1-888-344-6104. Their website is <<http://www.uhcsr.com>>.

Brochures are available in the Student Health Services Office, the Counseling Center, Human Resources, the Office of Residential Life, the Graduate Office, and the Office of International Education.

A student insurance coordinator is available on-campus to help you. Contact Student Health Services for further information at 341-5223.

***TRIO Programs***

Emporia State University hosts four federally-funded TRiO grants designed to assist students in successfully completing their post-secondary education despite possible areas of need in academic, financial, or personal resources. TRiO programs are a part of the Higher Education Act of Congress.

**Student Support Services** (Project Challenge) assists qualified students enrolled full-time at ESU with academic, career, financial, and personal matters. It also offers free tutorial help in most subjects. Classes offered for participants include: Freshman Seminar, Principles of Leadership, and Foundations for Success. More information is available at <<http://www.emporia.edu/prjchng>>.

ESU is the host institution to two **Upward Bound** programs that work with qualified high school students, one in Emporia and the surrounding area, and the other in Northeast Kansas and Northwest Missouri. Upward Bound helps students prepare for college by providing tutoring and enrichment activities after school, on Saturdays, and during a six-week on-campus experience each summer. For more information, visit <<http://www.emporia.edu/upwardbound>>.

ESU's **Talent Search** program provides academic, career, and financial information, workshops, and guidance to middle school and high school students, as well as high school drop-outs, who wish to pursue a college education. Talent Search serves students in Emporia and northeast Kansas.

For information, contact Trudi Benjamin, TRiO Director, at 341-5097.

***Veterans Educational Services***

Veterans and/or their dependents and reservists may qualify for educational benefits while attending Emporia State University. Interested students can obtain information on requirements and procedures from Marilyn Buchele, 205 Plumb Hall, 341-5267.

Students who qualify need to renew benefits each semester.

## ***SERVICES***

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### ***Voter Registration***

Emporia State University is committed to the fundamental right to vote for all students who are eligible voters. The Office of Disability Services serves as the voter registration site on campus. Voter registration materials can be obtained in the office in English and Spanish. The office is located in 211 South Morse Hall and can be reached by phone at 341-6637 or e-mail at <disabser@emporia.edu>.

When registering to vote in the state of Kansas, students are registering for national, state, and local election participation. If the student's permanent address is in a county other than Lyon County, the student can either continue voter registration in his/her home county or register in Lyon County. Applications for advance voting ballots are also available. Voter registration forms can also be obtained online <<http://www.fec.gov/votregis/vr.shtml>>. Students can check their registration status and find their polling place on the Kansas Voter View <<https://myvoteinfo.voteks.org>> website.

Requests for accommodation should be directed to the Office of Disability Services. Questions about voter eligibility and the voting process should be directed to the County Clerk's Office in the Lyon County Courthouse.

***Academic Records***

The Academic Records Office, 108D Plumb Hall, maintains academic transcripts of all students who are attending or have attended Emporia State University. Copies of students' transcripts are not made available to others without the student's permission, except to faculty and staff.

Students may obtain a copy of their transcript for \$8 with presentation of their student I.D. in the Academic Records Office. Transcripts are mailed for \$8 a copy; fee is due at time of request.

***Debate***

Under the sponsorship of the Department of Communication and Theatre, Emporia State University's George R. R. Pflaum Debate Society has staked its claim as one of the nation's best intercollegiate debate programs. In existence for well over 70 years, the program competes against all levels of academic institutions. Since 1990, ESU debaters have taken one varsity national championship, two junior varsity national championships, two second place national finishes, and eight other top 20 finishes, including six regional championships. ESU's Debate Team is also one of the more historically competitive teams at the National Debate Tournament having qualified 24 times, most recently in 2008.

***Degree Analysis***

Degree Analysis, 108H Plumb Hall, reviews undergraduate transcripts to determine if students have met all academic requirements for graduation. Students should complete major and minor degree applications with their chosen academic departments in the first semester of their junior year.

Degree application forms are available in the departments and should be completed with the help of the student's advisor. The Degree Analysis staff recommends that the degree application and analysis be completed one year prior to the date of expected graduation to catch any requirements that may have been overlooked. Results of the review are sent to the student by mail.

***Graduate Degree Programs***

The Office of Graduate Studies, 313 Plumb Hall, coordinates admission activities for more than 2,000 graduate students. The office markets 28 graduate programs with 30 available areas of concentration, 1 PhD program, 1 Ed.S. program and 9 certificate programs. Ten graduate degrees are offered online. Applications for admission to graduate degree programs are received and examined to determine compliance with requirements for admission to graduate status before being forwarded to the various academic units for their specific review.

Other activities that involve student contact with the Graduate Office include graduation degree plan checks, thesis and dissertation evaluations, and support of graduate student travel for professional development. The Graduate Office staff and dean are available to assist both current and prospective graduate students. For information, call 341-5403 or 1-800-950-GRAD. Information is also available at <<http://www.emporia.edu/grad>>.

The Office of Graduate Studies provides information on numerous graduate assistantships and selects the winner of the Harold Durst Graduate Research Award as well as the Boylan Scholar, Boylan Thesis, and Robert J. Grover Graduate Student Scholarship.

## ***ACADEMICS***

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### ***Honors Program***

New and transfer student scholars seeking an intellectual challenge are invited to participate in the Honors Program. The Honors Program offers a variety of challenging courses, academic symposia, and opportunities for travel. Completion of the Honors Program will earn students the designation of “with honors” or “with high honors” when they graduate.

Courses are noted for small enrollments and stimulating discussions with faculty scholars. The Honors Office is located in 434 South Morse Hall. Contact Dr. William Clamurro at 341-5519 or by e-mail at <honors@emporia.edu> for more information. The website is <www.emporia.edu/honors/>.

### ***International Education***

More than 400 students from approximately 40 countries are enrolled at Emporia State University each semester. The international students enrich the university's cultural atmosphere and bring a special quality of warmth and friendliness to the campus community.

All non-U.S. residents holding F-1 or J-1 visas who attend ESU are classified as international students. The Office of International Education handles all admission correspondence with prospective international students, reviews and evaluates foreign transcripts and credentials, and issues all government exchange and immigration forms. The office also conducts regular enrollment/registration sessions and offers an Intensive English Program and study-abroad opportunities for American students through several exchange programs. One of the objectives of the office is to offer all international students assistance in adapting to changes in customs and cultures.

The Office of International Education is located in the lower level of the Memorial Union. For more information, call 341-5374. Office hours are 8 a.m. to 5 p.m., Monday through Friday. Visit our website at <www.emporia.edu/oie>.

***Mathematics/Computer Labs***

The Mathematics Lab, 190C Brighton Lecture Hall, offers tutoring to students having difficulty in math classes. Lab assistants are upper-level math majors who are available to help upon request.

In addition, students may receive information and practice material for preparing for the PPST and CAAP competency exams.

The Math Lab is open Monday through Thursday, 3 to 9 p.m. There is no charge for these services, and no appointment is necessary.

The Department of Mathematics, Computer Science and Economics has two computer laboratories, located in rooms 245 and 246 of the Science Hall. The labs contain a total of 27 personal computers connected via a high-speed network to divisional servers as well as the Internet. Computers in both labs are equipped with software to do symbolic mathematics manipulations, graphing, and geometric constructions. They are also equipped with computer language development software and application programs, such as word processors, spreadsheets, and presentation development tools. In addition, the labs contain a number of Unix-based workstations which are equipped with software development tools.

The Department maintains a wide variety of server computers that provide students access to applications software as well as serving as a resource for networking related courses. Servers include Solaris Unix, Linux, and Windows installations, as well as a distributed computing framework, including a Condor cluster.

Both computer labs are open Monday through Thursday, 8:00 a.m. to 8:00 p.m., except when they are reserved for a class. Tutors are on duty in the labs from 5:30 to 8:00 p.m. Students having additional questions about the labs may call 341-5342.

***Reading and Academic Success Center***

The Reading and Academic Success Center, 222 Visser Hall, offers its services to any student who is interested in improving his/her reading comprehension, especially in the areas of advanced reading ability such as inferential and critical reading. The staff also helps students develop more effective study techniques and prepare for competency exams.

Students using the center range from freshmen needing remedial help to graduate students preparing for exams. Returning students who have not been in school for several years may use the Reading Center as a place to review. Education students will find major related test preparation materials, including tutoring assistance with pre-requisite tests. Other majors may request specialized testing materials. A little brushing up increases confidence in the classroom and can improve performance on tests.

The Reading Center is open Monday through Thursday, 9 a.m. to 3 p.m., and Friday, 9 a.m. to noon. Summer hours may vary. The telephone number is 341-5495.

## **ACADEMICS**

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### ***Student Advising Center***

All freshmen and undeclared students (except some international students) are advised in the Student Advising Center (SAC). The advisors are faculty members representing each department of the university which has an undergraduate degree program. The hours for the Student Advising Center are 8 a.m. to 5 p.m., Monday through Friday. The SAC office is located in 206 Plumb Hall.

The Student Advising Center does "intrusive advising." This means that periodically throughout the semester students are sent invitations to make appointments with their advisor in the center. If a student does not respond, a follow-up letter is sent. If there is still no response, a telephone call or personal contact is made.

SAC advisors try to become well acquainted with the needs of their advisees, making them aware of the services and facilities of the university and helping them plan an appropriate and satisfying academic program.

Beginning with their sophomore year, students who have chosen a major are assigned an advisor within the appropriate academic department. Undeclared students continue to be advised by SAC advisors until they select a major. Students should come to the Student Advising Center or call 341-5421 for more information.

### ***Student Classification and G.P.A.***

Student classification is determined by the number of successfully completed credit hours. Classification is as follows:

Freshman = under 30 semester hours  
Sophomore = 30-59  
Junior = 60-89  
Senior = 90 or more semester hours

The following grading system is effective for both undergraduate and graduate students:

A = 4 pts.	C+ = 2.3 pts.
A- = 3.7 pts.	C = 2 pts.
B+ = 3.3 pts.	D = 1 pt.
B = 3 pts.	F = 0 pts.
B- = 2.7 pts.	

Undergraduate students will be placed on academic probation if their cumulative G.P.A. falls below the following levels: Freshman, 1.7; Sophomore, 1.8; Junior, 2.0; Senior, 2.0.

For undergraduates, satisfactory academic progress is defined as earning credit in at least 12 hours of course work per semester with a cumulative grade point average at or above probation levels for courses taken at ESU. If a student takes developmental courses in English, mathematics, or reading, the hours do not count toward the degree and do not affect the student's classification.

***University Libraries and Archives***

University Libraries and Archives serves as the information gateway to a variety of resources in print, microform, and electronic formats. The William Allen White Library houses library resources including more than 733,000 books, federal and Kansas government documents, periodicals, theses, dissertations, and other sources such as microforms and multimedia. ESU Archives administers rare and one-of a kind collections including artifacts and documents relating to the history of Emporia State University, and manuscript collections such as the May Massee Collection of children's literature manuscripts and original artwork, and the William Allen White Papers. The Archives will be accessible only by appointment until Spring 2010.

The online catalogs for White Library and the University Archives are available at <<http://library.emporia.edu>> and through the Libraries and Archives tab on "Buzz In". In addition, a variety of online databases, reference sources, electronic journals, and electronic books can be searched through the Web site.

For more current information about the library and current library hours please visit our website <<http://library.emporia.edu>>.

## ***ACADEMICS***

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### ***Withdrawing from the University***

Forms and instructions for withdrawing from the university may be obtained in the Registration Office, 108 Plumb Hall. Call 341-5211 for information.

### ***Writing Center***

The Writing Center, 304 Plumb Hall, works with all divisions and departments in the university to assist writers (from freshmen to graduate students and faculty) in preparing for the practical, real-life applications of writing in the workplace as well as in the academic world. At the Writing Center, writers will get individual, personalized advice on such issues as selecting and narrowing a topic, organizing and developing ideas, revising drafts, and editing final copies. The Writing Center also answers questions through the Grammar Hotline at 341-5380 and e-mail <writinglab@emporia.edu>.

The trained consultants at the Writing Center offer their assistance free of charge. Writers may drop in anytime the Writing Center is open or call ahead for appointments. Visit the Writing Center's website at <<http://www.emporia.edu/writinglab>>, for more information regarding services, online consultations, and current hours of operation. Graduate students and distance learners may contact the dedicated graduate consultant at <[ewrite@emporia.edu](mailto:ewrite@emporia.edu)>.

***Emergency Loans***

Emergency loans are available to full-time students through the Cashiers Office, 103P Plumb Hall, and the Office of Student Life, 205 Plumb Hall. Students are eligible for loans at both offices but must repay the loans prior to applying for additional loans.

Loans from the Student Loan Office are funded by the ESU Foundation and may be used for any purpose other than tuition. The maximum loan amount is \$250 plus a \$5 service charge and must be repaid within 30 days. Penalty charges for late payment and other collection costs become the obligation of the borrower and may result in a "Hold" being placed on academic records. Students may apply for loans on weekdays, 8 a.m. to 5 p.m.; proceeds are available on the following working day.

The Office of Student Life loans a maximum of \$25 for 30 days without a service charge. Students may apply for a loan on weekdays, 8 a.m. to 2:30 p.m.

***Financial Aid***

The Office of Student Financial Aid and Scholarships, 103 Plumb Hall, offers financial assistance to students through grants, part-time employment, and low-interest government loans. Contact the Financial Aid Office at 341-5457 or outside Emporia at 1-800-896-0567 if you have questions.

Application for financial aid includes the following steps: 1) Apply for admission and pay the application for admission fee through the ESU Admissions Office, 2) Complete the "Free Application for Federal Student Aid" (FAFSA) via the Internet at <<http://www.fafsa.ed.gov>> or mail the completed FAFSA to the federal processor. Completion of the FAFSA is required to determine your eligibility for all federal and state financial aid programs. If you are selected for verification by the federal processor, you may be asked to submit additional information.

**Financial aid is not automatically renewed. Students must complete the FAFSA each academic year.** To receive early consideration for federal resources (Federal Pell Grant and Federal Stafford Loans), federal campus-based aid (Federal Supplemental Educational Opportunity Grant, Federal Perkins Loan, Federal College Work-Study), or Kansas Board of Regents need-based scholarships and grants, the FAFSA should be completed by the **February 15 priority date**.

More information is available on our website <<http://www.emporia.edu/finaid>>.

***How To Find An On-Campus Job***

The Office of Human Resources advertises student jobs daily. To review jobs available, consult the job board located in the Memorial Union north concourse by the Hornet Express Convenience Store or check at <[www.emporia.edu/humres/studentjobs.htm](http://www.emporia.edu/humres/studentjobs.htm)>. To apply for a job, make arrangements for an in-office interview with the contact person listed for that department. When a student is hired for an on-campus job, the hiring department must complete a student employment agreement form before the student begins working.

## **FINANCES**

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### ***Student Employment***

Regular employment is available to undergraduate and graduate students carrying a minimum of 6 credit hours. Work-study students must be enrolled in the semester for which they will be paid from work-study funding. All students must maintain satisfactory academic progress, and may not work more than 20 hours per week when classes are in session (including finals week). Hours worked may not exceed 40 hours per week during summer session.

Eligibility for college work-study is determined through the "Free Application for Federal Student Aid" (FAFSA) need analysis, while regular employment is available to any student meeting the student employment criteria. Employment hours range from 5 to 20 per week. Students employed through ESU work programs are strongly encouraged to work no more than 15 hours per week while classes are in session to allow for sufficient out-of class study time. Students employed through work-study funding may have eligibility at less than 6 enrolled credit hours.

If you are interested in summer work-study information, contact the Financial Aid Office at 620-341-5457, 1-800-896-0567, or <finaid@emporia.edu>.

### ***Student Fee Distribution***

Fees for undergraduate students enrolled in more than nine semester credit hours are distributed as follows: (All fees are subject to change.)

	<b><u>Undergraduate Resident</u></b>	<b><u>Non-resident</u></b>
Tuition	\$1,713.00	\$6,315.00
Educational Opportunity Fund	5.00	5.00
Student Health Fee	63.35	63.35
Student Union Operating	39.60	39.60
Student Union Improvements	107.88	107.88
Student Union Refurbishing	15.00	15.00
Student Activities*	243.17	243.17
Total required fees per semester	\$2,187.00	\$6,789.00

\*Student fee distribution for Student Activities for resident and non-resident is as follows:

Recreation Facility Fee	\$29.00
Recreational Services	24.40
Athletics	122.87
Sports Clubs	0.60
Special Events	2.00
Associated Student Government	14.15
Performing Arts	15.85
Sunflower	5.90
The Bulletin	8.10
Center for Early Childhood Education	5.50
Union Activities Council	8.60
Marching Band Stipend	3.95
Quivira	0.25
Visual Arts Board	1.25
Student Counseling	.75
	\$243.17

As of 07/10/2009

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## ACTIVITIES/ORGANIZATIONS

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### ***Associated Student Government***

Associated Student Government (ASG) serves as the "official voice" of the student body at Emporia State University, whether it is to other students, faculty, administrators, or the Kansas Board of Regents. ASG accomplishes this through its President, Vice President, Staff, and a 27-member Student Senate.

The Student Senate meets every other Thursday evening and is composed of representatives from the different academic schools or colleges. Legislation is debated and sent to appropriate administrators, faculty, and students. ASG meetings are open to everyone and attendance is encouraged.

In addition to the Student Senate, ASG provides a number of services for the campus community. ASG allocates more than \$100,000 in student fees to Recognized Student Organizations on a yearly basis.

**Free legal counseling** is provided by ASG to students with a valid ESU I.D. A practicing Emporia attorney is available for consultation with any student on Monday and Thursday afternoons. No names are taken, and the service is completely confidential.

**Corky's Cab** provides a safe ride home for students from local establishments free of charge. The service is available nightly during the fall and spring semesters and can be reached by calling 343-8310.

**The Big Event** is a community service event coordinated by Associated Student Government that will occur during Homecoming in conjunction with the yearly Trash Bash to create a new tradition of the BIG Trash Bash. Students will participate in several large community projects as a way to give back to the Emporia community.

**Poster Printer** Design and print posters in 24 and 42 inch sizes. These posters are available for purchase through the I.D. Office in the Memorial Union, or call 341-5859.

ASG will help students with any problems they might encounter while at Emporia State University. If a student has concerns, ASG stands ready to help refer the student to proper avenues for assistance and clarification.

ASG offices are located in the Center for Student Involvement on the Memorial Union Mainstreet, or call 341-5481.

### ***Center for Student Involvement***

The Center for Student Involvement is home to a diverse group of student leadership and involvement organizations. Associated Student Government, Connecting Through Service, Greek Life, Multicultural Affairs, Special Events, Union Activities Council, and Leadership Development are all advised by members of the Memorial Union professional staff housed within the office. The office staff is available to assist members of recognized student organizations. A small computer lab is open to students for the purpose of student organization related work.

Services available to organizations and students include:

**Button Machine** - Promotional buttons can be made by students of organizations. A button machine and materials are provided for a modest charge in the Center for Student Involvement.

## ***ACTIVITIES/ORGANIZATIONS***

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**Connecting Through Service** - This referral service connects students or student groups with local organizations needing volunteers for community service projects.

**Mailboxes** - Mailboxes for all recognized student organizations are located in the Center for Student Involvement. Organization officers are expected to clear their mailboxes on a regular basis (more than once a week during regular academic terms).

**Photocopies** - A copier is available for student organizations to use at \$.10 per copy.

**Poster Printer** - Turn a flier into a larger poster or banner format and choose black and white or color, and different widths at reasonable prices. Stop by the Center for Student Involvement to get a poster request form.

**Poster Route** - The Special Events poster route is available to all recognized organizations for promotion of specific events. When space permits, ESU departmental fliers, announcements and non-event information of interest to the general student population may also be posted. The total route, which includes bulletin boards in nearly all buildings, requires 63 posters. Posters may not exceed 8 ½ x 11 inches in size and must include the complete name of the sponsoring organization, date, time, complete location of the event, and the approved Power E logo. All posters for the route must be approved by and distributed through the Center for Student Involvement. We advise approval of the original before copies are made.

### ***Leadership Education and Development (LEAD)***

The Leadership Education and Development (LEAD) program develops Emporia State University students by enhancing their leadership knowledge and skills through a variety of venues and opportunities. LEAD sponsors the LEAD Institute which is intense leadership summer retreats, leadership speakers and workshops, and sponsors Sigma Alpha Lambda, a national honorary leadership organization. LEAD Emporia is another exciting, innovating program that gives 15 students an opportunity to network and build relationships with the Emporia business community, learn about volunteer and service opportunities, and interact with prominent community leaders. The Minor in Leadership is an 18 academic credit hour program designed to challenge students as leaders.

For more information, a schedule of workshops, events, and conferences, or to enroll in a leadership class call Mary Shivley, Assistant Director, Leadership Development, at 341-5481, e-mail <mshivley@emporia.edu>, or visit <<http://www.emporia.edu/csi/lead>>.

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## ACTIVITIES/ORGANIZATIONS

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### *Non-Traditional Student Services*

The Non-Traditional Student Services Office serves as an information hub for non-traditional students at Emporia State University. To be considered a non-traditional student, individuals must meet at least one of the following criteria:

- Over the age of 24
- Married
- Parent
- Have been out of school for two or more years
- In the military or a veteran

The office maintains a host of resources from the ESU and Emporia communities.

The office is located in the Center for Student Involvement, Memorial Union. Visit our website at <<http://www.emporia.edu/nontrad>>. The Non-Traditional Student Services

### *Recognized Student Organizations*

Emporia State University has over 140 recognized student organizations including departmental, honorary, religious, special interest, service, recreation, and sorority/fraternity, which welcome participation by interested students. The Center for Student Involvement, located on the Memorial Union Mainstreet, has information on those organizations that are officially recognized by Associated Student Government. Additional information is available at the website <<http://www.emporia.edu/csi/rso>>.

Recognized organizations have the privilege of scheduling campus facilities and requesting funds for activities from Associated Student Government. Allocations of student fees are made through the Student Senate. The directory and current contact information is available at <<http://www.emporia.edu/csi/rso>>.

### **HOW TO BECOME A RECOGNIZED STUDENT ORGANIZATION**

The official recognition of a student group by Associated Student Government (ASG) grants to that group the following privileges:

- Use of the university name in conjunction with the group's name
- Scheduling of university buildings
- Use of university property and facilities
- Requesting funding from Associated Student Government

The RSO must agree to accept such regulations and administrative procedures as may be necessary to protect the essential functions of the university, to allow an equitable sharing of time and space, and to assure the reasonable health and safety of the campus community. As a matter of policy, ASG refrains from attempting to control or sway the personal opinions or beliefs of students. Recognition of a student group does not imply endorsement of positions taken by such a group. Responsibility for any actions that violate federal, state, or local laws or ordinances must be assumed by the individual groups, not by ASG or Emporia State University.

## ***ACTIVITIES/ORGANIZATIONS***

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If interested in forming a new organization, the first step is to obtain the Student Organization Registration Handbook from the Center for Student Involvement on the Memorial Union Mainstreet. This handbook will provide more detailed information about obtaining recognition as a student organization at Emporia State University.

The Student Organization Registration Handbook is available at:  
<<http://www.emporia.edu/csi/rso>>.

### **FOR MORE INFORMATION:**

Center for Student Involvement  
Memorial Union, Mainstreet  
Mail: 1200 Commercial, Box 4065  
Phone: 341-5481  
Fax: 341-5882  
Website: <http://www.emporia.edu/csi/rso>

### ***Special Events***

The Special Events Board of Emporia State University affirms that, as a part of the university, it has the responsibility to provide for students and the university community additional educational experiences. The Board provides these educational opportunities through the performing and visual arts, as well as the historical support and funding, in part, of Family Day, Homecoming, and Orientation. The Special Events Board considers requests for program funding from student organizations, university departments, and community groups. Furthermore, the Special Events Board offers students an opportunity to enjoy cultural events at a reduced rate or at no charge and is funded through student fees.

The Special Events Board provides bulletin boards in each building on campus for promoting specific events of Recognized Student Organizations and university departments. Posters and/or fliers must be brought to the Center for Student Involvement for approval. Prior to printing posters or fliers, the original must be approved in the Center for Student Involvement for size and content which must include the complete name of the organization, date, time, and location of the event and approved Power E logo. Complete route coverage requires 63 posters.

### ***Union Activities Council***

The Union Activities Council (UAC) at Emporia State University is a student organization that brings a wide variety of programs to the campus community. Programs and events center around social, educational, cultural, and recreational activities for students, faculty, staff, and the Emporia community.

Events are planned by one of the six UAC committees - Live Music, Talks and Topics, Featured Events, Variety Entertainment, Public Relations, and Visual Arts. These committees are composed entirely of students, advised by professional staff, and financed through an activities fee paid by all students.

Committee membership is open to all students. UAC members encourage students to submit programming ideas or activities to the Center for Student Involvement on the first floor of the Memorial Union.

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## ACTIVITIES/ORGANIZATIONS

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### ***SUGGESTED WAYS TO PUBLICIZE YOUR CAMPUS EVENTS***

#### The Bulletin (Student Publications)

Contact *The Bulletin*, third floor of Memorial Union, 341-5201, to announce your meetings, events, and to submit story ideas. The deadline for calendar items is two days prior to publication. *The Bulletin* is published weekly during the academic year.

#### Bulletin Boards & Display Cases in the Memorial Union (Conference/Scheduling)

Reserve bulletin boards and display cases through Conference/Scheduling, east concourse of Memorial Union, 341-5443. Bulletin boards and display cases have a maximum of two weeks for any advertisement.

#### Button Maker

Reserve a button maker through the Center for Student Involvement, Mainstreet of Memorial Union, 341-5481, or through the ESU Printing Services. Call for the specific policy.

#### Channel 8

Submit events to be broadcast on to ESU Channel 8, Campus Box 4018, 109 Visser Hall, 342-5297.

#### Channel 20

Submit items to be broadcast on CableONE Digital, 342-3535, by completing a submission form at their office, 714 Commercial. There is a \$25 charge per week. However, non-profit organizations receive one free broadcast per month.

#### Outdoor Signs Around Campus

Obtain a permission form from the Center for Student Involvement, located on Mainstreet of the Memorial Union, for submission to the Physical Plant and approval of display materials. A minimum of 15 days is required to process each request with a 15 day maximum display period.

#### Poster Printer

Turn a flier into a larger poster or banner format and choose black and white or color, and different widths at reasonable prices. Stop by the Center for Student Involvement to get a poster request form.

#### Poster Route (Special Events)

Submit 63 copies of fliers that include sponsor name (spelled out), event name, date, complete location, time, and approved Power E logo to the Center for Student Involvement by noon on Monday or Thursday during the academic year. As space permits, materials may be displayed for up to two weeks in advance of the event. Due to bulletin board space limitations, fliers **cannot** exceed 8 ½ x 11 inches.

#### ESU Press Releases and Roundtable (Public Affairs & Marketing)

Submit event information and story ideas to Public Affairs & Marketing, 005 Plumb Hall, Campus Box 4060, 341-5454. Press releases are also forwarded to Channel 8 and *The Bulletin*.

#### Sandwich Board in Union Square

Contact Conference/Scheduling, east concourse of Memorial Union, 341-5443, for permission to place your sandwich board in Union Square.

## ***ACTIVITIES/ORGANIZATIONS***

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### Sporting Events Announcements (Athletics)

Contact the Sports Information Director, 113 HPER, Campus Box 4020, 341-5526.

### Table Tents

Obtain approval from Conference/Scheduling, 341-5443, east concourse of Memorial Union, for table tent displays in the Mainstreet area, Lakeview Cafeteria, or Hornets Nest.

### Memorial Union Mainstreet Tables and/or Banners

Contact Conference/Scheduling, east concourse of Memorial Union, 341-5443, to arrange for tables and chairs for event promotion in the Memorial Union or to have your scheduled display banner hung on Mainstreet.

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## CULTURAL EVENTS

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### **Art**

All department faculty members are professional exhibiting artists and researchers. Students are welcome to tour classes or arrange for a demonstration. Field trips sponsored by the department are often open to the public.

Throughout the year, art exhibitions are shown in the Norman R. Eppink Art Gallery and Gilson Memorial Gallery, both located in King Hall. Included in the schedule of 15 to 20 exhibitions each year are an Annual Department of Art Faculty Exhibition (a presentation of recent faculty accomplishments), an Annual Spring Juried Art Student Exhibition, and Student Senior Exhibitions. Exhibitions include works by international, national, and regional artists. Nationally and internationally known artists are often invited to the campus to discuss their work and to conduct short workshops. All lectures are open to everyone.

The University Art Collection includes hundreds of works in all media from around the world, including a growing contemporary American Drawing Collection. Selections from the permanent collection are often displayed in the Norman R. Eppink Gallery or the Gilson Memorial Gallery.

The gallery program also includes smaller exhibitions in the Memorial Union and in other places throughout the campus. The collections and gallery programs are under the direction of the Department of Art, King Hall.

Periodically, art students hold sales of their work on Mainstreet of the Memorial Union, or in King Hall. Any student may participate in these sales. The artists donate a portion of the profits to support various art and/or student programs.

All ESU students interested in the visual arts are invited to join our student organizations - Alpha Rho Theta, the Student Chapter of the National Art Education Association, The Kansas Art Therapy Association, and the Glass Guild - and participate in field trips and other art activities.

### **Music**

Jazz ensembles, wind ensemble, marching band, musical theatre, choir, opera, orchestra, and chamber music organizations are just a few of the many ensemble offerings available to the campus and community.

Music groups are eager to include talented people, music majors, and non-majors among their members. Credit is available to participants, and marching band counts as a physical education activity course. Students participating in marching band qualify for a Marching Hornet Scholarship.

The Music Department Office in Beach Music Hall has a complete list of active groups. Private music lessons also are available on a limited basis through the department. Call 341-5431 for more information.

Student and faculty recitals are presented during the semester, as well as appearances by nationally and internationally known artists. These programs are free or at a nominal cost to students.

## ***CULTURAL EVENTS***

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### ***Theatre***

ESU Theatre productions are of the highest quality. Last year, almost 10,000 people attended ESU theatre performances. There are several productions during the year, including a musical presented during Homecoming weekend in the fall, and a popular season of four shows in summer stock.

Auditions and technical production crews for all theatre productions are open to all ESU students, regardless of major. These assignments and auditions usually occur during the first week of each semester. Students may call the Department of Communication and Theatre for more information about upcoming theatre auditions.

ESU Theatre regularly produces shows in three different venues. The Karl C. Bruder Theatre is a beautiful 400-seat proscenium theatre, located in King Hall, which serves as home for Emporia State Summer Theatre and for many productions during the academic year. Albert Taylor Hall, a proscenium theatre that seats 1,200, is located in Plumb Hall, and is traditionally used for the Homecoming Scholarship Musical each fall. The Ronald Q. Frederickson Theatre, a black box theatre with flexible seating configurations that accommodates around 100, is located in Roosevelt Hall, and is used for productions and student projects.

***MIAA/NCAA***

Emporia State University is a member of the Mid-America Intercollegiate Athletics Association (MIAA). In addition to the MIAA affiliation, ESU is a competing member of the NCAA Division II.

Members of the MIAA include Emporia State University, Fort Hays State University, Missouri Southern State University, Missouri Western State University, Northwest Missouri State University, Pittsburg State University, Southwest Baptist University, Truman State University, University of Central Missouri, and Washburn University.

***Recreation Services***

The Recreation Services Department is dedicated to providing the campus community with opportunities to explore recreational interests and to engage in fitness and wellness activities. The Student Recreation Center provides a friendly environment for a diversified population to recreate, exercise, and socialize through a variety of programs including intramural sports, sport clubs, special events and activities, and informal recreation. Personal training services are also offered to assist the campus community in achieving fitness goals.

The Student Recreation Center features a 28,000 sq. ft. multipurpose gym area with a three-lane jog/walk track. The free weight and multipurpose exercise areas are equipped with a large variety of exercise equipment including cardio machines, weight machines, and free weights. The 3,800 sq. ft. fitness room is utilized for a wide variety of activities including group fitness classes and individual fitness activities. The center also features two 70" big screen televisions, a pool table, table tennis, foosball, and seating for socializing, hanging out, or studying. Other indoor recreational facilities include a 25 meter swimming pool and a therapeutic pool. Outdoor facilities include softball fields, tennis courts, a 400 meter track, King and Wilson lakes, and multipurpose green areas designed for activities such as soccer, flag football, rugby, ultimate Frisbee, and disc golf.

For information visit our comprehensive website at <[www.emporia.edu/recsport](http://www.emporia.edu/recsport)> or contact the Recreation Services Department at 341-6778.

***Trusler Sports Complex***

The Trusler Sports Complex is the site of intercollegiate baseball and softball games at ESU. Summer softball leagues and tournaments are also played at the Complex. It is located along Interstate 35 at the north end of the campus.

The Complex consists of three lighted softball fields and a baseball field linked by an enclosed concession stand/press box that also houses restrooms and storage facilities.

In 2006, the Hanna Clubhouse was added to the complex, and houses locker rooms for ESU softball and baseball, umpires' dressing room and a viewing deck for fans.

The softball fields have 300-foot fences for slow pitch contests and temporary fences to accommodate fast pitch NCAA softball. The baseball field is one of the finest facilities in collegiate baseball, with artificial turf covering the infield. The complex served as host to the 1996 NCAA Division II National Softball Championship, as well as several NCAA regional tournaments in softball and baseball.

## ***SPORTS/PLAY***

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### ***Varsity Sports***

Fifteen varsity sports are included in the Department of Intercollegiate Athletics. The varsity sports offered for men include football, cross country, basketball, baseball, tennis, and indoor/outdoor track and field. The sports offered for women are basketball, volleyball, tennis, indoor/outdoor track and field, cross country, softball, and soccer.

The EADA report on Athletic Program Participation Rates and Financial Support Data is available upon request from the ESU Registrar's Office. For further information about athletic programs at ESU, call 341-5354.

### ***Who to contact in the Department of Intercollegiate Athletics:***

Athletics Director - Kent Weiser  
Associate Athletics Director/SWA - Carmen Nelon Leeds  
Associate Athletics Director for External Operations - Shane Shivley  
Assistant Athletics Director for Media Relations - Don Weast  
Office Manager - Jennifer Collins  
Athletics Business Manager - Davonne Hinz  
Trainers - John Baxter and Leslie Kenney  
Director of Marketing - Tim Callahan  
Director of Operations - Cody Moors  
Assistant Sports Instruction Director - Josh Slaughter

### ***Coaches:***

Football - Garin Higgins  
Men's Basketball - David Moe  
Women's Basketball - Brandon Schneider  
Baseball - Bob Fornelli  
Volleyball - Ping Wang and Bing Xu  
Softball - Kristi Bredbenner  
Men's and Women's Cross Country, Track and Field - David Harris  
Men's and Women's Tennis - John Cayton  
Women's Soccer - Jim Schneiderhahn  
Cheerleaders - Mary Shivley  
Dance Squad - Mary Shivley

## MUSEUMS/NATURAL AREAS

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### **Natural Areas**

The Natural Areas, owned and managed by Emporia State University, include seven biological sites and one geological site. The Natural Areas are administered through the Departments of Biological Sciences and Physical Sciences by the appointment of a Director of Natural Areas, a Director of Johnston Geology Museum, and a faculty advisory committee to oversee and implement the mission of teaching, research, and preservation for each of the eight areas. For access to the areas or arrangement of tours, call 341-5339 to contact the Director of Natural Areas, Departments of Biological Sciences.

**Campus Woods** -- a 10-acre tract of predominately riparian forest along the Neosho River. It is located at the far north end of the university campus.

**Charles Coughlen Natural Area** -- a 44-acre tract of tallgrass prairie located 9 miles southwest of Emporia along the Kansas Turnpike. It consists of native and restored tallgrass prairie, riparian woodland, a spring, and a stream with a small impoundment.

**Dunlap Bottoms** -- One of our two wetland Natural Areas, this 128-acre tract in southeastern Morris County was restored from cropland to a wet meadow of native, warm-season grasses under the Wetlands Reserve Program by a previous landowner. Several micro-depressions and small impoundments with standing water exist on the property, though the interior of the site is dominated by grassland.

**F.B. and Rena G. Ross Natural History Reservation** -- a 200-acre classroom-laboratory located approximately 15 miles northwest of the university campus. The site is predominately native and restored tallgrass prairie, shrubland, and woodland, including a stream, spring, ponds, and other habitats. Facilities include a classroom, lab space, a computer lab with DSL internet access, sleeping quarters, and a storm shelter.

**Hamilton Fossil Quarry** -- an 18-acre tract of land approximately 3 miles east of Hamilton, Greenwood County, Kansas. Formerly the location of a commercial rock quarry, the property includes numerous fossil sites which have yielded a large, world-famous collection of late Pennsylvanian age (300 million years) fossilized vertebrates, invertebrates, plants, and microfossils.

**Neva Marsh** -- Our other wetland site, the 52-acre Neva Marsh, located in the Cottonwood River floodplain of Chase County, was also created through the Wetlands Reserve Program and is a complex of broad, shallow impoundments supporting aquatic vegetation and wildlife. Native, warm-season grasses were also reseeded on the area.

**Reading Woods Natural Area** - a 40-acre tract of upland and lowland deciduous forest, representing the western most penetration of eastern deciduous forest in Kansas. Reading Woods is located near Reading, KS, about 15 miles northeast of Emporia, and is contiguous with the 10,100-acre Melvern Wildlife Area (licensed by the U.S. Army Corps of Engineers to the Kansas Department of Wildlife and Parks). Because of its unique flora, fauna, and geological features, Reading Woods is maintained as a preserve in a relatively undisturbed state. The university acquired the land in 1971.

**Sarah Howe Natural Area (Howe Woods)** -- a 12-acre tract of forest in eastern Lyon County that contains several, large bur oaks (*Quercus macrocarpa*). The area is maintained as a natural preserve at the request of Miss Sarah Howe who deeded the land to the university in 1982.

## ***MUSEUMS/NATURAL AREAS***

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### ***Science Museums***

**Johnston Geology Museum**, 106 Cram Science Hall. Displays include a mosasaur skeleton (ancient marine reptile), skull and limbs of a giant ground sloth, mastodon tusks, plant and animal fossils from the internationally known Hamilton Quarry, many common Kansas fossils, a southeastern Kansas mining exhibit, and American Indian stone artifacts. For information, call 341-5978 or 341-5330, or visit our website <<http://www.emporia.edu/earthsci/museum/museum.htm>>.

The **Peterson Planetarium**, 031 Science Hall, offers a dynamic multimedia experience. Renovated in 1997, the planetarium operates a Spitz 512-ATM3 projection system. This multimedia system provides a graphic presentation of the stars, planets, moon, and sun, of the daily and annual motions of these celestial objects, and of many astronomical concepts and principles. Scheduled public presentations are usually made each semester. Through advance arrangements and as scheduling permits, presentations will be conducted for groups of at least ten people. There may be a nominal charge for admission. For arrangements, call the planetarium director or the Department of Physical Sciences at 341-5330.

The **Schmidt Museum of Natural History**, 043 Science Hall, contains a comprehensive collection of approximately 600 taxidermy mounts of birds and mammals from Kansas. A research collection of more than 2,500 bird and mammal skins from various parts of the U.S. is maintained for advanced study and research. For more information, contact the Department of Biological Sciences, 341-5311.

***Academic Appeals***

Any student who feels he/she has been dealt with unfairly concerning academic progress (such as course grades or absences) shall have access to an academic appeal through established procedures within one semester after the semester in which the issue occurs. The procedures are as follows:

1. The student should discuss the issue with the faculty member involved and attempt to resolve the problem.
2. If the problem cannot be resolved in such a discussion, the student should put in writing the particulars of the conflict and submit this to the department chair.
3. The department chair will attempt to clarify the conflict, mediate the positions of both parties, and, if possible, identify resolution options that are acceptable to both parties.
4. If the department chair is unable to resolve the conflict between the student and the faculty member, the student may request the department chair convene the Departmental Appeals Committee.
5. The Departmental Appeals Committee shall review the written statements and may interview the student and/or faculty member. The student has the option of asking another student or member of the university community to be present at the interview. Legal counsel can be present, but cannot speak for either the student or faculty member.
6. If the issue is still not resolved, the matter may be appealed to the dean of the school/college, who will convene a School/College Academic Appeals Committee. The committee's final vote will be submitted to the dean, who will make the final decision. The process for academic appeals concludes with the dean, and there is no further appeal.

***Academic Appeals Policy***

Any student who believes he/she has been dealt with unfairly concerning academic progress (such as course grades or absences), will have access to an academic appeal. The appeal must be initiated within 1 semester after the semester in which the issue occurs. The purpose of this policy is to ensure that due process is observed.

It is understood that any time limits in this section are the maximum time allowed and that it is the intent to move the procedure along as fast as is reasonably possible. When by this appeal procedure an act is required or allowed to be done at or within a specified time, the Chair of the Appeals Committee, for cause shown, may at any time in his/her discretion, if a request is made before the expiration of the period originally prescribed, order the period enlarged to a further specified time. As it is used herein, the term class days is defined to include all days that classes are conducted, excluding weekends, legal holidays, vacation periods, the period of final examinations, intersessions, and for the purposes of this document summer school.

It is not intended that an appeal shall fail or succeed upon a technicality. Therefore, all application of any part of this policy shall be equitable and reasonable.

The procedure to be followed in processing an academic appeal is as follows:

1. The student should make every attempt, when possible, to discuss the issue with the faculty member involved in a face-to-face meeting and attempt to resolve the issue. If this meeting between the student and the faculty member does not resolve the issue to the student's satisfaction, the student may contact the department chair. The student is required to put in writing the particulars of the

## ***POLICIES/PROCESS***

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matter in conflict and submit this to the department chair.

2. The department chair is to verify whether the student has attempted a formal conference with the faculty member prior to discussing the matter with the student. The department chair's role is to attempt to clarify the conflict between student and faculty and mediate the positions and interests of both parties and, if possible, identify resolution options that are acceptable to both parties.

A meeting, either together or individually, with the student and the faculty member may be convened at the department chair's discretion.

3. If the department chair is unable to resolve the conflict between the student and the faculty member, the student may request the department chair to convene the Departmental Appeals Committee. At this time the department chair will establish a schedule and make assignments for completing the appeal process within 20 class days.

If the Departmental Appeals Committee is convened, the department chair will send to that Committee (1) a written statement reflecting the department chair's attempt to resolve the issue, (2) the written statement by the student, and (3) a written response made by the faculty member to the issue in conflict.

4. The convened Departmental Appeals Committee shall review the written statement and, if the Committee finds that additional information is needed, it may interview the student and/or the faculty member. The student who processes an appeal under this policy has the option of asking another student or member of the University community to be present at the interview. This is an internal procedure to resolve an academic dispute, and legal counsel will not be allowed to speak for the student or for the faculty member in this interview. All deliberations of the Departmental Appeals Committee shall be confidential.
5. If the decision of the Departmental Appeals Committee does not resolve the issue for the student or the faculty member, the matter may be appealed to the dean of the appropriate school/college. If an appeal is made to the dean, the Departmental Appeals Committee will send the dean a copy of all written materials used in its deliberations and its own written decision. The dean will convene a School/College Academic Appeals Committee. If there are no appeals, the department chair is responsible to see that the decision of the Departmental Appeals Committee is implemented.

6. The convened School/College Academic Appeals Committee shall review the written statements and, if the Committee finds that additional information is needed, it may interview the student and/or the faculty member. The student who processes an appeal under this policy has the option of asking another student or member of the University community to be present at the interview. This is an internal procedure to resolve an academic dispute, and legal counsel will not be allowed to speak for the student or for the faculty member in this interview.

After examining the evidence and deliberating, the School/College Academic Appeals Committee shall reach a majority decision by secret ballot vote. Majority vote rules. The School/College Academic Appeals Committee shall submit to the dean its written decision regarding the disposition of the conflict between the student and the faculty member. This decision will be presented in the form of a recommendation to the dean, who will make the final decision. The process for academic appeals concludes with the dean, and there is no further appeal.

The department chair is responsible for implementing the decision of the School/College Academic Appeals Committee. For example, the department chair will make the grade change if the dean's decision calls for a grade change.

If the faculty member feels that the appeals process was conducted inappropriately, then the faculty member has the right to seek a remedy through grievance procedures.

All deliberations of the School/College Academic Appeals Committee shall be confidential.

**Makeup of the Departmental Appeals Committee**

Departmental Appeals Committee shall be organized as follows, unless a separate department policy is in place:

1. At the beginning of each academic year, the department chair shall establish an academic appeals committee pool of no fewer than 5 members. It should include at least 3 faculty members, and at least 2 undergraduate students and at least 2 graduate students in departments which have a graduate program.
2. When needed, the department chair will convene a Departmental Appeals Committee consisting of at least 2 of the faculty members and 1 of the students from the committee pool. The student selected will depend on whether the appeal comes from an undergraduate or graduate student. The student will be undergraduate if the student making the appeal is undergraduate; graduate if the student making the appeal is graduate.
3. The student making the appeal and the faculty member have the option to accept/reject any or all members of the Departmental Appeals Committee. The department chair will appoint additional members as needed. Once the student and the faculty member have signified, in writing, acceptance of the Departmental Appeals Committee membership to hear the appeal, they have surrendered the opportunity to object to the members of the board.

Once the Departmental Appeals Committee has been selected, the department chair will assign 1 of the faculty members to act as the Chair of the Committee.

**Makeup of the School/College Academic Appeals Committee**

1. The School/College Academic Appeals Committee shall be drawn from the various academic appeals committee pools established within departments of the school/college. The School/College Academic Appeals Committee shall consist of at least 5 members: 3 faculty and 2 students. The students will be undergraduates if the student making the appeal is undergraduate, graduate if the student is a graduate.
2. No student or faculty member from the same department as that from which the appeal emanates will be appointed to the School/College Academic Appeals Committee.
3. The student making the appeal and the faculty member have the option to accept/reject any or all members of the School/College Academic Appeals Committee. The dean will appoint additional members as needed. Once the student and the faculty member have signified, in writing, acceptance of a members of the School/College Academic Appeals Committee to hear the appeal, they have surrendered the opportunity to object to the members of the committee.

## ***POLICIES/PROCESS***

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### ***Academic Dishonesty Policy***

Academic dishonesty, a basis for disciplinary action, includes but is not limited to activities such as cheating and plagiarism (presenting as one's own the intellectual or creative accomplishments of another without giving credit to the source or sources).

The faculty member in whose course or under whose tutelage an act of academic dishonesty occurs has the option of failing the student for the academic hours in question, or for any components or requirements for that course. Departments, schools, and colleges may have provisions for more severe penalties. Emporia State University may impose penalties for academic dishonesty up to and including expulsion from the University.

In addition, the faculty member shall notify his/her department chair of the infraction. The department chair shall forward a report of the infraction to the Vice President for Academic Affairs. The Vice President for Academic Affairs shall act as the record keeper for student academic infractions. The Vice President for Academic Affairs will notify the student in writing that an infraction has been reported, and notify the student, the department chair, and the faculty member that initiated the proceedings, of any additional action taken. Should a single infraction be so egregious, or should a student have a record of multiple infractions, the Vice President for Academic Affairs may impose additional penalties, including expulsion of the student from the University.

The student has the right to appeal the charge of academic dishonesty. The department chair shall inform the student, in writing, of this right to appeal, and of the appropriate appeal procedures (see University Policy Manual: Academic Appeals Policy).

Prior to the beginning of the next academic year, the office of the Vice President for Academic Affairs shall send to the Chair of the Academic Affairs Committee of the Faculty Senate a list containing nonspecific student identifiers, such as Student 1, Student 2, etc., their specific academic infraction(s) reported to the Vice President's office, the total number of infractions that have been reported for each student, and any actions taken by the Vice President for Academic Affairs.

(FSB05002, passed by Faculty Senate 01/17/06; approved by President 02/07/06)

### ***Alcohol and Other Drugs***

Emporia State University is committed to maintaining an environment that is conducive to academic achievement and personal growth.

The legal age for consumption of alcohol in Kansas is 21. Beverages with an alcohol content of 3.2 or less are permitted within the rooms of students 21 or older in the residence halls as defined by the policies of Residential Life. There will be no alcoholic beverages in any other buildings on the ESU campus unless an exception has been requested and approved by the President of the University.

All Kansas laws and city ordinances regarding possession and consumption of cereal malt and other alcoholic beverages will be observed and enforced by Emporia State University.

Regarding illegal drugs, the University will not tolerate possession, use, or distribution of illicit drugs by anyone on campus. The University will support and cooperate fully with campus, local, state, and federal law enforcement agencies conducting investigations of the sale and/or use of illicit drugs.

For more information, contact the ADAP office at 341-5221.

***Demonstrations of Dissent and Protest***

Part of the freedom in the academic community is the student's right to orderly dissent and protest against any decision or issue. This right to demonstrate does not include using means or procedures which disrupt the ongoing functions of the University, nor endanger the health, safety or well being of any person in the on- or off-campus communities. Individuals wishing to demonstrate regarding concerns should confer with the Office of Student Life, where procedural policy for such events and their accompanying responsibilities will be explained. The area between Plumb Hall and the Memorial Union has been designated as the Free Forum Area and may be reserved by individual students or student organizations, through the Conference/Scheduling Office in the Memorial Union. Picketing or protest by non-university groups is restricted to the right of way easements along public streets adjacent to the outer perimeter of the ESU main campus.

Students or student organizations who wish to express themselves publicly on issues may use Union Square between Plumb Hall and the Memorial Union. Arrangements for such use can be made with the Conference/Scheduling Office located in the Memorial Union, 341-5443.

***Equal Employment Opportunity, Equal Educational Opportunity and Non-Discrimination Policy***

Emporia State University values and welcomes the benefits of diversity, and pledges to current and prospective students, faculty, staff, administrators, and the public that we expect and demand the worth and dignity of all people be recognized without regard to any classification that might preclude a person from consideration as an individual. The University regards inappropriate behavior, unfair treatment or harassment of any individual to be inconsistent with its goals of providing an atmosphere in which students, faculty, staff, and administrators may safely learn, work, and live.

Emporia State University is committed to equal employment opportunity, equal educational opportunity, and non-discrimination in the operations and administration of all University programs and services. All decisions with reference to employment (including, but not limited to, selection, discipline, promotion, or termination) and all decisions with reference to student status (including, but not limited to, admission, academic achievements, or discipline) will be made without regard to age, race, color, religion, gender, marital status, national origin, handicap or disability, status as a Vietnam Era Veteran, sexual orientation, or any other factors which cannot lawfully be considered, to the extent specified by applicable federal and state laws.

Students who feel they have been discriminated against on the basis of any item set forth in the Equal Employment Opportunity, Equal Educational Opportunity and Non-Discrimination Policy should contact the Provost/Vice President for Academic Affairs and Student Life or the Affirmative Action Officer. Staff, faculty, or members of the public should contact the Affirmative Action Officer.

## ***POLICIES/PROCESS***

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### ***The Family Educational Rights and Privacy Act (FERPA)***

Emporia State University affords students their full rights in conformity with the Family Educational Rights and Privacy Act of 1974, its amendments and implementing regulations. Eligible students have the right to inspect their educational records, request amendment of their records they believe to be incorrect or misleading, and restrict disclosure of their information in specific situations.

Students may waive their rights to inspect and review confidential statements and confidential letters of recommendation by providing a signed voluntary statement if, in conformity with applicable law; 1) the student is notified, upon request, of the names of those providing statements and letters, 2) the letters and statements are only released for the original purposes stated, and 3) the waiver is not a condition of admission or other benefit.

Educational records are records which contain information directly related to a student and are maintained by the University or by a person acting on behalf of the University. The following records are not considered educational records: personal notes of faculty and staff; records created after a student is no longer a student and are not directly related to their attendance; employment records not directly related to student status; certain medical and counseling records; records of police and safety office for law enforcement purposes; and certain financial records.

The University shall obtain the proper written consent of a student before disclosing their student records, or personally identifiable information contained therein, to a party other than the student or party whom created the record, except as otherwise allowed by law and this policy.

ESU designates the following items as directory information: a student's name, a student's address(es), a student's phone number(s), a student's e-mail address(es), a student's major field(s) of study, a student's classification (freshman, sophomore), a student's enrollment status (full-time, part-time, undergraduate, graduate), a student's dates of attendance, a student's past and present participation in officially recognized activities and sports, including the weight and height of members of athletic teams, a student's degree(s) conferred and date(s) conferred, and a student's award(s), honor(s), and scholarship(s) received. Directory information shall not include a student's Social Security Number or the student's Student Identification Number. Directory information may be released without the student's consent; however, eligible students may request that directory information not be made public. The student's notice to withhold directory information must be made to the Office of Registration and is good for 1 academic year.

Emporia State University also releases records and information without the written consent of an eligible student to:

- A university official(s) with a legitimate educational purpose. (A university official has a legitimate education interest if the official is performing a task that is specified in her/his position description or contract agreement.);
- To comply with a lawfully issued court order or subpoena or ex-parte order issued pursuant to the Patriot Act, upon prior notice to student when required by applicable law;

- To officials of other schools and post secondary institutions, where the student is currently enrolled or plans to enroll or transfer if the disclosure is for purposes related to the student's enrollment or transfer and pursuant to applicable regulatory standard for said release;
- To certain officials of the U. S. Department of Education, the Comptroller General and state and local educational authorities in connection with an audit or evaluation of or compliance with legal requirements;
- To financial aid personnel in conjunction with an application for financial assistance for the purposes of determining eligibility, amount, or conditions of aid or to enforce terms and conditions of the aid;
- To parents or legal guardians of dependent students as defined by the Internal Revenue Code, grade information will be released, upon written notice to student of disclosure and subject to university policies related to transcript withholding;
- To all appropriate individuals, including parents, whose knowledge of the information is necessary to protect the health or safety of the student or others, if, when taking into account the totality or circumstances pertaining to a threat to the health or safety of the student or others, the institution determines there is an articulable and significant threat, it is determined the information is necessary to protect the health or safety of the student or others;
- To the health authorities or local law enforcement the names and current addresses of students who have certain communicable diseases; or to law enforcement for legal compliance related to registration and disclosure requirements for violent crime control laws; or for legal compliance related to disclosure to victims of certain crimes of violence;
- To entities conducting studies for, or on behalf of, educational agencies or institutions to develop, validate, or administer predictive tests; student aid programs; improve instruction; or to accrediting entities fulfilling accrediting functions;
- To an outside contractor, consultant, volunteer or other party who is authorized to act for the University, is performing a service the university would otherwise perform itself, is subject to University control with regard to the records, and the outsourcing is subject to the appropriate restrictions on re-disclosure;
- To initiate legal action against a parent or student or to defend the University if a parent or student initiates legal action and the records are relevant to the action, upon written notice of intended release; or

The University may release records without a student's consent after removing personally identifiable information and after making a determination that the student's identity is not identifiable regardless of the number of releases that would be made in whole or part. The University shall inform third party recipients of any legally required restrictions on re-disclosure of student records and information. Third party recipients of personally identifiable information are not permitted to disclose that information to others without the proper written consent of the eligible student or pursuant to applicable law. The information may only be used for the purpose intended. Third parties who receive information may make further disclosures if they are authorized to act on behalf of the University. Information about recipients of further disclosures must be provided to the University, as required by FERPA. If a disclosure is made in violation of University policy or applicable law, the University shall not permit access to student information or records for a minimum of five years.

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A record of requests for and disclosures of educational records will be maintained by the record custodian for as long as the education record in question is maintained by the University. The record shall include, whether requests are granted or not, the name of the requestor; the names of the additional parties the receiving party may disclose the information on behalf of the institution; and their legitimate interests in the information. Records of requests and disclosures will not be maintained for: (1) requests made by the student for themselves; (2) requests for which written consent was received; (3) requests made by school officials with legitimate educational interests; or (4) requests for directory information. Records of disclosures made pursuant to a health or safety emergency will include (1) the articulable and significant threat to the health or safety of a student or others that formed the basis for the disclosure and (2) the parties to whom disclosure was made.

Eligible students may request amendment of their educational record if they believe they are inaccurate, misleading or a violation of their privacy. If the University does not subsequently amend the record, the student will have the opportunity for a hearing. No hearing is available under this policy for challenging the underlying basis for a grade.

If a student believes the University is not complying with FERPA, they should attempt to resolve the issue with the office involved and/or the Office of the Registrar. Complaints may be filed with the Family Policy Compliance Office of the U.S. Department of Education.

Notice of FERPA rights will be published each semester in the course schedule. The Registrar, or designee, is responsible for the development and publication of student records policy and related procedures, forms, training, notices, and supplemental information. (revised by the Registrar, 12/05; revised by Registrar 06/07; revised, approved by President 03/03/09)

### ***Access to Student Records***

Students have legal rights under the Family Educational Rights and Privacy Act of 1974 to view their educational records and it restricts the information to only those with a legitimate need and right to know. Educational records are official records, files, documents, and other materials which contain information directly related to the student and are monitored by the University or by a person acting for the University.

The following records are not considered educational records: personal notes from faculty and staff; employment records; medical and counseling records; records of police and safety office; financial records; and confidential letters.

The Act provides to the public directory information about students. ESU designates the following items as directory information: student name, address(es), telephone number(s), e-mail address(es), dates of attendance, classification (freshman, sophomore), enrollment status (full-time, part-time), major field(s) of study, awards, degrees conferred (including dates), past and present participation in officially recognized sports and activities, and physical factors (height, weight of athletes).

If a student wishes he/she may request that certain directory information not be made public. The notice to withhold directory information must be made in the Office of Registration and is good for 1 academic year. The full policy and a copy of the *Federal Educational Rights and Privacy Act of 1974* are available in the Office of Registration.

***Harassment and Discrimination Policies and Procedures***

Emporia State University seeks to create an atmosphere that recognizes and protects an environment of tolerance for all members of the university community. Federal law and university policy (see Explanations section) protect a number of groups from unlawful discrimination. The University makes all decisions with reference to employment status and student status without regard to age<sup>1</sup>, race<sup>2</sup>, color<sup>3</sup>, religion<sup>4</sup>, gender<sup>5</sup>, marital status<sup>6</sup>, national origin<sup>7</sup>, disability status<sup>8</sup>, veteran status<sup>9</sup>, sexual orientation<sup>10</sup>, or any other factors which cannot lawfully be considered, to the extent specified by applicable federal and state laws.

Moreover, the university regards inappropriate behavior, unfair treatment, or harassment of any individual to be inconsistent with its goal to provide an environment in which students, faculty, unclassified professionals, classified employees, and other members of the university community can develop intellectually, professionally, personally, and socially. These policies and procedures extend to all University personnel operating in a University-sanctioned capacity, both on and off campus. The Affirmative Action Officer is responsible for implementation of a campus-wide harassment training program for faculty and staff. This training shall be mandatory for University employees and appropriate training records will be maintained.

This University has adopted a policy on the Use of Controversial Material in Instruction, Including the Use of Sexually Explicit Materials in Instruction (University Policy Manual 4E.0101) that complies with the Kansas Board of Regents' policy on this issue. The harassment and discrimination policies and procedures described herein shall be followed for the reporting, investigation, handling, and disposition of all complaints by any person regarding University Policy 4E.0101.

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1 Age Discrimination Act of 1975, Age Discrimination in Employment Act of 1967  
2 Title VI & VII of the Civil Rights Act of 1964  
3 Title VI & VII of the Civil Rights Act of 1964  
4 Title VII of the Civil Rights Act of 1964  
5 Title VII of the Civil Rights Act of 1964, Equal Pay Act of 1963, Pregnancy Discrimination Act of 1978, Title IX of Education Amendments of 1972  
6 Emporia State University Equal Employment & Educational Opportunity and Non-Discrimination Policy  
7 Title VI & VII of the Civil Rights Act of 1964  
8 Americans with Disabilities Act of 1990, Sections 503 & 504 of the Rehabilitation Act of 1973  
9 Vietnam Era Veteran's Readjustment Act of 1974, Uniform Services Adjustment and Re-Adjustment Act of 1994  
10 Kansas Board of Regents Policy and Procedures Manual, Policy on Affirmative Action and Equal Opportunity (amended 06/22/00), Pg. 58

**3D.0106.01 EXPLANATIONS**

The Age Discrimination in Employment Act of 1967 prohibits discrimination against individuals who are at least 40 years of age. Discrimination is prohibited in all terms and conditions of employment including: hiring, firing, compensation, job assignments, shift assignments, discipline, and promotions.

Age is also addressed in the Age Discrimination Act of 1975. Under this act no person shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance.

Employment discrimination based on race, color, religion, sex, or national origin is prohibited under Title VII of the Civil Rights Act of 1964. It is unlawful for an employer to fail or refuse to hire or to discharge any individual or otherwise to discriminate against any individual with respect to his/her compensation, terms, conditions, or privileges of employment.

Under Title VI of the Civil Rights Act of 1964 no person on the basis of race, color, or national origin be excluded from participation in, denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

The Equal Pay Act of 1963 prohibits discrimination on the basis of sex in the payment of wages or benefits, where men and women perform work of similar skill, effort, and responsibility for the same employer under similar working conditions.

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The Pregnancy Discrimination Act of 1978 is an amendment to Title VII of the Civil Rights Act of 1964. Therefore, discrimination on the basis of pregnancy, childbirth or related medical conditions constitutes unlawful sex discrimination under Title VII. Women affected by pregnancy or related conditions must be treated the same as other applicants or employees with similar abilities or limitations.

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex. Individuals cannot, on the basis of sex, be excluded from participation in, denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

The Americans with Disabilities Act of 1990 prohibits an employer from discriminating against a qualified applicant or employee because of his/her disability. To be protected individuals need to be qualified and able to perform the job with or without reasonable accommodations from the employer.

Discrimination based on disability in any program or activity receiving Federal financial assistance is prohibited under Sections 503 and 504 of the Rehabilitation Act of 1973.

The Vietnam Era Veterans' Readjustment Assistance Act of 1974 prohibits discrimination based on veteran status in federally assisted programs and it requires affirmative action to employ and advance in employment of veterans. Veterans protected by this act are Vietnam era veterans, special disabled veterans, and veterans who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized.

Kansas Board of Regents Policy and Procedures Manual, Policy on Affirmative Action and Equal Opportunity, amended 6-22-00, page 58.

### **3D.0106.02 DEFINITIONS**

#### **3D.0106.02.01 SEXUAL HARASSMENT**

Sexual harassment is a form of sex discrimination that is illegal under Title VII of the Civil Rights Act of 1964 for employees, under Title IX of the Education Amendments of 1972 for students, and under Kansas Law. Retaliation against an individual for making a complaint of sexual harassment is also considered to be sex discrimination and is therefore likewise illegal. No member of the university community shall engage in sexual harassment. For the purposes of this policy sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. submission to such conduct is made, explicitly or implicitly, a term or condition of employment;
2. submission to or rejection of such conduct by an individual is used as a basis for employment decisions which affect that individual;
3. such conduct has the purpose or effect of unreasonably interfering with the individual's work performance or creating an intimidating, hostile, or offensive work environment; or
4. such conduct is not legitimately related to the subject matter of a course.

Sexual harassment encompasses any sexual attention that is unwanted. Examples of verbal or physical conduct that is prohibited include, but are not limited to:

- < direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades, or letters of recommendation;
- < direct propositions of a sexual nature;
- < a pattern of conduct causing discomfort, intimidation and/or humiliation that includes one or more of the following:
  - comments or gestures of a sexual nature;
  - sexually explicit statements, questions, jokes, or anecdotes;
  - unnecessary touching, patting, hugging, or brushing against a person's body;
  - remarks of a sexual nature about a person's clothing or body; or
  - remarks about sexual activity or speculations about previous sexual experience.

**3D.0106.02.02 RACIAL AND/OR ETHNIC HARASSMENT**

Racial and/or ethnic harassment is a form of discrimination that is illegal under Title VII of Civil Rights Act of 1964. No member of the university community shall engage in racial or ethnic harassment. Retaliation against an individual for making a complaint of racial and/or ethnic harassment will be treated as a violation of the racial and/or ethnic harassment policy. For the purpose of this policy, racial and/or ethnic harassment is defined as ethnic slurs and other verbal or physical conduct relating to race, ethnicity, or racial affiliation that:

1. has the purpose or effect of creating an intimidating, hostile, or offensive work or academic environment;
2. has the purpose or effect of unreasonably interfering with an individual's work performance, academic performance, living environment, if residing in University housing, or participation in any university-sponsored activity;
3. otherwise adversely affects an individual's academic or employment opportunities; or
4. is not legitimately related to the subject matter of a course.

Racial and/or ethnic harassment may be blatant or subtle. Examples of the conduct that is prohibited include, but are not limited to:

- < derogatory name calling or language based on cultural stereotypes;
- < incidents or behaviors which are derogatory to a racial or ethnic group; or
- < repeated ignoring or excluding of one's presence or existence in a University setting.

**3D.0106.02.03 OTHER HARASSMENT**

No member of the university community shall engage in harassment on the basis of age, color, religion, marital status, national origin, disability status, veteran status, sexual orientation, or on any other factor that violates state or federal discrimination law. For the purposes of this policy, such aforementioned harassment is defined as unwelcome verbal and/or physical conduct which:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive work or academic environment;
2. Has the purpose or effect of unreasonably interfering with an individual's work performance, academic performance, living environment, if residing in University housing, or participation in any university-sponsored activity;
3. Otherwise adversely affects an individual's academic or employment opportunities; or,
4. Is not legitimately related to the subject matter of a course.

**3D.0106.03 ROLE OF THE AFFIRMATIVE ACTION OFFICER**

While the Affirmative Action Officer is available to assist in the complaint process, he/she is not permitted to be an advocate for either party and is obligated to assure fairness to both parties and to protect the University's interests. For further information, contact the Affirmative Action Officer.

**3D.0106.04 AFFIRMATIVE ACTION ADVISORY COUNCIL**

The Affirmative Action Advisory Council (hereafter referred to as the "Council") includes seven representatives appointed annually by the President of Emporia State University. Representatives, except for students, are appointed to serve three (3) year terms with at least one representative completing his/her term each year. Student representatives are appointed to serve one (1) year terms. However, a reappointment to serve consecutive terms may be considered with the approval of the Affirmative Action Officer and the President of the University.

The representatives will be appointed as follows: two faculty representatives, one professional staff representative from Student Affairs, one professional staff representative at-large, one representative from classified, and two representatives from the student body. The Affirmative Action Officer meets with the Council and serves as an ex-officio member.

## ***POLICIES/PROCESS***

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If a Council member has a conflict of interest he/she may request to be excused from the meetings and hearing pertaining to the specific complaint(s). These requests should be made to and discussed with the Affirmative Action Officer.

The Council meets at least once a semester and more often as circumstances warrant. The purpose of the Council is to assist and advise the Affirmative Action Officer in the planning, development, and implementation of the program and to review Emporia State University's affirmative action policy and recommend changes as needed. The Council will also serve as the grievance committee when formal complaints alleging harassment and/or discrimination are filed.

### **3D.0106.05 GRIEVANCE PROCEDURES FOR FACULTY, STAFF, AND STUDENTS** (updated 2/09)

Supervisors and administrators are obligated to report complaints of discrimination and/or harassment to the Affirmative Action Officer. In some instances the supervisor or administrator may have handled the complaint through the informal process; however the obligation to inform the Affirmative Action Officer still exists. Complaints must be filed within one year of the alleged behavior, are confidential, and will not be disclosed to anyone who does not have a need to know.

Procedures for the resolution of complaints should be thorough yet expeditious to the extent possible. These procedures are specifically designed to process complaints which fall within the purview of the university's affirmative action and harassment and/or discrimination policies and which involve university personnel or students as principals. Complaints filed under these grievance procedures involve discrimination and/or harassment and shall not be used in addition to other existing university grievance procedures.

Emporia State University has an informal and formal means to resolve complaints of harassment and/or discrimination. Informal complaints may be reported either in writing or orally whereby a resolution is agreed upon by both parties through informal means. Formal complaints must be reported in writing and result in a formal investigation, as described below. All complaints of harassment or discrimination should be reported to the Affirmative Action Officer.

#### **A. Procedures**

##### **1. Informal Resolution**

- a. The individual making the complaint ("the complainant") should first discuss the allegation the allegation(s) with the individual(s) perceived as harasser(s). It is understood that in some circumstances this step would not be possible or advisable.
- b. If the discussion does not lead to a resolution or the complainant elects not to exercise the first step, the complainant may elect to discuss the allegation(s) with the department chair or director (hereafter referred to as the "responsible administrator") supervising the faculty, staff, or student alleged to be engaging in the discriminatory or harassing behavior. For students with complaints of harassment or discrimination by other students, the responsible administrator would be the Assistant Vice President for Student Life.
- c. The responsible administrator should conduct an inquiry into the matter. If a reasonable basis is determined, an attempt will be made to bring about a resolution to which both the complainant and the respondent(s) agree. If the responsible administrator is already aware of the behavior that is the subject of the complaint, the complainant should contact the Affirmative Action Officer. It is expected that informal resolution will be handled expeditiously and completed within a reasonable length of time. The Affirmative Action Officer is available for assistance in this process.
- d. If a mutually satisfying resolution is not reached, a formal complaint may be filed to begin the Formal Resolution process.

##### **2. Formal Resolution**

- a. The complainant should file a complaint with the ESU Equal Opportunity Office. The complainant will complete a Formal Complaint form providing the basis of the alleged harassment and/or discrimination, a description of the incident(s) related to the alleged discrimination, and the remedy desired. The Affirmative Action Officer will conduct an interview with the complainant to clarify and get a thorough understanding of the complaint.

- b. The Affirmative Action Officer will meet with the respondent as soon as possible and give him/her a verbal explanation and a written statement of the complaint. The respondent will then have the opportunity to respond. The respondent will be cautioned about retaliation and a follow-up meeting to discuss his/her response will be scheduled. Following the initial meeting the respondent will have 5 working days to give his/her formal, written response to the complaint.
- c. At the follow-up meeting with the respondent, the Affirmative Action Officer will review the respondent's written response and conduct an interview to clarify and get a thorough understanding of his/her response.
- d. In addition to interviews with the complainant and the respondent, the Affirmative Action Officer may interview other parties who have specific knowledge about the alleged incident(s). Individuals who are interviewed will be informed that confidentiality must be maintained and the fact that an investigation is underway should not lead to any conclusions or assumptions.
- e. The Affirmative Action Officer will meet with the Council to share the details of the complaint. The Council will be given a verbal explanation and written statement of the complaint, the response, and the findings of the Affirmative Action Officer's investigation. If the Council determines that sufficient evidence to warrant a hearing has not been provided, both parties will receive a letter stating the steps that were taken and the determination that was made. If the Council determines that sufficient evidence to warrant a hearing has been provided, both parties will receive a letter stating the steps that were taken, the determination, and the next steps to be taken in the process. The Affirmative Action Officer will meet with the Council to define the area of harassment and/or discrimination involved in the complaint and to clarify the review criteria for evaluation of evidence.
- f. A time and place convenient for all concerned parties will be set for the hearing by the Affirmative Action Officer. Both the complainant and the respondent will have the opportunity to bring witnesses to testify. A list of witnesses and any other evidence needs to be submitted to the Affirmative Action Officer at least 5 working days before the hearing date. The complainant and the respondent have the right to invite another individual to serve as an advisor during the hearing. The advisor is present solely to advise the represented party. The advisor shall not directly address or communicate with the Council or other parties involved in the hearing, nor shall he/she speak on the behalf of the individual being advised.
- g. The Affirmative Action Officer will facilitate the hearing. The complainant will present his/her testimony and/or evidence followed by the respondent. Council members have the right to question all parties involved, while the complainant and respondent have the right to question witnesses. The complainant and respondent will both be given the opportunity to respond to comments made by the other.
- h. Following the hearing the Council has 20 working days to submit a written report of its recommendation, signed by all members, to the Affirmative Action Officer. This report will include a recommendation concerning the disposition of the complaint. A Council member(s) may append to the report a dissent or non-concurrence with the majority opinion.
- i. The Affirmative Action Officer will provide the report and recommendation made by the Council to the Vice President for Academic Affairs. Within 5 working days of receiving the report, the Vice President will consider the recommendations and communicate to the parties the action(s) to be initiated.
- j. If either the complainant or respondent do not believe the resolution is satisfactory, a review may be requested. A written appeal of the final recommendation must be received in the President's Office within 30 days of the individual's receipt of the recommendation from the Vice President for Academic Affairs. The President will respond within 30 days after receiving the written appeal.

**B. Confidentiality**

It is the responsibility of the Affirmative Action Officer and the responsible administrator to whom a complaint is brought to maintain confidentiality while still allowing for an investigation, providing a remedy for individuals injured by discrimination or harassment, and allowing respondents to reply to complaints. Individuals involved in the investigation or hearing are also obligated to maintain confidentiality. The University cannot guarantee complainants, respondents, or witnesses absolute confidentiality because the University is obligated to investigate complaints.

## ***POLICIES/PROCESS***

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### **C. Accommodations**

Reasonable accommodations will be made for persons with documented disabilities. Involved parties with disabilities should contact the Affirmative Action Officer at least 3 days prior to the hearing so that accommodations can be made during the process. Students may contact the Director of Disability Services and/or the Affirmative Action Officer at least 3 days prior to the hearing so that accommodations can be made. All communication between students, the Office of Disability Services, and the Affirmative Action Officer will be strictly confidential.

### **D. Retaliation**

Retaliation is generally any adverse action taken without a legitimate reason as a result of involvement in an administrative review of a complaint of unlawful discrimination or harassment. It is a violation of Emporia State University's anti-harassment policies to retaliate against any individual involved in the complaint process. Appropriate sanctions will be imposed against persons who engage in retaliatory behavior. Respondents, complainants, witnesses, and other involved parties will be cautioned of inappropriate behavior in the form of retaliation.

### ***Hazing***

In accordance with the laws of the State of Kansas and for the protection of its students, Emporia State University prohibits hazing in any student organization affiliated with or recognized by the University.

Hazing is defined as any unreasonable requirement or activity of new and/or full members, regardless of a person's willingness to participate, that endangers the physical well-being of the individual; produces physical or mental discomfort; causes embarrassment, humiliation or ridicule; or in any way degrades the individual.

Allegations concerning hazing may be filed with the Assistant Vice President for Student Life. Further information about hazing may also be obtained from the Assistant Director of Student Involvement for Greek Life or the Assistant Vice President for Student Life.

### ***HIV/AIDS Policy and Guidelines***

The purpose of this policy is to prevent the further spread of the Human Immunodeficiency Virus (HIV), to reduce fears and dispel myths, to protect the rights of persons with Acquired Immune Deficiency Syndrome (AIDS) or HIV infection, and to create an informed and supportive university community. Emporia State University will implement programs that increase HIV/AIDS awareness and provide education intended to prevent further spread of HIV.

#### **3P.0101 GENERAL POLICY**

The Student Health Center will develop, implement, and maintain comprehensive HIV/AIDS education programs for students and employees. Educational programs will include, though will not be limited to, information on availability of confidential or anonymous HIV counseling and testing services in the community. ESU departments such as Human Resources, Student Health Center, Student Life & Counseling, and Disability Services may be consulted to provide advocacy for students/employees on a case-by-case basis.

#### **3P.0102 GUIDELINES**

The following guidelines are based on 1996 epidemiological data indicating that students or employees with AIDS or a positive HIV antibody test do not pose a health risk to other students and employees in an academic setting.

1. Students and employees with HIV/AIDS will be afforded normal classroom attendance and employment, and participation in cocurricular and extracurricular activities in an unrestricted manner.

2. The University will act in compliance with the Americans with Disabilities Act and other state and federal laws which prohibit discrimination on the basis of disability and require accommodations for persons with disabilities in appropriate circumstances.
3. Confidentiality of medical conditions and records will be maintained in accordance with existing University procedures and requirements. In accordance with the Kansas Department of Health & Environment HIV policy, HIV status records are maintained separately from other medical records and not released without the patient's consent under any circumstance.
4. Students and employees with AIDS or a seropositive HIV antibody test will be given assistance, upon request, in obtaining appropriate medical care, education, and accommodations.
5. Consideration of the existence of AIDS or a seropositive HIV antibody test will not be part of the admission decision for prospective students or as a part of the hiring process for prospective employees. Programs or policies will not be implemented to require screening of enrolled students and current employees for AIDS or an HIV antibody test.
6. Those who are known to be immunologically deficient, or an immediate family member of an immunologically deficient person, can be excused from institutional requirements for certain vaccines (e.g., measles, polio, and rubella). In such an instance, the University Student Health Center will work with the Kansas Department of Health and Environment when making such a decision.
7. The University will take appropriate steps to promote the safety of individuals participating in classroom laboratory experiments, community health care settings, learning or working situations involving blood, blood products, and body fluids, extracurricular or cocurricular activities.
8. Refusal to work with a person with HIV does not excuse an employee or student from fulfilling assigned or expected responsibilities. If an employee or a student has concerns about the presence of a person with HIV, that employee or student will be counseled to help allay those concerns or fears. Counseling services will be provided on campus, or referral will be made to appropriate community agencies, for those persons with continuing fears or concerns about the disease.
9. The University Student Health Center will be familiar with sources of testing for HIV and will be prepared to offer pre- and/or post-test counseling to any student who requests it and will refer any employee requesting counseling to appropriate community agencies.
10. The Student Health Center will establish communication links with county and state health agencies and AIDS information centers in order to obtain current medical and referral information.
11. Harassment, threats, intimidation or emotional or physical abuse of members of the University community are not acceptable behavior for Emporia State University students, faculty or staff and will be dealt with according to the same procedures set forth in the University's Sexual and Racial Harassment Policies.

## ***POLICIES/PROCESS***

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### ***Holds on Student Records***

The University has the authority to withhold permission to enroll; to obtain transcripts; or to receive services, materials, food or merchandise, or any combination of these, from any person owing a debt to the university. A debt is defined as an unpaid financial obligation and/or any other unfulfilled obligation of a student or former student, however incurred, arising while the debtor was a student. A hold is a method of implementing these restrictions.

Students may clear their debts and have restrictions removed by taking the following appropriate action:

1. Pay\* the full amount of a financial debt.
2. Return the material or equipment to the appropriate department.
3. Pay\* in full the value of the lost material and/or equipment.
4. Satisfy any other claims by completing the specific action as required by the department or agency.

When all debts have been satisfied, the appropriate office will remove the hold and/or notify the Registrar.

\*For immediate release of a hold, payment should be made by cash or money order. No personal checks.

### ***The Institutional Review Board for Treatment of Human Subjects***

As a student on the Emporia State University campus, you may be asked to participate in research projects conducted by faculty or students. Participation in such research projects is on a voluntary basis.

Prior to your involvement in the research, you should be given a consent form briefly outlining the nature of your involvement in the research project. Because your participation is voluntary, you may choose either to participate or not to participate, and the lack of participation does not and shall not result in negative consequences.

If you confront any problems regarding participation in research projects, you are encouraged to contact the Institutional Review Board for Treatment of Human Subjects, located in the Research and Grants Center, 313F Plumb Hall.

### ***Non-Activity Week***

Non-activity week is defined as the week (Monday through Friday) preceding the final examination period.

Student activities are not permitted during non-activity week unless approved the dean of the appropriate school/college. No activities occurring during non-activity week will be promoted on the Special Events poster route unless accompanied by written permission from the appropriate dean.

The Faculty Handbook states that during non-activity week, "faculty are urged to avoid campus-wide examinations or major assignments, if possible."

### ***Statement on Consenting Relationships in the ESU Community***

Emporia State University is committed to providing an academic community environment that, without discrimination, fosters intellectual, professional, and personal growth. Essential to the preservation of this environment is the trust that should characterize all interactions among our students, faculty, unclassified staff, and classified personnel, all of whom are working toward common goals of the institution. This trust is put at risk when members of the university community engage in consenting romantic or sexual relationships that involve persons of unequal power, for example, administrator and faculty, faculty and student, supervisor and employee. Emporia State University strongly disapproves of consenting relationships where a professional power differential exists.

On May 3, 1994, the Faculty Senate passed a resolution endorsing a statement on consenting relationships. The statement is available in its entirety from the Faculty Senate Office, 218 Memorial Union, or the President's Office, 202 Plumb Hall.

***Student Code of Conduct***

In accordance with the Affirmation of Values, the Student Code of Conduct is a statement of behavioral expectations that applies to all Emporia State University students.

**Student Conduct Process**

The purpose of the student conduct process is to maintain the behavioral standards set by the campus community, and to provide all students with an administrative adjudication process in which responsibility is decided in a fair and impartial manner.

Informal conferences and other student conduct proceedings at educational institutions do not follow the same procedures used in courtrooms. The university does not employ lawyers to “prosecute” students. University student conduct proceedings do not follow rules of evidence like a civil or criminal trial. Instead, charges are investigated and resolved in an atmosphere of candor, truthfulness, and civility.

**Student Conduct Office**

The Student Conduct Office strives:

- a. to regard each student as an individual, deserving individual attention, consideration and respect.
- b. to consider the facts fully and carefully before resolving any alleged violation.
- c. to speak candidly and honestly to each student.
- d. to hold each student accountable for a standard of behavior that protects the campus community and promotes student development.
- e. to ensure standards of courtesy and integrity, which prevent educational disruption, and promote a productive learning environment.
- f. to recognize human fallibility and consider the stresses associated with college life while demonstrating compassion and empathy throughout the student conduct process.
- g. to contribute to the educational mission of the university.
- h. to provide a fair and efficient process for enforcement of the Student Code of Conduct.

For more information, contact the Student Conduct Office at 341-5481. Students are encouraged to read the Student Code of Conduct in its entirety at <<http://www.emporia.edu/csi/conduct.htm>>.

***Students' Right-to-Know***

This report is filed as required by the federal “Student Right-to-Know and Campus Security Act” (hereafter referred to as the Student Right-to-Know Act). The purpose of this report is to provide our faculty, staff, and students with campus safety information, including crime statistics and procedures to follow to report a crime. Requests for printed copies and any questions regarding this report should be directed to the Office of Student Life, 205 Plumb Hall, 341-5267, or e-mail the Assistant Vice President for Student Life, Lynn Hobson, at <[lhobson@emporia.edu](mailto:lhobson@emporia.edu)> or visit the website <<http://www.emporia.edu/right2know>>.

## ***POLICIES/PROCESS***

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### ***Student Parking and Traffic Regulations***

No motor vehicle, whether privately or publicly owned, shall be parked on the roads, streets, driveways, or parking facilities unless the said vehicle shall have plainly displayed in accordance with regulations a current parking permit issued by the Office of the Kansas Board of Regents or by the administration officer of Emporia State University or his/her authorized representatives, with the exception of the free parking and/or pay parking areas.

Visitors are always welcome on campus but are requested to observe all posted regulations and to display a current visitor parking permit. Campus visitors may obtain a "visitor's" permit at the Information Booth or the Police and Safety Office.

Campus parking regulations provide facilities for the maximum benefit of the greatest number, while generating revenue for the operation and maintenance of existing parking facilities. With the exception of vehicles operated by disabled members of the student body, faculty and staff, and appropriately marked campus service vehicles, parking on campus is considered a privilege. A violation of any provision of ESU's Traffic and Parking Regulations is considered to constitute an offense and to be subject to penalty.

The motor vehicle laws of the State of Kansas and the City of Emporia apply on the ESU campus. The speed limit is 15 mph, unless otherwise indicated. In the event of an accident occurring on ESU property involving a motor vehicle, the ESU Police Department must be notified immediately. All vehicles, including bicycles, are restricted to the use of designated roadways. Sidewalks shall not be used by any vehicles except to walk bicycles to the bicycle racks and except when necessary for authorized service vehicles.

Two-wheeled vehicles may park only in specially designated parking areas. Vehicles shall park entirely within the lines indicating a parking space. Vehicles shall park by driving forward only into diagonal or 90-degree parking spaces. Parking is not permitted in loading zones at any time; use of these zones for loading or unloading is limited.

Skateboards, roller skates, in-line skates, etc. are prohibited on all areas of ESU campus. This includes sidewalks, streets, buildings, and walkways.

For a copy of ESU Traffic and Parking Regulations or for further information, contact the Parking Department at 341-6043.

### *Technology and Computing Services (TCS)*

The department of Technology and Computing Services (TCS) provides services and support related to the technology infrastructure at ESU. This section outlines a number of the more commonly utilized services provided by TCS. For more information about any of the services listed or other information about Technology Services at ESU, go to <<http://www.emporia.edu/tcs>>.

### *Technology Related Services*

**E-mail:** Each student receives an ESU e-mail account, which is accessible through Buzz In. This is the account used for all official e-mail communication from ESU. Mailbox size is limited to 25 MB. In order to prevent mail buildup in e-mail accounts from using up all the available space, messages over 180 days old are automatically deleted. More information, including how to request additional space, how to forward ESU e-mail to another account, e-mail virus scanning, and SPAM quarantine management, is available on the TCS web page.

**File storage:** Each student receives 25 MB of web accessible file storage for storage for academic use. This storage area can be used as a working area for homework assignments, including the development of web pages. Complete information about how to access the file storage and web space is available on the TCS web page.

**Blackboard:** TCS provides support for Blackboard, a web-based course management system used by instructors teaching both traditional and online courses. Blackboard is a convenient online utility used to store and retrieve course documents, participate in online discussion, track your course grades, and much more.

**ESU's Wireless Zone:** Wireless internet access is available on campus via the Wireless Zone. The Wireless Zone can be accessed in multiple buildings and outdoor areas. A coverage map and information about configuring computers to use the Wireless Zone are available on the TCS web page.

**Video Services:** TCS provides a variety of video services for academic related activities and productions, including video production and editing; video and DVD duplication; live and on-demand streaming; and guest speaker capture (student events, etc.). A self-service production lab includes six PCs and one Macintosh station that can be used for digital video capture and editing, and other media-related production. Video services are located in 109 Visser Hall.

**Training:** TCS provides a variety of training services related to a wide variety of applications, including Blackboard, Office and productivity software, and academic software. Students are welcome to participate in this training. The training lab is located in 110 Visser Hall.

**Research Services:** Online survey support is available for faculty, staff, and students. Surveys must be ESU related and approved through the appropriate channels, such as the Institutional Review Board. Research support is located in 109 Visser Hall.

**Equipment Checkout:** Computers and other media equipment, such as digital video cameras, are available for checkout through TCS, located in the lower level of Butcher Educational Center. Data projectors are available for checkout through the I.D. Office in the Memorial Union. The maximum checkout duration for any equipment is three consecutive days. For more information, call 341-5297.

**Student Computer Labs:** Emporia State has many computer labs available for student use. All labs are equipped with access to network resources, such as e-mail and home directories, software applications such as Microsoft Office, and many have printing available. To find up-to-date information for the computer labs at Emporia State, please visit the TCS website.

## **TECHNOLOGY**

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### ***ESU Channel 8***

ESU's local Channel 8 is broadcast through *CableOne* of Emporia. ESU retransmits the *ResearchChannel* <<http://researchchannel.org>>, an affiliation of colleges and universities that broadcast original programming under the National Science Foundation. A local broadcast schedule can be found at <<http://emporia.edu/esutv8>>. ESU shares this channel with the local public school system - USD 253. During certain periods of the year, USD 253 will preempt the schedule to air basketball and football games.

ESU also airs campus and community information through *CableOne* three times daily for 30 minutes: 7:30 - 8:00 a.m., 12:30 - 1:00 p.m. and 5:00 - 5:30 p.m. Students can request upcoming events be promoted through Channel 8. *CableOne* programming is broadcast to over 5,000 subscribers in the Emporia vicinity. Channel 8/Infochannel services are located in 109 Visser Hall.

### ***Buzz In Portal***

Buzz In is Emporia State University's web portal, available at <<http://buzzin.emporia.edu>>. Buzz In provides targeted content and allows users to customize displayed content to suit their needs. Buzz In features links to University information systems, targeted announcements, e-mail, calendar, and group collaboration tools.

Portal content appears in the form of channels, or containers of information targeted to ESU faculty, staff and students. Channels are delivered through the Home, Library and Archives, Technology Services, Student Services, and Academic Life 'tabs'. There is also a My Stuff tab where users can add personalized content presented in the form of RSS feeds from external sources (such as [nytimes.com](http://nytimes.com), [washingtonpost.com](http://washingtonpost.com), and [CNN.com](http://CNN.com)). The Academic Life tab houses tools necessary to look up and register for classes, view your class schedule, view and pay tuition balances and more.

### ***Technology & Computing Services (TCS) Helpdesk***

The TCS Helpdesk is available to assist students with many of their technology and computing needs. Services available to students include user account and password help, computer software and hardware consultation, virus and spyware removal, wireless connectivity issues, and residence hall network connectivity issues. The TCS Helpdesk is also a beneficial resource for students who are unsure of where they can gain information regarding other technology and computing concerns. Listed below is the TCS Helpdesk contact information and locations.

#### Contact Information

Campus:       Extension 5555  
Local Call:   (620) 341-5555  
Toll-Free:     (877) 341-5555  
E-mail:       helpdesk@emporia.edu

#### Locations

Butcher Education Center - Lower Level (Main Helpdesk location)  
White Library - Mezzanine Level (Helpdesk Kiosk - evening and weekend support)

*To find up-to-date operating hours for the TCS Helpdesk, including any special hours or closures, please visit the TCS website <<http://www.emporia.edu/tcs>>.*

***Information Security at ESU***

Emporia State University understands that some information provided by students, faculty, staff, or gained by other means is an important asset that needs to be protected. Information Security at ESU is everyone's responsibility. How can you help?

- ▶ Keep your computer up to date with latest system software patches and anti-virus software.
- ▶ Scan for spyware often.
- ▶ Do NOT open attachments you were not expecting and never open attachments which have the extension of .EXE and .SCR.
- ▶ Do NOT respond to any e-mails asking for your User ID and password; delete them immediately.
- ▶ Do NOT share your password, EVER.
- ▶ Use a strong password.
- ▶ Watch Buzz In announcements for weekly tips and urgent announcements.

Have a question about the policies? Contact <iso@emporia.edu>.

***ESU Peer to Peer File Sharing Statement***

Emporia State University's security policies are in place to help not only protect ESU's information, but to set standards on acceptable computing using ESU's Internet access. ESU's Digital Millennium Copyright Act (DMCA) policy states:

"..users of Internet services and equipment provided by ESU are responsible for their compliance with all copyright laws pertaining to information they place on or retrieve from the Internet."

ESU's DMCA policy references unauthorized distribution of copyrighted material, including music, movies, games and software distributed from a computer using peer-to-peer applications. Distributing copyrighted works without explicit permission from the copyright owner is considered theft and is a violation of ESU policy and Federal copyright law. Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal liabilities including but not limited to:

1. Fines
2. Attorney fees
3. Court costs
4. Damages
5. Imprisonment

With each peer-to-peer file sharing notification of alleged copyright infringement, ESU is held to a standard to:

1. Identify the computer used during the alleged incident using information given in the notification
2. Remove the computer from the ESU network
3. Notify the computer owner to remove the copyrighted material
4. Verify the copyrighted material is removed prior to allowing the computer back onto the network

If further copyright infringements occur, the computer owner could lose ESU network access permanently.

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